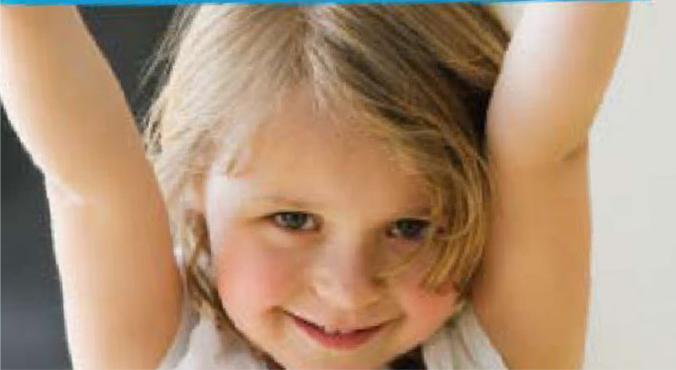
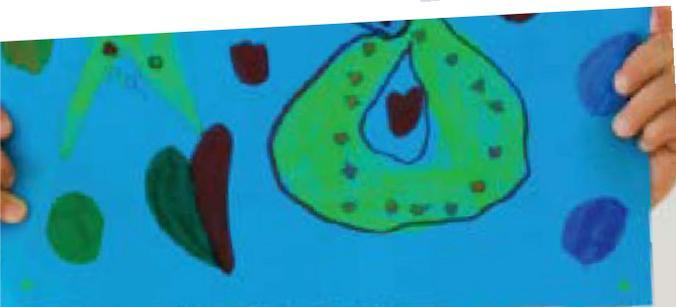


Kindergarten Inclusion Support packages for children with complex medical needs 2012

Information and application kit



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2 Treasury Place, East Melbourne, Victoria, 3002.

This document is also available on the internet at

www.education.vic.gov.au/ecsmanagement/careankindergarten/inclusion/disabilities.htm

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1. Introduction

The Kindergarten Inclusion Support packages program for children with complex medical needs (referred to as the KIS packages program for complex medical needs) is funded by the Victorian Department of Education and Early Childhood Development (referred to as the Department).

The objective of the KIS packages program for children with complex medical needs is to support their access and participation in an inclusive kindergarten program.

This program is being trialled in 2012 through a limited number of packages to fund support to kindergartens for children with complex medical needs who do not have a disability. These children will require a high level of individualised health care support without which they are unable to access a funded kindergarten program. Eligibility criteria for this support, included in this information kit, specify that funded health care support procedures will be those which can reasonably be expected to be undertaken by kindergarten staff with specific training and ongoing monitoring.

The KIS packages for children with complex medical needs are a contribution to the support and training required and may not provide full coverage of all costs.

Kindergarten programs

Kindergarten education aims to advance each child's learning and to optimise the development of key skills. Kindergarten programs are designed to engage each child as an effective learner, promoting communication; learning and thinking; positive relationships and identity.

Participation in a kindergarten program gives parents and families the chance to be part of a community focused on children's wellbeing. The kindergarten program also provides a place for parents to get to know other families and to share their experiences and information with early childhood professionals.

Experienced, knowledgeable and sensitive professionals are able to encourage and support parents in their child's development. Professionals benefit from the wisdom of families, and children benefit when parents and professionals work in partnership on their behalf.

Kindergarten participation also helps to identify children who may need extra support for their development and offers links to targeted support services. This helps to ensure that children receive this assistance as early as possible. Kindergarten also provides an opportunity for families to develop links within their communities and other supports.

A range of options are available for families and service providers to enhance the inclusion of children with additional needs in funded kindergarten programs. Inclusion fosters a sense of belonging and accepts and respects individuality and diversity. Inclusive programs encourage and allow all children genuine opportunities to access and participate in kindergarten programs (Victorian kindergarten policy, procedures and funding criteria 2010–12).

Funded programs are required to ensure that they have policies and procedures that promote equality of opportunity for all children and their families. This includes policies assisting enrolment, access and inclusion that are clear, fair and comply with the:

- *Disability Discrimination Act 1992 (Commonwealth)*
- *Equal Opportunity Act 1995 (Victoria)*
- *Child Wellbeing and Safety Act 2005 (Victoria)*
- *Victorian Charter of Human Rights and Responsibilities 2006.*

Auspice Organisations

Across all Departmental regions, the management of the Kindergarten Inclusion Support packages has been auspiced to non-government organisations. These organisations offer kindergarten programs additional resources to support the access and participation of children with complex medical needs, assisting programs to meet the needs of individual children, within the context of the kindergarten group.

These organisational arrangements support the provision of services that:

- reflect the diversity of local communities
- maximise linkages with relevant community and specialist services
- promote a partnership approach with parents and families
- enable strong integration of the additional support with the kindergarten program
- provide effective use of available resources
- promote links with other universal child and family services.

The auspice organisation's program or policy handbook details its roles and responsibilities and relationship with families and children's services in providing support. The auspice organisation is required to undertake an annual survey of parents to determine user satisfaction with the service.

Program Approach

The KIS package program for children with complex medical needs focuses on:

- responding to the child's abilities and strengths as well as their needs
- utilising the kindergarten in order to enhance children's skills and wellbeing
- recognising that children need varying levels and types of additional support and environmental adaptation to address individual needs and promote maximum participation
- promoting a coordinated approach by the family and services supporting the child's education and care
- providing support to complement staff knowledge and skills, while acknowledging their expertise in working with young children
- identifying the core practices that are effective in meeting the needs of all young children including those with complex medical needs.

