2013
Gordonvale Community
Kindergarten
HANDBOOK
Dear Parent/Guardian

This handbook is designed to provide you with important information regarding your involvement with the Kindergarten. We encourage you to read the handbook carefully at the time of enrolment and keep it on hand to refer to during the year. Many of the questions that you may have about the Kindy are answered in this handbook. If you are unsure of anything, please ask staff or committee members.

Best wishes for a happy and fulfilling Kindy year.

The Committee

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Cover Artwork – Amy Hiles 1994 (age 4)
MISSION STATEMENT

The Gordonvale Community Kindergarten Association Incorporated aims to provide a safe, nurturing, educational environment that reflects the individual needs of the children, with a focus on learning through play, while responding to the changing needs of the community it serves.

VISION

Our vision is to include and engage students and parents in a fun, interactive and educational experience during their Kindergarten year. We endeavour to develop students in preparation for their future social and academic encounters. Through the Building Waterfall programme we encourage our children to become independent learners. Gordonvale Community Kindergarten believes that the development of a positive self concept provides the foundation for children to succeed in all areas of development.
OUR APPROACH

PHILOSOPHY & GOALS

Our goal at Kindy is to learn through play. We promote a child initiated, child directed, and adult supported play based program.

Kindy kids learn many things that may not be immediately obvious. These things include problem solving, reasoning, negotiating, language, physical skills and imaginative play. We value the process of learning as much as the product. The interactions they experience, and the support they receive as 4-5 years olds, contribute to confidence as they move towards their prep year.

Our Kindy supports the development of broad life long skills in children, including:-

- positive self concept
- independent thought
- self motivation
- positive attitude towards learning
- the ability to cope with change
- empathy and respect for others
- appreciation, responsibility and respect for the environment

Our Philosophy

- Children are viewed as successful, competent and capable learners.
- Children’s rights and best interests are paramount.
- Learning through play forms the foundations of the program supported by qualified, experienced and approachable staff.
- The individuality and diversity of each child and his/her family is acknowledged through equitable and inclusive practices.
- Australia’s Aboriginal and Torres Strait Islander cultures are recognised and valued.
- Parents and families roles are valued, respected and supported.
- A sense of community is promoted and sustainability is embedded in everyday routines and practices.

The Early Years Learning Framework (EYLF), the National Curriculum, is implemented through C&K’s Building Waterfalls guiding the program. To find out more, both of these resources are available from the Parent Library.

CHILDREN’S PORTFOLIOS

A record/portfolio of your child’s journey will be compiled where children and family members are encouraged to contribute to throughout the year. Parents and guardians can discuss the activities and experiences provided as part of our learning programs and the goals to be achieved though our programs. You can ask your teacher for more detailed information about your child’s development, how we provide opportunities to foster your child’s development and our philosophy of learning that underpins our programs.

Documenting children’s learning and informing future learning opportunities is a process that helps educators, families, children and communities identify, understand and value children’s learning. It also provokes questions and comments and allows children to revisit past learning. It is an authentic tool for making assessment of learning, as well as a powerful mechanism for viewing the learning processes of both adults and children.
ADMINISTRATION

ABOUT THE KINDY

Gordonvale Community Kindergarten is community owned and operated and is a non-profit organisation.

History

The kindergarten was built by the community of Gordonvale and officially opened on the 31st August, 1971. Prior to this time the local Kindergarten operated from the private home of ‘Mrs North’ on Riverstone Road. When Mrs North retired the local community rallied together to build a new kindergarten in affiliation with the Crèche and Kindergarten Association(C&K) ensuring correct standards of practice and the employment of a qualified early childhood teacher were in place. All the money raised to construct the Kindergarten came from within the Gordonvale Community. The people and businesses of Gordonvale were extremely generous in their support for the project realising it was a vital asset for the future of our ever growing population. The Mulgrave Shire Council donated the land in Moller Street upon which the Kindergarten is built. Generous support was also received from the Gordonvale Lions Club and many dedicated individuals who tirelessly ran cake stalls, cabarets and various other fund raising events. Eventually enough money was raised to commence construction.

Many local families adopted the Kindergarten construction as their second job with everyone offering a different skill to complete the project. There was a sense of great satisfaction of having done the job themselves from start to finish. With the introduction of the preschool education program the State Government took over operation of the Kindergarten as a Preschool for a number of years until a unit was established at Gordonvale Primary School and the Kindergarten returned to the Community.

Licencing

Gordonvale Community Kindergarten is licenced by the Office for Early Childhood Education and Care. We are licenced 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 log book on site and this is available for parents to view; please do not hesitate to request access if you wish. Contact details for our Regional Office are below.

