



# Welcome to C&K Burleigh Heads Community Kindergarten

## PARENT HANDBOOK



Printed September 2012  
Burleigh Heads Kindergarten  
12 Ocean Street  
BURLEIGH HEADS 4220  
[burleighheadscandk@bigpond.com](mailto:burleighheadscandk@bigpond.com)

---

# Welcome to Burleigh Heads Community Kindergarten

## **BURLEIGH HEADS COMMUNITY KINDERGARTEN HAS BEEN SERVING THE BURLEIGH HEADS COMMUNITY SINCE 1961.**



We are a community kindergarten, affiliated with the Crèche and Kindergarten Association of Queensland. The kindergarten is community managed. It is administered by an elected committee of parents, has an agreed constitution/set of rules, and is required to deliver an approved kindergarten program under the National Quality Framework with agreed adult/child ratios and group sizes, delivered by a qualified early childhood teacher and supported by adults who are sensitive to the needs of young children and who respect the value of play as a vehicle for learning. The program will take place within an environment of well-designed and safe buildings and playgrounds and close parent/teacher co-operation and communication.

The staff at Burleigh Heads Kindergarten are supported in all areas of curriculum and pedagogy by an Early Childhood Advisor (ECA) from our Governing Body the Crèche and Kindergarten Association Limited. The kindergarten is licensed by the Australian Children's Education and Care Quality Authority and supported by the Office of Early Childhood Education and Care regional officers.

---

## **C&K BURLEIGH HEADS COMMUNITY KINDERGARTEN PHILOSOPHY**

Our community is warm, welcoming and inclusive where there is a strong sense of belonging for all. We place great importance on building relationships that are caring, open, collaborative, respectful and supportive.

We manage our kindergarten with an ongoing cycle of planning and review, engage parents, and the community, to create a climate for continuous improvement and promote a positive organisational culture.

We want our children to have a strong sense of identity. We are passionate about the importance and power of play and through play children will extend their understanding of language and engage with texts, symbols and numeracy concepts, discover and connect with and act responsibly in the natural and built environments.

We want children to grow in confidence, resilience and independence, taking increasing responsibility for their own and others health and well being, develop empathy and form trusting relationships with adults and other children. We will offer children new learning experiences and these experiences will be represented and reflected in the kindergarten program daily.

Children will also be encouraged to understand and recognise social justice and fairness, embrace diversity using their own ways of expressing themselves that will be celebrated within the group.

The development and delivery of a high quality early learning curriculum which considers and responds to the social context, interests, experiences and individuality of each child corresponds to C&K's philosophy that every child deserves access to quality early education and care within a supportive, local community. This is evident in C&K's approach to learning, which is based on:

- Rich and responsive relationships
- Competent and capable children
- Equitable and inclusive learning opportunities
- Collaborative and lifelong learning
- Partnerships with families and communities and
- Listening, dialogue and critically reflective teaching practices.

---

Legislation, contractual and funding conditions, obligations on C&K are reflected in this approach. This approach, upon which C&K Building Waterfalls teaching and learning guidelines is based on, contributes to and ties in with, the five key learning outcomes of Belonging, Being and Becoming: The Early Years Learning Framework for Australia.

We the staff will welcome and encourage all of our parents to be actively involved in our community, by contributing ideas and sharing information about their skills and experiences.

The staff will facilitate learning about the community and surroundings through incursions and discussions. Staff will provide a service which best meet the needs of the parents and children and provide support systems for families.

---

## OUR GOALS

For each child to feel empowered to play, work, think, and learn independently of adults. Children are the focus of the program and the teachers are seen as the facilitators available to provide support, guidance, encouragement and a stimulating variety of resources. In the time spent with us, children will be free to observe, to question, to experiment, to explore without fear of consequence.

For each child to have the freedom to interact within the environment, a child-centred program will enable children to make decisions and self-select materials, equipment, and resources from a well-planned stimulating environment. A child comes to their own conclusions if they have been allowed to work things out for themselves.

For the children to feel empowered with self-protection skills, including independence and self-respect, and to respect the rights and feelings of others. There are two simple rules... (1) Sharing and (2) Caring. A limited number of rules mean that they are easily remembered and the children encourage their peers to comply. The children are encouraged to develop skills necessary to solve their problems independently where developmentally appropriate. They shall be encouraged to verbalise their needs and feelings and think through positive solutions to their problems.

For each child to have the time to initiate and develop their play, placing them in control of the program. With a flexible program to accommodate each child's needs, moods and unplanned experiences and the teacher to recognise and appreciate the need to build upon the "teachable moments".

Guide children in making positive healthy choices through the food they eat.

By facilitating safe play guidelines, educators/teachers empower children to confidently make decisions on the level of risk they are prepared to take, as well as the level of risk that is acceptable in the learning environment.

An environment that is inclusive, promotes competence, independent exploration and learning through play and where outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both the built and natural environments.

---

## CENTRE OPERATION

Our centre is open from 8.45am to 2.45pm daily. Children arriving late miss out on many of the activities designed to assist in important developmental areas. We encourage children to be independent, so it is far better if you bring your child in, settle them, say goodbye and ensure they know you will return.

**The Dolphin group will attend Monday, Tuesday and alternate Wednesday. The Turtle group will attend alternate Wednesday, Thursday and Friday. 5 day fortnight both groups.**

---

The Co-Directors and staff will be responsible for the children whilst at the centre and all children attend on the understanding that every care is taken to prevent incidents. No responsibility will be taken for children arriving before 8.45am and remaining after 2.45pm.

**RATIO OF ADULTS TO CHILDREN ENROLLED:**

1 qualified teacher and 1 qualified assistant to 22 children in each kindergarten group.

There are 4 terms in the year corresponding with the public school terms with the centre closed for holidays in between.

**THE TERMS ARE AS FOLLOWS:**

|  |                 |
|--|-----------------|
| <b>Monday 21 January 2013 – Friday 29 March 2013</b> | <b>10 weeks</b> |
| <b>Monday 15 April 2013 – Friday 21 June 2013</b>    | <b>10 weeks</b> |
| <b>Monday 8 July 2013 – Friday 20 Sept 2013</b>      | <b>11 weeks</b> |
| <b>Monday 7 Oct 2013 – Friday 13 December 2013</b>   | <b>10 weeks</b> |

---

## STAFF

This centre is staffed in accordance with Education and Care Service National Regulations 2011.

|              |                              |               |  |
|--------------|------------------------------|---------------|--|
| Mary Coburn  | Co-Director                  | Dolphin Group | Bachelor of Education (Early Childhood)    |
| Leanne Jones | Assistant                    | Dolphin Group | Associate Diploma of Education (Childcare) |
| Debby Limkin | Co-Director                  | Turtle Group  | Bachelor of Teaching (Early Childhood)     |
| Tracey Magee | Assistant                    | Turtle Group  | Associate Diploma of Education (Childcare) |
| Tracy Bass   | Assistant (Additional needs) |               | Certificate III Child Care                 |
| Louise Ryan  | Administrator                |               | Bachelor of Business                       |

Our Co Directors are available to discuss any issues you may have between 8.00am – 8.30am (child free preparation time) and 2.45pm to 3.15pm. Please make an appointment to talk to a staff member if you require a discussion with staff during these hours. We also have a part-time Administration officer, Louise Ryan. Her hours are Monday, Tuesday, Thursday and Friday between the hours of 8.30am – 1.30pm. All staff hold a current Blue Card and Apply First-Aid, Anaphylaxis and Asthma Management & CPR certificates. Staffing arrangements are on display in the children's locker-room for parents to familiarise themselves with.

---

## LEARNING AT KINDERGARTEN

During the time spent with us a child will be encouraged to:

- Listen individually or in a group situation
- Follow 2 or 3 simple, clear directions
- Be responsible for their own belongings
- Take turns to talk in a group
- Take turns at games
- Work independently
- Work as part of a group
- Ask for help when necessary
- Start and complete a task without help
- Accept some frustration and try again or try a different approach
- Show some internal motivation

---

We will make learning fun to ensure each child will enter school with a motivation to learn, the eagerness to explore and experiment and the curiosity to discover, and with many of the basic skills needed to achieve.

Parents/guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals to be achieved through our programs. Please ask your Co-Director for more detailed information about your child's development, how we will provide opportunities to foster your child's development, and our philosophy of learning that underpins our program.

---

## EDUCATIONAL PROGRAM

When you visit Burleigh Heads Community Kindergarten you will see many activities occurring throughout the session, though not necessarily at the same time each day. We hope to see an increase in confidence and independence where children are not afraid to try out their own ideas or have their own thoughts.

They learn to ask questions and see their own answers and finally to become responsible for their own learning. Children are allowed to learn at their own pace with freedom to choose a task and complete it to their own satisfaction. We provide the opportunity for the children to experience limits and interact with concerned adults who constantly extend on children's learning respecting them as developing individuals.

"Building Waterfalls" has been created around four currents of thought – connecting, enlarging, listening, exploring. The currents are interconnected with and interdependent upon the other and carry human qualities of:

- Respect
- Trust
- Honesty
- Integrity
- Compassion
- Courage
- Resilience

Each child has a portfolio of their time at kindergarten. These are a continuing working document as children are encouraged to add their own pieces of work with contributions and input from parents and staff throughout the year. They are on display for parents and children to share and will be sent home at the end of each year.



---

## SHARED UNDERSTANDINGS AND THEIR RELATIONSHIP TO AN EARLY CHILDHOOD EDUCATION AND CARE SETTING

---

|                   |   |  |
|-------------------|---|--|
| <b>CONNECTING</b> | We are connected to family, community and country                   | <b>When:</b> <ul style="list-style-type: none"> <li>• There are genuine partnerships</li> <li>• A sense of community is promoted</li> <li>• There is continuity, consistency and stability</li> </ul>  |
|                   | We connect with a build upon what we know                           | <b>When:</b> <ul style="list-style-type: none"> <li>• Learning is meaningful, playful and connected</li> <li>• Verbal and non-verbal communication and home language/s are valued and supported</li> <li>• Opportunities for literacy and numeracy learning are intentionally embedded within the living and learning environment</li> </ul> |
|                   | We are connected to a sustainable world                             | <b>When:</b> <ul style="list-style-type: none"> <li>• There is respect for planet earth and life in all its diversity</li> <li>• The possibilities and properties of the environment are investigated and promoted</li> <li>• A commitment to a sustainable future is communicated</li> </ul>  |
| <b>ENLARGING</b>  | We are valued and treated with equity and respect                   | <b>When:</b> <ul style="list-style-type: none"> <li>• There are equitable opportunities for living and learning</li> <li>• There is respect for individual capabilities</li> <li>• Dreams, hopes and aspirations are honoured and respected</li> </ul>   |
|                   | We feel safe, nurtured and cared for                                | <b>When:</b> <ul style="list-style-type: none"> <li>• There is warmth, love and harmony</li> <li>• Emotional and physical wellbeing is nurtured</li> <li>• There is safety from harm</li> </ul>  |
|                   | We share satisfying interactions and relationships                  | <b>When:</b> <ul style="list-style-type: none"> <li>• Bonds and attachments are warm and affectionate</li> <li>• Relationships are consistent, sensitive and responsive</li> <li>• Conflict is resolved in respectful ways</li> </ul>  |
| <b>LISTENING</b>  | We are open and sensitive to new possibilities and perspectives     | <b>When:</b> <ul style="list-style-type: none"> <li>• The thoughts, experiences and points of view of others are valued</li> <li>• Personal values and biases are critically reflected upon</li> <li>• There is a willingness to question and change in the light of new understandings</li> </ul>   |
|                   | We express, share, and honour values, beliefs and traditions        | <b>When:</b> <ul style="list-style-type: none"> <li>• There is empathy and appreciation of the values, beliefs and traditions of others</li> <li>• There is appreciation that difference contributes to a richness of understanding</li> <li>• Communication and understanding is enhanced through cultural competence</li> </ul>            |
|                   | We contribute to a democratic learning environment                  | <b>When:</b> <ul style="list-style-type: none"> <li>• Learning is participative and shared</li> <li>• Listening and collaboration inform the decision making process</li> <li>• There are opportunities to discuss, plan and reflect collaboratively</li> </ul>  |
| <b>EXPLORING</b>  | We are unique, rich in ideas, experiences and knowledge             | <b>When:</b> <ul style="list-style-type: none"> <li>• There is belief in all children</li> <li>• There is enjoyment and engagement in the learning process</li> <li>• Achievements are celebrated</li> </ul>   |
|                   | We are competent and capable learners, thinkers and inquirers       | <b>When:</b> <ul style="list-style-type: none"> <li>• A culture of inquiry promotes investigation, innovation and discovery</li> <li>• Spontaneity is harnessed</li> <li>• Curiosity, awe and wonderment are promoted</li> </ul>   |
|                   | We create, represent and communicate our understanding in many ways | <b>When:</b> <ul style="list-style-type: none"> <li>• There is appreciation of different ways of expressing and representing thoughts and ideas</li> <li>• Imagination, experimentation and creativity are valued</li> <li>• The possibilities of media and technology are explored</li> </ul>   |

---

## CHILD'S REQUIREMENTS



1. A good size **back pack**

Spare clothes clearly named and placed in the side pocket of your child's bag. It is against regulations for these clothes to be placed in a plastic bag.

2. **Sheet bag** of colourful material measuring 40cm square with drawstring top. This size is necessary to contain the child's sheets.

3. **Sheets**

A fitted cot sheet set

4. **Pillow** may provide extra comfort but is not essential

5. **Morning tea** is to be placed in a lunchbox clearly marked with the child's name and kept beside their bag. (See lunches section for food requirements).

6. **Lunch** is to be placed in a lunch box clearly marked with their name, and placed in the refrigerator in the kitchen. As space is limited in the refrigerator, please do not place your child's lunch in a cooler bag. Children are not permitted in the kitchen area.

7. **Water bottle**, clearly marked with their name, is to be placed in the basket provided.

---

## MARKING OF NAMES

It is important to name all the child's requirements clearly – especially socks, shoes, hankies, and hats. Items found at the centre unnamed will be placed in the Lost Property box in the locker room, and we ask that you check this box regularly.

---

## CLOTHING

Our centre recognises the benefits of barefooted play for children's safety, growth and the development of sensory awareness. It is our policy to remove children's shoes and socks for play.

If you would prefer for your child to keep their shoes on, please discuss this with your child's teachers. It is also important that children wear appropriate play clothes to enable them to participate fully in activities (Long skirts, long dresses, thongs, necklaces and beads can cause accidents and are therefore inappropriate for safety reasons).

---

## SUN CARE

At our centre, we appreciate the importance of protecting children's skin from the damaging effect of the sun and educating children about sunsmart behaviour. Our sun care policy recognises that both parents and staff have a shared responsibility in relation to sun care. With that in mind, it is recommended that you apply a 30+ sunscreen to your child before leaving home. Should you forget sunscreen is always available at the centre, please sign the sunscreen section of the sign in/out sheet to confirm sunscreen has been applied to your child. Our playground provides plenty of shade and staff will act as positive role models as well as actively ensuring that sun exposure is minimised throughout the day, especially during the hottest times. Children must wear a sunsmart hat and clothing that provides adequate protection from the sun and is cool, comfortable and practical for outside play.

---

A *protective sunhat* – a broad brimmed hat is required. (These hats are strongly recommended by the Queensland Cancer fund and referred to as SUNSMART hats). As a way of showing our commitment to sun care practices, on enrolment each child will be given a hat, with our centre logo on the front. Please do not send your child with a hat which has a cord or tie for safety reasons. An identifying mark would again help your child to recognise his/her hat.

**REMEMBER – NO SUNSMART HAT, NO OUTDOOR PLAY**

---

## REST TIMES

Rest time is an essential part of the day's programme, giving children an opportunity to rest their bodies and be alone with their thoughts after a busy morning. The Education and Care Services Regulations 2011 requires Early Childhood Services to provide rest and relaxation times for individuals. Children who do not sleep during this time will be encouraged to rest quietly. A child who has learned to relax will become an adult who is able to deal more adequately with the stress, and strain of normal living.

---

## LUNCHES

Nutrition education is an important part of centre's philosophy.

You will be encouraged to supply you child with fruit for morning tea, and a nutritious lunch. There are many healthy choices – salads, cheese, meat, sandwiches, (wholemeal bread preferably).

Leaflets are available with suggestions on healthy school lunches. Biscuits, cakes, sweets, roll ups, and chewing gum will be discouraged. Please supply a spoon for your child if needed.

### **C&K PARENT/GUARDIAN RESPONSIBILITIES**

**Food Storage:** Upon arrival, please remove all food stuffs from your child's bag and place it in the designated fridge in the kitchen. Please do not place insulated containers in the fridge. Parents are to ensure all milk and dairy products are placed in the body of the fridge.

---

## LITTER FREE LUNCHES

Here at Burleigh Heads Kindergarten we are teaching the children about caring for our environment. As part of our program of sustainability we are using a worm farm to recycle the fruit and vegetable scraps left over from our morning tea & lunches, and this in turn will fertilise our garden. We are encouraging you to use a 'Litter Free Lunch Box'. This means that we will be actively discouraging the use of throw away containers, plastic wrap, zip lock bags and other disposable packaging. We ask that the children's food is sent in two lunch boxes, one for morning tea and one for lunch. We store the children's lunches in the refrigerator and this means the size of the lunch box needs to be limited. Thank you for your support in helping to reduce, reuse and recycle.

---

## TOYS

Our centre provides plenty of toys and equipment for your child to play with. It is best if children refrain from bringing their own special toys to the centre, as they can get lost or broken and difficult situations may arise if they don't wish to share with the rest of the group. We can accept no responsibility for their loss or breakage.

A security toy or soft toy for rest time is fine, and may be left in your child's locker or on top of beds.



---

## ARRIVAL AND DEPARTURE PROCEDURES

Our policy in regards to the matter is outlined below:

As a matter of safety, children must be brought into the centre and collected from the centre by a responsible adult at least 18 years of age.

The adult must sign the child "in" and "out", record the time of arrival or departure and notify the teacher that the child has arrived/is departing.

Our sign in/out sheets are used for fire drills and lockdown so please ensure you child is signed in each day.

Children can only be signed in and out by custodial parents or people authorised in writing on the child's enrolment form under emergency contact. Staff must be informed if an adult other than the custodial parents will be collecting the child at the beginning of the day.

If an authorised person who is unfamiliar to staff comes to pick up a child, their identity must be established and their driver's licence requested and documented. No child will be released without the given permission of parents. If you need to update the emergency details, please see the Director and Louise in the office.

In the case of a child not being collected by 3.45 (1 hour after closure) and no contact has been able to be made with parents or authorised contact persons, then staff will contact the police.



---

## NON-DISCRIMINATION POLICY

When children enter our centre, they bring with them a rich variety of cultural and social background and experiences. Our centre values and respects the diverse cultural, social, familial, and individual backgrounds of all children and families and observes a policy of non-discrimination against any person or family on the basis of gender, race, ethnic origin, disability, impairment, age, or religion. (Refer to C&K non-discrimination policy in centre manual).

---

## ENROLMENT PROCEDURES

Pre-admission interviews will be conducted before your child commences at the centre. This enables you to view the centre, meet the staff, and familiarise your child with this new environment. The staff will also require information about you child's health, development, interests, and background, in order to assist in planning for the individual child's interests and abilities. If your child may require extra support at rest time please let us know to ensure this time is pleasant for your child and the others in the group.

---

## SETTLING IN

It is important to make the transition from home to school as smooth as possible. The enrolment process should mean that you and your child have a chance to visit the centre and meet the teacher prior to the first day of attendance. It is important to build on this initial contact with the centre by:

- Talking about the Kindergarten in a positive way.
- Spending some time with your child exploring the new environment and talking about how good it is going to be.
- Encouraging you child to engage in an enjoyable activity on arrival.
- Using the teacher and other children's names at the centre and at home to help you child become more familiar with the new people in their lives.

---

Saying goodbye in the early days can be hard. Often children's ways of protesting are very dramatic; leaving parents feeling emotionally drained when they leave the centre. But in most instances the protests are short lived and often have ceased by the time the parents are out of sight. It is better for the child if you try not to prolong the farewell. Briefly explain to your child what is going to happen i.e. "I'm going now, I'll be back at 2.45 pm." Give them a kiss and a hug then follow through by going. Please speak to the teacher and advise that you are leaving, particularly if you think your child might need some extra support. Never hesitate to ring later to find out how your child is feeling, and to put your mind at rest.

At other times throughout the year, children may show some reluctance to come to the centre in the mornings. This can happen for a wide variety of reasons including adults going to work or working away from home, a greater attraction at home, lots of changes going on in their life, not feeling too well or feeling rather tired, not wanting to leave what they are doing at home and difficulties with peers. If this occurs, please feel free to consult with staff.

---

## **PARENT INVOLVEMENT**

The successful operation of a community kindergarten is based on teamwork, co-operation, and open communication between staff, committee, parents, and C&K.

This centre recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels.

Parents can be involved in the centre in many ways:

- Becoming a member of the Management Committee means you can be actively involved in the decision making process around managing the centre.
- Participation at social events or on the fundraising committee can build a real sense of community.
- Becoming a volunteer helper with the children at the centre.
- Becoming a volunteer helper in day-to-day maintenance.
- Contributing suggestions for the centre to the Director or Management Committee.
- Sharing personal skills or interests in the educational program.
- Contributing ideas the teacher can include in designing the curriculum.

---

## **ROSTERED DAYS**

Parents/Grandparents are also invited to come and spend a rostered day with your child. When you do this, not only does the centre benefit from an extra "helper" but also you will gain a deeper understanding of what your child does throughout their day. This is a fun way to spend time with your child as well as playing a vital role in the day to day running of this centre. Generally the times for you to stay are 9am – 12pm. but if you are only able to stay for a much shorter time then that is fine. Please be aware that staff will not be responsible for toddlers accompanying their parents and parents must provide a Duty of Care when bringing younger siblings with them on rostered days. On roster days you are a volunteer worker and need to comply with Workplace Health and Safety Practices. You will be required to read the Roster Day Guide and sign in the visitors book (wear a visitor badge) on the morning of your rostered day.

---

## **BIRTHDAYS**

These are special times for the children and we enjoy sharing the occasion too. You are most welcome to send along a cake, or patty cakes for your child's group, and if you wish, to join us for the session so we can celebrate together.

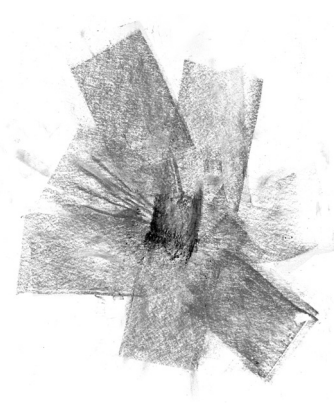
---

## HOLIDAYS/ABSENCE

Please contact the centre if your child is unable to attend due to illness, holidays, or other circumstances. When holidays are taken during the school term, the child's place in the group will be retained. Staff should be informed of the period of absence and fees must be prepaid.

---

## PARENT TEACHER MEETINGS/COMMUNICATION



Parents are encouraged to speak with the staff about their child's progress, or any concerns they may have. The staff at Burleigh Heads Kindergarten require personal information about your child which is current and kept at the centre and maintained according to our Privacy and Confidentiality Policy. You must provide emergency contacts, court orders including access, contact and residency orders, changes in family arrangements, or any other changes which may impact on the child's behaviour or emergency contact action. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and positive co-operation.

Where discussion is needed it is important to make an appointment to speak with the teacher outside of session times rather than take the teacher's attention away from the children. This also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

---

## TELEPHONE TIMES

If you wish to contact the Director by telephone, it would be appreciated if the calls could be made either before 8.30 am or between 1.00 pm to 2.00 pm – when the children are resting.

---

## NOTICE BOARDS/NEWSLETTERS

Our centre is committed to keeping parents informed. Notice boards are placed at convenient locations throughout the centre. Please take time to read the notices and keep up to date on what is happening. There is sure to be something of interest to you. After each meeting your President will distribute to each family a newsletter containing decisions made at the meeting and all relevant information regarding the centre's operation and sustainable practices at kindergarten. Each family will receive a newsletter from staff that shall provide current, relevant information on your child's group. Please provide a current email address as newsletters are sent electronically (a sustainable practice-reducing paper copy).

---

## PARENT LIBRARY

A parent resource library is available to all parents to use, borrow from, or refer to. Please feel free to use as often as you need to. Please read and review our centre policies, procedures and regulations.

---

## BEHAVIOUR MANAGEMENT

The behaviour guidance techniques used by staff centres around positive reinforcement, positive role modelling by adults, intervention techniques and redirection.

When behaviour problems arise we will look at our routines, the environment, and the individual needs of the child, to help the child overcome the behaviour. It is important for all adults to be aware of the language, the tone of the voice, and the manner of speech they use when working with young

---

children. Providing each child with choices, foreseeing problems, and responding to their need immediately enable us to help the child positively without having to use discipline.

DISCIPLINE IS TO TEACH NOT TO PUNISH. ADDRESS THE BEHAVIOUR NOT THE CHILD.

---

## CHILD SAFETY CLAUSE

The Burleigh Heads Community Kindergarten is committed to providing a safe and nurturing environment, to protecting each child from harm, and to promoting the well being of all children. In order for these commitments to be achieved it is imperative that all staff, parents, and other visitors to the centre maintain acceptable standards of language and behaviour.

More specifically, appropriate language and respectful means of communication must be used at all times. For example, speaking in a calm, clear voice and using age appropriate words and body language when addressing children, parents, and staff members. Furthermore, as role models for the children, all adults that frequent the premises should wear suitable attire. This includes staff, parents, and other visitors to the centre, such as tradespeople and performance personnel. Finally, intoxication, swearing and any other such language or display of behaviour which may result in causing harm to any child, staff member, parent or other visitor to the centre or that fails to show respect for the commitments outlined above will not be tolerated within the centre.

In the event that these standards of language and behaviour are being compromised in any way it is the responsibility of the Child Safety sub-committee to approach the relevant party/parties and take whatever steps are necessary to enable the commitments outlined above to be maintained. Please read our centre Code of Conduct and Governance policies. The staff and executive of the Management Committee have completed Child Protection training in line with the current Child Protection Regulations 2000.

---

## SAFETY REMINDER:

**Families are reminded that the safety of ALL children including siblings, here at the Centre, prior to 8.45am and after 2.45pm is the responsibility of parents or appointed guardians. It is also the responsibility of parents or appointed guardians to ensure the safety of siblings whilst here at the Centre any time of the day.**

---

## EXCURSIONS

An outing will only occur with a very high ratio of adults to children (i.e. 1 adult to each 2 children). Under no circumstances will children be allowed to travel on an excursion by a private car. Written parental permission to partake in an excursion must be handed to the Director and completed prior to the excursion. Families will be advised on the permission form of all adults who will be attending and the travel route.

---

## PARKING

Parking is allocated to kindergarten parents dropping off and collecting children from the centre in the areas marked **loading zone (parallel to the kindergarten access gate) and Council paid car park lower side of the kindergarten** between 8.45am – 9.30am and 2.15pm – 3.00pm only. This allocation is given to the Kindergarten by the GCCC and all parents must display a “Burleigh Heads Parking Form” on the dashboard of the car for infringement officers to view. These permits are available from Louise in the office from the first day your child attends

---

---

kindergarten. Fees apply to park in the Council paid car park outside of these times. In the past, council has policed this regulation and a fine for non-compliance applies. Please do not park directly in front of the access gates in the area marked “Emergency Vehicle Accepted”.

---

## PHOTOGRAPHS

During the year we will be taking photographs of the children doing various activities and on special occasions. Please notify the Director if you do not wish your child’s photo to be taken. Under no circumstances will parents, volunteers, or visitors be allowed to take photographs of the children using a mobile phone. Please refer to the Privacy and Confidentiality Policy.

---

## FIRE DRILL/LOCK-DOWN DRILL

All staff and volunteers of the centre are given instruction in:

- Safely evacuating the centre in the case of a fire and other emergencies.
- Use of fire safety equipment.

This centre will conduct monthly Fire/Lock-down Drills, and will ensure that each and every child is aware of safe exits from this building. In the instance of a real fire, the sign in/out sheet will be used to check the children’s names off as they move out of the building. This is why it is imperative that your child is signed in each day. A Fire Officer will also attend at least one fire drill in every 2 year licensing period. Please read and familiarise yourself with evacuation procedures and plans located at each exit.

---

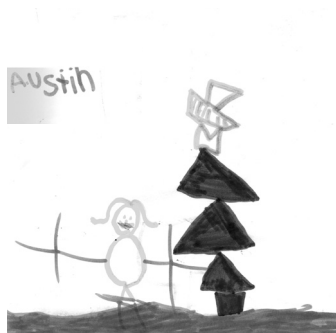
## HEALTH

On admission you will be required to give details of your child’s development, medical record, allergies, and any special needs. It is vital that we have accurate information, and that we are notified of any changes. The “Sick children in Kindergarten clearance” form must also be signed before admittance to this centre due to a contagious illness. Children with Asthma or at risk of Anaphylaxis must obtain a Management Plan signed by a doctor to display in the kindergarten. This Plan must be provided prior to the child commencing kindergarten and a copy of the preferred form is attached to the orientation pack.

### ILLNESS

Children in group care have a higher risk to contracting an infectious disease – gastroenteritis, diarrhoea, measles, chickenpox, mumps, flu etc. For the benefit of your child and others and in line with the Education and Care Services Regulations 2011, children displaying signs of infection and/or with a temperature over 38°C will not be allowed to attend the centre. If already at the centre, parents will be contacted to collect their child. In the event of the parent or contact person not being available, the Co Director will take whatever steps are necessary to ensure the child’s well being. Parents must contact the centre to report contagious illnesses. The child will be required to stay away for the length of time as set down by the Health Department, and a doctor’s certificate of clearance provided before the child returns. Please read the Kindergartens Health policies.

Staff will do everything possible to minimise the spread of infection within the centre. Hand washing is said to be the most important way of controlling infection and preventing the transmission of disease. Staff at our centre observe strict health and hygiene practices. Children will be encouraged to wash their hands regularly, and equipment and utensils will be maintained in a safe, clean, and hygienic condition. Staff, parents and children are encouraged to wash hands on arrival and departure. Please read our hand washing policy and procedure.



---

## **ACCIDENTS & INCIDENTS**

While every care is taken to ensure that serious injury does not occur, from time to time children do have incidents. We will contact the parent should an accident occur, so it is A MATTER OF EXTREME IMPORTANCE that the centre has an up to date contact telephone number at all times. If the parent or contact person is not available, the director will take whatever steps she considers necessary to prevent a dangerous situation arising. An "incident" form is completed by staff and parents and is kept at the centre to comply with the Workplace Health and Safety Regulations.

## **MEDICATION**

If a child is receiving medication, and is well enough to attend the centre, medication will be given by the Director providing the conditions are met, for:

### **1. Prescribed medication:**

Prescribed medication will be administered as directed by the child's doctor, and is given at those times set down by the doctor in writing or as set out on the original bottle label by the pharmacist.

### **2. Panadol:**

Prior written consent by the parent is required for one (1) single dose of liquid paracetamol to be administered when the temperature of a child reaches 38°C. However, if a child has a history of febrile convulsion, earlier use may be made by the person-in-charge on a case-by-case basis in accordance with the written direction given by the child's parent/guardian. Following the administration of one (1) dose of Panadol, the parents/contact person are required to take the child to a medical practitioner for diagnosis. Medical clearance is required before the child will be readmitted to the centre. No further doses will be administered without a doctor's further instruction.

Medication is stored out of reach of children and is accessible only to staff.

## **FIRST AID**

All staff in contact with children hold a current Apply First Aid/Asthma and Anaphylaxis Management Certificate and CPR Certificate as required by the Education and Care Services Regulations 2011.

## **IMMUNISATION**

Parents will be required to provide information regarding the immunisation status of their child upon enrolment. In the event of an outbreak of a vaccine preventable disease, parents of a non-immunised child will be required to remove the child from the centre until the risk has passed, as recommended by the Department of Health guidelines (Refer to the publication Staying Healthy in Childcare 4th Edition in the Parent Library). Parents are required to submit an updated immunisation record once their child has received the 4 year old immunisations.

## **SMOKING**

Under no circumstances will smoking be permitted inside or outside this centre.

---

## **CENTRE POLICIES AND INFORMATION**

The Crèche and Kindergarten Association Handbook is available for all parents to read and contains details of all policies regarding the operation and governance of Burleigh Heads Kindergarten. We ask that you take the time to read these policies as they apply to you and your child attending the centre. This is on permanent display in the children's locker room. We will ask for your input as these policies are reviewed throughout the year. Please see the policy summary in the Orientation Pack.

---

## GRIEVANCE PROCEDURES

When a parent has any concern relating to the program, the waiting list or enrolments this Association advocates that the parent make direct contact with the teacher responsible for the group of children. If unresolved the parent may approach an executive member of the Management Committee.

Where a parent has a query relating to administration or the payment of fees a word with our Administration officer should clarify this. We advocate that matters relating to issues of management be discussed directly with the appropriate executive committee member. If the matter cannot be resolved the C&K Member Services Team may be asked to assist. The Member Services team can be contacted at C & K Central Office 14 Edmondstone Street, Newmarket Qld 4051 or Phone (07)35525333 or 1800 177 092. Parents can also contact the Office for Early Childhood Education and Care on (07)55624877 and complete Form NLO1 Notification of Complaints and Incidents (other than Serious Incidents).

The Burleigh Heads Kindergarten and Preschool Early Childhood Education Enterprise Agreement 2010 provides a framework for managing grievance procedures for staff. Please refer to the agreement for more information.

---

## SUGGESTIONS FOR THE IMPROVEMENT OF OUR KINDERGARTEN

Our fees box located to the right of the office door is where we ask you to place your written suggestions for the improvement of our Kindergarten. All correspondence will be managed confidentially.

---

## ROLES & RESPONSIBILITIES OF STAFF

### CO-DIRECTORS

- **To** ensure quality service delivery that provides young children with a secure and nurturing environment and serves to meet the needs of the community.
- **To** be an advocate for children and children's rights
- **To** oversee the overall operation of the centre.
- **To** oversee the formulation of educational programs, which are aimed at, promoting the development of individual children, are developed in co-operation with parents and reflect the multicultural nature of our community.
- **To** ensure a safe and healthy work environment for everyone.
- **To** promote the centre and C & K to the local community.
- **To** ensure that all communication is conducted in a professional and courteous manner (including content, delivery and body language).

### ASSISTANTS

- **To** maintain the environment and equipment in a safe, hygienic and aesthetically pleasing state.
- **To** work as an effective team member
- **To** assist the Co-Directors in the delivery of a high, quality inclusive and educational program that will provide the children with a secure, nurturing environment.
- **To** minimise stress in young children when separated from their families.
- **To** promote the centre and C&K to the local community.

### ADMINISTRATION OFFICER

- **To** assist the committee with matters of an administrative and financial nature, as well as assisting in other daily matters as assigned by the Co Directors.



---

## **STAFF PROFESSIONAL DEVELOPMENT**

This centre actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops, and conferences. The Burleigh Heads Kindergarten and Preschool Early Childhood Education Enterprise Agreement 2010 requires teaching staff to participate in three days of professional development each year in their own time. As well, additional involvement is encouraged and assistance may be provided in certain circumstances. Each staff member is encouraged to develop an ongoing approach to planning for their professional development and will participate in a performance review yearly.

---

## **STUDENTS AND VOLUNTEERS**

Students and volunteers are a welcome part of the team at the centre. All students and volunteers are interviewed and approved by the Co-Directors Mary and Debby, and are supervised by and accountable to the Co-Director's. Students and volunteers are not counted as staff members when considering child: staff ratios for licensing requirements. Regular volunteers must have a current blue card. Staff and/or committee members will verify these cards. Students with a negative blue card notice must not volunteer at this service.

---

## **SCHEDULE OF FEES AND LEVIES 2013**

### **KINDERGARTEN FEES – \$30.00 PER DAY (INVOICED PER TERM)**

As an affiliate of the Crèche and Kindergarten Association Limited, this kindergarten receives QKFS funding. This funding falls far short of meeting all our financial requirements, including the balance of salaries, staff entitlements, maintenance, day-to-day operating costs, and equipment etc. The difference is derived from fees, donations, grants and fundraising. As a non-profit organisation, all funds raised go back into enhancing the quality of the services provided for children and families. Throughout the year the fundraising committee will ask you to participate in fundraising activities, which will help to raise funds for capital improvements.