Types of Support

The KIS packages for children with complex medical needs facilitate the inclusion of these children in kindergarten programs. The packages of support may provide:

- specific training for kindergarten staff
- additional resources to support the child's participation in the kindergarten program
- specialised assistance for kindergarten staff to identify program adjustments to further support the access and participation of the child
- support to foster social relationships between all children
- additional staffing support

Specific Training

It is the responsibility of the Kindergarten Inclusion Support auspice agency (see below) together with the kindergarten teacher to ensure that the required training is organised and delivered for kindergarten staff. It is recommended that training is provided to more than one member of the kindergarten staff team who have ongoing contact with the child.

Training will be individualised to meet the child's needs as identified in the child's health support plan.

2. Eligibility criteria

The KIS packages for children with complex medical needs offer assistance to kindergartens who require additional resources to support the access and participation of a child with complex medical support needs in a kindergarten program funded by the Department¹, where the child:

1. is eligible to attend a Victorian Department funded kindergarten program;
and
2. has complex medical needs which require a high level of supervision and individualised health care support during the kindergarten program;
and
3. is unable to access a funded kindergarten program without provision of a high level of additional support
and
4. has health support needs that have been individually assessed and documented by a medical or health practitioner
and
5. requires health support procedures during the kindergarten program that can reasonably be expected to be undertaken by kindergarten staff with specific training and ongoing monitoring
and
6. does not attract Department of Education and Early Childhood Development Program for Students with a Disability funding.

¹ A Victorian Department of Education and Early Childhood Development funded kindergarten program refers to:

- A kindergarten program funded by the Department for children aged at least four years on 30 April of the year in which they are enrolled to attend the funded kindergarten program; or
- A kindergarten program funded by the Department and receiving Early Start funding for children aged at least three years on or before 30 April of the year they are enrolled to attend. Early Start Kindergarten funding is available to three-year-old Aboriginal or Torres Strait Islander children and three-year-old children known to Child Protection where abuse has been substantiated or those children are referred from Child Protection to Child FIRST.

The following list provides examples of procedures for which Complex Medical Needs package funding may be provided:

Oxygen

- maintenance of oxygen supply and tube patency
- maintaining skin integrity, in the case of nasal cannulas and face masks
- ensuring appropriate humidification
- observation of child's general health status and adjustment of oxygen level according to set criteria
- awareness of dangers of oxygen therapy and prevention of complications
- change of oxygen cylinders as required

Tracheotomy care

- infection control
- use of correct humidification
- ensuring clear airway and using suction and saline as required
- ability to effect efficient tube change if unable to be cleared of blockage
- implementation of emergency procedures around respiratory needs as required

Suction

- infection control
- knowledge of when to suction and why
- use of correct suctioning technique for specific child
- awareness of specific types of mucus to observe for and reporting of abnormalities to relevant people
- prevention of complications of incorrect suction procedure—vomiting, aspiration and damage to mucous membrane

Tube feeding (nasogastric or gastrostomy feeding)

- infection control
- use of correct methods to check position of nasogastric tube
- administering correct volumes of feed at regular intervals, at correct rate and temperature, specific to individual child
- use of feeding pump as required
- ensuring stomach is empty of excess air
- cleaning of equipment

Management of faecal output

- ileostomy and colostomy management
- regular emptying of pouch
- changing of pouch as required
- adequate protection of the stoma
- appropriate surrounding skin care management
- complete flange changes, as required.

3. The program support group

The Program Support Group has an important and ongoing role in supporting the child's inclusion in kindergarten. A Program Support Group is established to support the inclusion of children with complex medical needs and may be established for any child with an additional need.

Membership

The Program Support Group consists of:

- parent or guardian
- carer of the child (if applicable)
- early childhood teacher
- kindergarten support program staff and/or a preschool field officer, where appropriate
- others as appropriate, for example family services coordinator, therapist or medical practitioner.

In consultation with the parent or guardian, the early childhood teacher is responsible for;

- establishing the Program Support Group before enrolment or attendance at the service
- convening the Program Support Group, to plan and review the child's attendance and participation in the kindergarten program.

Roles

The Program Support Group:

- meets at least once per term
- promotes the achievement of quality outcomes and experiences for the child in kindergarten
- develops a kindergarten inclusion support plan (refer below) which identifies, plans and reviews the child's needs and sets goals for the child's access and participation in kindergarten
- coordinates services and supports for the child at kindergarten
- assists the family in the transition to kindergarten and school
- decides whether an application for KIS Packages program for children with complex medical needs is required
- assists the early childhood teacher to complete the application form (following receipt of the *General Medical Advice Form*) and the *Child Health Support Plan*.
- provides additional information to the Regional Advisory Group in the event of an appeal (Section 10, p. 23).

The information needed to complete the application form requires information about the child from parents or guardians and professionals working with the child, and the child's early childhood teacher for the following year (and current year if applicable).

4. Kindergarten Inclusion Support Plan

The Kindergarten Inclusion Support Plan (refer to appendix C) is developed by the Program Support Group to plan how the kindergarten program will respond to the child's identified needs . The plan will:

- identify the child's strengths and areas for development
- identify strategies to ensure the child's access and participation in all areas of the kindergarten program
- facilitate the child's inclusion within the kindergarten
- plan achievable and specific objectives for the child which build awareness of strengths and consider the child's individual needs
- reflect the skills and knowledge of those planning the child's program
- clarify the roles and responsibilities of staff
- identify innovative programming strategies, other resources, training or equipment that would assist the implementation of the support plan
- monitor the child's development
- be reviewed once per term
- identify any changes to the level of support required and will need to be submitted to the Regional Advisory Group, if an adjustment to the level of KIS package support is sought, via the appeal process (Section 10, p. 23).

