

2014

Your family guide
to
C&K Elanora
Community
Kindergarten

Where children come first

Welcome and thank you for choosing a C&K Service for your child's early education and care.

Please keep this guide and the C&K family handbook as a reference whilst your child is enrolled with us.

Operational Details

Your child will be attending from 8:30am until 2:30pm on the following days:

Monday Tuesday alternate Wednesday Thursday Friday

Your child's first day will be: Group A_____ Group B_____

Fees

The daily fee for 2014 will be \$29.12 per day. **Kidsoft DebitPro** form is our preferred method of payment, whereby deductions can be made from your bank account once per term or each fortnight. Fees are subject to review in January and June of each year. Our Service is open during term time, and closes during school holidays. No fees are charged during the school holidays. Our service is also closed on all public holidays and pupil free days. As per the enrolment agreement, fees are payable on public holidays and pupil free days.

Invoice/Statement of Fees: Invoices/statement of fees in kindergartens are issued each term and are due at the end of week 1 each term. C&K charges a term in advance for all kindergarten services. Fees must be paid in advance at all times, as per C&Ks fees policy, and your fee payment agreement. Fees are non refundable, even when enrolment at the service ceases during a term.

Payment of fees: Fees are payable upon enrolment and must be kept in advance at all times, as per C&K fees policy and your fee payment agreement.

Cancellation of enrolment: You must provide in writing, notice of your intention to cancel your child's enrolment as of the next term. Enrolments in kindergarten are on a per term basis as such fees will still apply for the duration of the current term if an enrolment is cancelled.

Your child's educators will be

Teacher/Director: Suzette Ellison,

Qualifications: Diploma of Teaching Early Childhood Education, Graduate Diploma Special Needs Education, Graduate Diploma in Movement and Dance, Masters of Education. Current First Aid, Current Working With Children Exemption Card, Registered Teacher with Queensland College of Teachers. Certified Supervisor.

Assistant: Sue Poulsen

Qualifications: Diploma of Children's Services, Current First Aid, Current Working With Children Blue Card. Certified Supervisor.

Additional Needs Support Worker and Clerical Assistant: Kelly Shade

Qualifications: Currently studying Certificate 3 in Children's Services, Current First Aid, Current Working With Children Blue Card.

Notices regarding current staff and group information are displayed in the foyer . In the event of an educator needing to be replaced, information will be displayed in the foyer. Our relief staff are chosen for their consistency, reliability, qualifications and their ability to easily fit in with the quality of programming and relationships with children that we have established.



National Quality Framework

C&K Kindergartens are licensed by the Office of Early Childhood Education and Care for places for children from 3-5 years. We are licensed under the education and care services national law act 2011 and follow the education and care services national regulations. Our centre complies with both the current and new legislation including the requirements about experiences and programs, the number of staff and children and educator qualifications. The regulations are available at the service should you wish to view them. C&K will continue to communicate any changes under the new legislation. Alternatively, you can contact the

**Office of Early Childhood Education and Care on 07 55624877 or
goldcoast.oeced.@deta.qld.gov.au**

Our Service, undergoes regular audits to ensure that we are compliant with the National Quality Standards. The standards comprise of 7 Quality Areas including:

1. Educational Program and Practice (with 9 elements);
2. Children's Health and Safety (with 10 elements);
3. Physical Environment (with 7 elements);
4. Staffing Arrangements (with 4 elements);
5. Relationships with Children (with 6 elements);
6. Collaborative Partnerships with Families and Communities (with 9 elements);
7. Leadership and Service Management (with 13 elements).

Our kindergarten underwent an extensive assessment and rating process in 2012. We are very proud to have received the high rating of **Exceeding National Quality Standards**. Our Quality Improvement Plan is on display in our foyer and you are encouraged to read through this document and contribute your thoughts and reflections as a part of our ongoing quality improvement process.

Our Centre Goals

Our centre goals are outlined in our Services Quality Improvement Plan. (A copy kept in the foyer in the parent library). This document outlines the strategies our service will employ to ensure that we are always striving to improve the quality of education and care for all children in the C&K family. Our Quality Improvement Plan (QIP) is reviewed at least annually.

Queensland Kindergarten Funding Scheme

This is an important component of the QLD government's plan to provide all children with access to high quality early education in their early years. C&K receive a standard subsidy per eligible child enrolled. An eligible child must turn 4 years old by 30 June. Funding is made available to the kindergarten service rather than families as it is designed to assist services to offset the cost of implementing and operating a kindergarten program.

