Your Family Guide to
C&K Western Suburbs
Kindergarten – 2015

Where children come first
Welcome and thank you for choosing Western Suburbs Kindergarten for your child’s early education and care needs. This Family Guide provides specific information relating to Western Suburbs Kindergarten and has been designed as a handy reference for you for the duration your child spends with us at Western Suburbs Kindergarten. Please read through it before completing your child enrolment paperwork, and then keep it in a convenient place to refer back to when needed. We look forward to providing a fun, education program for your child and to building a partnership with you over the next year.

Our Mission

Our mission is to provide our children with a foundation for learning that fosters a connection with and respect for themselves, family, community and the environment.

Our Centre Philosophy

We are committed to high quality, developmentally appropriate education for young children. We believe an important aspect of any program is the establishment and maintenance of a partnership with parents based on mutual respect. We recognize the significance of culture, customs, language and beliefs, and respect these when implementing the program. A spirit of warmth, encouragement, respect for and consideration of others characterizes the implementation of the program. This centre recognizes the individuality of each child and family and observes a policy of acceptance. The program centres around a play based and negotiated program as research shows it is through this medium that children best construct knowledge about their world and are able to apply more abstract concepts such as numeracy and literacy in a meaningful context.

History of Western Suburbs Kindergarten

Western Suburbs Kindergarten began operating in this building at the end of 1969 - However the Kindergarten actually operated for four years prior to this and classes were held in a local church hall, while the current centre was being built. Funds were raised by parents through a system of debentures. Over the years there have been a few changes – mainly the layout of the playground – and many improvements. To maintain our license to operate, we began stage one of our building renovations and moved our children’s toilets so that they are now adjacent to the playground and built a very large kitchen and preparation area central to both rooms. During the year 2000, stage two of the renovations to the Kindergarten
occurred – a front verandah, a large entry foyer, an office, a staff room, a
disabled bathroom, a large storeroom adjoining each Unit, a storage area for
outdoor equipment and a garden storage area. Over the last few years we have
applied for and obtained some large grants to assist us with re-roofing the
Kindergarten, building the much loved river bed play area for the children and also
the long awaited air-conditioning of the Kindergarten rooms. In 2013 a
refurbishment grant was obtained from the State Government to rebuild the
Kindergarten verandah area. This new area was officially opened in 2014 and offers
the children more play area when the wet weather prevents outdoor play.

Western Suburbs Kindergarten is a non-profit, double-unit community built and
operated Kindergarten running a government approved Kindergarten program. It is
affiliated with the Crèche and Kindergarten (C&K) Association Limited (ABN 59 150
737 849), but run by the parents through an annually elected Management
Committee and Parent Group. The smooth running of the Kindergarten depends to
a large extent on the members of these groups as well as on the staff, and on the
level of support each of these bodies receives from the parents. Without parent
help in a number of ways, the centre would not maintain its high standards of
education.

2015 is the 50th year that Western Suburbs Kindergarten has operated.

C&K Association

The Crèche and Kindergarten Association Limited was founded in 1907. Its previous
name was The Crèche and Kindergarten Association of Queensland (C & K). It is
a voluntary, non-profit, non-government organization mainly concerned with the care
and education of children from birth to six years of age.

The State Government recognizes the Association as the body responsible for many
community controlled Kindergartens in Queensland because of its professional
standing, length of experience in the field and insistence on high standards of
education for children.

Western Suburbs Kindergarten is affiliated with the C & K Association. Affiliated
Kindergartens are those that apply for and are granted affiliation to C & K because
they have reached all approved standards in:
- Constitution/Bylaws/Rules of the Kindergarten
- Building and playground facilities
- Equipment and resources
- Staff qualifications
- Staff: child ratios
- Enrolment equity
- Kindergarten Program.

Western Suburbs Kindergarten receives quarterly funding through the Queensland
Kindergarten Funding Scheme (QKFS), which is administered by C & K. This funding
alone is not sufficient for the overall running costs of the Kindergarten and
therefore fees and fundraising are necessary. The total amount of money received
from QKFS, fees and fundraising goes towards the overall operation of the
Kindergarten including:
- staff wages
- children’s equipment, e.g. books, puzzles, games, outdoor equipment
- program costs, e.g. paint, glue, play dough
- maintenance and improvements.