5. The application process

- The kindergarten teacher in consultation with the family, identifies that the child has complex medical needs and requires a Child Health Support Plan.
- A Program Support Group is established to develop a Child Health Support Plan and an Inclusion Support Plan to plan, monitor and review the supports for each child.
- Planning for the child is informed by:
 - General Medical Advice Form (Application Form, Section B) developed by the child's medical practitioner; and
 - Child Health Support Plan (Application Form, Section C) which is the responsibility of the kindergarten staff as per the Education and Care Services National Regulations (effective 1 January 2012).
- The kindergarten teacher submits the *KIS Package for children with complex medical needs Application form* (Section A) with the Sections B and C to the Kindergarten Inclusion Support Regional Advisory Group convenor.
- Applications will be considered by the Kindergarten Inclusion Support Regional Advisory Groups.
 - Applications deemed ineligible will be advised by the Regional Advisory Groups
 - Applications that are recommended for consideration for funding will be forwarded to the Programs and Partnerships Division by the Department's regional office.
- Applications will be considered and approved as appropriate by the General Manager, Programs and Partnerships Division and the Principal Medical Advisor.
- The Early Childhood Intervention Services branch will inform the Department's Regional office of the outcome of the application, who will in turn notify the Regional Advisory Group convenor.
- The parent or guardian and applicant will then be notified of the outcome of the application by the convenor.
- All requests for appeals of applications identified as ineligible are to be in writing to the convenor and must be accompanied by relevant new or additional information and signed by the parent or guardian.

6. How to complete the application form

The application form is available on the website

www.education.vic.gov.au/ecsmanagement/careankinder/inclusion/disabilities.htm

Applications will require completion of the following forms by the early childhood teacher in consultation with the parent or guardian, and with the assistance of the Program Support Group members:

- Section A, KIS Complex Medical Needs Package Application Form (2012), including the Kindergarten Inclusion Plan
- Section B, General Medical Advice Form, to be completed by the child's medical practitioner. The form provides a description of the health condition, first aid and support requirements for the child. This form informs the development of a Child Health Support Plan.
- Section C, Child Health Support Plan, which describes how health support for the child is provided in the kindergarten program, minimising risks to the child, other children and staff.

If more than one child with complex medical needs will be attending a particular children's service, a separate application form should be submitted for each child.

Seven copies (the original and six copies), will need to be submitted to the Regional Advisory Group.

Faxed applications are not accepted.

Privacy

The information provided is confidential (Privacy Notice, Application form, pp. 5 -6).

The Department is committed to protecting the privacy of personal information by complying with the Information Privacy Act 2000, the Health Records Act 2001 and other relevant legislation.

The completed application form will be placed on file by the Department and/or the auspice organisation responsible for administering program funding and by the early childhood teacher lodging the application form on behalf of the parent or guardian.

Completing the application form

All sections of the Application Form must be completed.

Section A

Part 1: Details of the child and children's service

Applicant details

The registered name of the children's service, current early childhood teacher, and the early childhood teacher for 2012 (if known) is required.

Child details

This section seeks information about the child for whom inclusion support is requested. Please indicate:

- whether the child is of Aboriginal or Torres Strait Islander origin. Information on the Indigenous status of the child is a reporting requirement of the Department.
- if the child is receiving Early Start kindergarten funding at this service.
- if the application is for support in a funded program for 4 year old children in the year prior to school.

Program service details for 2011 and 2012

For 2011 and 2012 list the early childhood programs that the child attends or is expected to attend. .

For a kindergarten, list:

- the total hours of the program available per week
- the total hours the child will attend per week.

For other early childhood programs, list:

- the name of the program e.g. Early Childhood Intervention Service, child care centre
- the contact person and phone number
- the total hours the child will attend per week.

Part 2: Details of persons completing the application

List the members of the Program Support Group, their role, the organisation they represent (if applicable) and their contact details (refer to Application Form, pp. 9–10). Do not send original documents. The parent or guardian must initial copies of the application. Please note additional attachments on the front page of the application form.

Part 3: Eligibility criteria

3.1 Child's diagnosis and a description of their medical condition.

3.2 – 3.4 **Specific information is required** including health support procedures and their frequency required during kindergarten. Describe preparation, equipment, environmental changes, transfers, care procedures and other supports. The Regional Advisory Group checklist provides indicators that the Program Support Group is encouraged to consider.

Part 4: Kindergarten Inclusion Support Plan

The Kindergarten Inclusion Support Plan describes the strategies that the Program Support Group has identified to increase the child's access, participation, learning and development in kindergarten. Identification of the child's skills and strengths will be part of ongoing planning by parents or guardians and kindergarten staff prior to and throughout the kindergarten year. Please photocopy and attach additional information if necessary.

Section B - General Medical Advice

This form is to be completed by the child's medical practitioner and provides a description of the health condition, health support and first aid requirements for a child with complex medical needs. The form will assist the kindergarten in developing a Child Health Support Plan (see below).

