

# Strathpine Community Kindergarten Association Inc.

## Handbook 2012



• Let the children play •

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[www.strathpinekindy.com](http://www.strathpinekindy.com)

*Affiliated with C & K Association (Qld)*

## **Welcome to Strathpine Community Kindergarten Association Inc!**

We look forward to getting to know you and your child better as the year progresses. We hope that this Handbook will help you to become familiar with the Centre and its policies. This child care service is licensed under the Child Care Act 2002 and must comply with this Act and Child Care Regulation 2003, including the requirements about activities, experiences and programs, the number of staff member and children and staff qualifications. Detailed information about how our centre meets these requirements is provided in this information book and in various place around the centre.

The Act is administered by the Office for Early Childhood Education and Care, Queensland Department of Education, Training and the Arts. A copy of the Act and Regulations is available for review at the Centre office. Please speak with Directors/Administration if you wish to review these documents.

In keeping with requirements our Compliance Log Book is located in the office for general access. This book is a record of any compliance issues recorded under the Childcare Act.

### **Contact Addresses**

C & K Assoc of QLD  
14 Edmondstone Street,  
Newmarket Ph 3352 5333

Office for Early Childhood Education and Care  
Strathpine Service Centre  
3384 8280 or 1800 637 711  
454 Gympie Road Strathpine Qld 4500

### **IMPORTANT PARENT RESPONSIBILITIES**

It is the parents' responsibility to:

- Read all information relating to the centre in order to be familiar with the policy information
- Participate in the centre's activities
- Comply with relevant health and hygiene policies of the centre
- Notify the child's teacher of changes to information recorded about your child, such as address, as soon as possible

# Table of Contents

<b>AN INTRODUCTION TO THE CENTRE.....</b>	<b>5</b>
<b>ROLES WITHIN THE CENTRE.....</b>	<b>9</b>
TEACHER(S) .....	9
ASSISTANT(S).....	10
STUDENT TEACHERS AND WORK EXPERIENCE STUDENTS .....	11
<i>Management Committee</i> .....	12
<i>Support committee</i> .....	12
<i>Responsibilities of the management committee</i> .....	14
PARENT RESPONSIBILITIES.....	15
<i>How you help run the kindergarten</i> .....	15
<i>Working bees</i> .....	16
<i>Maintenance roster</i> .....	16
PARENT PARTICIPATION IS WELCOME IN THE SERVICE AT ANY TIME. ....	17
PROGRAMS OFFERED.....	18
DAYS AND HOURS OF OPERATION.....	18
HOLIDAYS .....	18
ATTENDANCE AND DEPARTURE.....	18
CAR PARKING .....	19
REBATE SCHEME .....	19
BEHAVIOUR MANAGEMENT POLICY .....	20
COMMUNITY USE OF FACILITIES .....	20
SOCIAL JUSTICE AND EQUALITY POLICIES.....	20
NOTICE BOARDS .....	21
GRIEVANCE PROCEDURE .....	22
<i>Director(s)</i> .....	22
<i>Committee</i> .....	22
<i>C &amp; K Association</i> .....	22
C & K ASSOCIATION (QLD) .....	23
ENVIRONMENTAL POLICY .....	23
TEACHER PREPARATION TIME .....	23
<b>WHAT WE OFFER YOUR CHILDREN.....</b>	<b>24</b>
OUR DAILY PROGRAM.....	24
EXCURSIONS AND VISITORS .....	24
HOME VISITS.....	24
REST TIME .....	25
<b>COMING TO KINDERGARTEN.....</b>	<b>25</b>
ARRIVAL AND DEPARTURE.....	25
ABSENCES .....	26
CLOTHING .....	26
SHOES VERSUS BARE FEET.....	26
LOST PROPERTY .....	28
TOYS.....	28
BIRTHDAYS .....	28
DRINKS .....	28
WHAT TO BRING .....	29
<b>STAYING SAFE AND WELL.....</b>	<b>30</b>
NUTRITION POLICY .....	30
SKINCARE POLICY.....	30

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PARENTS AND GUARDIANS MUST DRESS THEIR CHILDREN IN CLOTHING WHICH WILL PROVIDE ADEQUATE PROTECTION FROM THE SUN. QUEENSLAND CANCER FUND RECOMMENDS CLOTHING WITH THE FOLLOWING FEATURES.....31

HYGIENE POLICY .....31

*Hand washing*.....31

*Personal hygiene*.....32

**HEALTH & MEDICATION POLICY .....32**

    MEDICATION .....32

    IMMUNISATION .....33

    ACCIDENTS .....34

    SAFETY POLICY .....37

*First aid*.....37

*Safety*.....37

*Fire drill and evacuation procedures*.....37

    CHILD RESTRAINTS .....37

**FUNDING, FEES AND CHARGES .....38**

    HOW THE CENTRE IS FUNDED .....38

    GOVERNMENT FUNDING .....38

    HEALTH CARE CARD/CONCESSION CARDS .....38

*Range of fees, levies and discounts*.....39

*Payment of fees*.....41

*Refunds*.....41

    FUND RAISING.....42

    SPECIAL PURPOSE LEVIES .....42

    BUILDING FUND.....42

## AN INTRODUCTION TO THE CENTRE

With a history dating back to the early 1970's, the centre has an excellent reputation for providing a high standard of kindergarten education for the children of our community.

This success is due to the:

- Professionalism of staff employed at the centre
- Volunteer management committees managing the centre
- Participating parents actively supporting the centre

The early childhood experiences of our kindergarten build upon the foundations that parents have given their child at home. Whether at home or kindergarten, your child is discovering:

- I am an important person
- What I do affects others
- I am responsible for my own behaviour

The Strathpine Community Kindergarten Association Inc looks forward to continuing that journey of discovery with you and your child.

As a non-profit organisation the Strathpine Community Kindergarten

- Runs an Approved Kindergarten Program
- Is an educational facility
- Is community controlled and is administered by an elected Committee of parents
- Has an approved set of rules
- Meets the following required standards
  1. University qualified teachers and Tafe trained assistants.
  2. An approved educational program
  3. An approved ratio of staff to children
  4. A building of approved design
  5. An approved outdoor play area
  6. Adequate and suitable equipment for both indoors and outdoors
- Operates under the Office for Early Childhood Education and Care
- Is affiliated with the C & K Association of QLD, the body which sets the standard for early childhood education. This affiliation is necessary to ensure that the quality of the centre's facilities and its programs are maintained at a high standard, as well as enabling us to receive some government funding.

## **Early Childhood Philosophy.**

We believe Children learn best through **Play**, in a warm and flexible environment.

We value each child as a competent and capable learner.

We will encourage children and adults to take part in a journey that requires a commitment to potentials, possibilities, aspirations and inspirations.

Positive partnerships between children, Teachers and Families are important and encouraged.

We believe that the kindergarten experience should be happy, safe and relaxed so as to promote in children a positive self-esteem, a sense of independence and confidence.