As with most C & K Kindergartens, our insurance company is Guild Insurance.
Western Suburbs Kindergarten is supported and advised by the region’s C & K Early Childhood Advisor under the C & K curriculum – Building Waterfalls 2nd Edition and also a Business Operations Consultant (BOC) for all our operational requirements. Throughout the year the Advisor and the Business Operations Consultant visit the Kindergarten to observe the program and assist the committee. Their contact details can be found at the end of this handbook.

Approved Kindergarten Program

Western Suburbs Kindergarten is approved to provide a Kindergarten Program by the Office for Early Childhood Education and Care for 88 children of correct Kindergarten age. We operate under and comply with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. The Act and 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. The Office for Early Childhood Education & Care can be contacted at/on:

Department of Education, Training & Employment
Office for Early Childhood Education & Care
North Queensland Region
Townsville Regional Office
Level 7, Verde Building
445 Flinders Street
PO Box 5179
TOWNSVILLE Q 4810
Ph: (07) 4758 3385

NQF - Assessment & Rating

The National Quality Framework (NQF) sets the standard of education and care for all early childhood education and care services within Australia. Each service is assessed against the National Quality Standards within the NQF. A ‘Rating’, which identifies the quality of the service, is then awarded to each service.

Western Suburbs Kindergarten achieved an overall rating of ‘Exceeding’ the National Quality Standards.

Management

The Management Committee is formed by parents of children currently attending the Kindergarten. The Management Committee meets once a month and are responsible for:

- General management and financial matters of the Kindergarten.
- Following the rules of the association/constitution lodged with the Department of Fair Trading.
- Ensuring the Kindergarten is meeting C & K Affiliation standards so the Kindergarten continues to receive QKFS (Queensland Kindergarten Funding Scheme) funding.
- The employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements.
- Legislative requirements affecting the Kindergarten including the Education & Care Services National Regulations 2011, National Law Act 2011, National Quality Framework and other legislation such as Child
Protection and Workplace, Health & Safety legislation & building and playgrounds.

• Promoting the Kindergarten within the community.

**ROLES OF THE MANAGEMENT COMMITTEE:**

• **President** - provide leadership to the management committee and delegate responsibilities as required. Liaises with Director, acts as chairperson at the monthly committee meetings, ensures decisions are made and carried through to completion and acts as spokesperson to the public.

• **Vice President** - Supports the role of the President and adopts the President’s role in their absence. Accepts delegation for special projects as required, maintain the Relief Staff Register for the Kindergarten and obtain relief staff when needed. Also liaise with Paylink re staff pay details and monitors the payroll preparation and reports.

• **Minutes Secretary** - Prepares a written agenda for meetings in consultation with President and place same in all committee/staff pockets or send out via email one week prior to all meetings. Records and distributes the minutes of the monthly meetings within one week of each meeting. Also accepts delegation for special projects as required.

• **Treasurer** - Responsible for maintaining financial accounts of the Kindergarten including banking, term deposits, fees, budgets etc. Ensures that all accounts are paid, follows up on all outstanding fees, responsible for presenting monthly detailed income/expenditure reports at each meeting, prepares and monitors the current annual budget and develops the budget for the following year.

All Management Committee members are required to obtain Positive Notice Cards (Blue Cards) which are required before taking up their roles with the Management Committee. There is no cost for volunteers’ to obtain a blue card. All Management Committee members are to abide by the Committee Code of Conduct and the Committee Confidentiality Agreement at all times, both of these forms are signed by the Management Committee members at the first monthly meeting.

The Committee holds a monthly meeting where reports are presented followed by General Business.

**PARENT GROUP POSITIONS:**

• **Workplace Health and Safety Officer:** maintains Health and Safety records and equipment.

• **Garden Roster Coordinator:** maintains the garden roster and indemnity forms so they are readily available for the families wishing to take part in the garden rosters each weekend. Ensures all equipment is in safe working order for each garden roster weekend. Maintains the garden shed to ensure it is neat, tidy and safe for all family to use of a weekend.