Department of Education, Training and Employment
PO Box 1682, Cairns QLD 4870
Telephone: 4042 5301  Fax: 4042 5300
Email: Cairns.OECEC@dete.qld.gov.au

National Quality Framework

On 1 January 2012, the National Quality Framework took effect. This new framework applies to most long day care, family day care, preschool, kindergarten and outside schools hours care services and has replaced the National Childcare Accreditation Council.

The National Quality Framework aims to drive continuous improvement and consistency in the quality of education and care services through:
- A national legislative framework
- A national quality standard
- A national quality rating and assessment process
- A new national body called the Australian Children’s Education and Care Quality Authority


**MANAGEMENT COMMITTEE**

The Kindy is run by the parents, for the community’s children. A Management Committee is elected at the AGM in February each year by parents/guardians of children attending the Kindy that current year. To be able to vote on the membership of this committee, parents must be members of the kindergarten association. Membership ensures your right to express your opinion on matters pertaining to the Kindy and its management. All families pay a compulsory annual membership fee to the association when their child is enrolled.

The committee is responsible for everything relating to the management and maintenance of the Kindy including staff wages, determining fees and fundraising, lodging funding returns, receipting and acquitting grant payments.

The Management Committee relies on our affiliation with the Crèche and Kindergarten Association of Qld (C&K) for professional support. Established in 1907, C & K is proud to be the largest and longest provider of community based early childhood education and care services in Queensland. Through affiliation with C&K the Kindy receives state government funding to meet some costs, but the majority of expenses are raised by the management committee through fees, levies, fundraising and grants. A C&K consultant regularly visits the Kindy to advise, assist and report.

**HOURS OF OPERATION**

The Kindy caters for two groups of children:

**Green Tree Frogs**
Monday, Tuesday and alternate Wednesday
8.20 am – 2.30 pm

and

**Geckoes**
Thursday, Friday and alternate Wednesday
8.20 am – 2.30 pm

The centre is closed for Public Holidays and School holidays and there are Pupil Free Days allocated each year for staff professional development and preparation.
FEES AND LEVIES

Fees and levies are charged to cover the costs involved in running the Kindy. **Fees and levies are subject to change at any time.** The costs of most visiting performers/excursions are covered in fee costs.

**Non-Refundable Levies and Fees**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>a once only Administration Fee to be paid when your child is enrolled or placed on the waiting list.</td>
</tr>
<tr>
<td>$5.00</td>
<td>Annual Family Membership Fee to be paid on acceptance of a position for your child. Membership gives you full voting rights on issues concerning the administration of the centre and is compulsory.</td>
</tr>
<tr>
<td>$23.00</td>
<td>per 6 hour session</td>
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**Refundable Levies**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>Security Deposit To be paid on acceptance of a position for your child. This deposit is refunded at the end of the fourth term providing all outstanding fees and levies have been paid.</td>
</tr>
<tr>
<td>$150.00</td>
<td>Per Term Participation Levy This levy is refunded when you spend 10 hours per term participating in events or jobs, on a regular basis, that support the kindergarten (fundraising events, taking jobs home, cleaning windows, raking sandpit or leaves, mowing, general maintenance etc – see job participation board each term). You automatically receive your participation levy refunded upon a position of the active executive committee (president, vice president, treasurer and secretary.) The participation levy will only be charged once per term for families who have multiple siblings (including twins) in the same year.</td>
</tr>
</tbody>
</table>

**IMPORTANT !!!**

Withdrawal of your child from Kindy will require two weeks written notice or you may be liable for fees in lieu. However, should a child be withdrawn from Kindy during term 4, parents may be charged full term fees at the discretion of the executive committee.

Term fee invoices (both levies and session fees) are issued at the beginning of each term. Fees should be PAID IN FULL. Should you experience difficulties in paying your fees, please approach the Director or an Executive committee member ASAP as your child’s position at the Kindy may be cancelled if fees are more than 2 weeks overdue. Payment options can be arranged under written contract.

Refunds on levies are credited to your following term’s invoice with a final refund issued in Term 4 to your bank account. Other adult relatives (Grandparents, aunty or uncles) can fulfil the requirements for refunds. Levy jobs must be recorded in the ‘Levy Book’ (placed at the sign in desk) for a term refund to be allocated and it is the responsibility of the parent.
Payment Options
The preferred option for payment of fees is by direct deposit to the kindergarten’s bank account. The details are included on invoices or contact the kindy directly. We also offer Centrepay which is a direct payment from your Centrelink payments (forms are available from the office). We also accept cash, however due to the risk of lost monies this is not recommended.

Child Care Benefit
An official receipt will be provided for fees paid, allowing parents/guardians to claim any eligible Child Care Benefits. Contact the Family Assistance office on 136150 to check your eligibility for this benefit. Gordonvale Community Kindergarten is classed as Registered Care (not approved).

Health Care Card Holders
Holders of Health Care cards are eligible for a reduction in term fees. This amount is set by the state government and will be applied to your fees per term. A copy of the current card must be kept on file by the Kindergarten and updated when new cards are issued.

Indigenous Funding
Gordonvale Community Kindergarten is eligible to receive SRA funding through The Department of Education, Employment and Workplace Relations (DEEWR). SRA provides additional funding to help support culture for Indigenous families and children connected with the service. It is a requirement of C&K that we cater for Indigenous enrolments and therefore we hold at least 2 positions per year.

Donations
Each family is asked to donate one (1) ream of A4 computer paper to help keep our ongoing running costs low. We are always happy to accept any donations throughout the year.
STARTING KINDY

What clothes should my child wear?
Many Kindy activities such as painting and the digging patch are messy and can stain, therefore sensible play clothes are recommended. Shorts and sleeved T-shirts are encouraged for both sun protection and freedom of movement during activities. **ALL** items (clothes, hats, cups, lunch containers) should be clearly labelled. Colourful printed Kindy shirts are available to purchase from the Centre. Students’ activities require bare feet, therefore please encourage your child to remove shoes on arrival and place in locker.

*Shoes VS barefoot*
The Centre 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. As an additional benefit, noise levels may be reduced indoors when shoes are removed. Children are encouraged to remove and replace shoes by themselves - an independence skill to be fostered.

What should my child bring?
Each day your child will require (**all labelled clearly please**)
- a spare set of clothes (2 sets in warmer months)
- a wide brimmed or legionnaires hat
- a small plastic drink bottle
- A healthy morning tea and lunch, each in separate containers and not too large. These are stored separately in a fridge used specifically for the children’s food only. **NO** juice or cordial, thanks.

*Remember to PLEASE label all items* belonging to your child clearly in lower case. Involve your child when purchasing/choosing these items as it helps them remember their item at Kindy. Please leave all toys at home as the Kindergarten does not take responsibility for their loss. However we DO encourage your child to bring along any interesting subjects from their environment such as rocks, feathers, brochures and photographs they find interesting.

Arrival and Departure
Your child is required to be brought to the centre and collected by a responsible adult of at least 18 years of age. By Government regulation, we are required to have adults print their name, sign and leave a contact number at their time of arrival and departure. Staff will endeavour to greet you and your child as you enter and leave. Please take the initiative to approach a staff member to notify them of your arrival or imminent departure as this is a very busy period.

Staff **MUST** be informed if an adult other than the custodial parent is to collect the child, as children **will not** be allowed to go home with a adult who has not be nominated by parent/guardian. You are also responsible to inform the collecting adult of the sign in/ sign out (and other) procedures relevant to the Kindy daily routine. If your child has not been collected within 15 minutes after the end of the session, and you have not notified the Kindy, the staff will try to contact another nominated person to collect your child. If contact cannot be made with either person, then the Director will ring the Police (30 minutes after the session) to collect your child to be taken into care until you arrive.
We encourage children to be independent and put their own belongings away (bag, lunch containers, drink bottle) on arrival. Your co-operation is appreciated to create a routine by encouraging your child to do these tasks by themselves at the start of every session.

**EARLY DAYS**

Leaving (sometimes for the first time) is daunting for a child and may take some time to adjust to Kindy. As a parent you are welcome to stay for as long as you like during Kindy time to help your child adjust to the routine, however, it is a good idea to set a pattern for saying good-bye in the early days. Making sure your child has some knowledge of what will happen at the Centre can also help but do not overburden them with too much information and avoid a negative “promise you won’t cry” approach.

Tell the teacher when you are planning to go, and they will then stay close by to offer support. Let your child know when you will be back “after rest time” and use positive language (enjoy your day, have fun learning) to help the child to think positively.

Give your child a kiss, a hug, a word of positive reassurance and then leave. If you promise to stay when your child is crying, separation may become a major problem.

**What you do during those first few weeks will set the pattern for your child’s future separation behaviour.**

Avoid sneaking away when your child is busy as they will not trust you next time you try to drop them off. Remember you are most welcome to ring at any time to make sure that your child has settled happily. Most children settle within two minutes of their parents leaving.

When collecting your child, be on time- A few minutes can be a long time to a child who is waiting for you. Some children become quite distressed when they are the only ones left at the Kindergarten. A phone call would be appreciated if you are running late (40563301)

**BEHAVIOUR GUIDANCE**

Staff use a range of behaviour guidance techniques depending on the child and situation. The following principles are always observed by staff when using any behaviour management practice:

- the dignity of the child is respected at all times
- positive guidance is used to assist a child to substitute appropriate behaviour from inappropriate behaviour
- under no circumstances are physical, verbal or emotional punishments used.

