



Jacaranda Street Community Kindergarten Handbook 2020

Telephone: (07) 3281 7173

Email: director.jacst@gmail.com

Like us on Facebook!





Welcome

We are committed to supporting reconciliation between Indigenous and non-Indigenous Australian people. We Acknowledge the Traditional Owners

In keeping with the spirit of Reconciliation, we acknowledge the Yugurapul, Jagera and Yuggera people as the Traditional Owners of the lands where this kindy now stands .

We wish to pay respect to their Elders - past, present and emerging - and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within our kindergarten community.

Welcome to Jacaranda Street Community Kindergarten 2020

Dear Parents / Caregivers,

Firstly, I would like to welcome you to our centre and thank you for choosing Jacaranda Street C&K Community Kindergarten for the beginning of your child's educational journey. We look forward to sharing this important journey with you and your child and hope that you have long lasting memories of your time spent with everyone here at Jacaranda Street Kindergarten. We at Jacaranda Street Kindergarten are a family first centre and invite families to enjoy their child's experiences with them.

Jacaranda Street Kindergarten is a not-for-profit community organisation (affiliated with C&K). We rely heavily on parents to be a part of the Parent Management Committee in order to operate effectively. Jacaranda Street Kindy has successfully been run by volunteer parents for over 40 years, and we look forward to this continuing on into the future.

Being part of this centre and committee means I have been lucky enough to play an integral role in my children's education and also the community. Jacaranda Street Kindy is a special place and I feel honoured to have had my children's experience start here and also be a part of it. It's a delight to work so closely with our teachers to ensure our kindergarten is successful and remains true to its original ideals.

I encourage you to be a part of our parent management committee as with your support it allows the valuable educators to be able to focus on what is most important, your child and their education.

Kind regards

Maria McArthur

President

Parent Management Committee 2019

Important Dates for 2020

First Day for Group 1 - Tuesday 28th January 2020

First Day for Group 2 - Thursday 30th January 2020

Term Dates for 2020 are:

Term 1	Tuesday 28 th January - Friday 3 rd April
Term 2	Monday 20 th April - Friday 26 th June
Term 3	Monday 13 th July - Friday 18 th September
Term 4	Tuesday 6 th October - Friday 11 th December

Public Holidays 2020 **CHILDREN DO NOT ATTEND ON THESE DAYS**

- Australia Day: Monday 27th January Labour Day: Monday 4th May
- Ipswich Show Day: Friday 15th May Queen's Birthday: Monday 5th October

Pupil Free Days 2020

Monday 1st June
Friday 26th June

Monday 19th October
Friday 13th November

General Information

CHECKLIST - WHAT TO BRING

- Kindy backpack
- Sheet Set in a sheet bag (*cot sheets are appropriate*) **CLEARLY NAMED**
- 1 library bag **CLEARLY NAMED**
- A water bottle **CLEARLY NAMED**
- A plastic/aluminium lunchbox (no insulation required as these will be stored in the fridge) **CLEARLY NAMED**
- 1 wide brimmed / legionnaire style hat **CLEARLY NAMED**
- 1 spare set of clothes **CLEARLY NAMED**

Group Sizes

The maximum number of children in each group is 22. There will always be a minimum of 2 staff. In 2020 our staff are -

Group 1	Maree Whitby (Co-director/Teacher) and Vikki Duxbury (Assistant Educator)
Group 2	Sarah Krause (Co-director/Teacher) and Julie Cutler (Assistant Educator)

Hours

The hours for each group are **strictly 8:15am to 2.30pm**. No responsibility is taken outside these hours. Children must be signed in and given into the personal care of the teacher on arrival. **Please note the service does not open before 8:15am**. Educators are onsite to set up the kindergarten before this time and it is very important that they get this uninterrupted preparation time. Late pick up policy applies. Please refer to LATE PICK UP under the Policies, Procedure and Practices section of this handbook.

Arrival Routines

Parents need to fill in the sign in book upon arrival and departure from the service. Children should place their bags and morning tea into their lockers. Children are then required to wash their hands and apply sunscreen (if not done prior to arrival). Please write the time of sunscreen application on the sign in sheet. Parents are required to place their child's lunchbox in the fridge.

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. Educators must be informed promptly about medication.

Sheet bags are to be placed in the sheet box at the beginning of the week and collected for laundering at the end of the week.

Arrival & Departure Routine – Signing In and Out

You will need to sign the attendance register for your child on arrival and departure every day. Signing in and out each day is an important part of meeting regulatory and funding obligations and is a vital record of children in attendance in the event of an emergency.

A child will leave the service only with a parent/caregiver, authorised nominee, or an authorised delegate for daily departure, for an excursion or because the child requires medical care. A parent who is prohibited by a court order from having contact is not considered an authorised parent or nominee.

Attendance

To comply with the Qld Government's Kindergarten Funding Guidelines we offer each group 600 hours of kindergarten per year. Please see the 2020 calendar.

Enrolment

Before attendance can begin, an enrolment interview with the Director/Teacher for your child's group is arranged. At this interview, there is discussion regarding your child's health and development, which enables the teacher to know your child's needs and special requirements. Any additional needs can be discussed at this meeting.

The C&K Enrolment Booklet must be completed and brought to this interview. You will need to provide emergency numbers, family doctor's name and phone number, child's allergies and any other relevant information.

A \$50 deposit (Non-refundable if your child does not attend the kindergarten) is required to secure the child's enrolment and cover your membership fees.

Clothing

We ask parents to send children in easily laundered clothes. Kindergarten is a messy place. Expect your child to get dirty. **At least one spare set of clothes must be placed in your child's bag each day.** Please ensure that **ALL** of your child's belongings are named - particularly sheets, sheet bag, library bag, water bottle, hat, lunch box. You do not have to have fancy or expensive labels for this, a black permanent marker is fine to use, just make the writing clear and legible.

Hats

Children **MUST** wear a legionnaire's hat or a wide-brimmed bucket hat when playing outside. Please mark all articles with your child's name.

Shoes

Children are encouraged to go barefoot every day except when it is extremely cold. Children have a much better grip when climbing in bare feet than when wearing shoes. Footwear should be worn to and from home. We encourage children to put their shoes on and take them off. Our service recognises the benefits of barefooted play for children's safety, growth, and the development of sensory awareness. Shoes are a hazard in outdoor play areas. Nerve endings in the feet can sense the variety of textures. Bare feet can grip climbing equipment and promote more effective balance and control, e.g. during music sessions or when climbing.

Bedding Requirements

Each child requires a sheet set for rest time. Cot sheets are the perfect size. You will also need 1 sheet bag approximately 40cm square with drawstring top.

Food

We support healthy eating practices at Jacaranda Street Kindergarten. Please leave chips, chocolate, and food items with a high sugar content for a treat at home. Water is supplied and available to children all day. Drinking regularly is encouraged, especially in hot weather. Note: please do not bring juice, cordial or flavoured milk. Please put your child's morning tea and lunch into two separate containers which are labelled with your child's name. NOTE: Please do not send food items that require heating.

Morning Tea

In a clearly named container, each child brings either a whole piece of fruit, cut up fresh fruit, dried fruit, or vegetables for morning tea (e.g. apple, pear, banana, carrot, beans, sultanas, tomato or cheese). This container is left in the child's locker until morning tea. (Please keep it separate - not in lunchbox).

Lunch

Lunch is to be packed in a clearly named plastic or aluminium lunch box. Sandwiches or salad with fruit, dried fruit, yoghurt, dry biscuits or cheese is recommended for lunch. Insulated lunchboxes are NOT to be placed in the fridge! To foster sustainable practices, we encourage Litter-Less Lunches. This involves packing your child's food using little to no waste. Reusable containers are a great option! More information about this can be found on our Kindy fridge, along with some helpful ideas.

Lending Libraries

We promote literacy and the love of books at Jacaranda Street Kindergarten. As such, we have an extensive range of excellent books for children and parents. The hard backed books remain at the centre to be shared with children, parents, friends and teachers. Children may borrow two soft backed books weekly if cared for and travel in a library bag. Lost books must be paid for. The cost is \$20 per item.

Toys

We do not encourage toys to be brought to the service. Items of interest are encouraged for the Nature/Science Table (e.g. rocks, shells, insects, bones, and seedpods). Flowers are always welcome to enhance the environment.

Birthdays

Birthdays can be a very important time for children and we always enjoy celebrating them at our service. Parents may provide patty cakes to share with the group. If there are decorative lollies on the cake, please ensure there is enough for each child. If your child has an allergy, please provide cupcakes suitable for your child to be frozen. No extra sweets or cordial, thank you.

Donation of Resources

We would be very grateful for donations of the following items from each child attending the Kindergarten, as they are used in large quantities throughout the year.

- One (1) roll of masking tape (75mm core, 24mm wide)
- One (1) roll of cellulose tape (75mm core, 24mm wide)
- One (1) box of tissues
- One (1) ream of photocopy paper (A4)
- One (1) pack of thick felt pens (Faber-Castell or Crayola)
- One (1) glue stick



Fees and Funding

The operation of all aspects of the service is the responsibility of the Parent Management Committee, with the funding of the service's operation coming from two principal sources, namely government subsidy, with the remainder being raised through fees and fund-raising efforts.

Deposit and Waiting List

Waiting list - we no longer charge a fee to place a child on the waiting list.

Enrolment - A \$50 enrolment fee is required to secure your child's enrolment and cover your membership fee (see below). If you choose to participate in maintenance and other general volunteer activities throughout the year you can earn points that will accrue towards all or partial refund of the \$40.00.

Membership Fees

The current membership is \$10 per year. (Part of the \$50 enrolment fee). Membership of the Jacaranda St Community Preschool and Kindergarten Association is compulsory for families whose children are attending the service. One member of each family is then entitled to vote at meetings. Membership Fees will also apply to people with no child attending the service but are interested in a Committee position or who wish to vote at meetings.

Levies

A \$75 resource levy applies for each term (total \$300 per year). This levy is non-refundable and will be invoiced with the term fees at the beginning of each term.

Health Care Card

The following information regarding Health Care Card is provided in good faith and is subject to change: Families who present their current Health Care Card may be eligible to a reduction in Tuition Fees (not including Resource Levy).

The criteria for this reduction are as follows:

1. Child must be 4 years old by 30th June in the year of enrolment.
2. Health Care Card must be current. If the card expires during the term, the subsidy will be applied, but not for the next one.
3. The actual card is to be presented to the Kindy so a copy can be taken.

If you have further questions regarding eligibility, please feel free to talk to our office administrator, the treasurer, contact the QLD Government Kindy Hotline on 1800 454 639 or visit www.qld.gov.au/kindy

Fee Schedule 2020

The present Management Committee have set the fees for 2020 calendar year as follows:

<i>Fee Description</i>	<i>Cost Per Child</i>
Enrolment Fee (Non-Refundable)	\$50.00
Term Fees (SEIFA discount has been applied to this term rate)	\$700.00 per term
Resource Levy	\$75.00 per term

<i>Fee Options:</i>	
Option 1.	A one-off yearly payment of \$3100.00 (includes \$300 Resource Levy) Must be paid in or before the 5th week of Term 1
Option 2.	Four payments of \$775.00 (includes \$75 per term Resource Levy). Payments must be paid in or before the 3rd week of each term
Option 3.	22 Fortnightly payments of \$140.90 plus transaction fees charged by Integra pay (includes \$300 per year Resource Levy) Payments will be set up through a Debit system and costs charged by the company will be added to the fees.

Fee Schedule 2020 for HCC/ATSI

The present Management Committee have set the fees for 2020 calendar year as follows:

<i>Fee Description</i>	<i>Cost Per Child</i>
Enrolment Fee (Non-Refundable)	\$50.00
Term Fees (SEIFA discount has been applied to this term rate)	\$100.00 per term
Resource Levy	\$75.00 per term

<i>Fee Options:</i>	
Option 1.	A one-off yearly payment of \$700.00 (includes \$300 Resource Levy) Must be paid in or before the 5th week of Term 1
Option 2.	Four payments of \$175.00 (includes \$75 per term Resource Levy). Payments must be paid in or before the 3rd week of each term
Option 3.	22 Fortnightly payments of \$31.82 plus transaction fees charged by Integra pay (includes \$300 per year Resource Levy) Payments will be set up through a Debit system and costs charged by the company will be added to the fees.

Parents / carers will be asked to select which fee option suits them best during the enrolment process and invoices will be created accordingly.

Our Fees Policy is as follows:

For Families paying a one-off yearly payment (option 1)

payment options are: internet banking transfer

Payment must be paid by the 5th week of term 1

Our Banking Details are:

Acc Name: Jacaranda Street Kindy BSB: 633-000 Account #: 115 258 170

You must put a reference on your deposit/: (child's family name) term (--) fees

For Families paying fees at the beginning of each term (option 2)

payment options are: internet banking transfer

Our Banking Details are:

Acc Name: Jacaranda Street Kindy BSB: 633-000 Account #: 115 258 170

You must put a reference on your deposit: (child's family name) term (--) fees

Step 1. If fees are not paid by the Friday of week 3 in any one term, the family will be contacted by phone and/or email to arrange payment within 7 days.

Step 2. If no payment is received within 7 days from issue, the family will be moved to fortnightly payments using the debit system - Integra Pay. See option 3 below.

Step 3. If Integra Pay has not been accepted within 48 hours, an immediate suspension notice will be issued.

For Families who are paying fortnightly (option 3)

All families choosing to pay fortnightly will be required to sign up for Integra Pay which is a debit system. If your bank account does not have sufficient funds for the withdrawal, you will be charged a dishonour fee by Integra Pay. For more details please refer to the full terms and conditions when you sign up with Integra Pay. If more than 2 fortnightly payments are missed due to insufficient funds You will be contacted by our office administrator or the treasurer and given 48 hours to make up the missed payments. If this is not achieved your child's enrolment will be suspended.

Debt Recovery

The Committee reserves the right to take action to recover debts owing. Any additional costs involved in retrieving funds owed will be passed on to the family.

Kindergarten Funding

Only one kindergarten provider is entitled to claim Government funding for each child. If parents enrol their child in two early childhood services with kindergarten programs, they must notify them both and pay full fees at one of the services.

About our Kindergarten

- We are a not-for-profit independent community kindergarten. The Kindergarten started as a playgroup in 1971 and moved to the present site in 1979
- Jacaranda Street Community Kindergarten has an affiliate agreement with C&K. An affiliate/associate service is owned and operated by the volunteer management committee under an incorporated association. We use the policies and procedures provided to us by C&K as the basis of our operations. We also receive support and advice from C&K in regards to management of staff, compliance with the National Quality Framework (NQF)
- C&K is our Central Governing Body (CGB)
- We are fortunate to have an approved building and playground, set in a natural environment which stimulates barefoot play and promotes learning
- At Jacaranda Street Community Kindergarten every child has an opportunity to experiment, play, create and test their own theories about the world around them and beyond. Our approach is more than being part of the whole group and structured play. It is based on careful observation of individual needs and is about providing the time, space and resources for each child to dream and test their ideas. We encourage parents to form a partnership with educators and the child to promote the importance of early years which lay the foundations for success in life and learning

At Jacaranda Street Community Kindergarten children are encouraged to make choices and decisions and to accept responsibility for these choices. All aspects of the child's growth are promoted - social, moral, emotional, physical and cognitive.

The Parent Management Committee

Parents of children attending the service elect and form the Management Committee. Any parent with a child attending the service is eligible to be nominated for a position on the Committee. Elections take place at the Annual General Meeting at the beginning of each year. Members of the Management Committee attend monthly meetings to make decisions on financial, business and social commitments of the Centre. Our Kindergarten relies on your involvement to provide a complete learning environment with the support of the parents.

The Management Committee is comprised of:

Executive Committee: President, Vice President, Secretary, and Treasurer.

We also have a number of other more general management committee positions: Maintenance Officer, Workplace Health & Safety Officer, Fund Raising Coordinator and Grant Application Coordinator.

Throughout the year there are many opportunities for families to become involved in the life of the kindergarten; e.g. parent rosters, book lending libraries, fundraising events, morning teas, afternoon teas, working bees and educational speakers etc. We encourage you to become fully involved. Our kindergarten cannot function without your support.

The Role of the Director

The Director or Nominated Supervisor is the authorised person in charge. They have a legal responsibility to ensure the safe operation of the service in accordance with State and National regulations. In accordance with the National Quality Framework we also must have an Educational Leader and at our service, this person is also the Director.

The Director works closely with our team of educators, C&K and the Office of Early Childhood to ensure that the policies and procedures of the service are aligned with the National Quality Framework (NQF) and are used as a basis for practice and decision making. In addition, the Director has an important role in communicating with and supporting all parents within our service, and to assist those on the parent management committee.

It is important that you share with us, information which may influence your child's social and emotional wellbeing, their behaviour or general activity levels, so we would really appreciate it if you could let us know of unusual happenings or any such events. Events in family life e.g. major illness, accident, or death of relatives, friends or pets, visits from grandparents, can be a major concern or excitement for children, and markedly affect their behaviour. Please be assured that as always, your privacy and confidentiality will be completely respected.

You can always contact the Director with any queries, concerns, ideas or feedback or to make an appointment. Tel: 3281 7173 Email: director.jacst@gmail.com

If any information on the Enrolment forms changes e.g. change of address, emergency contact numbers, etc. please notify the director immediately.

Licensing

Jacaranda Street Community Kindergarten is licenced by the Office for Early Childhood Education and Care for 22 places. We are licensed under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations. Our centre complies with the Act and the Regulations including the requirements about activities, experiences and programs, the numbers of staff members and children and staff qualifications. The Regulations are available at the service should you wish to view them. As per the Act and Regulations we have a compliance logbook on site, and this is available for parents to view; please do not hesitate to request access if you wish.

You can contact the Metro West (Ipswich) Office of the Department of Early Childhood Education at
07 3436 6204 or email: metrowest.ecec@qed.qld.gov.au

The National Quality Framework

The National Quality Framework raises quality and drives continuous improvement and consistency in Australian education and care services. Established in 2012, the NQF applies to most long day care, family day care, preschool/kindergarten and outside school hours care services.

The National Quality Standard (NQS) is a key aspect of the NQF and sets a national benchmark for early childhood education and care, and outside school hours care services in Australia. To ensure children enjoy the best possible conditions in their early educational and developmental years, the NQS promotes continuous improvement in quality. The major benefits for parents and children include improved educator to child ratios; greater individual care and attention for children; educators with increased skills and qualifications; better support for children's learning and development and a national register to help parents assess the quality of education and care services in their area.

The NQS introduces ratings for children's education and care services. The ratings cover Australian long day care, family day care, outside school hours care and some preschools/kindergartens.

Each service receives a rating for seven quality areas, and an overall rating.

There are five rating levels within the national quality rating and assessment process:

- Excellent rating - awarded by ACECQA
- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working Towards National Quality Standard
- Significant Improvement Required

Jacaranda Street Community Kindergarten underwent a quality and rating assessment in October 2014 and was deemed to be "Exceeding the National Quality Standard". You can find more information about the National Quality Standard at:

<http://acecqa.gov.au/national-quality-framework/the-national-quality-standard>

A requirement of the NQS is for services to engage in continuous improvement. This is achieved through the development of a Quality Improvement Plan. Throughout the kindy year you will be asked to provide feedback on your experience at the kindergarten in order to support this continuous improvement. The staff at Jacaranda Street Kindergarten highly values the input, feedback and support of families to develop our kindergarten. Please always feel free to email your thoughts to the centre directors Maree Whitby or Sarah Krause: director.jacst@gmail.com

Educational Programs & Curriculum

From 2020, at Jacaranda Street Community Kindergarten, our educational programs and curriculum are guided by the new C&K Early Childhood Curriculum Approach: Listening and Learning Together along with Belonging, Being & Becoming: The Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG).

The 5 learning outcomes in the C&K Curriculum Approach: Listening and Learning Together (Belonging, Connecting, Wellbeing, Exploring and Communicating) align with the EYLF and the QKLG and are framed as active and ongoing.

We value a play-based approach to learning and development. Through play at Jacaranda Street Community Kindergarten your child will ...



(Reference from C&K Family Handbook)

Each week you will receive an overview of what the children have been doing, exploring and learning as a group. In addition, throughout the year, the educators will create a number of individual learning stories for each child.

Your child will receive a *portfolio* or *learning journal* in the first week of term one. The portfolio is a record of your child's learning in their kindergarten year and we will work with them to select items of their work, their thoughts and experiences to include. You are also invited to share information about your child's learning experiences in the home and community. Many parents bring in photos or drawings from home. Some include visits from special relatives or friends, or trips away. You are most welcome add to your child's portfolio at any time.

At the end of the year you will take home your child's portfolio and an electronic copy of photos from throughout the year. You are welcome to review these at any time.

Centre Philosophy

Our View of the Child

- At Jacaranda Street Community Kindergarten, we believe that childhood is a unique time of life, to be valued and enjoyed.
- We respect children's rights and believe that children have the right to a quality education.
- We believe each child is a valuable member of their family and our community. Each child is an individual with a unique disposition and will bring a diversity of knowledge, skills, values and perspectives.
- We believe that children have the right to physical and emotional wellbeing and the role of our educators is to in support and/or assist children and families to develop the information and/or skills to achieve this.

Our Program and Educators

- We believe in play and active investigation of the world around them is a child's most important way of learning.
- We believe in providing a safe and secure environment that is nurturing affectionate, warm and interactive, full of dramatic play, memorable rituals, traditions and celebrations.
- We believe that when supported by caring, sensitive adults, children will engage and explore their interests.
- As educators we are also on a continual learning journey. We are supportive of each other and committed to ongoing professional development. Individual skills and talents within our team are recognised and valued.

Our Families

- We believe families are the first teachers of children.
- We believe in collaborative partnerships between families, children and educators in order to provide safe, nurturing, challenging and inspiring environments that promote a desire to learn and grow.
- We encourage parents to form a partnership with our educators to ensure that their kindergarten experience lays the foundation for future health, learning and wellbeing.

Our Community

- We strive to maintain our early childhood education care and setting as an inclusive and sustainable living and learning community.
We acknowledge and pay respect to the Yugurapul, Jagara and Yuggera peoples as the traditional owners of the land on which our kindergarten stands.
- We value our rich history and tradition as a community kindergarten, managed by a parent committee. We believe in our committee's role in providing good governance and in establishing a positive legacy for future users of the kindergarten.
- We value the contribution of the wider community in enriching children's experiences and learning and seek out ways to connect with our community.

Standards and Continuous Improvement

- We affirm and embrace the UNICEF Rights of the Child.
- We implement the policies, procedures and teaching and learning guidelines of C&K including the Building Waterfalls curriculum.
- We recognise the importance of ensuring health and physical safety at the kindergarten.
- We are committed to being active in meeting the quality standards of the National Quality Framework in order to offer an early childhood service of the highest quality.

Policies, Procedures and Practices

C&K has developed a range of policies to support educators and families to deliver the highest quality education and care. These comprehensive and detailed policies and procedures ensure your child is safe in a C&K service. As an affiliate service we have adopted many of these policies and procedures or adapted them to our unique circumstances. A full list and details of the policies and procedures are available to view at the kindergarten at any time. In addition, a summary of those most frequently used is included in this document.

Legislation, NQS, as well as information and advice from recognised authorities and feedback from educators, are all used during policy review and development. We encourage all families and educators to contribute to policy review. If you would like to be a part of this process, please contact the Director.

Parents will be advised of policy changes through service newsletters and notice boards. C&K practices comply with all relevant state / territory and federal legislation. All educators are trained in child protection procedures and are provided with a variety of resources and development opportunities to make certain your child's safety. All C&K educators and employees are mandated to report serious concerns of harm to children.