We rely heavily on the receipt of QKFS funding and parent fees as our only source of income to provide a quality education and care service at the lowest possible expense to families.

Many long day care centres are now offering an approved Kindergarten program under the QKFS. This funding is only available for each eligible child enrolled in **one** approved Kindergarten program (whether at long day care or a C&K Kindergarten). If your child is also attending a long day care service that offers an approved Kindergarten program under QKFS, you will need to choose only one service to enrol your child at.



Arrival Time

We open our doors at 8:30am. We realise that many children are very excited about starting their day at Kindergarten. However, we do ask for your support in helping to keep the children calm before the door opens. This will help to ensure that they are ready and focused for the day ahead.

On arrival we ask you to

Sign Your Child In: on the sign in/out sheet and leave a contact number in case of emergency. This is a requirement under the education and care services national law and needs to be done every day.

Wash Your Child's Hands at the sink upon arrival: This is a Health and Safety requirement in C&K policies and upholds high standards of hygiene and eliminate infectious illnesses.

Put bags in lockers: Please ensure all your child's items are labelled clearly with their names. Lunches and drink bottle go in the tubs provided near lockers.

Communicate with Educators: please make sure you relay any relevant information about your child to the team. We like to greet you and your child personally each day as we seek to establish and maintain positive connections with families.

Apply Sunscreen Prior to Arrival: Make a record of sunscreen application on the sunscreen register provided at the front of the sign in sheets. This is a requirement to uphold our Sunscreen Policy and meet Health and Safety standards.

- *If you are unable to apply sunscreen prior to arrival, please apply sunscreen to your child before going outside, your child will be directed to then play in a designated shaded area for 20 minutes before engaging in activities in the sun.*
- *Educators will apply sunscreen as required throughout the day.*
- *Please consult with the director if you have a conscientious objection to the application of sunscreen.*

Medication Forms: When necessary, complete a medication form, putting the medication in the fridge ensuring that it is clearly labelled with the Doctor's name, your child's name and the instructions for use. The educators must be informed promptly about medication.

Say Goodbye: Make sure that you say goodbye to your child before leaving. Never sneak out as this does not help educators settle in your child. You are welcome to stay for our Good morning song in our circle time if you wish. Keep your farewells short and positive. Long drawn out and emotional farewells can actually increase the separation anxiety and make it more difficult for the child to transition. Please be assured that if your child is distressed for an extended period of time, we will contact you. It is our aim to support every child to have a positive experience of Kindergarten. If separation issues continue over time, the teacher will meet with you to discuss strategies to help support you and your child through this time.

Beginning of the Year Transition: In the first few weeks of term 1, we realise that some children may need time to adjust to their new environment and the full 6 hour day at Kindy. It is important to be flexible during these early days. If you feel that it would help your child, you are welcome to drop your child off a little later or pick them up early. Please discuss these arrangements with staff.

Departure Time

We close the kindergarten at 2:30pm. Parents are required to pick up their children *at least* five minutes prior to the service's closing. This allows time for gathering belongings, talking with staff and/or other parents. If you arrive late to collect your child (after 2:30pm) a late fee of \$20 per 10 minutes or part thereof applies and then \$1.50 per minute after that.

The educators begin their working day at 7:45am and do not stop for a break until 2:30pm. 2:30pm is the official "break-time" for staff. In addition, at the end of the day there are many additional duties such as tidying the centre, preparing for the next day, working on children's portfolios, attending to administrative tasks, attending meetings, etc. Your support in picking children up on time will help ensure that staff are able to focus on these additional duties at the centre.



On departure we ask you to:

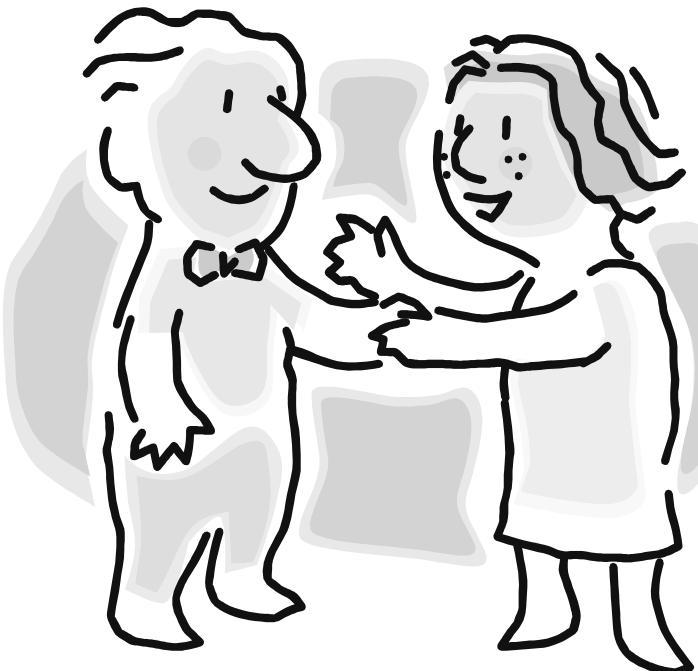
Sign your child out: on the sign in/out sheet. This is a requirement under the education and care services national law and needs to be done every day.

Communicate with Educators: about your child's day.

Collect your child's belongings. Including shoes, clothes, sheets, lunch boxes, drink bottle.

Wash your child's hands at the sink before leaving: to uphold Health and Safety standards.

Parent-Teacher Communication



We value the opportunity to communicate with parents about any issues that you may have concerning your child and the kindergarten program. Please be aware that our morning arrival time is not always the best time to engage the teachers in deep and lengthy discussions. Our focus at this time is settling the children in. (of course, friendly and light conversations are encouraged!). If you need to discuss anything at length or of a sensitive nature, we would love to schedule a time either before the children arrive or after departure, where we can give you our full attention.



Our Kindergarten Program

We offer a Queensland Government Approved Kindergarten program provided by a qualified early childhood teacher who is registered with the Queensland College of Teachers.

Our kindergarten group has 22 children facilitated by two educators who implement an emergent play based program. Our program caters to children from three to five years of age and is designed to meet each child's unique interests, needs and development and strengths. Our educators implement Building Waterfalls: A living and learning curriculum framework. Through our programs your child will be assisted to develop their independence and self help skills, gross and fine motor skills, social and cognitive skills and their understanding of the building blocks of literacy and numeracy. This is achieved through a program that builds on individual children's strengths and that incorporates children's own ideas and plans. Our aim is for each child to play to learn to fulfil their potential and to be happy, caring and resilient.

We will keep you updated about our program through newsletters and notice-board displays, and our daily slide show of photos. We always welcome your feedback, ideas and input into our program. Your child's portfolio is also a valuable way that you can collaborate with us on your child's living and learning experience at Elanora C&K.

Literacy & Numeracy We place a high value on literacy and numeracy as an important part of early childhood education. We also know through evidence based research, that in the early years, children learn best when they are engaged in self-initiated play based experiences. Therefore, we look for opportunities to promote literacy and numeracy concepts throughout the day, in the context of children's play.

You will not see us sitting children at desks to complete a worksheet of tracing letters or numbers. However, what you will see is something far more exciting and meaningful to children. You will see teachers working alongside the children provoking their thinking about concepts such as how many more blocks do we need to make our building taller (numeracy, measurement, problem solving). The children may be enjoying a game of frogs jumping in a pond, but we will also be introducing them to concepts of addition and subtraction while we play the game.

On a daily basis, we will write lists up on the whiteboard, where children can see the teacher role modelling letter formation and sounding out of words. We will also write down the "stories" that the children tell us about their drawings and paintings. Daily books, rhymes, songs and games provide opportunities for children to extend their vocabulary. As the children become more and more familiar with their "name cards" they begin to recognise the letters in their own name. Many children will start to recognise patterns such as other children whose name starts with the same letter as theirs. We might also read recipes together for a cooking experience, write signs for their play "shop" or any other number of ways that we can embed literacy concepts into their day.

While we provide a learning environment that is rich in literacy and numeracy concepts, we also are very aware of the fact that children have a **right to childhood**. With the new Australian Curriculum in schools, the Prep Year is no longer a play based learning environment. Next year, your children will be expected to do formal academic studies. This is their last opportunity to really engage in play based learning. The benefits of play based education have been well researched and documented as the best form of learning for children in the early years.

The Kindergarten year is an important year in children's lives. It is often the first time that children really get a chance to think for themselves, investigate their own ideas, and explore some new concepts. They are learning how to be independent, self assured people. While we do not do formal academic lessons with children, they are non-the-less engaging in rich learning experiences. This is a vital foundation for all future learning and success in life.