**INCLUSION / ANTI-DISCRIMINATION**

When children enter the Kindy, they bring with them a rich variety of cultural and social backgrounds and experiences. This Kindy recognises the individuality of each and his/her family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture.

**CHILDREN WITH ADDITIONAL NEEDS**

Within this Kindy, we recognise the rights of children with additional needs to be included in the program we offer. When a child with special needs is enrolled, a supplementary assistant partly funded by a Disability Support Grant, may work at the Centre depending on the child’s needs.
HEALTHY EATING

Encouraging Healthy Eating Nutrition Policy

Gordonvale Community Kindergarten aims to supervise and assist children in receiving a nutritious diet.

Good Nutrition is the balanced eating of a variety of foods. The foods children eat should provide their bodies with the nutrients they need to stay healthy, grow and develop.

Nutrition will be part of the programme when children learn:
- About their bodies
- Food awareness
- Importance of healthy foods in the diet

Following recommended nutrition guidelines the Kindy policy is to promote healthy eating. We suggest your child’s morning tea or lunch be:

- Fruit
- Cheese
- Yogurt (not chocolate desserts)
- Vegetables
- Sandwiches
- Leftovers (microwaveable)
- Meats
- Crackers

We discourage:
Chips, lollies, cakes, lolly or chocolate looking products or desserts – these can be kept for treats at home.

Perishable items must be removed from insulated lunch containers before they are stored in fridge. Please remember FRESH IS BEST and if it is made from home instead of being bought in a packet it is less likely to contain harmful colourings, preservatives, additives and will be kinder to the environment. We provide cold filtered water at all times for children to drink.

Please pack your child’s morning tea and lunch in separate, labelled (child’s name) containers and please refrain from sending food wrapped in plastic wrappings or cling wrap. Due to rigid Health and Safety regulations we are unable to reheat food brought from home. Please advise the Kindergarten if your child has any special dietary requirements.

ENVIRONMENT AND SUSTAINABILITY

This Centre actively promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with care and respect. The use of fresh fruit is encouraged for lunch and morning tea to reduce the overuse of packaging. This is a conservation issue as well as a nutritional one. Appropriate food scraps from children’s lunches are recycled.

We are committed to creating a sustainable future by contributing towards the preservation and conservation of the environment through our educational program eg worm farm, composting, recycling materials, water conservation, vegetable and bush tucker gardens.

Pest control is carried out annually.

SAFETY

A fire drill is practiced every month to ensure that children and staff are familiar with evacuation procedures. The evacuation plan is displayed throughout the Kindy and should be known when spending time at the Centre.
The Committee appoints a maintenance/safety officer to ensure all equipment remains in good and working order. The Kindy provides protective safety gear (ear muffs, goggles and gloves) for mowing and maintenance etc. Protective clothing and footwear (long sleeved shirts, long pants and closed in footwear) must be worn when completing maintenance jobs. The visitors’ book MUST also be signed if you are participating in the days activities or completing maintenance jobs for insurance purposes.

**THE GATE**

Children are not permitted to open the security gate. The installation of a safety gate is to protect your children from wandering onto the busy roads surrounding the Kindy and it defeats the purpose if children are taught to open it. Children are also discouraged from standing and swinging on the gate.

**INJURIES**

A minimum of two staff are present during session times so that we provide adequate supervision for the children. Staff must have current first aid and CPR certification. A fully equipped First Aid Kit is maintained at the centre. Parents of an injured child will be contacted promptly. An accident/incident register is kept at the Centre to comply with the Workplace Health and Safety Regulations.

YOU MUST ADVISE STAFF OF ANY CHANGES TO YOUR EMERGENCY CONTACTS – Please provide the best contact number on the daily sign in sheet.

**MEDICATION**

Medication can be administered by staff at our Kindy appropriately, accurately and safely in accordance with the following:

*Prescribed Medication* will be administered as directed by the child’s doctor or as set out on the original bottle label by the Pharmacist.

*Non-prescribed Medication* will NOT be given to any child unless prior written permission and instructions from the child’s doctor has been received by the Director. Written permission for administration of one dose of Panadol in the event of a sudden high fever is included in the initial information package (accepting your position) and kept on file.

Any medication to be given must be handed to the Director (please do not leave any medications, creams, repellents etc in your child’s bag). Full details must be entered by the parent in the medication book.

Medications not requiring refrigeration will be stored out of the children’s reach. Medicine requiring refrigeration will be stored appropriately. Parents of children with asthma must fill out an Asthma Action Plan form.

**HEALTH / HYGIENE**

To hinder the spread of contagious disease we follow professional guidelines regarding cleanliness and exclusion of sick children, parents and staff.

The Kindy is professionally cleaned on a daily basis, following C & K hygiene guidelines. The sandpit is covered when not in use, raked daily, and the sand is replaced according to need.
Children are to wash hands with soap on arrival and departure at Kindy, after using the toilet, before eating, after messy play and before helping in cooking activities or after handling animals.