Section C – Child Health Support Plan

The Child Health Support Plan outlines how the kindergarten will support the child's health care needs. In addition to the questions in the Child Health Support Plan, kindergarten staff may consider the following:

- Who should provide the support? e.g. the kindergarten should conduct a risk assessment and consider :
 - Does the support align with assigned staff duties and basic first aid training as per the Children's Services Regulations (2009)
<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/CSRegulations2009-53sr001.pdf>
 - If so, can it be accommodated within current resources?
 - If not, are there additional training modules available?
- If the child requires medication to be administered and/or stored at the kindergarten, ensure that the parent/carer is aware of the kindergarten's policy on medication management, in accordance with the relevant Children's Services Regulation requirements.
- Written advice is required from the child's medical/health practitioner for appropriate storage and administration of the medication (via the General Medical advice form. Section B.) A medication record is to be completed by the person administering the taking of the medication as per the Education and Care Services National Regulations (effective 1 January 2012)
<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/CSRegulations2009-53sr001.pdf>
- Do existing facilities provide an appropriate space to meet the child's health care support needs.
- Ensure that information privacy principles and compliance with the Children's Services Regulations (2009) are applied when collecting, using, retaining or disposing of personal or health information.
- Are there other considerations relevant for this health support plan? For example: minimising risks such as allergens or other risk factors; formal communication channels between the kindergarten, family and health/medical practitioner
- Any training provided will be individualised to address the child's health care support needs as identified in the Child Health Support Plan.
- It is the responsibility of the Kindergarten Inclusion Support packages auspice agency together with the kindergarten teacher are responsible for ensuring that the required training is delivered to enable the child's attendance at kindergarten.

7. Checklist for the early childhood teacher

Before mailing the application form please ensure the following:

The kindergarten has undertaken a risk minimisation plan in consultation with the parents/guardians of the child	
All sections of the application form have been completed (including Section B and Section C)	
The application form has been signed by the parent or guardian and all Program Support Group members	
The parent or guardian has signed the privacy declaration	
A copy of the application form has been kept for the kindergarten's records	
A copy of the application form has been provided to the parent or guardian	
If additional attachments are provided all copies are initialled by the parent or guardian and noted on the application form (Section 4, p. 10).	

8. Where to send the application form

Please send the completed application form and six copies to the Regional Advisory Group convenor addresses listed below).

For details about information sessions please contact either the Department's Regional Office or the auspice organisation for Kindergarten Inclusion Support packages program for your area.

<p>Barwon South West Region Kindergarten Inclusion Support packages program Department of Education and Early Childhood Development PO Box 2086 GEELONG 3220 Tel: (03) 5225 1000</p>	<p>Loddon Mallee Region Kindergarten Inclusion Support packages program Department of Education and Early Childhood Development PO Box 422 BENDIGO 3552 Tel: (03) 5440 3111</p>	<p>Grampians Region Kindergarten Inclusion Support packages program Department of Education and Early Childhood Development 109 Armstrong Street North BALLARAT 3350 Tel: (03) 5337 8444</p>
<p>Eastern Metropolitan Region Kindergarten Inclusion Support packages program Connections 1-3 Pitt Street RINGWOOD 3134 Tel: (03) 9871 0215</p>	<p>Northern Metropolitan Region Kindergarten Inclusion Support packages program Broadmeadows Uniting Care 413-419 Camp Rd BROADMEADOWS 3047 Tel: (03) 9351 3600</p>	<p>Hume Region Kindergarten Inclusion Support packages program Scope (Vic) Hume Region PO Box 128 BENALLA 3672 (03) 5762 7121</p>
<p>Gippsland Region Kindergarten Inclusion Support packages program Department of Education and Early Childhood Development Cnr Kirk and Haigh Streets MOE 3825 (PO Box 381 MOE 3825) Tel: (03) 5127 0400</p>	<p>Southern Metropolitan Region Kindergarten Inclusion Support packages program Yooralla Society of Victoria PO Box 1010 CLAYTON SOUTH 3169 Tel: (03) 9551 8438</p>	<p>Western Metropolitan Region Kindergarten Inclusion Support packages program Broadmeadows Uniting Care 413-419 Camp Rd BROADMEADOWS 3047 Tel: (03) 9351 3600</p>

9. Regional Advisory Group role

Applications will be considered by the Regional Advisory Groups, which will make a recommendation regarding the eligibility of each application.

The Regional Advisory Group is comprised of a minimum of four and a maximum of nine regional representatives from the Department and non-government organisations that deliver early childhood services in the region. The Regional Advisory Group convenor is a nominee of the Department's Regional Director or the approved auspice organisation.

The Regional Advisory Group will include:

- a parent of a child with a severe disability
- Regional Advisory Group convenor (the Department's representative or auspice organisation provider)
- auspice organisation representative

and up to 5 additional members with a range of expertise from the following areas:

- preschool field officer
- children's services adviser
- early childhood teacher
- paediatric therapist
- early childhood intervention service representative
- maternal and child health nurse
- community representative
- medical practitioner.

Regional Advisory Group members are required to declare any direct involvement with any application. In the event that a Regional Advisory Group member has worked with the child or knows the child and a conflict of interest is identified, they are required to discuss the issue with the convenor who will determine how the conflict of interest will be addressed to ensure that the application is considered objectively.

Applications deemed ineligible by the Regional Advisory Group will be advised by the Regional Advisory Group. Applications that are recommended for consideration for the program or where eligibility is uncertain will be forwarded to the Early Childhood Intervention Services Branch, Programs and Partnerships Division for authorisation. Applications will then be considered and approved if deemed appropriate by the General Manager, Programs and Partnerships Division and the Principal Medical Advisor.

The Early Childhood Intervention Services Branch will inform the Department's regional representative of the approval status of the application and will transfer allocated funds where appropriate. If the application is deemed ineligible, the children's service or parent or guardian can request an appeal (refer to Section 10, page 23).

The Regional Advisory Group Guidelines can be accessed on the Department's website www.education.vic.gov.au/ecsmangement/careankinder/inclusion/disabilities.htm

10. Regional Advisory Group checklist

This checklist should be used as a guide to assist making a recommendation regarding eligibility for *KIS packages for children with complex medical needs*.

This checklist has not been designed as a resource allocation tool.

