

**Student Information and
Orientation Pack 2019-20**

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Dudley Street Childcare and Kindergarten Operating Hours:

The Centre is open Monday to Friday from 6:30am to 6:30pm

Contact numbers are:

Phone: (03) 5783 2866
Email: Director.Dudley@kekeco.com.au
Website: Dudleystreet.com.au

Sutherland Street Childcare and Kindergarten Operating Hours:

The Centre is open Monday to Friday from 6:30am to 6:30pm

Contact Numbers

Phone: (03) 5781 1300
Email: Director.Sutherland@kekeco.com.au
Website: Sutherlandstreet.com.au

Ferguson Street Kindergarten and E.L.C. Operating Hours:

The Centre is open Monday to Friday from 6:30am to 6:30pm

Contact Numbers

Phone: (03) 5784 2828
Email: Director.Ferguson@kekeco.com.au

Email: Sutherland_street@bigpond.com
Website: Fergusonstreet.com.au

Policies, Philosophy and Beliefs are all available from the websites listed above. Other information should you require it during your placement with us should be asked for at the beginning of your placement.

Policy for Students

Kekeco Childcare management and staff believe in providing an environment that is always professional, we are committed to encouraging the highest quality learning through play environment. We, as a team of early childhood professionals also believe that the education of our staff is important and further education is encouraged. Bearing this in mind, the management and staff of Kekeco Childcare Pty. Ltd. warmly welcomes students who are completing their Certificate III, Diploma of Childrens' Services or an ACECQA recognised Early Childhood Degree.

Work Experience students will be permitted to attend the Centre on the discretion of the Director.

Orientation and Induction.

Students will be encouraged to attend the centre before commencing their placement, during this visit, management would prefer the student to provide a list of paperwork that they require for their assessment tasks. The Director will escort the student on a tour of the centre and provide a brief induction to practices and policies which are relevant to the students. (See student pack)

Signing In

It is a Centre requirement for any visitor attending the Centre to correctly fill out the Visitor sign in book. It is important that management knows who is on the premises. It is the responsibility of the student to ensure that the book is filled in.

***It is a Centre requirement that all students provide a photo and a brief outline of the purpose of their placement, BEFORE they start their placement. This information will be displayed on the door of the room where they will be observing, so that families and staff are aware of their presence and the purpose of their visit to the Centre.**

Supervision

The staff follow Education and Care Services National Regulations 2011 and the National Education and Care Services Law Act 2010 rigidly.

Students will be allocated a mentor staff member within the room that they are expecting to work and this mentor will be responsible for managing the relationship during the normal business day.

All staff understand that a student, whilst on placement is not, under any circumstance, to be regarded as a member of staff and therefore will not and can not be left alone with the children at any time.

Professional Conduct

It is expected that students who attend the centre for their placement, conduct themselves in a professional manner at all times. Students should be friendly and willing to assist our staff and families at all possible times. If any student is found to be conducting themselves in such a way that is not in line with Centre Philosophy, Policies and Procedures (enclosed) this will be deemed as unsatisfactory and the student will be asked to leave and escorted off the premises immediately and their education institution will be notified. The student will not be welcomed back.

Of course NO ALCOHOL or DRUGS are to be consumed on the premises or immediately before commencing at the Centre for the day.

Dress Code

It is expected that any student who attends the service will be dressed appropriately for a child care setting and be well presented at all times. Finger nails must be short and clean. Hair should be tied back. Jewellery should be kept to a minimum. Any facial & obvious body piercings will be required to be removed before working at any of the services operated by Kekeco Childcare Pty. Ltd. as this is in breach of our Food Safety Standards.

The student is required to wear a Visitor badge as identification at all times while attending the centre.

Mobile Phones

Mobile phones are not to be used or carried in the rooms at any time.

Breaks

Students are entitled to a break and will be encouraged to take them regularly during the day. We ask that the student check with the staff in the room first if the timing is suitable for them to take a break. It is also a requirement to inform their room team leader or the Director, if they intend to leave the premises either during their breaks or at any other time while attending the centre.

Assessment Tasks

Management will assist in any way they can to provide information that is deemed relevant to the students' assessment tasks. Staff and management take no responsibility in ensuring any work the student has is completed. It is absolutely the students' responsibility.

Illness/Absences

Students are responsible for notifying the Centre as soon as possible if they are going to be absent. If the student is feeling unwell before the commencement of their day, we would prefer that they stay home and seek medical attention if necessary. Child care is not the place to be if unwell. It is the Directors discretion to send any un-well student home.

Staff Handbook and relevant Policies

Students will be provided with a copy of the Staff Policy Handbook for their information whilst working at any of the services operated by Kekeco Childcare Pty. Ltd. . It is important that they pay particular attention to section marked with **an Asterisk** * as these are particularly relevant to the students and new staff joining the Centre.

Assistance whilst you are at the Centre.

If there are any aspects about the Centre which you are unclear on, please speak to your supervisor in the first instance, If you require further or additional information please feel free to speak to the Director at any time.

Visitors

Casual visitors are not allowed in any of the rooms at any of the services operated by Kekeco Childcare Pty Ltd. as it disturbs the children's routines and distracts the staff from the important business of early childhood education and care..

If the Student wishes to meet with friends or other colleagues, arrangements should be made to meet outside the Centre during their breaks, if at all possible

Kekeco Childcare Pty. Ltd.

INDUCTION PROGRAM

New/ Relief/ Students/ Returning to Work (Please circle)

Name: _____ Position/Qualification _____

Employment Status: Casual/Temporary

Induction Conducted by: _____ Date of Induction: _____

WORKPLACE INDUCTION

Inductee to tick items as applicable when completed	Item Completed
INTRODUCTION	
Centre overview and Philosophy	
Trial/Probationary Period (please read all of Staff Policy Handbook during this period)	
GENERAL CONDITIONS OF EMPLOYMENT	
Accreditation (NCAC) see outline	
Alcohol and Drugs Policy	
Pay procedures/sign in out , leaving centre	
Disciplinary procedures	
Grievance procedures	
Staff Policy Handbook (please read sections marked with asterisk immediately *)	
Training & development	
Uniform	
EMPLOYEE INDUSTRIAL RELATIONS	
Industrial relations (union, EBA, Award) children	
Equal opportunity	
OCCUPATIONAL HEALTH AND SAFETY	
Clothing policy and procedure	
Health and Safety Representative	
Vehicle traffic management /staff parking	
HEALTH AND SAFETY RESPONSIBILITIES	
Employee health and safety obligations	
Incident and Hazard Reporting	
Injury Reporting	
EMERGENCY PROCEDURE	
Location of emergency exits, fire extinguishers/hydrants and fire alarms	
Location of first aid box in each room and first aiders names	
Location of MSDS (material safety data sheets) in Laundry	
Emergency evacuation procedure	
DECLARATION BY INDUCTEE:	
I have completed induction and understand all of the above items	
Name :	Position:
Signature:	Date:

Comments: