

## **USE OF KINDERGARTEN/CENTRE PREMISES POLICY**

### **RATIONALE:**

All functions held on kindergarten/centre premises must be arranged in such a manner that the safety of all participants, buildings and equipment, is ensured.

### **OBJECTIVE:**

To prevent damage to kindergarten/centre property or persons.

To ensure good role models are provided for young children during kindergarten/centre functions.

### **POLICY:**

1. The Committee shall be responsible for overseeing the premises. Refer to specific Trust Policy for details of rules regarding:

- Use of Kindergarten Policy
- Kindergarten equipment
- Buildings and Grounds

2. ALCOHOL / SUBSTANCE

There shall be no alcohol at any function focusing on child and family activities.

Trust approval must be gained before offering alcohol at any function being held in the kindergarten/centre. Any alcohol offered shall be served in moderation.

There shall be no use of any other substance that has a detrimental effect on a person's functioning or behaviour, at any time on Trust premises.

3. FIREWORKS

The use of fireworks is banned on kindergarten/centre property.

4. KEYHOLDERS

The committee secretary should advise the Trust office of the names and phone numbers of all keyholders. A roster of keyholders/overseers shall be drawn up by the committee for the Term Breaks. A copy of this roster shall be forwarded to the Trust office in the fortnight prior to the term break.

5. HIREAGE

Trust approval is required before the building is used for purposes other than kindergarten/centre business. Examples of such business are fundraising, committee meetings, working bees, etc). The Trust has a Hireage Agreement Form for Committee's use. It is located in the kindergarten/centre forms folder.