### **WAITLIST FEE – \$20.00 PER CHILD (NON REFUNDABLE)**

This fee is for younger siblings to be placed on the waitlist for a place in the centre in future years.

### **ENROLMENT FEE – \$100.00 (NON REFUNDABLE)**

This fee is to confirm an enrolment for the following year it is non-refundable however \$50.00 is deducted from your 1st Term Fees in the year your child attends and \$50.00 is a non deductible admin charge.

### **LATE COLLECTION OF CHILD FEE – \$15.00 PER 15 MINUTES CALCULATED FROM 2.45PM**

---

## **BURLEIGH HEADS KINDERGARTEN FEES POLICY**

### **AIM**

To aim to keep child care affordable for all families. To adhere to guide-lines set down by funding bodies and ensure that Burleigh Heads Kindergarten and Preschool Association Inc is run within its yearly budget.



---

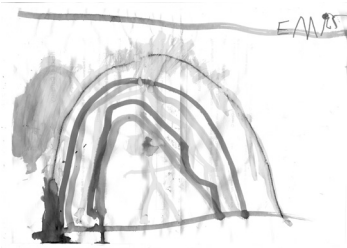
## PAYMENT OF FEES

- An invoice will be issued to the parent on the first day of the program Term 1, 2, 3 and 4 and placed in the child's pocket in the locker room. Fees must be paid on or before first day of the program week three of Term 1, 2, 3 and 4. Fees may be paid by cheque, cash or Internet Transfer (with the details noted) and placed into the fees slot outside admin office. The centre takes no responsibility for any cash payments or discrepancies if cash is paid on Monday or Friday and outside of administrator hours of work (8.30am to 12.30pm Tues, Wed, Thurs)
- Fees to be paid for all days the child is enrolled, regardless of attendance.  
It is the parents' responsibility to apply and claim for Child Care Benefit for Registered Care, available to those families who meet the work, study or training test (approx 60 cents per hour for each hours of care can be claimed). Claims can be lodged with the Family Assistance Office at the end of the term. The administrator will issue Childcare Benefit Statements at the end of each term. Please contact the administrator to receive these statements.
- Families who find it difficult to pay the Term Fees in a lump sum may elect to pay their term fees in instalments. Families must contact Louise in the office to set up a payment plan in the first week of Term One.
- **Internet Payments: C'wealth Bank BSB 064 404 Account Number:1042 2029.**  
**Please place your child's name in the ref section.**

## LATE PAYMENT OF FEES

It is essential that all fees are paid on time in order to ensure our centre is able to continue to operate. Procedures for overdue fees are as follows:

- Once fees are not paid up to date (as at Thursday of week three), a reminder statement will be issued. If there is no response the administration officer will approach the parents personally with the concern of payment. If the parents are unable to pay the full amount an agreement (Payment Plan noted on the Fee Management Log) will be made for payment until the account is up to date. This information will be referred to the Management Committee and remain confidential.
- If the full amount is not paid before or on the date agreed upon, the child's place in the centre will be forfeited immediately. If an account is two or more weeks in arrears the Management Committee is able to terminate the child's place at the centre, this family will not be able to re-enrol.
- After the above procedures have been followed the account will then be directed to the Debt Collector. Any costs incurred by the centre for retrieval of outstanding debts will be added to the outstanding account. In circumstances of genuine hardship, cases may be assisted by the Department of Families. If the child is a referral from the Department of Community Services, that Department is to be informed immediately fees are overdue.



## FEES BOX

To ensure the safety of all fees the centre has a locked fees box to the right of the admin office door which parents are to place any payments to the centre. At no time do staff other than the Co-Directors or administration officer to accept money from parents.

## PAYMENT OF FEES ON DAYS THE CENTRE IS CLOSE

Fees are to be charged for all weekdays and Public Holidays, Gazetted Public Holidays, centre industrial action days, pupil free days and centre closure times.

## RECEIPTING OF FEES

Fees are to be receipted within the week of payment, and receipts made available for parents by placing them in the children's communication pockets. Any bulk re-printing of receipts or annual rebate statement for tax or other requirements will incur an administration fee of \$5.00 for each three month period requested and \$5.00 being the minimum fee.

---

## **INTRODUCTION OF THE NEW QUEENSLAND KINDERGARTEN FUNDING SCHEME**

Significant reforms are underway in Queensland's early childhood education and care sector, including the introduction of the new Queensland Kindergarten Funding Scheme, hold important implications for Queensland families and the early childhood education and care sector. Families accessing more than one early childhood education and care service should be aware that their child/ren will only be funded for one kindergarten program of 15 hours per week from 2012. Please advise our centre if you intend accessing another service for additional care for your child.

### **WORKING BEE**

We ask that you participate in any Working Bees throughout the year to help keep our costs down. If you cannot attend a working bee we ask that you forward a \$10.00 donation to cover the cost of materials for the working bee.

### **FUNDRAISING**

We ask that you support the fundraising committee in all fundraising activities throughout the year. It is also a great way to meet new families.

### **BUILDING FUND**

Donations can be made to the Burleigh Heads Kindergarten building fund. These donations are tax deductible and greatly appreciated.

---

## **KINDERGARTEN LICENSING & COMPLIANCE – OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE**

The Burleigh Heads Community Kindergarten is licensed and regulated by the Australian Children's Education and Care Quality Authority through the Education and Care Services National Law and National Regulations. The Centre must meet the requirements for activities, experiences and programs, numbers of staff members, and staff member's qualifications according to the legislation. Recent amendments to the *Child Care Act 2002* require services, from 1 July 2010, to maintain a log book of any compliance notices received from the *Office for Early Childhood Education and Care*; the department responsible for licensing and monitoring the compliance of early childhood services in QLD. Our Kindergarten has a compliance log book and you, as the parents/guardians, have a right to access this log book. Please feel free to request to view the contents of this log book and it will be made available to you. Enquiries regarding compliance and licensing can be directed to The Office for Early Childhood Education and Care phone (07) 5562 4877. Contact person is Amy McNamara. Compliance email address: [goldcoast.ocecec@deta.qld.gov.au](mailto:goldcoast.ocecec@deta.qld.gov.au).