Wet/dirty clothing or soiled clothing are placed in a sealed bucket inaccessible to children, and the parents informed when they arrive for collection. Wet or soiled nappies or underclothing belonging to visiting siblings are to be removed by the parent and stored hygienically in a place inaccessible to children.

SKIN CARE

Children and adults are required to wear hats whilst outdoors. Each child must have their own hat (clearly labelled). Hats must be brimmed or legionnaires style. The Queensland Cancer Fund recommends clothing with features of dark colours, collars and sleeves, natural fibres and closely woven fabrics to assist in protection from the sun. Parents are responsible for the application of 30+ water resistant sunscreen and insect repellent lotion to the child’s skin at the beginning of the session. Sunscreen is provided at the Kindy and should be applied on arrival if needed (The sunscreen register is to be completed). Please advise staff in writing if your child requires a specific sunscreen.

WHEN YOUR CHILD IS SICK

What if my child has a contagious condition?

A wide variety of infections are common in children, therefore it is important that we follow recommended procedures in these instances.

In general, sick children should be kept home until well. Children with communicable conditions such as head lice, chicken pox or ringworm are permitted to attend providing recommended treatments and protective measures have been started and being followed through.

At all times you should advise the Director of any illness or infection. The Director can advise you on some treatments, and exclusion periods. Confidentiality is guaranteed. Please do not be embarrassed about your child’s condition. Anyone can catch a contagious disease or condition regardless of personal hygiene. We all care about the health of your child.

The book “Staying Health in Childcare” is available for reference at Kindy.

Risks associated with Pregnancy and Infectious Diseases in a ‘Work Environment with Children’

Many infections pose some risks to either a pregnant woman or her unborn child. These include Rubella, Chicken Pox, and Cytomegalovirus (CMV). Adopting high standards of hygiene, e.g. hand washing and immunisation are important to minimise risks.

INSECT BITES AND STINGS

Insects (mosquitoes, gnats, midges, sandflies, ticks etc.) commonly bite children and can make them miserable. At best, insect bites are annoying. At worst, they can be dangerous. All insect bites are allergic reactions and the size of the reaction depends on the degree of allergy a child has ranging from a minor skin reaction with a painful itchy spot to a severe allergic reaction.

Parents and staff have a shared responsibility in protecting children from exposure to insect bites and stings. Gordonvale Community Kindergarten’s policy on insect bites and stings are as follows:
Committees Responsibilities
- Ensure the Kindy takes steps to minimise the mosquito population
- Where possible screen the windows and doors of the centre.
- Minimise the possibility of stagnant or standing water with the boundaries of the centre.
- Keep pot plant bases free of standing water
- Maintain spaces between bushes and trees along the fence line so the air can move across the playground area

Staff Responsibilities
- Encourage parents to dress their children in plain/light coloured clothing with long sleeves and legs which fit snugly at wrists and ankles.
- If applying an insect repellent the following points need to be considered:
  - Have parental consent to use the product
  - Read label carefully checking for age restrictions and following all directions
  - Avoid cuts or wounds, hands or near the eyes and mouth
  - Roll on products are preferable and avoid spray repellent in closed areas.

Parents/Guardians Responsibilities
- Where possible parents/guardians are encouraged to apply the insect repellent of their choice to their child before entering the Kindy (Bear in mind that strong chemical products not produced specifically for insect repellent should not be used)

IMMUNISATION
The Crèche and Kindergarten Association strongly encourage the immunisation of children. Parents will be required to provide information regarding the immunisation status of their child upon enrolment to our Kindy and update as necessary. A properly completed Immunisation Record as contained in the Queensland Health produced Personal Health Record is acceptable as a vaccination certificate.

CONFIDENTIALITY
All information on the enrolment form is regarded as confidential. However, at times members of the committee may need to access information in the process of Kindy operation. Examples many include needing telephone numbers and addresses for fundraising purposes or to follow up about fee payments. All members of the committee must comply with use of confidential information as written in Part 3 Section 11 (5) of the Child Care Regulations 2003.

PHOTOS
All parents/guardians and volunteers much check with staff before taking digital images/photos. Parents must only take images of their own child. Mobile phones must not be used to take photos.

BIRTHDAYS
Families celebrate birthdays in different manners. You may like to bring along a cake so your child can share this special occasion with Kindy friends. For health reasons, candles are blown out on a playdough 'cake' before we share the actual cake among the children. Please advise staff in advance when you intend to bring a cake or cupcakes so children with dietary restrictions many be accommodated.
EXCURSIONS

It is usually more appropriate to have visitors to the Kindy, than to have excursions away from the Kindy because of supervision requirements and travel difficulties. However, if an excursion away from the Kindy is planned, C&K requires a ratio of one (1) adult per two (2) children, so parents will be asked to help supervise on these occasions. Written consent must be given by you if your child is to join an excursion. Shoes and hat must be worn.