### **Aims and benefits of early pre-schooling education**

Our quality early childhood programs are based on the Building waterfalls 2 Curriculum framework by C&K and the Early Years Learning Framework, (EYLF) released by the Council of Australian Governments in 2009.

The framework aims to enhance young children's learning and also helps them prepare for their transition to school.

We provide a negotiated play Curriculum and acknowledge play as a significant and powerful tool for learning.

Parents are acknowledged and welcomed as a partner in their child's learning.

We will provide opportunities for Children to

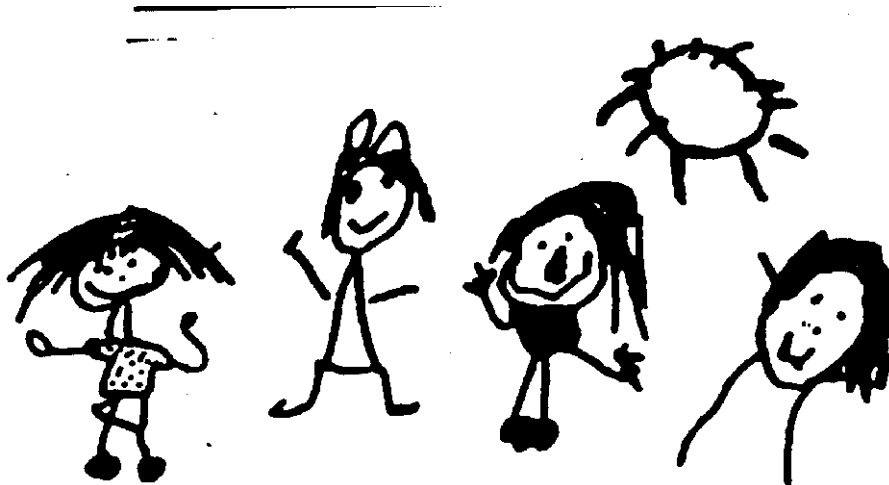
- ❖ be learning about and engaging in the community in which they live.
- ❖ be learning early literacy and numeracy skills and exploring the possibilities of technology.
- ❖ be exploring, interacting and appreciating the world around them.
- ❖ be actively engaged in negotiating and creating their own play environments and initiatives.
- ❖ be valued and respected
- ❖ build personal and emotional resilience, independence and self confidence
- ❖ build increased control of their physical skills and learn about personal health and hygiene.
- ❖ explore relationships and develop friendships
- ❖ learn to appreciate the ideas and thoughts of others
- ❖ develop social confidence
- ❖ build and understand a respect for their own and others social and cultural heritage
- ❖ be an active participant in their own and others learning
- ❖ learn to share their knowledge and ideas with others through engagement and enjoyment in the learning process
- ❖ be competent and capable
- ❖ learn to think logically and deeply
- ❖ to represent their understanding and thinking in many ways.

## MISSION STATEMENT

Let's all play in a happy environment and ensure that our centre is safe for all.

## VISION STATEMENT

Our aim is to continue providing a high quality program, with dedicated professional staff and an environment that is welcoming safe and inviting.



• Let the children play •

## **STRATHPINE COMMUNITY KINDERGARTEN** **CODE OF CONDUCT**

This code of conduct sets out the **acceptable standard of conduct required of adults towards children** at this centre.

The code serves to protect children and reduce any opportunity for abuse or harm to occur. It also assists staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

**All staff, parents and volunteers are expected to comply with these below:**

1. The utmost respect for children, their parents, teachers and volunteers
2. The best interest of the child, listen to and value their ideas and opinions, take action to protect their well-being
3. Welcome all children and include them in activities, respect cultural, religious and political differences
4. Respect the privacy of the family and work with them in partnership
5. Diligence and Integrity in a professional and courteous manner
6. Follow the policies of the organisation with commitment to quality and continuous improvement in service
7. Report and act on any breaches
8. Without harassment or abuse (including physical, sexual or verbal abuse, intimidation, humiliation, exclusion of any behaviour regarded as offensive or degrading) of a child in care.
9. Without discrimination, bias, fear or favour



## Roles within the Centre

The Centre relies upon a three-strand structure to continue to be as effective as possible for as little cost to families as possible. The three strands that mesh our Kindergarten are the staff, committees and you, the parents.

### Staff

All staff have early childhood qualifications, blue cards and senior First Aid Certificates. Teachers must participate in professional development in a range of topics throughout the year. All teachers are registered with the Queensland College of Teachers.

### Director(s)

The director(s) is responsible for the planning and carrying out of the centre's curriculum in all matters concerning the welfare of the children.

In addition, the director(s) implement the policies of the centre as determined by the management committee – the employer of the association. They also keep the committee informed about the centre and work closely with the committee giving guidance and advice on professional matters. In all ways, they assist the committee in the promotion of the centre.

The director(s) are responsible for ensuring a safe and healthy work environment for everyone.

The director(s) also develops curriculum policies within the centre in conjunction with the parents of the association.

A full job specification detailing all responsibilities and duties of director(s) can be found in the C & K "Handbook" located in the office.

### Teacher(s)

Teachers are responsible for the implementation of the Curriculum that this centre has adopted, Building Waterfalls.

This curriculum encourages teachers to

- Experiment together with the children,
- To listen and observe,
- To encourage thinking and learning in every day conversations,
- To respect and support each child,
- To observe and scaffold children's emerging literacy and numeracy learning by embedding these concepts naturally throughout the curriculum.
- Allow individuals and small groups to work together on their own projects and ideas,
- Be responsive to children's ideas and initiatives
- Relate in nurturing and sustaining ways to all children

- Meet children's needs in special and individual ways
- Support children in finding the balance between their needs for dependence and independence
- Create challenges that take into account children's abilities strengths and interests
- Communicate sensitively and supportively with parents
- Respect and value all children as individuals and strive to accommodate diverse abilities and social. Linguistic and cultural backgrounds
- Pose questions that encourage children to consider and reflect
- Communicate and negotiate behaviour guidance policies with colleagues and families.
- Plan collaboratively with children and colleagues
- Allow children opportunities to contribute to how the environment looks and feels.

The Educational Program is presented in an attractive and inviting manner in a warm and safe atmosphere. The children are provided with 'hands-on' experiences through which they can explore their environment and consolidate their learning.

Teachers provide professional support and co-operate with the director(s) in maintaining high standards in administrative and educational programs. They carry out the policies for the kindergarten as determined by the committee.

A full job specification detailing all responsibilities and duties of teachers can be found in the C & K "Handbook" located in the office.

### **Assistant(s)**

Assistants are responsible to the Management Committee through the director. They take direction from the director(s) and teachers for the preparation and supervision of curriculum activities and in all other matters relating to the program of the kindergarten. They work as a team with the teachers bringing their own talents, skills and initiative to the program.

A full job specification detailing all responsibilities and duties of assistants can be found in the C & K "Handbook" located in the office.

### **Special Needs Assistants**

Special Needs Assistants are responsible to the management Committee through the Director. They support any additional needs in the classroom.