BLUE CARD REQUIREMENTS: All staff and the Management Committee executives must have current blue cards issued by the Commission for Children and Young People and Child Guardian and be listed on the kindergartens blue card register.

Parents issued with a negative blue card notice must not volunteer at this kindergarten.

---

## **THE MANAGEMENT COMMITTEE**

At the beginning of the year all parents have the opportunity to elect the members of the Management Committee from the parent body to represent their interests in managing the centre. An Annual General Meeting (AGM) is held in February to report on the previous year's activities and to form a new committee. We try to have all positions nominated for prior to the AGM to ensure a smooth running meeting but nominations can also be made at the meeting. All positions are voluntary, so every parent is expected to play an active part and assist the committee as requested.

---

Being on the committee can be a very rewarding, challenging, and satisfying experience. It helps give one insight into the affairs of the Association as well as enabling one to work for the community. It may be just what you need to make life a little more interesting! Lots of support and advice is available to new committee members via the C&K Early Education Consultant, centre staff, other committee members, and a range of resources at the centre. **SO PLEASE SERIOUSLY CONSIDER IT!**

Some of the positions a committee member can hold include President, Vice President, Secretary, Treasurer, Work Place Health and Safety Officer, Grants officer, Maintenance Officer and Fundraising Co-ordinator. (Brief descriptions of all positions are given later in the handbook).

A Fundraising sub-committee is also formed at the AGM and requires volunteers.

The committee also needs the help of all parents to keep the centre in good repair and an attractive place for your children, so please respond to requests made throughout the year.

---

## MEETINGS

Parents are expected to attend the Annual General Meeting (AGM), and if possible the monthly committee meetings.

By attending these meetings you will be kept fully informed on the Management of the Centre.

As a financial member of the Association, you are entitled to vote at any Annual General or General Meeting. However, only members of the Management Committee (i.e. those elected at the AGM) are entitled to vote at the monthly committee meetings.

---

## MEMBERS OF THE COMMITTEE

As the committee changes annually you will find their names and contact telephone numbers both in the centre manual, and on the community noticeboard in the Kindergarten playroom.

---

## RULES/CONSTITUTION

These rules explain the responsibilities of the committee in relation to managing the centre including information about meeting, finances, and membership. Copies are available for your perusal in the President's manual and on file in the office.

---

## ROLES/RESPONSIBILITIES OF COMMITTEE MEMBERS

### THE PRESIDENT

- **Provides** leadership and motivation to the committee, parents, and staff of the centre.
- **Liases** with C&K and other organisations.
- **Acts** as Chairperson for the meetings.
- **Delegates** responsibilities as required.

### THE VICE PRESIDENT

- **Supports** the role of the President and adopts the President's roll in her/his absence.
- **Accepts** the delegation for special projects as determined by the Committee.



---

## THE SECRETARY

- **Prepares the agenda for meetings** in consultation with the President.
- **Records and distributes meeting minutes** promptly after each meeting.
- **Records all incoming correspondence** and presents actual correspondence to the meeting.
- **Responds to correspondence** in accordance with Committee's instruction.
- **Maintains** the membership register
- **Maintains** the centre files
- **Ensures that all rules relating to meetings are complied with** including:
  - » Notices
  - » Quorums
  - » Meeting Procedure

## THE TREASURER

- **Prepares and monitors the budget** in consultation with committee members.
- **Presents** a detailed income and expenditure statement at **every Committee Meeting**
- **Prepares** financial statements
- **Is responsible** for maintaining detailed accounting records in conjunction with the Administrative Assistant.
- **Oversees** the Administrative Assistant with respect to the following duties:
  - » Collecting Fees
  - » Maintaining records of fees and levies
  - » Following up on outstanding fees
  - » Preparing the staff payroll

## THE FUNDRAISING COORDINATOR

- **Plans** and co-ordinates social events and fundraising activities with the help of a sub-committee.

## THE WORKPLACE HEALTH AND SAFETY OFFICER

- **Assists** the Committee in their responsibility for health and safety within the centre.
- **Needs** to be familiar with the Centre's workplace health and safety policy and suggest updates as required.
- **Promotes** and implements policies and procedures to ensure the health and protection of children and adults at the centre
- **Reports** to the Committee on WPHS matters.

## THE MAINTENANCE OFFICER

- **Coordinates** working bees.
- **Carries** out maintenance projects that require addressing between working bees.

## THE COMMITTEE MEMBERS

- **Provide** support and assistance to the Executive Office Bearers
- **Attend** committee meetings
- **Demonstrate** initiative and enthusiasm
- **Accept** responsibility for a particular area of work (as listed above).

---

**CHILD'S NAME:** \_\_\_\_\_

Your child will be in the Dolphin Group on Monday, Tuesday and alternate Wednesday. There are 22 children in this group ranging in age from 3½ – 4½ years old at commencement of the Kindergarten year.

---

**OUR DAILY PROGRAMME**

- 8.45am:** Children arrive & activities with their parents.
- 9.00am:** A bell will be rung for the children to come together on the mat and for parents to leave. We begin our day together with greetings, counting our friends and a chat about our day.
- 9.30am:** Morning tea
- 10.00am:** Independent outside activities. These times will vary depending on the seasons
- 11.00am:** Independent inside activities
- 12.00pm:** Music & Story Time
- 12.25pm:** Lunch time
- 1.15pm:** Quiet time
- 2.00pm:** Quiet activities on the mat
- 2.45pm:** Children's home time



---

**CHILD'S NAME:** \_\_\_\_\_

Your child will be in the Turtle Group on alternate Wednesday, Thursday and Friday. There are 22 children in this group ranging in age from 3 ½ – 4 ½ years old at commencement of the Kindergarten year.

---

**OUR DAILY PROGRAM**

- 8.45am** Children arrive and settle into an activity with parent.
- 9.00am** Our group gathers on the mat with a welcome song, parents can slowly leave. Our day together begins with a discussion time.
- 9.10am** Language, music and movement.
- 9.30am** Toilet and hand washing
- 9.45am** Morning tea
- 10.00am** Inside and outside program
- 11.50am** Pack away
- 12.00pm** Language and Literature
- 12.20pm** Toilet and handwashing
- 12.30pm** Lunch
- 1.00pm** Rest and relaxation
- 2.00pm** Inside activities
- 2.45pm** Parents return to collect children.