CODE OF CONDUCT

All Educators, Parents & Centre Management agree to honestly and ethically:

- ✓ Ensure the safety of children at all times
- ✓ Respect the rights of others
- ✓ Maintain confidentiality
- ✓ Work in partnerships
- ✓ Respect culture, social and religious diversity, differences & perspectives
- ✓ Work without bias, discrimination, fear or favour
- ✓ Work to benefit the service as part of the wider community
- ✓ Support the work of the Management Committee
- ✓ Develop positive relationships with parents, educators and children
- ✓ Adhere to Government regulations, C&K policies and procedures of the service
- ✓ Provide an environment free of harassment or abuse (including physical, sexual and verbal)

BEHAVIOUR GUIDANCE & SUPPORT

Guidance of children's behaviour is considered integral to both the philosophy and the curriculum at our service and is reflective of contemporary perspectives associated with guiding and supporting children's behaviour. Jacaranda Street Kindergarten adopts a guidance approach. A guidance approach to raising children believes that we must teach them how to be considerate of others - to think about the effects of their actions on others. This involves the following key points:

- developing in children a sense of right and wrong so that, even without supervision, they act considerately - not because they might be punished for doing otherwise, but because it is the right thing to do
- teaching children to manage their emotions so that their outbursts do not disturb those around them but, more importantly, so that they themselves learn to cope with setbacks in life
- teaching children to cooperate so that all can have their needs met
- giving children a sense of potency - that is, a sense that they can make a difference to themselves and their world and can act on their values.

At Jacaranda Street, we believe that one of the most important foundations for guiding children's behaviours are the positive, reciprocal and understanding relationships developed with families. We also

believe that everyone has the right to feel safe at all times. When unacceptable behaviour (such as hitting, kicking, spitting, biting, pinching, pushing, throwing objects) occurs educators will:

- talk to the child about the behaviour and explain why it is unacceptable
- redirect the play or the child and/or offer other choices
- when unacceptable behaviour continues educators may use a 'think and talk' time' where the child is asked to sit with the educator to think and talk about their actions.
- educators will talk with families about what experiences your child has been involved in along with any particular issues with guiding behaviour.

If dangerous or unacceptable behaviour becomes an ongoing issue, educators, in consultation with the parents, will design and implement a behaviour management plan. Educators will discuss ways in which we have supported your child's behaviour and we encourage parents to share with educators, the ways in which children are supported at home. Advice from C&K may be obtained. If the child's unacceptable or dangerous behaviour continues, after all possible steps have been taken to assist, then the child's placement at the centre may need to be reviewed by the director and committee. Please do not hesitate to talk with your child's teacher or make time for an appointment if you have any concerns about your child's behaviour or engagement at Kindy.

PARENT INVOLVEMENT

Our service recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels, e.g. sharing skills and interests in the educational program, attending parent meetings and social functions, and becoming involved at Committee Management level. When parents are unable to participate, grandparents or carers are welcome.

ANTI-DISCRIMINATION POLICY OR INCLUSION POLICY

When children enter an Early Childhood setting, Kindergarten or Preschool, they bring with them a rich variety of cultural and social backgrounds and experiences. Our Centre recognises the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture.

FIRST AID

All educators in contact with children hold a current First Aid Certificate.

ENVIRONMENT

Our service actively promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with care and respect and can remain free while appropriate observation for children's information is made. Hygienic composting of lawn clippings and fruit waste is practised. Care of the environment is fostered among children and adults.

The use of fresh food is encouraged for lunch and morning tea to minimise the use of excessive packaging and non-recyclable products. This is a conservation issue as well as a nutritional one.

SUN CARE

Our service requires children and adults to wear legionnaire or broad brimmed hats and appropriate clothing for outdoor activity. Each child must have his or her own legionnaire or broad brimmed hat, **clearly named**.

Sunscreen must be applied before the child attends each day at the Kindergarten. If you arrive at the Kindergarten and you have not applied sunscreen to your child, it will be available for you to apply on arrival. A waiver must be signed in the instance of a parent not wishing to apply sunscreen to their child.

FOOD AND NUTRITION

At Jacaranda Street Kindergarten, we believe that the early years are the most important time for establishing healthy behaviours. These behaviours lay the foundation for lifelong health and wellbeing. We understand that nutritious food and regular physical activity supports the growth and development of children and reduces the risk of developing chronic lifestyle related diseases later in life.

Parents are advised against sending any food with a high sugar content. **Roll-ups and sweets (lollies and chocolates) are not appropriate for lunch at the Kindergarten.** If parents wish their child to have these items, it is recommended that they do so at home where teeth can be cleaned immediately after eating.

HOLIDAYS

When holidays are taken during the school term, the child's place in the group will be retained. Educators must be informed of the period of absence and fees must be prepaid.

ABSENCE OF A CHILD

Parents must notify educators if their child is to be absent.

