



BOOPA WEREM KINDERGARTEN PARENT HANDBOOK

**12-16 Barrett St
Bungalow**

**Phone 40514367
Fax 40411588**

Email boopawerem@bigpond.com

WELCOME TO BOOPA WEREM

Boopa Werem Kindergarten and Preschool Association, Inc. is a non-profit community based kindergarten and was established in 1978. In 1980 a second Mobile unit was established which traveled to outlying areas. In 1995 the Mobile was combined with the Base unit to form a double unit kindergarten. The original building was extended to house the two units.

Boopa Werem runs a programme that recognizes individual differences and takes into account aspects of Aboriginal and Torres Strait Islander child rearing practices, culture and learning styles of Aboriginal and Torres Strait Island preschool children.

Boopa Werem Kindergarten is affiliated with C&K (Creche and Kindergarten Association of Qld). C&K is a non-profit community controlled organization with 340 kindergartens throughout Queensland. As part of C&K our center has access to information, support and assistance from our regional C&K Early Education Advisor and Business Operations Consultant and from the central office in Brisbane. Through C&K we receive funding from Education Queensland which means all fees are subsidized. We also receive funding from the Commonwealth and are required to maintain high levels of indigenous enrollments.

Our affiliation with C&K guarantees that our center has reached and maintains high standards regarding staff, curriculum and facilities. Our teachers are university trained and registered with the Board of Teacher Registration and our teacher aides are trained and qualified. **Your child receives a quality educational program with a play based curriculum where strong parental involvement and community participation are encouraged.** Our centre is also licensed by the Office for Early Childhood Education and Care under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations.



OUR PHILOSOPHY

Boopa Werem Kindergarten is committed to providing quality early childhood education that meets the developmental needs of all children, but especially Aboriginal and Torres Strait Islander children and the needs of their families. We believe that children are capable and competent learners and that play is the most important way children learn and show their understanding of the world. We believe that partnerships with family should be nurtured and respected and understanding of cultural diversity is essential.

Our goals are to:

- provide a safe, caring, supportive learning environment for everyone at the centre
- provide a program which is based on play and which meets the individual developmental needs of the children
- provide a program which encourages curiosity about the world, creativity, problem-solving, provides opportunities for building social skills, self-esteem and self-confidence
- encourage family involvement as much as possible
- ensure the program reflects and caters for cultural differences and develops awareness and knowledge about Aboriginal and Torres Strait Island culture in particular
- foster a team approach where all children, parents and staff are respected and valued and encourage co-operation, kindness and acceptance

Activities are available which provide opportunities for children to develop in all areas (physical, social and cognitive) and are based on observations of the children's individual development and their interests. The daily program includes outdoor and indoor session times, music, story times and rest times.

We keep a portfolio of photos and learning stories and work samples for each child and parents are welcome to add to it as well as the teachers and the children. We also monitor children's progress in the areas of literacy and numeracy awareness and understanding using the Preschool Profiles developed by DEEWR under IESIP (Indigenous Education Strategic Initiatives Program).



SESSIONS TIMES:

GROUP A PRE-PREP GROUP:	Mon/Tues/alt Wed	8:55 am – 3:00 pm
-------------------------	------------------	-------------------

GROUP B PRE-PREP GROUP:	Thurs/Fri/alt Wed	8:55 am – 3:00 pm
-------------------------	-------------------	-------------------

Children should be 4 by the 30 June in the year they attend pre-prep

OUR FRIENDLY STAFF:

Director/Teacher Lynne Ireland.
Teacher Victoria Grundman
Assistants Jinneecka Don
 Jane Harris
Bus Driver Niall McElroy
Bus Assistant Leichan Williams
Inclusion Support Maxine Higgins

Our **teachers** have university degrees in early childhood education and are registered with the Old College of Teachers. The teacher develops and implements an educational program in collaboration with children and families.

Our **assistants** work with a specific group of children, supporting the teacher in implementing the care and education program and have at least a Certificate III in Early Childhood Studies.