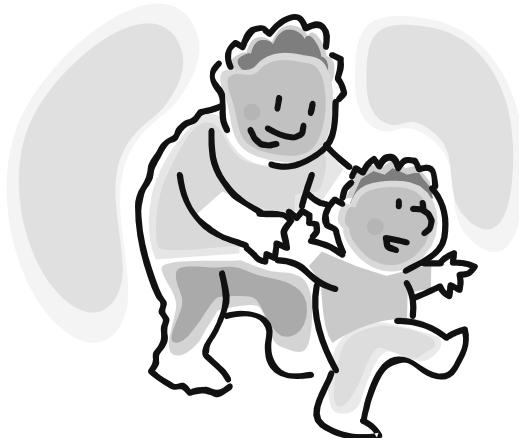
About Show and Tell and Home Toys: We do not do the traditional "show and tell" experience. However, your child will have the opportunity to have our "Getting to know you box". We encourage you to support your child to select up to 6 items to put in the box. We suggest items with some educational or cultural value rather than toys. For example, holiday souvenirs, something found in nature, family photos, something from a grandparent... We realise that there may be times when a child wishes to share a special item with their friends and we would support and encourage such items especially if they have some special cultural significance to your family as this can be incorporated into our learning program.

Bringing home toys into kindy often creates division amongst children. It is also very sad if treasured toys are lost or broken at kindy. So please keep them at home. A soft comfort toy for rest-time is welcome.

Dudley Dog and Bernie Bear: Taking home Dudley Dog or Bernie Bear is a much anticipated event in your child's kindergarten experience. This experience allows the children to connect home and kindergarten in a meaningful and fun way. We all look forward to reading your stories that you document in the scrapbook to be shared with kindergarten friends.

Children's Birthdays: We celebrate birthdays with a special song and game called "Birthday Island". You are welcome to join us and put your name of the parent roster for this special day. Feel free to bring in some individual cup-cakes to share as they are easier to manage than slicing up a cake between 22 children. Alternatively, you may wish to bring in some fruit icy-poles for children to share.

Younger Siblings: It is only natural that the younger siblings of Kindy children will be curious about our kindergarten and will be keen to touch, explore and join in with our program. Please be aware that your supervision is required at all times (arrival and departure or roster days). Our program is set up specifically with the developmental needs of Pre-prep children in mind (3 1/2 to 5 year olds). Many of our learning experiences and equipment are not suitable for younger children, (small objects posing a choking hazard or a carefully prepared display that could be quickly dismantled by the curious hands of a toddler. I am sure we are all aware of how a toddler (lovable as they are!) can unintentionally disrupt and take the focus away from our primary purpose of providing a pre-prep education for our kindergarten children. Your support in this matter is much appreciated and will be of benefit to your kindergarten aged child. Younger siblings can look forward to their turn at kindy when they are old enough. (Please make sure their name is on our waiting list). Likewise, please be mindful of the impact that school aged sibling may also have and we ask that you monitor their behaviour if they are with you at arrival time.



What to Bring

Dress: Children need to be dressed in comfortable, casual play clothes. A spare set of clothes (children are usually toilet trained by pre-prep age but sometimes there may be little "accidents" or messy play that requires a change of clothing).

Shoes: During outdoor play, children are allowed to take off shoes for safety with climbing and balancing. However, at times, we may choose to go on walks around the Elanora State School for orientation (later in the year), or to join in with special school events on the oval such as the Easter Hat Parade. Children must always have a closed in pair of shoes (not thongs) with them at kindy.

Food and Drink: For lunch and morning tea, we encourage fresh, whole foods and not sugary or fatty snack in lunch boxes. An healthy lunch would include fresh fruit, vegetable sticks, cheese, yogurt, a sandwich, etc. A frozen ice pack will also ensure that lunches stay fresh. A water bottle is also required. Please notify staff if your child has any special dietary requirements.

Rest Time: Please provide a **small** pillow and a set of sheets (**cot sheet size** or order through our suppliers. Your child's sheets and pillow need to be able to fit in a pillow case sized bag to store hygienically in our rest-time sheet baskets. It is important that we make provision for children to have some "down time" as part of a healthy daily rhythm. We are also aware that not all children need to sleep during the day. We provide a guided relaxation and quiet time activities for those who do not require a sleep, and a more comfortable rest on a bed for those who need the sleep.