### **Administration**

The Administration Staff are responsible to the Management committee and provides support and guidance to the Committee, Director all other staff and parents of the children at the Centre.

**Student teachers and work experience students**

The centre plays a significant role in facilitating the development of well-qualified early childhood professionals when it accepts student placements.

University students are supervised by our staff and by University/TAFE staff. Our staff and School Liaison Officers supervise school students on work experience. All Student teachers and work experience students must provide a current blue card to staff before becoming involved with the children.

The director(s) will consider the needs of the children first and foremost at any given time before determining whether to accept the placement of a student.

**Staff of Strathpine Community Kindy 2012****Co-Directors**

Rosetta Holm and Alison Marks

**Teaching Staff**

Gabby Holden	Bach of Teaching- Early Childhood
Rosetta Holm	Dip of Teaching – Early Childhood
Rebecca Stephens	Bach of Arts – Grad Dip Ed- Early Childhood
Alison Marks	Bach of Teaching – Early Childhood

**Teaching Assistants**

Katrina Scriven	Ass Dip of Child Care
Tanya Henricks	Cert III – Children’s Services
Maxene Freudenberg	Cert III – Children’s Services
Tracey Pearce	Cert III – Children’s Services

**Special Needs Assistants** (if required)**Administration Assistant**

Deonne Ehlerth  
Sherryn Beidham

## **Management Committee**

Each year, the financial members of the association at the Annual General Meeting elect a New Management Committee. To be eligible to nominate, vote and be elected, membership fees must be paid in full. Note, you do not need to have a child enrolled at the Kindergarten to be eligible to nominate for committee positions. Being a member of our Committee is a great way to become actively involved in your child's education and to meet other parents.

The positions on this committee include:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Assistant Treasurer**

## **Support committee**

Additional non-management and supportive committee positions are available. These positions take direction from, and answer to, the Management Committee at all times. These positions are also crucial for the smooth running of our Centre.

In any given year, the positions may include:

- **C & K liaison officer**
- **Newsletter editor**
- **Marketing coordinator**
- **Maintenance officer**
- **Workplace Health & Safety officer**
- **Working Bee Coordinator**
- **C&K & Child Protection Liaison Officer**
- **Website Editor**

A brief overview of all the management and support committee positions is below.

<b>Position</b>	<b>Responsibilities</b>
President	<ul style="list-style-type: none"> <li>acts in an official capacity to provide leadership, direction, support and assistance across all management functions of the committee(s)</li> <li>chairs all management committee, general and annual meetings</li> <li>liaises with director(s) and all other staff</li> <li>signatory to all cheques</li> <li>legally liable for the management of the association</li> <li>prepares monthly report</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>supports the president in all areas cited above</li> <li>chairs meetings if president is absent</li> <li>legally liable for the management of the association</li> <li>may be required to be signatory to all cheques</li> <li>is responsible for submitting Grant applications</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>prepares agendas for meetings</li> <li>records all minutes from meetings</li> <li>liaises closely with president</li> <li>signatory to all cheques</li> <li>legally liable for the management of the association</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>prepares monthly cash receipt book and cash payment book</li> <li>prepares monthly income report</li> <li>prepares monthly expense report</li> <li>liaises closely with president</li> <li>signatory to all cheques</li> <li>supervises payment of staff wages, tax, superannuation, holiday leave</li> <li>supervises fees and payment of accounts by employed Admin Assistant</li> <li>legally liable for the management of the association</li> </ul>
Assist Treasurer	<ul style="list-style-type: none"> <li>Assist Treasurer in preparing invoices for payment</li> <li>Assist Admin Officer in busy times when fees are due</li> <li>Issue Child Care Receipt to families</li> <li>Maintains enrolment waiting list</li> </ul>
<b>Sub-Committee Positions</b>	
Fund Raising Coordinator	<ul style="list-style-type: none"> <li>Coordinators Fund Raising activities for the Centre, normally gets a small sub committee to assist. \$20.00 levy per term is also payable in lieu of minimal fund raising. Only child related fund raising takes place.</li> </ul>
Fund Raising Treasurer	<ul style="list-style-type: none"> <li>Help organise Fund Raising and handles the revenue associated with fund raising events.</li> </ul>

Workplace Health & Safety Officer	<ul style="list-style-type: none"> <li>• Ensures that the centre complies with all requirements under the Workplace Health &amp; Safety Act.</li> <li>• Maintains the Work Place Health and Safety Handbook, MSDA sheets, also a monthly safety check list of the Centre.</li> </ul>
C & K & Child Protection liaison officer	<ul style="list-style-type: none"> <li>• Attends the regular C &amp; K Assoc meetings and reports back to the management committee</li> <li>• Liaise with Staff Child Safety Coordinator to ensure information is kept up to date and promoted to all families at our Centre</li> </ul>
Newsletter editor	<ul style="list-style-type: none"> <li>• Attends committee meetings and collects information, prepares and distributes the centre newsletter</li> </ul>
Working bee coordinator	<ul style="list-style-type: none"> <li>• Organises, announces and monitors the working bees required throughout the year.</li> </ul>
Maintenance officer	<ul style="list-style-type: none"> <li>• Responsible for maintaining the buildings and equipment and for organising the mowing and maintenance rosters. A register must be kept of jobs completed by families.</li> </ul>
Website Editor	<ul style="list-style-type: none"> <li>• Maintains our website. Adds new information and relevant updates regarding our centre.</li> </ul>

**Responsibilities of the management committee**

The management committee looks after all the business side of the centre. More specifically it:

- employs and allocates the staff
- liaises closely with the director(s) and all other staff
- instructs the staff on the management and promotion of the centre
- formulates and implements an annual budget
- schedule the groups for each year in consultation with the director(s)
- hold regular committee, general and annual meetings
- liaises with the staff to ensure a close working relationship
- provides the finance for the maintenance and purchase of all educational materials used at the centre - from climbing frames to corn flour
- organises rosters, working bees, fundraising and social events
- sets the fees and collects fees from parents
- arranges and employs cleaners for the centre
- is responsible for insurance, as well as workers' compensation, superannuation, long service leave and payment of staff wages
- liaises with staff in planning capital alterations to the buildings and grounds
- Liaises with the C & K Association.

## Parent Responsibilities

### How you help run the kindergarten

The centre is owned and managed by the Strathpine Community Kindergarten Association Inc. You, as a parent at the centre, are a financial member of this Association, so you are strongly encouraged to actively involve yourself, whether through a commitment to being part of the management committee or support committee, or through participating in the life of the centre in other ways.

Please remember to notify your child's teacher of any changes to address, telephone numbers and circumstances.

Overall responsibility for management lies with the **voluntary** management committee elected by you at the annual general meeting held in February. All members are invited and urged to attend the Annual General Meeting and any General Meetings held.