Visitors mentioned above include Police, Ambulance and the Fire brigade or a guest performer.
**FLEXIBLE DAILY TIMETABLE**

Please note that the following flexible daily “timetable” provides only a guideline of how each day may run. The program changes daily in line with activities/interests initiated by the children as well as staff manipulated activities to allow for individual group needs.

While *morning tea* is included on the flexible timetable, children are able to eat their morning tea at any time during the morning that they choose. This approach delivers several important benefits. As well as fostering independence, letting children choose their morning tea time also allow them to:

- Eat in a quiet, non-threatening environment if they feel like some ‘time-out’ there are no demands placed on them at morning teatime;
- Take comfort in carry out a normal daily activity in their own time, if they are feeling overwhelmed (especially in the early weeks of Kindy) and
- Sit and eat with one or two other children to start the process of forming friendships.

*Meal time* at the Centre provides the opportunity for:

- parents and teachers to work together to develop healthy eating patterns
- children to develop social and language skills through interactions with peers and educators.
- children to be encouraged to eat natural food as opposed to processed, pre-packaged food.

*Rest Time* is an essential part of a full day program. With the stress of today’s world, it is desirable that children maintain the ability to relax. It is not necessary that children sleep at this time, but it is a quiet period where the opportunity is provided for all children to relax their mind and body.

**Kindy Daily Routine**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.20am</td>
<td>Arrival – greet each other, children put away belongings (bag, water bottle, lunch containers)</td>
</tr>
<tr>
<td></td>
<td>Play based experiences in outdoor and on verandah areas. Fortnightly Kindy gym sessions start in term two.</td>
</tr>
<tr>
<td>9.00am (approx)</td>
<td>Morning meeting – sharing and planning time</td>
</tr>
<tr>
<td>10.00am (flexible)</td>
<td>Morning Tea – children wash hands before eating and help set up for morning tea. Children practise recycling food scraps.</td>
</tr>
<tr>
<td>11.00am (approx)</td>
<td>Pack up outdoor environment in readiness for indoor play. Played based learning continues on verandah and indoors. In cooler months outdoor play may be extended.</td>
</tr>
<tr>
<td>12.15pm</td>
<td>Pack up indoor area.</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Whole group music/stories/game</td>
</tr>
<tr>
<td>12.45pm</td>
<td>Lunch (same practises as Morning Tea)</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Rest/ relaxation, stories and quiet activities, working on portfolios</td>
</tr>
<tr>
<td>2.30pm</td>
<td>Home</td>
</tr>
</tbody>
</table>
STAFFING

The Kindy is staffed by a qualified, registered teacher and one assistant. We may also employ a part-time additional needs assistant, a contract cleaner, administration officer and the services of a bookkeeper. All employed staff are required to hold current Suitability Blue Cards.

Directors Requirements

- Appropriate qualifications in Early Childhood
- Senior First Aid Certificate including Resuscitation Certificate.
- Registration with Board of Teacher Registration.
- Nominated Supervisor

Directors Descriptions

- The general responsibilities of the Director are to carry out the policies for the Centre as set by the committee and to maintain confidentiality in matters relating to parents, staff and children.
- To be aware of the roles of the committee, to keep the committee informed about Centre issues, to give guidance and advice on professional matters while working closely with committee members and to keep required records up to date maintaining the high standards of administration.
- To keep a written curriculum and child developmental records whilst developing policies within the Centre in conjunction with parents.
- To promote the Kindergarten in the community
- To follow child safety protocol

Assistants Requirements

- Must respect children and parents, and be able to work efficiently and effectively. They must act with discretion to support and assist the director
- Senior First Aid
- Minimum Certificate III Community Services (Children's Services)

Assistants Responsibilities

- To take directions from the director for the preparation and supervision of activities and in all other matters pertaining to the program of the Centre.
- To be communicative, supportive and use initiative, to offer own talents and skills to the program and to be aware of the importance of modelling positive language and attitudes.
- To be alert to potentially dangerous or disruptive situations and be vigilant about the supervision, and most especially, at those times when the Director might be momentarily otherwise engaged.
- To be clear about action to be taken in cases of emergencies.
- To check equipment daily, remove broken items and report maintenance.

Volunteers/Students

The Kindy may accept placement of volunteers or students from time to time. All volunteers must have a suitability card and will work under the strict guidance of the qualified staff.
Students under 18 or a parent of a child currently attending the Kindy are not required to hold a suitability card.

Please note – parents with a negative notice MUST NOT volunteer their services at Kindy.

