

## Kindergarten Procedure

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## Replacement of Staff

### References:

The Australian Children's Education & Care Quality Authority (ACEQA)

**Aim:** To provide guidance in the steps to follow when no replacement staff can be found.

**Outcome:** The Director of the Kindergarten, or the person in charge, knows what to do if not enough educators are on site and no adequate replacement can be found.

This procedure relates to our obligation to respect at all times the ratio 1:1, that is one educator for every 11 children, as per the Education and Care Services National Regulation 2011.

If, at any time, the Kindergarten does not have enough educators to run the session, then the session must be cancelled.

The Director of the Kindergarten, or the person in charge at the time, will make the decision to cancel the session / close the Kindergarten.

Once the decision has been made, the following steps must be taken:

- The families are to be informed as soon as possible, to allow them to reorganise their day and the caring of their children.
- If they cannot be reached, then the families will receive the news when they arrive on the premises.
- Committee members are to be contacted to post and share the information on Facebook
- The Director or the person in charge must inform Indigo North Health management of the situation.
- All families are to receive a copy of this procedure.