The **director** is the person in charge. All aspects of the effective day-to-day operation of the centre rely on the director with a wide range of teaching and managerial duties including:

- supporting families by providing high quality education and care
- overseeing the development, implementation and evaluation of the curriculum
- implementing sound policies and high quality practices
- supporting, mentoring and managing of staff
- supporting staff growth – professional development
- promoting a sense of community within the centre
- marketing the centre, and C&K, to the wider community.
- overseeing the operation of the bus service

Our **bus driver** is in charge of operating a safe and efficient bus service and maintaining the bus in a safe and clean condition. The **bus assistant** supervises the children on the bus and liaises with the teachers, assistants and families to ensure good communication and also organizes all the paperwork and timetables for the operation of the bus service.

All staff holds a blue card from the Commission for Children and Young People and current senior first aid and CPR certificate.

From time to time there will be TAFE students on field experience, high school students on work experience and other volunteers in the centre. Students and volunteers are always supervised while they are at the centre. Any who are over 18 must hold a blue card from the Commission for Children and Young People.

A decorative border of palm trees surrounds the page. There is a horizontal row of 18 palm trees at the top. The left and right sides feature vertical columns of palm trees, with the left column having 18 trees and the right column having 20 trees. The bottom edge also has a row of palm trees.

PAYMENT OF FEES

FEES:

Our fees are worked out on an annual basis divided into fortnightly payments.

The annual fee for children who use the bus service is \$1700 (\$85/fortnight).

The annual fee for children who do not use the bus service is \$1480 (\$74/fortnight).

There is a yearly membership fee of \$5 which is to be paid at the start of the year.

For 2 children in one family there is a discount of \$200/year (\$10/fortnight)

QKFS Plus Kindy Support Fee Subsidy:

A fee subsidy is available for families with a valid health care/government concession card issued by Centrelink, triplets, or for children who identify as Aboriginal and/or Torres Strait Islander. The subsidy is paid directly to the kindergarten and is passed on to you as a fee reduction. Currently, the entire fees are subsidised thanks to the QKFS subsidy apart from the \$5 yearly membership fee.

Fees are to be paid by Direct Debit from your bank account through Ezidebit. Centrepay payments are deducted fortnightly. Ezidebit payments may be done weekly, fortnightly or as a lump sum for the whole term in advance. You will be given a form to fill out and return to the kindergarten so we can lodge it for you.

The kindergarten relies on the income from fees to meet operating costs. Fees are kept as low as possible. This is because the kindergarten is a non-profit community kindergarten and receives some government subsidies.

If you ever have any questions about your fees you can see the Director or contact the Parent Management Committee with your concern.

A decorative border of palm trees surrounds the text. There is a horizontal row of 15 palm trees at the top. On the left and right sides, there are vertical columns of palm trees. The left column has 18 trees, and the right column has 18 trees. The trees are stylized with green fronds and brown trunks.

OUR CURRICULUM

Kindergarten, also known as pre-prep or preschool, is a program for children in the year before they attend school. When places are available, 3-year old children can attend. C&K's kindergarten programs are guided by university-qualified teachers and support children to be curious, capable, and collaborative learners.

At C&K we know that children do not learn in isolation, learning is a partnership between teachers, children, parents, and communities.

All C&K centres feature *Listening and Learning Together: The C&K Curriculum Approach*. The learning outcomes in our approach align with both *The Early Years Learning Framework for Australia* (EYLF), and the *Queensland Kindergarten Learning Guideline* (QKLG).

Our approach continues the longstanding traditions and philosophical commitments of C&K to our children, families and communities. [Read more about the history of C&K.](#)

We've designed our indoor and outdoor spaces to ignite imaginations, nurture healthy minds and bodies, as children explore, experiment, play and learn.

Learning through play is an integral part of our education program. Our educators skilfully enrich and extend on children's play experiences, creating a learning program that is tailored and meaningful for your child.

Your child's learning journey is shared with you via conversations with your child's educators, through written documentation in your centre and through [StoryPark](#) (an app and website).

Read more about [C&K's education program](#).