• **Maintenance Coordinator:** Carries out maintenance requests on the premises. Is also responsible for organising quotes from professionals when required.

• **Maintenance Assistant/s:** Assists the Maintenance Co-Ordinator as required.

• **First Aid Coordinator:** Maintains and replenishes first aid kits/equipment.

• **Grants Coordinator:** Coordinates preparation and acquittal of grant applications with assistance from staff, committee and other interested parents.

• **Group Reps:** one parent from each group who is responsible for distributing to all families in their group any correspondence from the office. May assume other tasks such as organising social get-togethers for their group’s families once a term or more regularly if desired.

• **Book Club Roster Coordinator:** Distributes and prepares the Scholastic Book Club orders on behalf of the Kindergarten and families.
Members of the Parent Group are to abide by the Committee Code of Conduct and the Committee Confidentiality Agreement at all times, both of these forms are signed at the first monthly meeting.

**Operation**

Western Suburbs Kindergarten is operational for 40 weeks per year Monday to Friday (4 terms per year). The Kindergarten office is operational four days per week, office hours are displayed on the office window. We offer a range of sessions aimed to offer families a choice. The Kindergarten sessions are listed below:

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<thead>
<tr>
<th>SESSION</th>
<th>DAY</th>
<th>TIME</th>
<th>MAX. NUMBER</th>
</tr>
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<tbody>
<tr>
<td>Kindergarten (Group A)</td>
<td>Every Mon and Tues and every 2nd Wed</td>
<td>8.30am – 2.40pm</td>
<td>22 Children</td>
</tr>
<tr>
<td>Unit 1</td>
<td></td>
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<tr>
<td>Kindergarten (Group B)</td>
<td>Every 2nd Wed and every Thurs &amp; Fri</td>
<td>8.30am – 2.40pm</td>
<td>22 Children</td>
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<tr>
<td>Unit 1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten (Group C)</td>
<td>Monday &amp; Tuesday</td>
<td>8.00am -3.45pm</td>
<td>22 Children</td>
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<tr>
<td>Unit 2</td>
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<tr>
<td>Kindergarten (Group D)</td>
<td>Thursday &amp; Friday</td>
<td>8.00am – 3.45pm</td>
<td>22 Children</td>
</tr>
<tr>
<td>Unit 2</td>
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**You will receive a Kindergarten Calendar at the end of 2014 via email which will confirm all Kindergarten dates for 2015. When you receive this calendar please check the dates thoroughly to ensure you have the most up to date information for the start of the 2015 Kindergarten year. In 2015 a copy of this calendar will be placed on our web site for your reference, as well as in the Kindergarten foyer.**

**Our program**

The philosophy of the Kindergarten program is defined by five broad learning outcomes as listed in the Early Years Learning Framework:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

C&K’s curriculum framework – *C&K Building waterfalls 2nd Edition* provides kindergarten teachers, working across a range of contexts and settings, with an approach to learning and teaching that:

1. Facilitates, extends and enriches the learning experiences of children in their kindergarten year.
2. Communicates the conditions required to generate a learning and teaching kindergarten community.

Central to *C&K Building waterfalls* are four unifying themes, Connecting, Enlarging, Listening and Exploring. These themes are referred to as *currents of thought*. They convey our shared understandings about children, families, community, teaching and learning. They guide teachers to make curriculum decisions that are socially just, meaningful and responsive to their context.

Connecting – acknowledges that children develop and learn through their participation in the everyday experiences of their families and communities. Learning builds on what they know and broadens their understanding as contributing members of the wider community.
Enlarging – promotes feelings of wholeness and wellbeing for children and adults. Environments embrace warmth, love and safety. Consistent, sensitive and responsive relationships support engagement and enjoyment in interactions with others.

Listening – acknowledges how adults and children demonstrate a richness of diversity in ways of thinking, doing and being. New thought is valued and everyone is empowered to contribute as active participants in equitable and just living and learning environments.

Exploring – embraces potential and possibility. Learning for adults and children is exciting, spontaneous and wondrous. Adults and children are discoverers, creators, and investigators. There are high expectations and belief in their capacities as competent and capable learners and thinkers.

Programs are developed through collaboration with the children. The daily program generally consists of indoor and outdoor times, music and movement, language, literacy, numeracy, transitions & meal times. Children also participate in a rest and relaxation time during the afternoon.

INDOOR PLAY
Children play in a variety of settings and are actively involved in the art studio - painting, collage/making/creating, playdough, puzzles, dramatic play (e.g. home corner/hospital etc.), reading, drawing and writing, construction (blocks, manipulative sets), sewing, science area, threading, games, music, cooking, ITC and much more.

Items from home for the collage area are greatly appreciated. Please pass all donated items to a staff member. Staff will place these items into the preparation area where they will be sorted at a later time for children’s use. Items that could present a hazard to children are not accepted: eg. Polystyrene meat trays, medicine containers, containers that held cleaning substances, personal hygiene packaging, cigarette packaging, toilet rolls, and packaging with metal fixtures such as gladwrap.

OUTDOOR PLAY
Children participate in gross motor, sensory, social and environmental activities. eg, climbing, ball skills, dramatic play, sand and water play, gardening, worm farm and digging patch. Through these experiences, the children develop many skills and learning dispositions which help to extend their development in all areas.

PERMACULTURE GARDEN BEDS
The garden beds out the front of our kindergarten were constructed by the Townsville permaculture group in 2014. The garden consists of a wicked herb cube, vegie bed and fruit box. It is a basic bokashi/wicking bed design for community areas and backyards in the urban dry tropics. The timber does not contain CCA and is safe to be used for food growing. It was designed to be a low maintenance way to grow organic food sustainably in our climate. A banana circle utilises water runoff from the garden bed and our dry river bed. The permaculture group were involved with the hope it would help educate interested families and community members wishing to produce fresh food in their own backyard. We encourage families to visit this garden and the banana circle before or after session with your child. We would also like to take children out to these gardens during session to observe and use the plants growing in these. To do this we will need to leave the fenced area of the playground to get to the gardens. By signing your child’s enrolment booklet you also agree to your child leaving the fenced area to visit these garden beds as part of the Kindergarten program. Staff will be with the children at all times whilst at these garden beds. Please contact the Kindergarten if you have any questions regarding this prior to signing your child’s enrolment booklet.
MUSIC/MOVEMENT
Children develop a basic knowledge of many musical concepts. Melody, tempo (fast/slow), pitch (high/low), dynamics (loud/soft) and rhythm. Through movement, motor skills and creativity are developed. Visiting performers extend the children’s musical experiences and include contemporary and cultural aspects.

SINGING/LISTENING
Games, songs, and CD’s are included for appreciation and enjoyment. Music from different cultures is included in the program.

LANGUAGE / LITERACY
Stories, picture discussion, language games, puppetry, poetry, finger-plays and rhymes are included throughout the program.

REST / RELAXATION TIME
Rest / relaxation time is an essential part of the programme. It permits each child’s body to relax after a busy time of physical and mental stimulation. The children do not have to sleep, just rest. It is a time for planning and daydreaming. A child who learns to relax is more able to deal with the stress and rigors of daily living – a skill we all need in our adult life.

During your time at Western Suburbs Kindergarten we encourage parents to ask staff for information relating to the following:
- Your child’s enrolment at the service including the activities and experiences provided by the service.
- The service philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved; and
- The goals about the knowledge and skills to be developed through activities and experiences.

Interviews
Parents will be offered an individual interview throughout the year. More information about dates and times will be given to parents closer to the time. If you have any concerns or questions about your child’s involvement at the Kindergarten please feel free to make an appointment with your child’s teacher at any time throughout the year.

Transition Statements
At the end of the year the children leave Kindergarten with a Transition Statement, a short summary of the child’s year at Kindergarten. It is strongly advised that a copy of this is passed on to your child’s Prep Teacher.

Birthdays
If you would like your child to celebrate their birthday at Kindergarten, please feel free to bring in a cake or cup cakes (cup cakes preferred due to food handling requirements) to share. **No ice-cream cakes please.** Please let staff know of your intentions prior to the day as they may need to let families of children with allergies etc. know so they provide a suitable cake for the occasion. The celebration and cake sharing usually occurs at morning tea time so we ask for no more than one birthday each day.
Staffing and Group Information

Notices regarding current staff and group information will be displayed at the entrance of each Kindergarten room from the start of term 1. In the event of a staff member needing to be replaced, information will be displayed with the group’s daily sign in sheet.

Contact staff – Teachers & Assistants

CONTACT TIME – Teachers and Assistants are implementing the Kindergarten program.

NON-CONTACT TIME – Resource preparation and program set up & pack up, programming, administrative duties, staff meetings and scheduled parent interviews are completed during this time. Children are not in attendance during non-contact time.

Throughout the year staff attend workshops and conferences (usually in their own time) in order to maintain the required high level of professional development.

Current Director /Nominated Supervisor/ Educational Leader:

Colleen Lovett
Bachelor of Education (Preservice Early Childhood)
Is responsible for overseeing the educational programs, policies and administration of the Kindergarten. Holds a four year university qualification in Early Childhood Education, registered with Queensland College of Teachers, “Approved” to teach a Kindergarten program and holds a First Aid Certificate with CPR, asthma & anaphylaxis training. Part time, non-contact position.

Current Part Time Teachers/ Certified Supervisors:

Group A – Keriann Reissenberger (Permanent part time)
Diploma of Teaching-Early Childhood
Group B – Meg Sense (Permanent part time)
Diploma of Teaching-Early Childhood
Groups C & D – Alana Cruickshank (Full time)
Bachelor of Education (Early Childhood)

These roles involve programming for and teaching the Kindergarten groups. Also work with Director as required on administration duties. Hold a three-year university qualification in Early Childhood Education, registered with the Queensland College of Teachers, “Approved” to teach a Kindergarten program and hold a First Aid Certificate with CPR, asthma & anaphylaxis training.

Current Assistants:

Group A & B – Nicole Rayner (Full time)
Associate Diploma of Education-Childcare
Group’s C & D – Erna Mikic (full time)
Diploma of Community Services-Children’s Services

The Assistants work with the teacher in planning and implementing the daily program as well as sharing observations of children. They are responsible for the preparation and cleaning of resources necessary for the running of the daily program. The Assistants must have an approved qualification, obtained a First Aid Certificate with CPR, asthma & anaphylaxis.
Special Needs Assistant:
If required, a special needs Assistant may be employed at the Kindergarten through Disability Support Funding (DSF) obtained from the Department of Education, Training & Employment (DETE) on a “needs” basis and whose primary role is to assist children that have special needs to access the Kindergarten program. No minimum teaching qualification required, but usually has had prior experience in the field. Must have obtained a First Aid Certificate with the CPR, asthma and anaphylaxis components. Part-time casual position.

All contact staff are required to have or be able to obtain Positive Notice Cards (Blue Cards) required for ‘working with children’. All teachers hold an “Exemption Card”.

Current Non-contact staff
Administrative Assistant: Julie Kipping

Main role involves running the office and assisting Committee/Director/Playgroup Co-Ordinator in all administrative roles including enrolments, receipting of monies, banking and staff payroll. Casual position.

Cleaner:
A cleaning company is contracted to undertake daily and holiday cleaning of the Kindergarten.

Staff: child ratios are maintained in accordance with the Education and Care National Regulations. They are based on the number of children enrolled per session, not the average attendance per session.

- 1 qualified teacher and 1 assistant : 22 children,
  (3 ½ to 4 ½ years old on commencement)

In the case of a qualified early childhood teacher being absent from the Kindergarten, it is the committee’s responsibility to replace them with another registered qualified early childhood teacher. The absence of one of the assistants will also be replaced. The Kindergarten maintains an approved relief staff list for this purpose.

Western Suburbs Kindergarten accepts pre-service teachers and students from secondary and tertiary institutions to access the programs and teaching styles on a voluntary basis. Usually, one student per room will be accepted at any one time. Students sign a Student Contract upon entering the Kindergarten and must abide by the policies of the Kindergarten at all times. They remain the responsibility of the teachers at all times and are not included in staff: child ratios. All students must hold ‘Blue Cards’.

Fees
A variety of fees and levies are charged to parents accessing programs at Western Suburbs Kindergarten for their children. The fees and levies payable by parents of children attending the Kindergarten shall be determined by the Management Committee and shall be levied on a term basis. Fees for the term are due and payable by a specified date with the option for parents to receive a discount if term fees are paid before or on the due date. Parents who have difficulty paying fees need to make an application to the Management Committee (via the Admin Staff in the office) for payment plan arrangements PRIOR TO THE FEES BEING DUE.

Once the child has commenced Kindergarten sessions for the year, full fees shall be payable at all times, including absences for sickness, holidays or any other reason until the child is formally withdrawn.
The Kindergarten will be closed for all Public Holidays and Term Fees will not be altered for the days.

ALL FEES & LEVIES ARE PAID AS FOLLOWED:
- Internet transaction or in person at a Bank of Queensland branch
- Deposit into the Bank of Queensland Account:

A/C Name: Western Suburbs Kindergarten Assn. Inc.
BSB: 124-001
A/C Number: 10192560
Reference: Childs surname, first name then group

Please ensure child’s surname followed by their first name and group is noted in the ‘reference’ section of your payment. Payment will not be credited against your account if we cannot correctly identify it as yours.

Any other money required by the Kindergarten (i.e. for book club, shirts, hats, visitors, special events etc.) to be placed into a clearly completed envelope and paid via the Secure Box, located in the foyer area next to the office door.

As we are a Registered Carer with the Family Assistance Office you may be entitled to claim for a Child Care Benefit. Information regarding claim forms will be emailed out to all families during term 1 from the office.

The Qld Department of Education, Training and Employment (DETE) have arrangements under the QKFS to provide eligible families with the opportunity to access a Kindergarten program at a reduced out-of-pocket expense. Families, including foster carers, of eligible aged children who meet the criteria and provide acceptable proof of birth to the Kindergarten office may be entitled to receive QKFS Plus Kindy Support subsidy. The subsidy is provided directly to the Kindergarten to reduce out-of-pocket expenses for eligible families.

Eligibility Requirements are:
- **Health Care Card holders** - Families, including foster carers, of a kindy-aged child present their current Health Care Card (HCC), Veterans Affairs Card or Australian Government Pension Concession card with automatic Health Care Card entitlements or formal communication, such as a letter, from the relevant agency stating the intent to issue a Health Care Card. The service should take a copy of the card and keep the copy as a record.
- **Identifies as being Aboriginal or Torres Strait Islander** - A family identifies as being Aboriginal or Torres Strait Islander, or has a child who does, and this is recorded in their enrolment book, which must be signed and kept by the service as a record.
- **Multiple births** - Available to families with multiple births of 3 or more kindy-aged children. Proof of date of birth for these children is required. Services should keep a copy as a record.

Two weeks’ notice must be given in writing to the Kindergarten by the parents when a child is to be withdrawn from the Kindergarten. Failure to do so will attract fees for two additional weeks from the date of notice of withdrawal, or until the place is filled, whichever comes first.

Pro-rata Fees shall be payable in the event of a child either entering or leaving the Kindergarten during the term. Please see previous paragraph regarding ‘required notice’. This does not apply to children leaving in the fourth term. Any fee refund requests for term 4 are to be directed to the Management Committee for consideration (via the office). Please note, NO pro-rata is available for any levies, only term fees.
ADDITIONAL FEES/LEVIES

YEARLY GARDEN ROSTER/WORKING BEE LEVY
A combined Garden Roster/Working Bee Levy PER CHILD of $120.00 will be charged at the commencement of the first term accounts. Families will be asked to complete the Garden Roster for one weekend for the year of attendance and also one Working Bee for a minimum of two (2) hours. **To achieve this you MUST attend from 9am on the working bee day.** This levy is a PER CHILD levy. If you have siblings or twins attending the Kindergarten in the same year, you are required to pay 2 x $120 and if you want your refund at the end of the Kindergarten year you are required to attend two separate working bees and 2 separate garden rosters. There will be four working bees per year, one per group, but families can attend any working bee.

Families who have completed their Garden Roster and attended one Working Bee for a minimum of two hours during the year starting from 9am will have a choice of making a tax deductible donation to the Western Suburbs Kindergarten or receiving a refund of the $120.00 levy.