1. Child has complex medical care needs and does not have a disability. These medical conditions are frequently life threatening and require an individualised response.	
2. The health support procedures must be undertaken during the kindergarten session in order for the child to attend and are not limited to a first aid response	
3. The health support procedures are additional to health support and first aid provided to all children attending kindergarten	
4. The health support plan identifies specific training and monitoring requirements	
5. The health support plan identifies procedures that kindergarten staff can reasonably be expected to undertake with training	
6. The health support plan describes the simplest manner of providing support, minimising disruption to the kindergarten program and considering the welfare of all children	
7. The health support procedures can be undertaken in a way that respects the child's dignity, privacy, comfort and safety	
8. The child's health support requirements can be addressed with reasonable modifications to the environment and the program	

11. Appeal process

Applicants may request an appeal of decisions regarding eligibility or the level of support funded.

Appeals will be conducted only on the basis of new or additional relevant information, which may not have been available at the time of application, or if circumstances have changed. Members of the same Regional Advisory Group that made the initial assessment usually assess appeal requests. Appeal requests will only be approved if the Regional Advisory Group determines that new or additional relevant information is provided.

The Regional Advisory Group will make the recommendation to the Department's regional representative. Appeals will be considered by the General Manager, Programs and Partnerships Division, and the Principal Medical Advisor.

12. Timelines

Applications for *Kindergarten Inclusion Support packages for children with complex medical needs* can be submitted at any time during 2011 and 2012, and will be considered on a case by case basis. Applications will be assessed by Early Childhood Services Branch, Programs and Partnerships Division, twice per term.

13. Appendices

Appendix A: Department of Education and Early Childhood Development (Early Childhood)

<p>Head office</p> <p>Department of Education and Early Childhood Development (Early childhood) GPO Box 4367 MELBOURNE 3001 (03) 9637 2000 or freecall: 1800 809 834 Fax: (03) 9637 2626</p>		
<p>Regional offices</p>		
<p>Barwon South West Region</p> <p>5A Little Ryrie Street GEELONG 3220 (PO Box 2086 GEELONG VIC 3220) Tel: (03) 5225 1000</p>	<p>Loddon Mallee Region</p> <p>7–15 McLaren Street BENDIGO 3502 (PO Box 442 BENDIGO VIC 3502) Tel: (03) 5440 3111</p>	<p>Grampians Region</p> <p>109 Armstrong Street North BALLARAT 3350 Tel: (03) 5337 8444</p>
<p>Eastern Metropolitan Region</p> <p>Level 3 295 Springvale Road GLEN WAVERLEY 3150 Tel: (03) 9265 2400</p>	<p>Northern Metropolitan Region</p> <p>4 Harrington Street GLENROY 3046 Tel: (03) 9304 0799</p>	<p>Hume Region</p> <p>Arundel Street BENALLA 3672 (PO Box 403, BENALLA VIC 3671) Tel: (03) 5761 2100</p>
<p>Gippsland Region</p> <p>Cnr Kirk and Haigh Streets MOE 3825 (PO Box 381 MOE 3825) Ph: (03) 5127 0400 Tel: (03) 5177 2500</p>	<p>Southern Metropolitan Region</p> <p>280 Thomas Street DANDENONG 3175 (PO Box 692 DANDENONG VIC 3175) Tel: (03) 9096 9555</p>	<p>Western Metropolitan Region</p> <p>71 Moreland Street FOOTSCRAY 3011 (PO Box 224 FOOTSCRAY VIC 3011) Tel: (03) 9275 7000</p>

Appendix B: Sample Kindergarten Inclusion Support Plan

The Kindergarten Inclusion Support Plan outlines the child’s learning and developmental support needs described in the application for support and is to be reviewed and updated throughout the year by the Program Support Group. A copy must be included with the application form and with any appeals to the level of support. Copies of the template can be made to record additional goals/objectives.

Date:/...../..... Participants:

.....

Date of next meeting:/...../.....

Goals	How do we go about this?	Who does what?	By when?	Outcomes

Appendix C: Auspice Organisation Contact Details

<p>Barwon South West Region Gateways Support Services Inc 10–12 Albert St GEELONG WEST 3218 (03) 5221 2984</p>	<p>Eastern Metropolitan Connections 1–3 Pitt Street RINGWOOD 3134 (03) 9871 0215</p>	<p>Hume Region Scope (Vic) Hume Region PO Box 128 BENALLA 3672 (03) 5762 7121</p>
<p>Northern Metropolitan Broadmeadows Uniting Care 413–419 Camp Rd BROADMEADOWS 3047 (03) 9351 3600</p>	<p>Southern Metropolitan Yooralla Society of Victoria PO Box 1010 CLAYTON SOUTH 3169 (03) 9551 8438</p>	<p>Western Metropolitan Broadmeadows Uniting Care 413–419 Camp Rd BROADMEADOWS 3047 (03) 9351 3600</p>
<p>Gippsland Region <i>Shires of Baw Baw, Bass Coast, East Gippsland and South Gippsland -</i> UnitingCare Gippsland 710 Lanes Road BAIRNSDALE 3875 (03) 5153 1113 <i>City of Latrobe -</i> Latrobe City Council 141 Commercial Road MORWELL 3840 1300 367 700</p>	<p>Grampians Region <i>Shires of Golden Plains, Hepburn Moorabool and Pyrenees, City of Ballarat and Rural City of Ararat -</i> PINARC Support Services Cnr King and Gent Streets BALLARAT 3354 PO Box 1841 Bakery Hill Mail Centre BALLARAT 3354 (03) 5329 1300 <i>Shires of Hindmarsh, Nth Grampians, West Wimmera, Yarriambiack and Rural City of Horsham -</i> Wimmera Uniting Care 185 Baillie Street HORSHAM 3400 PO Box 442 Horsham 3402 (03) 5382 6789</p>	<p>Loddon Mallee Region Mallee Family Care (Rural City of Mildura) PO Box 1870 MILDURA 3502 (03) 5023 9038 <i>Shires of Gannawarra, Buloke & Rural City of Swan Hill -</i> Noah's Ark Inc <i>Shires of Campaspe, Loddon, Central Goldfields, Mt Alexander, Macedon Ranges and City of Greater Bendigo -</i> 13 Maple Street Golden Square 3555 (03) 5434 4500</p>