You help your committee run the centre by:

- participating on the parent roster in your child's class
- attending working bees (as required)
- participating on the maintenance roster (as required)
- attending the annual and any open meetings
- sharing your ideas
- actively participating in the life of the centre
- providing constructive feedback
- remembering that the committee members are usually parents just like yourself and need your support

It is also important that parents have the opportunity to meet socially with other parents, committee members, staff and children. Social functions may be organised throughout the year for this purpose.

Remember, our aim is to establish a warm, friendly and secure environment at the kindergarten so that your child can grow and develop.

### Parent roster

You are strongly encouraged to join the parent roster within your child's program. This is an ideal opportunity to spend time with your child and their friends and to find out firsthand what happens during a day at Kindergarten or Preschool. You may also like to help with activities and daily chores, or utilize any special interests you can share. The roster is on the notice board in your child's room, and you may participate as often as you wish.

## Working bees

Parents are required to participate in the maintenance of grounds and equipment. Maintenance is necessary to provide a safe and challenging playground. It may also count towards any “maintenance roster” initiatives introduced by the committee.

- dates for all working bees will be advised on notices displayed at the kindergarten
- it is the recommended policy of the centre and the C & K Association that no children be allowed at the premises during working bees
- please ensure that the Workplace Health and Safety procedures are carried out by all, for the safety of all

## Maintenance roster

A maintenance roster levy of \$100 is payable in advance by parents which is refunded after satisfactory completion of the allocated duties. To receive a refund of the Maintenance Roster Levy you need to accumulate 6 hours work for the year. A refund is issued in 4<sup>th</sup> term once duties are completed. Duties may include:

- being an active member on our Committee which then exempts you from any other Maintenance Roster duties
- lawn mowing and/or whipper snipping
- gardening
- window cleaning
- general repairs and maintenance
- Covering books
- Sewing
- Running errands for the centre
- any other duties specified by the teachers or committee from time to time

## Beverages Policy

To avoid the possibility of children in our center incurring serious scalds or burns, the **drinking of any hot beverage at any time around the children is not permitted.**

**Hot beverages are ONLY to be consumed within the confines of the kitchen.**



## **General Information about the Centre**

### **Parent participation is welcome in the service at any time.**

We offer a variety of ways in which parents/cares can choose to be involved with the service. These include parent roster days, home visits, working parent evenings, grandparent's days, special occasion lunches and excursions.

Outlined below are a few of the Parents support services available.  
Office for Early Childhood Education and Care.  
[www.communities.qld.gov.au](http://www.communities.qld.gov.au)

Family Planning of Qld  
[www.fpq.com.au/](http://www.fpq.com.au/)

National Association for the Prevention of Child Abuse and Neglect.  
[www.napcan.org.au](http://www.napcan.org.au)

Child Safety  
[www.childsafety.qld.gov.au/](http://www.childsafety.qld.gov.au/)

Early Childhood Australia  
[www.earlychildhoodaustralia.org.au/](http://www.earlychildhoodaustralia.org.au/)

Family Day Care Association Qld  
[www.fdcqld.org/](http://www.fdcqld.org/)

Notices stating the current information about groups and staffing are displayed at the centre.

This child care service is licensed by the Office of Early Childhood Education and Care, under the *Child Care Act 2002* and must comply with this Act and Child Care Regulation 2003, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff members and children.

## Programs offered

The groups offered in 2011 are

Unit 1 -       5 day fortnight Alt Weds, Mon, Tue  
                  5 day fortnight Alt Weds, Thurs, Fri

Unit 2 –       5 day fortnight Alt Weds, Mon, Tues  
                  5 day fortnight Alt Weds, Thurs, Fri

The children will attend for 40 weeks per year.

| Our priority is for kindergarten aged children.  
Parent participation is welcomed in this service at any time.

### **Days and hours of operation**

The centre is open from 8.45 am to 2.45pm Monday to Friday.

#### **Holidays**

The centre is closed for all school holidays and public holidays. The last Friday of Term 4 the centre is closed to students for clean up day. The centre's has non contact days which are highlighted each year in the calendar all families receive. Staff use this week without children at the centre for Professional Development and administrative work.

#### **Parent/Teacher Interviews**

The centre relies on open communication between parents and staff. Formal interviews are conducted at the end of 2<sup>nd</sup> term. Please don't hesitate to do this - everyone benefits from these meetings. All appointments for parent interviews and/or meetings regarding your child(ren) will be made after 2.45 pm.

#### **Attendance and departure**

Please co-operate in the matter of regular attendance of children, in accordance with our stated timetable. Days missed are not refundable. Advise the centre in writing or by phone if your child will not be attending on any given day. Staff members are present from 8.00 am.

Please inform staff if someone different is to drop off or collect your child. Remember to sign your child in and out on the sign-in sheet and read all notices. Encourage your child to unpack and repack his/her bag, rather than doing it for them. This helps them be independent.

## **Car parking**

### **Off street parking is provided for staff only.**

Please ensure that you do not park behind these cars, even briefly, as it is potentially dangerous for our children and other drivers.

Please park only in the designated parking bays.

Parents must park on the street and comply with local council parking restrictions as clearly signed. Please watch for approaching traffic and nearby children.

Please note that the yellow lines on the road represent **NO PARKING**.

Please be mindful of your children's safety when assisting children from your vehicle, we suggest where possible that children exit the vehicle from the curb side door.

**We strongly suggest that under no circumstances should younger children be left in a car unattended.**

**When parking please be considerate to our neighbours and ensure that you do not park illegally over driveways and yellow lines. The police patrol regularly.**

## **Waiting Lists**

A waiting list fee of \$10.00 is required for children to be listed on the centres waiting list for the current and following years. Children's names can be placed on this list from birth.

## **Rebate scheme**

The kindergarten is a **Registered Childcare Centre**, not an Approved Centre. Some parents may be eligible for rebates for their child's enrolment under Federal Government schemes. Inquiries should be directed to Centrelink. An original and a duplicate receipt will be issued once a term after payment of fees have been completed, you must take both of these to Centrelink to enquire if you receive a rebate. All claims to Centrelink must be lodged within one year of start date to be eligible.

Our Provider number is 555-017-309-T

## **Behaviour management policy**

The centre has a number of rules designed to ensure the health, safety and well being of all children (and personal property) attending the kindergarten.

Most rules are of a common sense nature and they are developed collaboratively between the teacher and the children. They emphasize good manners and personal responsibility. On occasions it may be necessary to seek the support of parents in developing strategies to effectively manage unsatisfactory behaviour.

## **Community use of facilities**

Our centre is a valuable and expensive asset to the community. It is hoped that maximum use is made of the facilities provided by all of us as taxpayers. If you have cause to use these facilities, do not hesitate to contact the director(s) who will give all requests careful and sympathetic consideration. Care must be taken that everything is left in its original condition.

Alcohol is only permitted on the premises under strict guidelines and smoking is specifically prohibited at all times while in the building.

The centre has a monitored back to base security system.

## **Social justice and equality policies**

When children enter an early childhood setting they bring with them a rich variety of cultural and social backgrounds and experiences. The staff takes the utmost care to ensure that no child is discriminated against due to gender, cultural difference or social situation.