WHAT TO BRING

- A bag big enough to carry all their belongings, lunch box, etc.
- **Plastic lunchbox (not insulated zipper type)** with lunch and morning tea such as sandwiches, fruit, cracker biscuits, cheese or yogurt. We ask parents to send healthy foods as part of our good nutrition policy. **Please don't send any chips and lollies and chocolate, sticky fruit bars and roll-ups** and limit other less healthy foods such as sweet biscuits, cakes, etc.
- A **cup with your child's name on it** which can be left at the centre – **no cordial or juice poppers** and children don't need water bottles
- A spare set of clothes every day
- A clean face washer or **small** hand towel with a loop for hanging. This is taken home for washing each week.
- The kindergarten provides sheets for rest time and parents are asked to help with the laundering of the sheets by taking a turn to take home the group's sheets for washing
- The kindergarten provides a Sunsmart bucket hat as part of the enrolment package

We also ask each family to donate the following items: 1 box of tissues and 1 bottle of liquid soap and 1 pack of photocopy paper.



Shoes are not necessary at the centre. Bare feet are much safer for climbing and running.

Many activities are messy. Most paint washes out, but please don't send children in their best clothes!



PLEASE REMEMBER TO LABEL EVERYTHING WITH YOUR CHILD'S NAME!

CENTRE POLICY STATEMENTS

ARRIVAL:

On arriving, bring your child in and help them put away their belongings, lunch etc. Make sure you sign them in. Don't forget to say good-bye and let staff know you are leaving as well.

DEPARTURE:

When picking up your child help them collect their belongings, paintings, clothing, etc. Don't forget to sign them out and let the staff know you are leaving. **IMPORTANT:** Always let staff know if there is any change in the way your child is getting home – someone different picking them up or a change in bus arrangements.



Session times are from 8:55–3:00. Parents are asked to deliver and collect their children on time. The time before and after sessions is child-free preparation time which is necessary to maintain a quality programme.

USE OF THE BUS:



A bus service is available for children whose parents are unable to bring them to the centre due to lack of transport. Arrangements to use the bus are made through the director in consultation with the bus driver. The bus service can only accommodate a limited number of children and is available only to those children who have no other way to get to the centre. The bus is only able to service certain suburbs – Manunda, Manoora, Westcourt, Parramatta Park, Mooroolool, Earlville, Woree and Whiterock. This is to make sure that the children do not spend too long on the bus.

All bus users must complete an application form. Parents must have children ready and waiting at their designated pick up time and must be at home to collect the child from the bus in the afternoons at the designated drop off time. If the child will be absent, prior notice must be given by ringing the centre.

WITHDRAWAL & NON-ATTENDANCE:

Please give 2 weeks' notice if you are withdrawing your child. When a child has been absent for 2 weeks without any notification of the reason for absence, and without fees being paid, the Director will contact the parents to find out whether the child's name should be kept on the roll. If it is not possible to contact the parents by phone, the Director will send a letter to the parents. If there is no response within 2 weeks, the child's name will be removed from the roll and his/her place will be given to someone else. Please let us know if you are going on holidays. Fees must be paid in advance to keep your child's place.

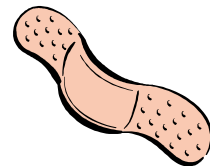
MEDICATION:



If children need medication while at the centre parents must fill a medication form. Prescribed medication should be in the original bottle with the pharmacist's directions clearly printed on the label. The dosage and time to be given must be entered into the medication register by the parent. Staff **will not** administer medication unless specific time/dosage is indicated by the parent. Recording "as required" will not be accepted. Non-prescribed medication cannot be given without a note from the child's doctor. Medication should be handed to a staff member so that it can be stored out of children's reach. If your child comes on the bus you will need to fill out a medication form which you can get from the bus assistant.