14. Glossary

Additional support	<p>Support that enables all children to access the kindergarten program and participate in play and learning experiences, and which is not provided by agencies already existing within the community. This may be:</p> <ul style="list-style-type: none"> • provision of a supportive environment to facilitate the learning potential through adaptation of environment, adaptation of materials, adult and peer support • specific training • specialised resources • an additional assistant who works as a member of the teaching team to ensure that the kindergarten program is able to effectively meet the needs of all children. The additional assistant also assists in the implementation of the kindergarten program within the context of principles and philosophy of kindergarten inclusion.
Auspice organisation	This is a non-government organisation that administers the KIS packages program.
Complex Medical Needs	Medical needs requiring a high level of supervision and individualised health support during the kindergarten session. Health support procedures require training for kindergarten staff.
Early Childhood Intervention	Early Childhood Intervention Services provide a range of services for children from birth to school entry with a disability or developmental delay, and their families who require specialist services not available through universal services.
Early Start Kindergarten	The Early Start kindergarten initiative provides targeted funding for vulnerable three-year-old children to access a kindergarten program for up to 10.75 hours per week free of charge. Early Start Kindergarten is available for three-year old Aboriginal and/or Torres Strait Islander children and three-year-old children known to Child Protection (including three-year-old children referred from Child Protection to Child FIRST) This funding is available in all licensed children’s services where the kindergarten program is being taught by a qualified early childhood teacher.
Inclusive practice	The provision of a flexible, innovative and responsive service that supports the learning needs and meaningful participation of all children within the kindergarten program.

<p>Funded Kindergarten Program</p>	<p>The Victorian Government provides funding for all eligible children to access a kindergarten program in the year before school entry (two years before Grade One).</p> <p>Funded kindergarten programs are provided by a range of organisations, including local government, community based organisations, independent and government schools, and private child care providers, with programs offered in a variety of settings, such as long day care centres, stand alone community-based settings and schools.</p> <p>Children attending a kindergarten program receive a developmentally appropriate program, planned and delivered by a qualified early childhood teacher. A funded kindergarten program complies with the requirements of the <i>Victorian kindergarten policy, procedures and funding criteria</i>.</p>
<p>Kindergarten Inclusion Support packages for children with complex medical needs</p>	<p>These packages offer assistance to kindergartens for children with complex medical needs who require additional support to access and participate in a kindergarten program funded by the Department.</p>



OFFICE USE ONLY	
DEECD file no.	
Agency file no.	
Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Awaiting information:	
Review date(s):	

Kindergarten Inclusion Support Packages for Children with Complex Medical Needs – Application Form 2012 (SFMSo8)

Section A: Applicant Details

1. Applicant and child details

Name of Children's Service the child will attend in 2012:			
Phone:		Email:	
Postal address:			
Location address:			
Name of early childhood teacher completing this form: (in consultation with the Program Support Group)			
Name of early childhood teacher for 2012: (if known)			
Have additional attachments been included?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below:	

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Child details

Child's family name:		Child's given name:	
Child's date of birth:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Street address:			
Suburb:		Postcode:	
Does the child speak a language other than English at home? (in consultation with the Program Support Group):		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If yes, please specify below:	
Is the child of Australian Aboriginal or Torres Strait Islander origin? <small>(tick only one box)</small>	Yes, Torres Strait Islander	<input type="checkbox"/>	
	Yes, Aboriginal	<input type="checkbox"/>	
	Yes, both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	
	No, neither Aboriginal nor Torres Strait Islander	<input type="checkbox"/>	

In 2011

Did the child receive a Kindergarten Inclusion Support package?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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In 2012

Will the child be receiving Early Start kindergarten funding at this service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this application for support for this child in a funded program for four year old children in the year prior to school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Will 2012 be the child's second year of a funded program for four year old children in the year prior to school?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please describe the child's strengths, interests and abilities.

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Privacy Notice – for parents/legal guardians

Please read this notice before you complete the application form. You are encouraged to keep this information.

The Department of Education and Early Childhood Development (the Department) will protect your privacy along with the confidentiality and security of personal information you have provided. We comply with the Information Privacy Act 2000, the Health Records Act 2001 and other relevant Acts.

Why do we ask you for information?

We collect personal information when a kindergarten applies for Kindergarten Inclusion Support (KIS) package to support a child with disabilities to attend kindergarten. This information is collected to clarify:

- a child's eligibility for funding
- the eligible child's needs
- the TYPE of additional supports to be provided to the kindergarten
- the LEVEL of additional supports to be provided to the kindergarten.

Information about your child is collected from you and the people you have approved to be members of your child's Kindergarten Program Support Group. This information assists the Regional Advisory Group to make an informed decision about your child's eligibility and support needs at kindergarten.

The Regional Advisory Group has representatives from:

- the Department
- the non-government organisation which delivers the Kindergarten Inclusion Support packages program for children with severe disabilities
- a parent representative and
- other relevant professionals (Early Childhood Intervention, health and/or education). Refer to page 16 in the *Information and application kit for Kindergarten Inclusion Support Services for children with severe disabilities 2012*, for information regarding the composition of Regional Advisory Group.