This centre observes a policy of acceptance regardless of race, creed, gender, disability, class or culture

## **Confidentiality and privacy policy**

It is our policy at Strathpine Community Kindergarten Association Inc. to maintain confidentiality and to protect the privacy of all children and their families at our centre.

During the course of the year, we photograph the children involved in our program and at times photos are taken for promotional purposes.

We will not include children for whom approval has not been obtained in these activities. The permission form is found in the enrolment booklet.

Surnames will not be provided to the media or students. Names and addresses are treated as confidential information and not provided to any other party without permission of the parents.

Parents using a video camera to record the activities of their children at our centre will be informed of the requirement that other children are not to be included in this activity.

Observations parents make of children at the centre should not be discussed with other parents. This is a requirement of the privacy act.

## **Notice boards**

Please consult the notice boards regularly at the kindergarten to remain up-to-date with:

- daily news on your child's activities
- committee matters
- home visits
- curriculum
- future activities
- working bees
- parent roster calendar
- visitor's log book

## **Grievance procedure**

### **Director(s)**

If parents are concerned with any aspect of the centre's program and/or curriculum, they are asked to follow this action plan.

1. Parents are requested to discuss any issues with the teacher in charge of their group outside teaching hours.
2. Should they need further resolution parents are requested to make an appointment with the Directors.
3. If a satisfactory outcome has not been achieved, parents are advised to submit the issue in writing to the committee of Strathpine Community Kindergarten Association Inc. This correspondence will be addressed at the next committee meeting.

### **Committee**

If parents have a query relating to fees, administration or any matter relating to committee management, they are asked to discuss this with the appropriate committee member or President. Alternatively, they may put their concerns in writing to the Secretary to be tabled at a meeting of the management committee.

If the matter is not resolved, a C&K consultant may be asked to assist:

### **C & K Association**

14 Edmondstone Street,  
Newmarket Qld  
Ph: 3352 5333

The Office of Early Education and Care Child Care Information Service contact number is: (07) 3384 8280 or email [www.communities.qld.gov.au](http://www.communities.qld.gov.au)

If you would like further clarification of the centre's policies, constitution or other matters pertaining to our Association, then this information is available from the management committee and is held in the Centre's Administration Office.

## **C & K Association (Qld)**

Established in 1907, the association is a voluntary, non profit, community controlled organisation and operates:

- kindergartens
- mobile kindergartens
- child care centres
- the Aboriginal and Torres Strait Islander Early Childhood Management and Resource Unit
- resource centre for the assistance of parents and teachers

Strathpine Community Kindergarten Association Inc. is proudly fully affiliated with the C & K Association. This means that we comply with a very high standard for education and child care services, and must undergo a stringent biennial procedure to retain affiliation.

Consultancy services in educational and operational matters are provided by the C & K to affiliated kindergartens and child care centres.

## **Environmental Policy**

Care of the environment is fostered among children and adults. We actively encourage the children to care for and respect the native plants, animals and insects in our environment.

Trees and shrubs are regularly planted to provide effective shade and a habitat for wildlife. Also, the use of fresh food is encouraged for lunch and morning tea to reduce the overuse of packaging. We aim for the centre to be a plastic. packaging free zone. This is a conservation issue as well as a nutritional one.

## **Teacher preparation time**

Before 8.45 am and after 2.45 pm is time allocated to the teachers as preparation time. This time is important as they use it to:

- prepare for the day's activities
- plan the program
- evaluate
- write up observations
- carry out administrative duties
- Complete home visits
- Attend staff meetings, professional network meetings and professional development.

## What We Offer Your Children

### Our daily program

This is a breakdown of our daily program. It is generally flexible depending upon the needs and interests of the children. Some of the opportunities that will be offered to your children may include,

- Outdoor Play / Indoor Play
- Language / Literacy / Numeracy
- Morning Tea / Lunch
- Music and Movement Sessions
- Rest Time

### Excursions and visitors

During the year, children may be taken on certain excursions as part of their educational program.

Once your child is enrolled, parents need to sign permission slips for each excursion. You will be advised should a special trip be planned involving the use of transport. For safety reasons our Centre chooses to ask that we have a ratio of one child to one adult at these outings.

We also welcome many visitors throughout the year including theatre, music, dancing groups, clowns and puppet shows. We also have “open days”, “grandparents days” and “working parent evenings”. Costs for the visitors to the centre are included in your term fees.

We ensure that all visiting performers have Blue Cards.

### Home visits

Home visits are an integral part of our centre. They provide a wonderful opportunity to forge closer links between home and the centre while also giving your child (and yourself) lots of 1-1 contact with your child’s teacher. It is a chance for your child to show their most treasured belongings, share a family afternoon tea together, and enjoy being very special!



## Rest time

All programs at the centre that operate for longer than four hours per day are required by the Crèche and Kindergarten Association to provide an opportunity for a rest/relaxation period for the children. This is dictated by the Child Care (Child Care Kindergartens) Regulations 2003.

Rest time:

- Allows children to rest and reflect
- helps the child learn to relax

Establishing patterns of rest and relaxation, like good eating habits, are benefits that a child can carry into later life.

## Coming to Kindergarten

### Arrival and departure

Children must be brought to the centre and collected by a responsible adult each day. Parents are required to sign the attendance book upon arrival and departure. Parents need to make sure that staff is aware of their child's arrival and departure. Greeting and farewelling the child's teacher together is a pleasant way of assisting staff to account for each child.

Should a parent make arrangements for another adult to pick up their child, the staff must be informed in writing. The director(s) has the discretion not to release a child to any unauthorised person.

The director(s) and staff are responsible for the children in every respect and every care is taken to prevent accidents.

Please notify us if you are delayed. We appreciate your co-operation with this issue as staff has high demands on their time outside contact hours.

If you need to pick up your child early, please do so after lunch if possible (before 1pm) rather than during REST TIME.

While younger siblings are welcome at the centre, the staff are not responsible for their supervision - this is a parental responsibility.

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## Absences

Parents are asked to notify your child's teacher of a child's absence before 9.30 am and/or the incidence of infectious diseases in the family. Staff are present from 8.00 am. There is no refund of fees when a child is absent.

## Clothing

Children should dress in **older, comfortable play clothes** so that they can confidently join in all activities without worrying about their clothes. You can purchase Strathpine C&K t-shirts from our administration office. Remember, children will get dirty as they play. Also, it's a good idea to dress your child in clothing that they can easily undo when toileting. We recommend clothing that offers protection from the sun, ie preferably sleeved shirts or dresses.

Remember to bring along a spare set of clothing for your child(ren) to be left in their bag.

## Shoes versus bare feet

This 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 outdoor climbing equipment and promote more effective balance and control.

As an additional benefit, noise levels may be reduced indoors when shoes are removed. When children remove and replace shoes themselves, an independence skill is fostered.

## SHEETS

Children are required to have

Bottom Sheet

Top Sheet

1 Library Bag

1 Sheet Bag

These can be purchased at our administration office.