COMMUNICATION

Parents are encouraged to speak with their child's teacher about their child's progress, or any concerns they may have. Open communication between parents and educators facilitates positive home/Kindergarten relationships based on trust and positive co-operation.

Where discussion is needed please feel free to make an appointment for a phone or personal interview with the teacher outside of session times, rather than taking the teacher's attention away from the children. This is especially important to note during drop off and pick up times, as the teacher is very busy greeting all the children, then settling them into their day. An appointment at a separate time also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

COMPLAINTS PROCEDURE

Where a parent has any concern relating to the program, the waiting list or roll, this Association advocates that the parent make direct contact in writing with the Director/Nominated Supervisor. You can email her at: director.jacst@gmail.com

Where a parent has any query relating to the payment of fees or any matter relating to Committee Management or administration, this Association advocates discussion supported in writing with the appropriate Committee Member. Committee email: jacst@bigpond.net.au

If the matter cannot be resolved, the C&K Early Education Consultant may be asked to assist.

STUDENT PLACEMENT/WORK EXPERIENCE/VOLUNTEERS

Our service recognises the importance of student placements as being consistent with the long-term training of educators in the provision of quality education and care for children. Students are supervised both by service educators and by University/TAFE staff. *However, acceptance of placements of students must be determined upon consideration of the children's needs at the time*

We may accept placement of volunteers but only after the commitment to students has been met and after full investigation of the person concerned. Volunteers will work under the guidance of qualified educators. All adults 18 years and older must hold a current Blue Card.

PARENT'S RESPONSIBILITIES

It is the parent's responsibility to notify the director regarding changes in information recorded about a child.

It is the parent's responsibility to read all the information relating to our service in order to be familiar with policy information.

It is the parent's responsibility to comply with relevant health and hygiene policies of the service and to participate in the service's activities.

It is the parent's responsibility to read, sign and return the last page of this handbook.

CHILD FREE PREPARATION TIME

C&K recognises the value of child-free time before and after the Kindergarten/Preschool program. During this time, the teachers prepare the environment, maintain their written curriculum and administration records, conduct staff meetings, and attend regional meetings. These additional duties serve to enhance the quality of the program offered to parents and children.

Parent co-operation is required in supervising your child until 8:15am and collecting your child promptly at 2:30. Consistent breaches of this policy will be referred to the Management Committee.

LATE PICK UP

Please arrive to collect your child by the end of the program time (2:30pm) to enable educators to complete preparation and administration duties. We understand that at times you may be running slightly late and the reason for this is out of your control. However, if you fail to contact the Kindy prior to 2:30pm to inform us of your whereabouts and/or estimated time of arrival to collect your child, then a late fee will be charged. Late fees are charged at \$20.00 for the first 10 minutes or any part thereof and then \$1.50 for every minute after this.

EXCURSIONS

Parents will be notified if the children are to go on an excursion or outing. Children will leave the service only if the ratio is as per the policy. Children must wear sneaker or shoes with laces (not thongs, sandals, waterproof boots or shoes with slippery soles).

Permission slips for each excursion must be signed by the parent prior to departure.

Any adult accompanying children on an excursion must hold a positive notice (blue card) unless they are a parent of a child on the excursion.

INJURIES

Parents of an injured child will be contacted promptly.

An "incident" register is kept at the service to comply with the Workplace Health and Safety Regulations.

EMERGENCY AND EVACUATION PROCEDURE

Fire drills and Lock downs are practised regularly and recorded. The Evacuation Notice is to be read by all adults who enter the service.

SMOKING

No smoking at any time on the premises.

PARKING

Please park in the designated car park area between the church and church hall unless full and in these circumstances, you may angle park along the church ground eastern timber boundary fence. This is in order to comply with the leasing arrangements with the church and also to do with child safety. Parents are asked not to park in the area between the Kindergarten and the hall. NO parking along the kindy fence between 8am and 3pm.

SICK CHILDREN

We adhere to the information contained in "Staying Healthy in Childcare v.5" Which is available to be viewed upon request. Some of the key points are:

- Children with contagious illnesses will not be admitted to the service.
- Parents must contact the service to report contagious illnesses.
- In the event of a child becoming ill in the service, the parent will be contacted, therefore it is imperative that the parent ensures the current telephone numbers are with the person-in-charge at all times.
- In the event of a parent or contact not being available, the Director or person-in-charge will take whatever steps are considered to be necessary to ensure the child's well-being, which could include calling an ambulance.

MEDICATION & HEALTH

The giving of medication to a child at the service will be in accordance with the C&K Procedure: Administration of medication. If your child has any special health needs this should be discussed with the Director.

The service's policy with respect to immunisation is in accordance with the C&K policy. C&K supports immunisation and health programs outlining its benefits but does not exclude the enrolment of children on the basis of their immunisation status. In the event of an outbreak of a vaccine preventable disease and if advised by Queensland Public Health Unit, children not immunised or not up to date with immunisations may be excluded from the service for a period of time, and fees will be payable for this time.