INJURY:

If a child sustains an injury at the service, first aid is delivered immediately and the director is informed of the incident. In the case of an incident requiring an ambulance or doctor, the director will immediately authorise such help. Parents **must** agree to this upon enrolment. All incidents are recorded and parents are asked to sign these forms when the staff members have informed them of the incident. If the incident is serious and/or requires parent or medical assistance, a parent will be notified as soon as possible after the incident. Small knocks and scrapes will be reported to the parent at collection time.



In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

SUN PROTECTION

Our kindergarten is a Sunsmart centre. All children and staff wear sunscreen and Sunsmart hats when outside. We educate children about how to be safe in the sun. Our playground has large areas of shade to ensure that children can play in shade at any time of the day that they are outside. For more information our C&K procedure for Sun Care and Protection is available at the kindergarten.



EMERGENCY AND FIRE PROCEDURES:

Fire and other emergency evacuations are practised once a month by staff and children at the centre. The fire evacuation procedure is displayed in the room along with an emergency evacuation map. Parents are encouraged to familiarise themselves with this information. If parents are in the centre at the time of an emergency evacuation drill, it is essential they cooperate with the staff and follow the necessary directions to ensure a quick and safe evacuation. Fire extinguishers and fire blankets are located in easily accessible places in the centre and are maintained accordingly. Refer to our Emergency Evacuation Plan for details of exact locations. All staff receives basic fire safety training.

ILLNESS:

Children with contagious illnesses cannot attend the centre. Children with diarrhoea, vomiting and bad colds are sick and, therefore, should not be brought to the centre. A list of contagious illnesses and exclusion periods is available at the centre. If your child becomes ill at the centre staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child.



HYGIENE AND HANDWASHING:

The kindergarten maintains an overall high standard of general hygiene and cleanliness, which contributes to a healthy environment for children.

Hand washing is said to be the most important way of controlling infection and preventing the transmission of disease (Commonwealth Department of Health and Family Services, 1997). Children will be encouraged to wash their hands regularly throughout the day. Younger children will be assisted by staff to learn sound hand washing techniques. All staff and visitors, as well as parents who may visit during the day, will minimise the risk of cross-infection by washing hands thoroughly at appropriate times.

EXCURSIONS:

We do occasionally go on excursions. You will be notified in advance and given a permission slip to sign. We need lots of parent help to keep a low adult-child ratio.



PARENT INVOLVEMENT

This is what a community kindergarten and preschool is all about. You have a say in the kind of education your child is receiving. We value your ideas, any special talents or interests you can share and any input you can give to our cultural programme. We rely on people from the community for our cultural program. . maybe you can help or know someone else who can – by teaching songs, telling stories, etc.



COMMITTEE

We have a voluntary Management Committee made up of parents who are elected at an AGM each year. There is a President, Vice-president, Treasurer, Secretary, and up to 6 more committee members. Committee meetings are held each month to make decisions and monitor finances, educational programme, fundraising, and parent and community involvement.

PARENT INVOLVEMENT IN THE PROGRAM

We ask all parents to come in at least once a term (more often if you wish) to spend the day or part of the day at kindy. Other family members are also welcome. The parent can join in the programme and share their child's experiences. It makes children really proud to have their parent there. Toddlers and babies are welcome, but remember to keep an eye on them.



COMMUNICATION:

Parents are encouraged to speak with their child's teacher about their child's progress or any concerns they have. Regular newsletters are sent home to keep you informed. Opportunities will be made available during the year for scheduled times to discuss your child's learning. Please keep us informed of any changes – address, phone number, place of work, change in emergency contact details or other important family information.

PARENTAL CODE OF CONDUCT:

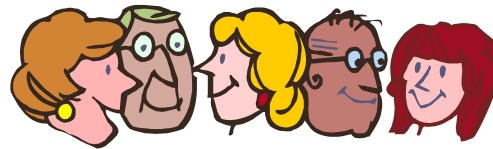
To foster healthy partnerships with families and to support the safety and wellbeing of all C&K community members, a C&K Parental Code of Conduct (attached) has been developed. The Code applies to ALL parents, guardians and family members of children enrolled in a C&K service and to any of their invitees or guests (including emergency contacts). Please take some time to read the Parental Code of Conduct.