Bottom sheet 130cm X 90cm with two loops of **elastic, width of elastic to be 4cm X 40cm long** and sewn at the two corners, at both ends of the sheets. see diagram

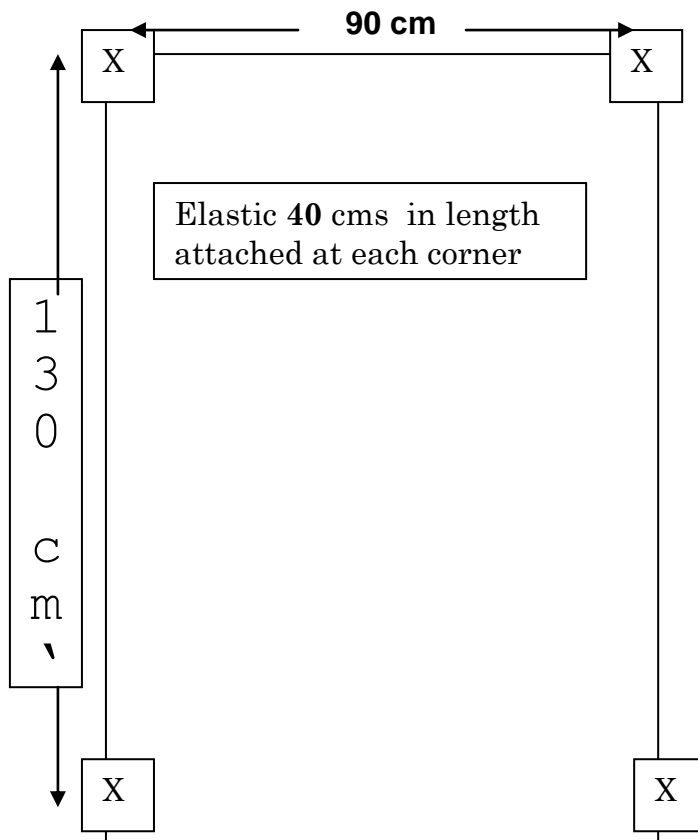
**These are finished measurements (please allow for hems)**

Top sheet to be same size as bottom sheet (no elastic required)

All sheet bags and Library bags should also be 40cm X 40cm.

### Diagram of Bottom sheet

**X = Elastic to be sewn On each corner**



## **Lost property**

Every possible care is taken of children's belongings and the children are encouraged to take care of their own things. Items clearly marked are most easily found.

## **PLEASE NAME ALL BELONGINGS!!**

Sometimes a motif or sticker enables a young child to recognize their own belongings as distinct from another child's belongings.

## **Toys**

It would be appreciated if children **do not** bring their own toys to the centre as this can lead to jealousy among other children, possible breakage and lost property.

## **Birthdays**

Children can bring along a birthday cake or small individual cakes to share with the other children on their birthday. If your child has food intolerance you may like to send a batch of your child's substitute early in the year to be kept in the freezer and produced when needed.

## **Drinks**

The children are encouraged to have a drink of water whenever they wish, particularly whilst playing outdoors. They will also have a drink of water at morning tea and lunchtime.

Cool water is always available for refilling water bottles. No other drinks are necessary.

## What to bring

<b>Case or bag</b>	Big enough for all your child's belongings. One that they can open themselves.
<b>Hat</b>	We recommend a wide brimmed hat (brim = 7.5cm) or a legionnaires cap. Sporting caps are not suggested.
<b>Change of Clothes</b>	For wet pants, messy play, etc to be kept in the child's bag. Strathpine Community Kindergarten Association Inc T-shirts are available for purchase.
<b>Sheet Set</b>	One flat sheet with 40 cm elastic sewn diagonally across each end to secure the sheet to our beds and one flat sheet (130cm long x 90cm wide), contained in a drawstring bag (40cm x 40cm)..
<b>Library Bag</b>	Drawstring bag 40cm x 40cm. Sheet sets including library bags are available through the centre.
<b>Water bottle</b>	A sports style bottle with a pullout sipper is best. It must be clearly named on the outside. It can be filled at home, and will be taken home daily for washing. Cool water is available at all times for refilling as needed.
<b>Morning tea &amp; lunch</b>	In one lunch box, NO INSULATED COOLER BAGS PLEASE,

## Staying Safe and Well

### NUTRITION POLICY

At this centre we uphold the concept of healthy eating.

A nutritionally balance diet is considered to be one in which foods from the following groups are included in a child's daily intake of food:

- fruit
- Vegetables, legumes
- Milk, yogurt, cheese
- lean meat, fish, poultry, eggs, nuts
- bread, cereals, rice., pasta, noodles

Children should be encourage to

- eat plenty of vegetables, legumes and fruits
- eat plenty of cereals, breads, rice , pasta and noodles
- include lean meat, fish poultry and/or alternatives
- include milks, yogurts, cheese and/or alternatives
- choose water as a drink

Care should be taken to:

- limit saturated fat and moderate total fat intake(low fat diets are not suitable for children)
- choose food low in salt
- consume only moderate amounts of sugars and foods containing added sugars

Should your child have special dietary needs, please discuss with your teacher.

The children are encouraged to eat the skins on their fruit (the teachers will peel the skin if required).

Should a parent wish to send food for the whole group they must discuss this with the staff before sending it to the service.

In the event that we have children at the Centre with allergies that require restrictions on food bought to the Centre, this will be notified in writing to all families.

### SKINCARE POLICY

It is the policy of the centre that parents must provide their children with their own legionnaire or broad rimmed hat (rim = 7.5cm) which is clearly named. Legionnaire or broad rimmed hats which protect the face, neck, ears and crown of the head are essential. Children must also have a broad spectrum, water resistant sunscreen (30plus) applied to their exposed skin prior to outdoor activity.

**Parents are required to apply sunscreen to their child's skin each day prior to children attending the centre.** Please note that insect repellent is also advisable. **On arrival they must indicate on the sign in sheet their compliance.**

A consent form is provided to parents for signing at the time of enrolment explaining that 30plus sunscreen must be applied before entering the centre. The form also states that insect repellent with less than 10% Deet will be applied at the centre as necessary.

All children and staff wear hats whilst outdoors and visiting parents are encouraged to also do so. **No hat, no play.**

**Parents and Guardians must dress their children in clothing which will provide adequate protection from the sun. Queensland Cancer Fund recommends clothing with the following features.**

- Dark coloured close weave
- Collars and sleeves
- natural fibres.

## **HYGIENE POLICY**

For the well-being of the children, all care is taken to ensure that hygiene practices are maintained at a high standard at all times.

### **Hand washing**

Children are encouraged to develop efficient hand washing techniques and will be supervised at washing their hands regularly throughout the day.

It is essential that children are shown how and where to wash their hands. The following hand washing procedures must be followed and integrated into everyday practices:

- Use a pump pack of liquid soap and running water.
- Count to ten while washing palms of hands, between fingers, back of hands, thumbs and wrists.
- Count to ten while rinsing under running water.
- Dry hands by patting with a fresh paper towel.
- Provide a bin for the disposal of paper towels.

