



# ALDGATE KINDERGARTEN

3 Fairview Rd Aldgate SA, 5154 Ph 83393864 Fax 83701029

[kindy.director824@schools.sa.edu.au](mailto:kindy.director824@schools.sa.edu.au)

[www.aldgatekqn.sa.edu.au](http://www.aldgatekqn.sa.edu.au)



## SITE SPECIFIC POLICIES AND PROCEDURES

Policy/Procedure/Plan	Review Frequency	Review Date
Behaviour Guidance	24 months	Term 2, odd years
Summary of Bushfire Action Plan and Bushfire Response Plan	12 months	Term 3, every year
Cyber Safety Policy	12 months	Term 3, every year
Emergency Evacuation Plan	12 months	Term 1 every year
Hot Weather Policy	12 months	Term 2, every year
Nutrition & Food Policy	24 months	Term 2, even years
Parent Complaint Policy & Procedures	24 months	Term 4, odd years
Reimbursements policy	24 months	Term 1 even years
Staff grievance procedures	24 months	Term 1, odd years
Sun Smart Policy	24 months	Term 3, odd years
Volunteers working in educational sites and settings (DECD)	24 months	Term 4, even years

These policies are available in our Policies and Procedures folder and on our website: [www.aldgatekqn.sa.edu.au/](http://www.aldgatekqn.sa.edu.au/)  
Our policies are also communicated via our Parent Handbook.

For all National Quality Standard DECD policies and procedures (not site specific) (Reg. 168) visit:  
[www.decd.sa.gov.au/childrenservices/pages/policies/NQFpolicies](http://www.decd.sa.gov.au/childrenservices/pages/policies/NQFpolicies)