Sun hat: a sun hat with a wide brim is required for outdoor play. Our regulations and policies require this for children's sun safety. Hats and T-shirts with the C&K Elanora Kindy Logo are available from our PAG fundraising program.

All your child's clothing, hats, lunch boxes, drink bottles, sheets etc must be clearly named and labelled.

Parking

We have a limited number of parking spaces available directly outside the front of the kindergarten (6 spaces available for families). Alternatively, you can park on the street in Park Court or K.P. McGrath Drive. As our Kindergarten session starts at 8:30am and finishes at 2:30pm, we have found that there is usually no problem competing with traffic from the Elanora State School at this time.

Parent Involvement

As a community based, not-for-profit centre, we welcome your involvement. We see families and communities as our partners as we endeavour to bring quality programs to your child. The perspective of the family is very important in this regard. If you have any ideas, talents, cultural heritage or skills that you wish to share with us please let us know so that we can collaborate with you.

Your child loves knowing that you are interested and involved in their education. You may wish to come along to our monthly Parent Advisory Group (PAG) meetings, where you will have the opportunity to participate in the life of our service in a number of ways including; organising social events, fundraising.



Our Philosophy of Early Childhood Education

The nature of Young children: It is important to recognise that Early Childhood is a unique and special time of life. Rather than seeing it as purely a preparation for school or later life, a child's experience of the early years ought to be one that is celebrated for its own sake. (However, the foundations that laid in the early years, do impact upon the life-long living and learning of the child.). At no other time in life do we have the opportunity to experience life in this way. Young children are driven by their sensory perceptions, with their body's minds and souls unfolding and exploring life with a sense of awe and wonder that is arguably unequalled at any other stage of life. Furthermore, it is important to view the child through a positive perspective, celebrating and building upon their strengths.

The Learning Environment: The environment includes not only the physical space and resources that, but also the emotional and social environment that is created. The spaces created need to be safe, welcoming, comfortable, provoking interest, and inviting engagement. Spaces need to provide for active play as well as opportunities for quiet reflection. Natural light is essential, as well as incorporating nature into the learning environment. Spaces that are too cluttered and busy can create sensory overload which can impair concentration and learning. Therefore, the way a learning space is created needs to be carefully considered. Resources and equipment that allow for open-ended play are preferable to single purpose equipment that dictates a particular use. Open-ended resources allow the children's imagination to unfold as well as allowing for multiple purposes in play. The living and learning environment also needs to reflect the lives and interests of the children and families, creating a sense of belonging with familiar objects such as family photos and cultural artefacts.

Play based learning: The more we understand the unique nature of the young child, the more we are lead to see the value of a play based approach to learning. Through their world of play children are able to process and make sense of the world around them. They are able to engage in a wide range of learning. Important areas of development are exercised during play such as using fine motor skills when constructing or manipulating play dough, exercising the social skills of turn-taking, communicating and negotiating with peers, engaging in a range of thinking skills such as planning, predicting and reflecting.

Play is child initiated and child directed and therefore any learning that arises through play is meaningful to the child and in context. Educators play an important role as they work alongside children, noticing emerging themes and interests, and exploring the learning potential in play. Educators take the opportunity to support children, seeking appropriate moments to embed literacy and numeracy concepts, role model appropriate communication skills and extend children's thinking. Educators can also look for "teachable moments" where we can see a need in a particular area and provide guidance and support where required. (For example – how to use the stapler or sticky tape).

Risk taking: It is important to allow children some opportunity for calculated risk-taking. Educators need to be aware of health and safety measures, however, we can also involve children in risk assessment processes by collaborating with them and engaging them in conversations such as "what might happen if?...". Children benefit greatly from the opportunity to learn how to assess situations for potential risk, and they gain a great sense of accomplishment and self-esteem from challenging their potential and trying out new situations.



Philosophy continued....

Valuing Diversity: When working in a centre-based service, we have the opportunity to celebrate the diversity of those represented in our community. This diversity includes; cultural and ethnic backgrounds, children with special needs, expressions of religious faith, and indigenous Australians. Rich learning can be gleaned from celebrating diversity as we learn to get along with and value the similarities and differences of others in our world. We need to be mindful to be sensitive to other people's perspectives and keep the communication channels open to ensure that there is understanding and collaborations especially around the celebrations of festivals.

Professional Development: New approaches to teaching and learning are constantly being explored through ongoing research and reflection. Educators need to stay abreast of contemporary thinking and reflect upon their professional practice. Likewise, reforms in areas such as curriculum and Quality Frameworks are important to be aware of in terms of how they impact our teaching practice and delivery of service to the community.