**Consistent, correct hand washing by staff/care providers and children of all ages is one of the most effective ways of minimising the spread of infections that are transmitted by the contact.**

All children must be encouraged and assisted to wash their hands:

- before handling food
- before and after eating.
- after outside play.
- after going to the toilet,
- after touching/ nose secretions, blowing their nose.

## Personal hygiene

Children are encouraged to foster personal hygiene standards that are conducive to healthy group living.

- to cover mouth when coughing or sneezing
- to dispose of tissues into the designated bin.
- to inform staff of scratches, mosquito bites, etc so they can be treated

## Health & Medication Policy

The kindergarten's health and medication policies are based on the recommended Policy Statements of the C & K Association of Queensland. These are available for your perusal in our Kindergarten Policy Manual.

If children are suffering from an infectious disease they must be kept home until all risk of passing on the infection has passed.

**Children with vomiting, diarrhea and/or conjunctivitis must have commenced treatment and secretions stopped before a child will be re-admitted to the environment. The last occurrence of vomiting/diarrhea or a fever of 38deg or above, must be at least 24 hours prior to the child re-attending the environment.**

**Children with coughs or colds or who are generally unwell are best kept at home.** This is for the benefit of not only your own child, but for other children, families and staff at the centre.

Parents are asked to notify staff if their child is to be absent.

In the event of a child becoming ill in the kindergarten, the parent will be contacted; therefore it is imperative that the parent ensures the current phone numbers are with the person-in-charge at all times.

In the interests of children's health, the centre has a **"NO SMOKING"** policy.

All equipment is regularly cleaned with disinfectant; - toys, puzzles etc are cleaned with disinfectant.

## Medication

Teachers will administer prescribed medication only as directed by the child's doctor and as authorised in writing by the child's parent(s). Non-Prescription medication will only be given if written advice from the medical practitioner is received with the medicine. All medication will be kept in a childproof cabinet and dosage, times etc. will be recorded in the Medicine Book and will be signed for by both parent and staff.



### **Puffers/inhalers & Spacers**

All asthma medication requires written direction from the child's medical practitioner and as set out on the **original bottle or puffer** label by the pharmacist. (This must state clearly the doctor's name, the child's name, dosage, frequency and date of issue.)

For asthma and any medication for the long term treatment of asthma, **a letter from the child's doctor is required at least every three months or when the medication dosage or the child's individual asthma management/action plan changes.**

Individual medication and equipment(spacer) is to be supplied by the parent as is the child's medication and asthma management plan as prescribed by the child's doctor (which must be held in the service's /care provider's records.)

Parents are to ensure that asthma medication is handed to the staff member for safe storage which is inaccessible to all children and is collected at the end of each day.

It is the responsibility of the parents to ensure that only asthma medication prescribed for the nominated child is provided and that the medication is current.

### **Administration of Paracetamol**

The Director/person in charge will, after written authorisation has been given, administer one initial dose of paracetamol in the event of a high fever

(38 degrees or over). Following the administration of one only dose of paracetamol the parent (or emergency contact person) will be required to take the child to a medical practitioner for diagnosis if the fever continues.

If your child has been absent because of an infectious illness (please see infectious illness page attached), a written medical clearance from your doctor is required before the child will be readmitted to the centre.

### **Immunisation**

The C & K Association and the Strathpine Community Kindergarten & Preschool Association Inc believe that the immunisation of children should be strongly encouraged.

Parents must provide a vaccination certificate or personal health record for their child. A dated photocopy will be placed in your child's file.

Children who are not immunised **will not** be excluded from enrolment if their parents have made an informed decision not to immunise. **However**, a non-Immunised child will be required to be withdrawn from the kindergarten if there is an outbreak of vaccine-preventable disease until the risk has passed. Parents must sign an Agreement to Withdraw a Non-Immunised Child form, available from your teacher.

If parents conscientiously object to Immunisation, then this conscientious objection must be stated on a Statutory Declaration Form.

If a vaccination certificate shows incomplete vaccination status, then parents would be informed if there were an outbreak of disease for which their child was not vaccinated. Parents would be required to remove their child from the kindergarten until the risk has

passed. Parents will be required to sign an Agreement to Withdraw a Non-Immunised Child form.

All parents are required to notify the director(s) if there is an outbreak of a vaccine-preventable disease in their immediate family. A Notification of a Vaccine-Preventable Disease form must be completed and returned to the director(s).

### **Accidents**

Accidents may happen despite our staff taking all reasonable precautions.

Every endeavor is made to contact the parents immediately accidents occur. Occasionally it is impossible to contact anyone and in such cases the director(s) acts 'in loco parent's (in the place of parents) and decides what action should be taken.

Ambulance/Parents/Doctor is contacted as appropriate.

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

An Incident/Accident report will be completed for parents to sign-notifying them of the exact circumstances of the incident/accident.

Some accidents that require medical attention will require formal notification to be sent to the "Office of Early Childhood Education and Care" and C&K.

**Exclusion Table**  
**Recommended minimum periods of exclusion from school, preschool and child care centres for cases of and contact with infectious diseases**  
**National Health and Medical Research Council.**

<b>Condition</b>	<b>Exclusion of cases</b>	<b>Exclusion of contacts</b>
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Excluded until discharge from eyes has ceased.	Not excluded
Diarrhoea	Excluded until diarrhoea has ceased.	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
<b>Head lice</b>	Excessive scratching of head and signs of coffee coloured lice eggs (the size of a pin head) attached close to the hair root.	7-10 days
Human immuno-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded
Impetigo	Exclude until appropriate treatment has	Not excluded

	commenced. Sores on exposed surfaces must be covered with a watertight dressing	
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded
Meningococcal infection	Exclude until well.	Not excluded
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded
Rubella (German measles)	Excluded until fully recovered or for at least four days after the onset of rash.	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the infection or until they have taken five days of a 14 day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics)

## **SAFETY POLICY**

For the well-being of the children, all care is taken to ensure that safety practices are maintained at a high standard at all times.

Upon arrival at a C & K centre all visitors, volunteers and students must sign the visitors register or time sheets to record their attendance at the service.

### **First aid**

All staff hold current First Aid and Resuscitation Certificates in accordance with the Child Care Regulations 2003

### **Safety**

The environment provided at all C&K services must be safe and secure and suit the strengths and capabilities of the children.

- children are supervised by the staff at all times;
- children are encouraged to understand and know safe practices whilst playing; and
- the equipment and playground are checked daily for dangers.

### **Fire drill and evacuation procedures**

Emergency evacuation procedures are displayed in each room and safety drills are practiced on a regular basis. Procedures have been adopted which allow for speedy evacuation in cases of emergency.

All staff and volunteers must receive instruction on the procedure in the procedure in the event of fire, the use of firefighting equipment and the means of exit from the buildings as part of their orientation and repeated at intervals of not more than 12 months.