The Regional Advisory Group returns the information about each child to the regional office and the community service organisation funded to provide kindergarten inclusion support.

Disclosure of information

Some information which does not identify individual children is used to:

- analyse and report the performance of the program within the and to the Victorian State Government.
- analyse and improve Department funded programs for children with disabilities/additional needs.

Security and retention of information

All information about your child is kept secure and confidential. We respect your right to privacy and will only release information about your child with your written consent via the Program Support Group. However, there are times when we are required by law to disclose information about your child. In most circumstances we will let you know if we are required to do this. All Department staff handling information are required by law to respect your privacy. Any information that is not required will be destroyed.

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Accessing information

A copy of your application is kept at the Department regional office and the organisation funded to provide the Kindergarten Inclusion Support in your region. This can be made available to you on request. Please refer to the *Information and application kit for Kindergarten Inclusion Support packages for children with complex medical needs 2012* for contact information.

If you choose not to tell us something

If you choose not to tell us something that we need to know to make decisions about supports for your child, we may be unable to provide your child's kindergarten with the support they seek.

Privacy declaration

(strike out non-applicable words)

I/We **do/do not** approve this application being made by the kindergarten to assist the areas and participation of my child at kindergarten.

Name of child:	
-----------------------	--

I/We **have/have not** given consent to the people listed on page 7 as members of the Program Support Group.

I/We **have/have not** been given a copy of the information privacy statement that forms part of this application.

Signature of parent/guardian1:			
Name of parent/guardian 1 (please print):		Date:	

Signature of parent/guardian 2:			
Name of parent/guardian 2 (please print):		Date:	

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Details of early childhood programs child attends in 2011

For **2011**, list the early childhood programs that the child attends. Include a contact person, phone number and attendance details.

Name of children's service:			
Name of contact person (early childhood teacher):			
Phone number:		Email Address:	
Total available hours per week of a funded kindergarten program for four year old children in the year prior to school:			
If applicable, total hours per week of Early Start kindergarten funding:			
Total hours per week attended by the child in a funded kindergarten program for four year old children in the year prior to school:			

Other early childhood programs			
Name of early childhood intervention program/service:			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			

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Details of early childhood programs child will attend in 2012

For 2012, list the proposed early childhood programs that the child is expected to attend.

Kindergarten Program	
Total available hours per week of a funded kindergarten program for four year old children in the year prior to school:	
If applicable, total hours per week of Early Start kindergarten funding:	

Proposed session times the child will attend:					
Proposed session times the child will attend:	Monday	Tuesday	Wednesday	Thursday	Friday

Other early childhood programs			
Name of early childhood intervention program/service:			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			
Other (for example Early Start, three year old activity group/child care/occasional care):			
Contact Person:		Phone number:	
Total hours attended by child per week:			

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2.Details of all persons completing this application

By signing this form I agree to be a member of the Program Support Group; and

I declare that to the best of my knowledge this application

- is complete
- addresses all relevant guidelines in the Information Kit for Kindergarten Inclusion Support packages for children with complex medical needs
- has been completed to accurately represent the developmental abilities and needs of the child

Name of parent or guardian 1:			
Street address:			
Suburb:		Postcode:	
Phone number (home):		Mobile:	
		Phone (business):	
Signature			Date:

Name of parent or guardian 2:			
Street address:			
Suburb:		Postcode:	
Phone number (home):		Mobile:	
		Phone (business):	
Signature:			Date:

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Name of professional 1:			
Service/Agency Name:			
Role:		Phone:	
Signature:		Date:	

Name of professional 2:			
Service/Agency Name:			
Role:		Phone:	
Signature:		Date:	

Name of professional 3:			
Service/Agency Name:			
Role:		Phone:	
Signature:		Date:	

Name of professional 4:			
Service/Agency Name:			
Role:		Phone:	
Signature:		Date:	

Name of professional 5:			
Service/Agency Name:			
Role:		Phone:	
Signature:		Date:	

Please copy this page and attach to the application if further details and signatures are required.

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3: Eligibility criteria

The KIS packages for children with complex medical needs offer assistance to kindergartens who require additional resources to support the access and participation of a child with complex medical support needs in a kindergarten program funded by the Department, where the child:

1. is eligible to attend a Victorian Department funded kindergarten program; and
2. has complex medical needs which require a high level of supervision and individualised health care support during the kindergarten program; and
3. is unable to access a funded kindergarten program without provision of a high level of additional support; and
4. has health support needs that have been individually assessed and documented by a medical or health practitioner; and
5. requires health support procedures during the kindergarten program that can reasonably be expected to be undertaken by kindergarten staff with specific training and ongoing monitoring; and
6. does not attract Department of Education and Early Childhood Program for Students with a Disability funding.

3.1 Provide the child's medical diagnosis and describe their medical condition.

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3.2 What health support procedures are required during kindergarten?

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3.3 When and how often will the child require this support at kindergarten?

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3.4 Give examples of any other support required to help the child participate in the program

--

You are required to submit SEVEN copies, the original plus SIX copies to:

Regional Advisory Group Convenor
Kindergarten Inclusion Support Services

See the *Information kit* (page 15) for addresses.

FAXES WILL NOT BE ACCEPTED.

4: Kindergarten Inclusion Support Plan

A Kindergarten Inclusion Support Plan contains information to support the child’s health, development and any assistance needed. The plan identifies realistic goals and the resources, strategies, services and actions. The plan will consider the child’s medical, learning and developmental support needs described in the application and is to be reviewed and updated throughout the year by the Program Support Group.