Collaborations: Early childhood education is best achieved when the points of view all stakeholders are considered and respected. We need to take the time to build reciprocal relationships with children, families, and staff. Opportunities for children, families and staff need to be given for feedback, conversations, sharing information and nurturing positive relationships. Programs for children need to be designed in light of these collaborations. The wider community also plays an important role when designing programs for children. Children exist within the context of the community in which they live, and therefore, creating links and connections with the community can be of great value.

Sustainability: The early years present a wonderful opportunity to explore positive connections with the natural environment. Many young children are drawn to nature, noticing a feather or a snail that an adult will easily overlook. Educators can nurture this curiosity as we show respect and appreciation for our natural environment. Where possible, we can incorporate nature into all aspects of our curriculum (both indoors and outdoors). Children and adults can work along-side each other to care for the garden and learn and observe as we watch the life-cycles of the living world around us. A connection to nature will build a foundation for children to be active participants in creating sustainable lifestyles.

Quality in early years education is therefore a result of bringing together some the many and varied factors that have been mentioned here. However, a high quality early childhood program is not limited to these considerations. There are endless possibilities for areas to investigate and explore with children. When educators keep an open mind then the learning is full of possibility. An important part of the Educator's role is also about making choices for and on behalf of all the children and families and ensuring that programs reflect their needs and interests and backgrounds.



Some Important Points of Contact

Director:

Suzette Ellison

Email: director.elanora@candk.asn.au

Centre Contact Details:

Address: 3 Park Court, Elanora, QLD 4221

Phone: 07 55346117

Email: Elanora@candk.asn.au

C&K Central Office:

Phone: 1800 177 092 or 07 35525333

Website: www.candk.asn.au

C&K Branch Operations Consultant:

Helen Angel

Phone: 0429348554

Email: h.angel@candk.asn.au

C&K Early Childhood Advisor (Educational Leader):

Tracey Reeves

Phone: 0407147663

Email: t.reeves@candk.asn.au

Office of Early Childhood Education and Care

Department of Education and Training

East Quay, Corporate Park,

South Building– Level 1

34 Glenferrie Drive,

Robina 4226

PO Box 557 Robina DC QLD 4426

Phone: 07 55624877

Fax: 07 55624862

Www.education.qld.gov.au/earlychildhood

Some Local Community Services for Families

Play groups

The Salvation Army Church Building
Cnr K.P. McGrath Drive/Kalamander Close
Elanora 4221 Phone: 55982283
Times: Wednesday 9am (Call to confirm)

Galleon Way Community Centre
PH: 55984594 Tuesdays 9:15am to 11:15am
(Call to confirm times)

Tallebudgera Community Hall

PH 1800 171 882 Tallebudgera Creek Rd. Tallebudgera (Call to confirm times)

Palm Beach-Currumbin Aquatic Centre PH 55344188

Thrower Drive, Palm Beach
Offering babies, children and adults learn to swim classes and swim squad
A gym, including classes and squash courts, Hydro Therapy
Crèche (so parents can enjoy some exercise while children are minded)

Library: PH 55811671

Located at "The Pines" shopping complex on K.P. McGrath Drive.
Children's Story Telling Tuesday 9:30am-10am
Baby Rhyme Time Wednesday 9:30am-10am
School Holiday Fun and Lifestyle learning programs – call for more information about current programs.

Gold Coast City Council Active and Healthy Program PH 55816984

Free and low cost exercise and lifestyle programs in local parks.
email parks@goldcoast.qld.gov.au or go to www.gcparks.com.au

Medical

- Med call After Hours house calls by Doctors. Cost Covered by Medicare. 55311224
- Palm Beach Chemist Open Till Midnight: 1148 Gold Coast Highway, Palm Beach 55342773
- After Hours Family Clinic: 20-24 Palm Beach Ave, Palm Beach 55343633

Welfare

- Centrelink: Gold Coast Highway, Palm Beach PH 136150
- Family Assistance Office: The Pines Shopping Centre
- The Salvation Army Welfare Office PH 55982283 Cnr K.P. McGrath Rd and Kalamander Close



Welcome to the C&K Family!

***We are very excited about sharing your child's early learning journey
and getting to know you all. If you have any feedback for us please
let Suzette, Sue or Kelly know .***