**COMMUNICATION WITH STAFF**

Much of the communication between staff and parents occurs at an informal level as parents drop off and pick up children. Both parents and staff need to be aware of the importance of passing on information which helps both parties better anticipate children’s behaviour. It is sensible to inform staff e.g. If your child has had a bad night, if there are any changes occurring in the pattern of family life, visits from family or friends or the loss of a loved one (including pets).

*It is also very important that you inform staff of any changes to your enrolment form details, i.e. change of address/ phone number/ custody details.*

Each family is allocated a ‘pocket’ for distribution of accounts, notices, receipts and newsletters. Please develop the habit of checking your pocket every time you come to Kindy. As well, when you sign your child in each morning, check the noticeboards for new notices. Important information from the monthly meetings is included in the newsletter which we try to publish soon after each committee meeting. For those who are interested, minutes of the previous meeting are posted on the noticeboard. If in doubt about anything, just ask. Both staff and committee members are happy to answer your questions. If you would like to receive information/meeting minutes please email the Kindy to be included in group emails.

Child portfolios documenting child’s time at Kindy are compiled and can be taken home at regular intervals. The Parent Resource Library has many interesting resources available for borrowing.

**Home visits**

Informal visits by the teacher to the child at home can greatly enhance the child/teacher relationship and bridge the gap between home and the centre. Observing the child in their environment helps the teacher to tailor the program to meet his/her needs and interests. For these reasons, the Director is happy to accept if you wish to invite her to your home.

**FUNDRAISING**

“We pay fees. Why do we have to fund raise?”
This question is often raised by parents with children enrolled in Community Kindergartens.

The answer lies in the nature of and the financing of Community Kindergartens. Community Kindergartens are operated by community-based non-profit organisations. Most Community Kindergartens have three sources of income to finance the cost of their operations. These are Government Funding; Fees and other sundry income (grants); Fundraising.

Where does my money go?

- Purchase and replacement of play and learning equipment, such as puzzles, blocks and outdoor equipment.
- Purchase of expendable resources such as paint, paper, flour
- C & K affiliation fees
- Insurance and Rates
- Building and ground maintenance
- Cleaning of the Kindy
- Postage and stationery
- Electricity and telephone
- Staff salaries/relief staff wages
- Workers' Compensation and superannuation

**PARENT PARTICIPATION**

**How can I become involved?**

- Become a committee member, or offer to help on a sub-committee.
- Pay your fees on time.
- Have fun being involved in refundable levy jobs while saving money for yourself and the Kindy. (Wash sheets, rake leaves, hang paintings). Just a few of the jobs on the “Roster”.
- Enjoy spending a session or even a whole day at Kindy on parent roster, becoming involved with the children, joining in their play and other activities. You may have a particular skill or talent that you would like to share with us that we would all enjoy.
- Homestay is our major fundraising event of the year. It is held mid-year (usually June/July) and involves the billeting of students for two nights and one full day. They are American students partaking in the Student to Student Ambassador Program and it is part of their Australian tour. A short stay with a host family can often provide experiences that will last a lifetime, giving the student a clear understanding of the cultural differences between the host country and the United States. It is not only a great experience for the visiting students but also for your family, and one which your children will love and never forget.
- Attend or even organise a social event for the families of the Kindy.

**PARENT ROSTER**

**Spend the Day!**

Each term you are invited to place your name on our Roster Calendar on a date that suits you. You may like to stay for a few hours or for the whole day.

On your roster day, you will be asked to assist with the preparation of morning tea or lunch, the washing up, wiping tables, supervising small group activities, as well as any other small jobs which may be needed at the time.

More importantly however, you will be spending time with your child in Kindergarten. You will be able to understand more fully what your child is learning and be able to share his/her enjoyment of Kindy. You will also have the opportunity to discuss aspects of the program and your child’s development or needs with the teacher. **Remember to sign in and out of the Visitors Book.**

**Siblings**

Much as we welcome siblings, many items of equipment are unsuitable for their age group and can be quite dangerous. Therefore, it is important that you watch where they are playing at all times. Please remember to sign them in/out if staying for day. **Staff are not responsible for the supervision of siblings.**
SOCIAL EVENTS

From time to time, staff and/or the committee organise social functions at the Kindy. These events may range from the “Welcome Barbeque” at the beginning of the year and end of term parties to Christmas celebration at the end of the year. All parents are welcome to be involved in organising such an occasion. These events are an opportunity for you to meet other parents and their children in a relaxed, friendly atmosphere.

INTERVIEWS

Parents are entitled to parent/teacher interviews. We do not have scheduled interviews times, and prefer parents to arrange a time to discuss their child’s progress with the teacher. Interviews usually take place outside normal session times and should take place at least once per year.