Date:	
Participants:	
Date of next meeting:	

Goals (child’s name)	What we will do to achieve them?	Who does what?	By when? (end of term date)	Outcomes
<input type="text"/>				

Resource: ‘Guidelines for completing a Kindergarten Inclusion Support Plan (Section 4 page 12, *Information and application kit for Kindergarten Inclusion Support package for children with complex medical needs 2012*).

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Office use only

Date application received:			
Date application directed to Regional Advisory Group:			
Date application assessed by Regional Advisory Group:			
Outcome : (tick one box only)	Eligible <input type="checkbox"/>	Date:	
	Forward to: ECIS Branch, Programs and Partnerships Division, Department of Education and Early Childhood Development		
	Not eligible <input type="checkbox"/>		
Date application sent to ECIS Branch:			
Outcome and date application returned from ECIS Branch:	Approved <input type="checkbox"/>	Date:	
	Not approved <input type="checkbox"/>		
Appeal lodged: (tick one box only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
		If yes, date appeal finalised	
Was the appeal upheld? (tick one box only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
Letters advising outcome of application sent to:	Parent or Guardian <input type="checkbox"/>	Date:	
	Teacher <input type="checkbox"/>	Date:	

Comments:

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Section B: GENERAL MEDICAL ADVICE FORM for a child with complex medical needs

This form is to be completed by the child's medical practitioner and provides a description of the health condition, first aid requirements for a child with complex medical needs. This information will assist the kindergarten in developing a Child Health Support Plan which outlines how the kindergarten will support the child's complex medical needs.

Name of Kindergarten: _____

Child's Name: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____ Review Date : _____

Description of the child's medical condition	Recommended support and care
<p>Level of support required – include how closely this child needs to be supervised and how frequently health support procedures are required</p> <p>Type of support – describe health support requirements including procedures, preparation of equipment, environmental changes, positioning and care and transfers</p> <p>General supervision for safety – e.g. observable symptoms that signal staff should stop the procedure</p>	

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Observable sign/symptom

First aid response



Privacy Statement:

The kindergarten collects personal information so as the kindergarten can plan and support the health care needs of the child. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant kindergarten staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the kindergarten directly or FOI Unit on 96372670.

<u>Authorisation:</u>
Name of Medical Practitioner:
Professional Role:
Signature:
Date:
Contact details:
Name of Parent/Carer:
Signature:
Date:

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First Aid

If the child becomes ill or injured at kindergarten, the kindergarten will administer first aid and call an ambulance if necessary. If you anticipate the child will require anything other than a standard first aid response, please provide details on the next page, so special arrangement can be negotiated.

Section C: CHILD HEALTH SUPPORT PLAN

This plan outlines how the kindergarten will support the child's health care needs, based on health advice received from the child's medical practitioner. This form must be completed for each child with an identified health care need (not including those with Anaphylaxis as this is done so via an Anaphylaxis Management Plan – see

www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm).

This Plan is to be completed by the kindergarten teacher in collaboration with the parent/guardian and members of the Program Support Group as appropriate.

Kindergarten:		Phone:
Child's name:		Date of birth:
Proposed date for review of this Plan:		
Describe the complex medical needs identified by the child's medical/health practitioner?		
Other known medical conditions:		
When will the child commence attending kindergarten?		
Detail any actions and timelines to enable attendance and any interim provisions:		
Parent/guardian contact information (1)	Parent/guardian contact information (2)	Other emergency contacts (if parent/carer not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:

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Medical /Health practitioner contact:

This plan should be developed based on medical advice documented on the General Medical Advice form.

List who will receive copies of this *Child Health Support Plan*:

1. Child's Family
2. Other: _____
3. Other: _____

The following *Child Health Support Plan* has been developed with my knowledge and input

Name of parent/guardian: _____

Signature: _____ Date: _____

Name of kindergarten teacher(or nominee): _____

Signature: _____ Date: _____

Name of other person/s completing this form: _____

Signature/s: _____ Date: _____

Privacy Statement

The kindergarten collects personal information so as the kindergarten can plan and support the health care needs of the child. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant kindergarten staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the kindergarten directly or FOI Unit on 96372670.

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How the kindergarten will support the child's health care needs

Support	What needs to be considered?	Strategy – how will the kindergarten support the child's health care needs?	Person Responsible
Overall Support	Is it necessary to provide the support during the kindergarten session? Provide details of this support, and how and when it is required.		
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?		
	Who will provide the support?	-	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?		

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Support	What needs to be considered?	Strategy – how will the kindergarten support the child’s health care needs?	Person Responsible
First Aid	Does the medical information highlight any individual first aid requirements for the child, other than basic first aid? What are they and where is this information kept?		
	Do kindergarten staff require training in addition to basic first aid training e.g. staff involved with excursions and specific educational programs or activities		
	What training is required for kindergarten staff?		

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Support	What needs to be considered?	Strategy – how will the kindergarten support the child’s health care needs?	Person Responsible
Routine Supervision for health-related safety	Does the child require medication to be administered and/or stored at the kindergarten?		
	Are there any facilities issues that need to be addressed? If so how will this be achieved?		
	Does the child require assistance by a visiting nurse, physiotherapist, or other health worker? If so, list the contact details.		
	Who is responsible for management of health records at the kindergarten?		

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	Where relevant, what steps have been put in place to support continuity and relevance of program for the child?		
Personal Care	Does the medical information highlight a predictable need for additional support with daily living tasks?		
Other considerations	Are there other considerations relevant for this health support plan?		