If your child requires immediate medical attention, or we require an opinion from a Medical Professional, we will endeavour to telephone you. C & K suggest in these instances an ambulance be called.

If medical attention is not required, the educator must complete a report in the accident/incident book which is maintained by the service for that purpose. This report should be witnessed, read and signed by the child's parents/guardians.

Written and verbal consent by the parent is required before one (1) single dose of liquid paracetamol will be administered to a child for high fever, greater than 38°C.

Anaphylaxis (Severe allergic reaction) or Asthma: An action plan must be developed in consultation with the child's physician, parent/guardian and the early childhood service.

HEALTH, HYGIENE and SAFETY PRACTICES

A high standard of health and hygiene practices are implemented in the service. All children are encouraged and assisted to follow safe and correct hygiene practices. The children are shown how to wash their hands:

- using a pump pack of liquid soap and running water;
- counting to ten while washing palms of the hands, between the fingers, backs of the hands, thumbs and wrists;
- counting to ten while rinsing under running water, rubbing all of the hand.

Parents and children are encouraged to wash hands on arrival. Educators assist children to wash hands before handling food, before eating, after outside play, after going to the toilet, after touching nose secretions and before going home.

Educators, parents and volunteers should endeavour to role model correct positive hygiene practices, i.e.:

- The use of separate sheets, beds, hand towels and tissues for each child.
- The use of gloves in food preparation, i.e. parent cutting up fruit.
- Cleaning with warm water and detergent of all equipment used by the children.
- Children's bathrooms are cleaned daily, floors mopped, and shelves wiped over.
- Children are encouraged to assist in keeping the environment clean and tidy.

In the Jacaranda Street Community, we all have responsibilities for supporting the health, protection, safety and wellbeing of all children. We recognise that all children have the right to experience quality education and care in an environment that provides for their health and safety. This is complemented by a focus on promoting each child's wellbeing and providing support for each child's growing competence, confidence and independence.

Key factors that define our approach to health, safety and wellbeing include:

- ✓ maintaining adequate supervision of children
- ✓ configuring groupings of children to minimise the risk of overcrowding, injury and illness
- ✓ monitoring and minimising hazards and safety risks in the environment
- ✓ managing illness and injuries effectively
- ✓ implementing effective hygiene practices
- ✓ providing for individual children's health, sleep, rest and relaxation requirements

- ✓ meeting children's nutrition requirements and promoting healthy food choices
- ✓ promoting children's physical activity
- ✓ encouraging and supporting childhood immunisation
- ✓ understanding obligations under state or territory child protection legislation.

Attending to these factors ensures that the centre meets its obligations for children's health and safety under the National Quality Framework.

REST TIME

The Kindergarten curriculum must incorporate a balance of activities for children including opportunities for rest and relaxation. The provision of a well-planned rest period is required by the National Quality Standard. Individual interests and needs of children are considered. We believe rest time:

- provides an opportunity for the child to sleep/unwind;
- helps the child learn to relax;
- provides a time of uninterrupted quiet.

Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. Rest time is a quiet time. It is an opportunity to think and plan and relive experiences. Sleep is not compulsory, but the opportunity for children to sleep, if necessary, must be available.

CONFIDENTIALITY AND PRIVACY

The service endeavours to maintain confidentiality and to protect the privacy of all children and their families. Upon enrolment, parents are requested to sign a form indicating whether or not they agree to their child being photographed by the media, students, and visitors or for any promotional purposes.

CHILDREN WITH ADDITIONAL NEEDS

Our Kindergarten will endeavour to integrate children with additional needs into the program. Children with additional needs may be defined as children who possess some areas of developmental delay, hearing/ vision loss or impairment, behaviour which varies significantly from the norm or long-term illnesses or diseases which require special attention.

Documentation will be required in order to apply for additional funding for support staff to assist these children.

CANCELLATION OF ENROLMENT

Parents are required to give two weeks' notice in writing to the Director if it is their intention to leave the service, otherwise two weeks' fees will be charged in lieu of notice. Where notice is not given, full fees will be charged for the two weeks' notice that is required. The absence of a child for a period of two calendar weeks without notification to the Director will result in the child being considered as having been withdrawn from the service and the vacancy thus created will be filled immediately from the waiting list.

Acknowledgment of reading Jacaranda Street Community Kindergarten Handbook

After reading this handbook and asking for any clarification of any questions you may have, please sign and return this page to the Kindergarten on or before your child's commencement date.

If you have any queries/questions, please email director.jacst@gmail.com or phone 3281 7173.

Acknowledgement of Parents/Guardians

I/We

(Name of Parents/Guardians)

acknowledge that I/we have read the 2020 Jacaranda Street Community Kindergarten Handbook and I/we acknowledge and agree to adhere to the information outlined and the various policies, procedures and practices outlined in the handbook and any alterations, amendments, variations, additions or deletions that may be adopted by the Management Committee.

Child's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____