COMMITTEE POSITIONS

The committee is elected at the Annual General Meeting and is then responsible to the members of the Association for the proper management and conduct of the Association. All parents and community members are invited and encouraged to attend General Meetings of the Association, but only financial members are entitled to vote (Compulsory Annual Family Membership Fee). Executive Committee members must be eligible to hold a Blue Card.

A new committee is elected each year at the Annual General Meeting. We urge you to read the following position description and if any of these positions seem to match your particular skills or interests, please volunteer for the job. Having enthusiastic and involved parents making up our committee will ensure the Centre runs at its full potential, making it the very best place for your child to begin his/her education. The first four positions listed make up the Executive Committee. The remaining positions make up the sub-committee. All Committee positions have voting rights at any General or Committee Meeting. Committee meetings are held every month (usually a Tuesday at 7.00pm).

EXECUTIVE COMMITTEE

President

This position requires an individual who can remain neutral and focused. The role of President is to ensure that the development and high standard of the Centre is maintained by:

- Chairing the monthly Committee Meeting and ensuring that agendas are followed and issues are not sidetracked whilst keeping to a time limit
- Overseeing all Committee positions and functions
- Liaising with C & K, the Crèche and Kindergarten Association, as required
- Monitoring and reviewing staff performance, in conjunction with other committee members
- Liaising with staff on a regular and open basis
- Mediating parent and staff issues in a constructive manner
- Arranging staff replacement due to absenteeism
- Along with other committee members, the president is responsible for setting and reviewing the Centre’s business plan on an annual or as needs basis.
- Provide leadership and motivation to the committee, parents and staff of the Centre
Vice President

The role of the Vice-President is to
- Support the functions of the President and adopts the President's role in his/her absence
- Liaising with staff regarding maintenance and workplace health and safety issues
- Arranging for maintenance to be completed
- Providing support to other committee roles when required

Secretary

Duties include:
- Setting and typing the agenda for monthly committee meetings or special general meetings
- Taking and typing minutes of monthly committee meetings or special general meetings and distributing to all appropriate people within ten (10) days of the meeting
- Presenting the mail register at monthly meetings for endorsement
- Maintaining the membership register
- Maintaining a meeting attendance book
- Compiling the committee directory at start of year and update as required.

Treasurer

This position is supported by a bookkeeper and administration officer.
The role of the treasurer is to maintain accurate financial information for the day to day running of the Centre and preparing and delivering a monthly report at committee meetings.
- Maintain detailed financial statements and accounting records.
- Present a detailed income/expenditure statement at every committee meeting.
- Provide a copy of the financial statement and auditor's report if requested by any member of the Association.
- Set the budget for the following year along with committee, bookkeeper and administration officer.
- Responsible for payment by cheque/internet banking of monthly accounts, wages, superannuation, etc.
- Banking of monies (general).
- Liaise with Administration officer and bookkeeper.

Fees, Payroll, Mail, BAS are managed by the administration assistant and bookkeeper

SUB-COMMITTEES

Maintenance Co-ordinator

The role of the Maintenance Coordinator is to ensure all Centre maintenance tasks requested by the Director are fulfilled by
- Working with the committee to establish working bee dates and chores to be accomplished
- Maintain Maintenance register and present at monthly meetings
- Working with the Director to establish a timeframe for tasks
- Liaising with the Director (re. maintenance issues)
- Monthly audit check on WH&S policies
- Ensuring all changes or follow up are undertaken
- Arranging an annual audit check by a certified WH & S Officer.
Fundraising Co-ordinators

The role of the Fundraising Coordinators is to work together to raise money for the Kindy.

- Achieving a range and balance of activities that maximises the revenue potential for fundraising.
- Organise major and minor fundraising activities throughout the year.
- Collecting funds, depositing funds and accounting for funds collected in a separate fundraising bank account.

Each year we aim to hold 2 major fundraising events with 1 or 2 smaller ones. Each major event has a co-ordinator.

Other Appointed Positions may include:

- Grants Officer
- Librarian
- Computer maintenance
- Fundraising sub-committee
- Social co-ordinator
- Newsletter editor

All active committee members are automatically entitled to a refund of their participation levy, as long as they do play an active role in running the Kindy and attend monthly meetings.

These positions and descriptions can seem a little overwhelming at first, but all they require is a willingness to give it a go!

If you are interested in any of the above positions and have any questions, please feel free to contact the Director or current holder for more information. By becoming involved as a committee member you are ultimately helping with your child’s education.
PARENTAL CONCERNS

Unresolved concerns may be discussed with our Early Childhood Advisor with C & K. Contact person and details are listed below:-

**Sandi Atkinson**
C&K Early Childhood Advisor (Cairns Region)

Mobile 0400 597 358  
Email  s.atkinson@candk.asn.au  
Website  www.candk.asn.au