QUESTIONS AND CONCERNS

Any questions or concerns about the educational program should first be raised with your child's teacher. Questions or concerns about fees and related matters should be addressed to the director. If it is not possible to resolve an issue it can be brought to the attention of the parent management committee. If the matter still can't be resolved the C&K Children's Services Manager may be asked to assist. The phone number is 0400878251. Concerns can also be addressed to the Office of Early Childhood Education and Care – 40373911.

SOCIAL FUNCTIONS:

These functions give you an opportunity to meet other parents, help raise money for the kindy, meet other staff and committee members and have a good time.



PARENT ROSTER:

The committee tries to keep fees as low as possible. To do this we must use our own labour for maintenance and improvements as often as we can. When you enrol you volunteer to help on our parent roster. You may choose from a number of areas – parent committee, mowing, garden maintenance, building repairs, fundraising, cleaning, laundry, organizing social functions or NAIDOC activities.

FUNDRAISING

Fundraising is necessary to keep fees low and meet the running costs of the centre. Parents are expected to help with various fundraising projects during the year by volunteering to be on the Fundraising Committee or helping the Fundraising Committee with projects – selling raffle tickets, participating in pie drives, donating goods for functions, etc.

OTHER WAYS TO BE INVOLVED:

Excursions – We have to have parent participation in order to go on excursions.
Making or repairing materials at home, sewing, dress-ups etc.
Sharing special skills – cooking, storytelling, crafts, gardening, etc.



C&K Parental Code of Conduct

C&K is committed to engaging with the families of children enrolled at its services in accordance with its values of respect, integrity, safety, collaboration and courage.

C&K encourages families to actively participate in its education and care programs and aims to engage in constructive and co-operative working relationships with families. C&K is also committed to protecting the safety and wellbeing of the children in its care, their families, staff members, volunteers and all other invitees or visitors to a C&K service. To achieve these aims, it is expected that all parents, guardians and family members of children enrolled in a C&K service will conduct themselves in a manner which is in accordance with C&K's values.

Application

This Code applies to all parents, carers, guardians and family members of children enrolled in a C&K service and to any of their invitees or guests (including Emergency Contacts nominated to the service from time to time). The Code must be observed in all conduct and interaction with C&K, including attending a C&K service, interacting with children, their families, staff members and volunteers, and at any function or event held by or on behalf of C&K.

Conduct

In all matters associated with C&K, parents/guardians must, at all times act in accordance with the C&K values and:

1. Comply with the law and C&K's Policies and Procedures (as amended from time to time);
2. Comply with the C&K values when interacting with children and their families, C&K staff members and volunteers. Aggressive, bullying or intimidating behaviour will not be accepted;
3. Be respectful of cultural diversity and refrain from harassing, discriminating against or vilifying children, their families, C&K staff members and volunteers on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions, or background;
4. Be respectful of the privacy of children, their families, C&K staff members and volunteers and refrain from taking photographs at C&K services without the prior written consent of C&K;
5. Comply with the reasonable directions given by C&K staff members to foster a safe and welcoming environment within C&K services;
6. Raise any concerns in accordance with C&K's grievance and complaint management procedure;
7. Use C&K's facilities and property and services in an appropriate manner;
8. Refrain from smoking at C&K services and events;
9. Not be adversely affected by alcohol or other substances (with the exception of medically prescribed drugs) when attending C&K services or events; and
10. Ensure that all family members and Emergency Contacts associated with a child's enrolment are made aware of this Code and ensure their compliance with this Code.

Consequences of Non-Compliance Not complying with this Code may have serious consequences. C&K will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is of serious nature or if, in the opinion of C&K, there is a risk of future non-compliance, C&K may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a C&K service.

This Code may change at any time without prior notice. When any changes are made an updated version of the Code will be posted to C&K's website.

WE LOOK FORWARD IN PROVIDING YOUR CHILD WITH EARLY LEARNING EDUCATION



BOOPA WEREM KINDY IS WHERE CHILDREN COME FIRST