The staff, children and any visitors practice fire drills monthly.

Fire and smoke alarms are tested in accordance with manufacturer's recommendations or regularly as part of a fire evacuation drill.

### **Child Restraints**

The centre strongly encourages the use of approved child restraints (child car seats and seat belts) for all children traveling in cars to and from the centre.

**Children should never be left alone in a parked car while parents are in the Centre.**

## Funding, Fees and Charges

Traditionally, committees of this centre have sought to keep fees to an absolute minimum. This goal has been achieved in the past by members sharing in the responsibilities of the total running of the centre.

**As you are now members of the Strathpine Community Kindergarten Association Inc you are now charged with this responsibility.** Any assistance you are able to provide in this area will ensure that your centre continues to provide the highest possible service for the lowest price.

### How the centre is funded

The money to manage, maintain and improve the kindergarten comes from four main sources. They are:

- government funding
- fees
- special purpose levies (as required)
- fund raising levy

### Government funding

The Strathpine Community Kindergarten Association Inc. Central Governing Body (CGB) is C&K Preschooling Professionals . The funding that Queensland Government provides to assist our kindergarten service is received from the Government by our CGB and distributed to us on a quarterly basis. Our centre depends heavily on the funding and the fee charged to parents to operate our not for profit centre.

The centre has expenses of:

- employment of staff
- affiliation fees with our CGB
- cleaning
- purchase of new equipment
- maintenance of buildings and equipment
- all other costs associated with the running of the kindergarten

These on-going costs must be met through the fees and special purpose levies paid by families.

### Health Care Card/Concession Cards

If the parents/guardian or the child enrolled at our centre has a current Health Care Card, you should be eligible for a further concession on your out of pocket fees. This payment will be reimbursed to this centre from our CGB and will be passed onto the family via reduction to your yearly fees. Please ensure you fill out the necessary details in the C&K enrolment book and provide proof by sighting of the original Health Care Card. The centre will hold a copy of this with your child's enrolment details. For clarity on this, please see Administrative staff.

## Fees

You can assist by:

- The prompt and full payment of all fees and levies
- Paying all fees and levies in advance either by the term or year
- Using cash, cheque or Direct Debit (if you require this service the account details are on the invoice issued each term for payment. Cash must be receipted by the Administration Officer on Wednesday and Friday morning. The Centre has no credit facilities. All cheques must be marked not negotiable and made out to the Strathpine Community Kindergarten Association Inc. (In the case of dishonored cheques, please note that the party responsible will be liable for any associated fees incurred by the centre). They can be placed in the Fees tin at any time (cheques only).
- Understanding that fees will be charged from the first day of a child's attendance and no discount is given for a child's absence for any reason.
- Accepting that if you wish to withdraw your child from the kindergarten, you must give two weeks notice in writing or forfeit two weeks fees.

## Range of fees, levies and discounts

Each year, the committee will nominate the fees, levies and discounts that will apply each year. The range of potential fees, levies and discounts that may be applicable at the kindergarten in any given year are listed below. Fees are calculated at the rate of \$26.00 per day. You are still required to pay if your child's day falls on a Public Holiday.

<b>Amount</b>	<b>Type of fee</b>	<b>Explanation</b>
\$10.00	Membership fee	Annual membership fee (per family) to remain members of the association and to enable full voting rights at the annual general meeting, and participation at any general meeting.
\$30.00	Enrolment fee	An administration fee for the enrolment of children at the centre
\$650.00	5 Day fortnight	Per term ( 4 school Terms per year)
\$100.00	Maintenance roster levy per Family	Payable in full with first term fees. This levy is refunded in full at the end of the year provided your family accumulates approx 6 hrs per year. These duties will be listed during the year.
\$ 30.00	Building fund donation	A non-compulsory, tax-deductible donation requested in Term 2.
\$100.00	Deposit at acceptance of enrolment	\$60 of deposit is subtracted from term 1 fees. (\$40.00 is your yearly membership and enrolment fees). Non-refundable if parents decide to not enrol child as planned
\$10.00	Waiting list	An administration fee for children to be listed on the centre's waiting list for the current and/or following year(s).
5%	Lump sum discount	Applies to a lump sum payment of annual fees.
15%	Family discount	Applies to children from the same immediate family attending our Centre. 15% off the lowest fees only. The highest fees are paid in full
\$20.00 Per Term	Fund Raising Levy	A Fund Raising Levy of \$20.00 per term will be charged to every family in lieu of Fund Raising.



## Payment of Fees

Fee accounts are distributed each term. You then have two weeks to pay the amount owing in full. **Payments made by cheques can be placed in an envelope, clearly marked with child's name and Teacher and placed in the fees tin in the office. Cash payments must be receipted by the Administration Officer, cash can only be paid on Wednesday and Friday morning between 9am and 11am. We are also able to offer direct debit facilities through internet banking.**

We also offer a Payment Plan which you can choose from the following to pay. Please discuss with Administration staff to set up:

<b>Total Yearly Fees &amp; Levies Payable</b>		\$2850
<b>Weekly</b>	payments divided by 40	\$71.25
<b>Fortnightly</b>	payments divided by 20	\$142.20
<b>Monthly</b>	payments divided by 10	\$285.00

Includes term fees, maintenance levy, building fund donation, membership & enrolment fee and fundraising levy, less \$100 deposit paid on enrolment.

**Please note, the teaching staff has no responsibility for the fees.**

Please notify the Treasurer if you are having any difficulties paying the fees. Written contact with the Treasurer will be required if any special payment arrangements such as installments need to be made.

If payment has not been received at the end of one month and no written contact has been made with the Treasurer, then your child's enrolment may be cancelled immediately. The association's by-laws 2.(c) clearly states that:

### Late Fees

**“Any family who is in arrears for over one (1) month will have their child(ren) removed from the kindergarten, unless there are extenuating circumstances. The circumstances are to be put in writing to the Secretary, signed and dated, and referred to a management committee meeting”**

The committee has developed a step-by-step procedure for late payments. Further details may be obtained from the Treasurer.

### Refunds

These may be granted at the discretion of the committee on a case-by-case basis. All refund requests must be made in writing to the Secretary.

### **Fund raising**

We charge a fund raising levy of \$20.00 per family per term this is in lieu of fundraising activities. Throughout the year there may be a few special fundraising events more directly related to the children such as Climbathon and picture plates.

### **Special purpose levies**

The committee to supplement the income raised through fees may use a number of different levies. Levies are included in the payment for each term. These special purpose levies could include:

- parent roster levy
- equipment levy
- maintenance levy
- building fund levy
- fund raising levy
- Visitors to the Centre

The committee will advise the parents each year as to which levies will be applicable.

### **Building fund**

The kindergarten has obtained official registration from the Australian Taxation Office to promote an approved building fund to the community. This enables all donations of \$2 or more to the kindergarten to be fully tax deductible. The Building Fund is used to finance capital improvements to the building and associated facilities of the centre.