If a family does not complete a Garden Roster and attend one Working Bee during the year for a minimum of 2 hours from 9am, then the $120.00 Garden Roster/Working Bee Levy is non-refundable.

Paperwork for refunds will be given out by the office at set times during the year, no refunds can be processed without this paperwork. The refund must be claimed prior to end of the Kindergarten year applicable.

YEARLY FAMILY ASSOCIATION MEMBERSHIP FEE
$10.00 Per Family (payable when returning enrolment paperwork). Parents of children who are attending the Kindergarten must be members of the Association.

PERFORMANCE FEE
$40 per child, (payable with term 2 fee invoice). This fee covers all the performances/visitors that the children enjoy throughout the year.

PLEASE NOTE THAT WE ARE A NOT FOR PROFIT C&K KINDERGARTEN WHERE ANY SURPLUS OPERATING FUNDS ARE REINVESTED BACK INTO RESOURCES, PROPERTY AND THE EDUCATIONAL PROGRAM.

A FEE INVOICE WILL BE EMAILED TO YOU THE FIRST WEEK OF EACH TERM WHICH WILL INDICATE THE TERM FEES AND THE DUE DATE. PLEASE DO NOT PAY ANY TERM FEES UNTIL YOU RECEIVE YOUR INVOICE.

THE $100 DEPOSIT THAT WAS PAID ON ACCEPTANCE OF THE KINDERGARTEN POSITION FOR 2015 WILL BE TAKEN OFF TERM FOUR FEES.

Nutrition
Research has proven that good nutrition is essential for good health, growth and brain development.
A nutritionally balanced diet is considered to be one in which foods from the five food groups are included in a child’s daily intake of food in recommended proportions:
- Cereals/grains/legumes
- Fruit/vegetables
- Meat/fish/eggs
- Dairy products
- Fats/oils
We advocate for the development and maintenance of positive partnerships with parents in all aspects of the curriculum. We acknowledge and respect the roles, responsibilities and rights of parents and engage in sensitive discussions around issues such as nutrition.

**Responsibilities of parents**

- Parents are to advise staff of any specific dietary requirements for their child. These may include foods which are allergy inducing or specific cultural or religious requirements.
- Parents are encouraged to inform staff of specific eating habits and/or dietary preferences which may impact upon their child’s day within our Kindergarten.
- All parents will be encouraged to provide nutritious foods which provide variety and which reflect the specific requirements of their child.
- **Lollies, chocolate bars, choc chip products, chocolate-coated products, chips/crisps and “Roll-up” type products etc ARE NOT to be brought to the Kindergarten. Remember fresh, unprocessed foods are better for your child’s brain development.**
- Under no circumstances should a parent share their child’s food with another child attending the Kindergarten without the approval of the Director.

**Responsibilities of staff**

- Maintain a written record of children’s specific dietary requirements.
- Program food intake throughout the day to satisfy children’s needs and to recognize and respond to any special considerations such as hours of attendance.
- Promote good nutrition through sensitive discussion with parents and demonstrated healthy eating practices, which include nutritious cooking experiences with children.
- Provide ongoing information about nutrition to parents.
- Provide children with access to drinking water at all times.
- Children’s individual religious and cultural food preferences should be respected. This does not allow for unhealthy foods to be included in your child’s lunchboxes.

**Parking**

Parent parking is available in the Wellington Street carpark. Safe access to the Kindergarten is via the concrete pathway from the carpark to the front of the Kindergarten, through the green child proof gate and into the foyer.

The small carpark behind the playground is reserved for staff, deliveries, and emergency vehicles only.

**What to bring**

The following items are needed by the children each day they come to Kindergarten. These items ensure that your child’s day is enjoyable and runs smoothly. To promote independence, parents may like to encourage their child to be responsible for packing their belongings in their bag at home and then unpacking once they get to the Kindergarten.

Please ensure that each of your child’s belongings is named.

- **Full day Program requirements:**
  - Bag/backpack
  - Shoes
  - Hat
  - Morning tea in a separate small lunchbox
- Lunch in a separate **small lunchbox**
- Afternoon tea in a separate **small lunchbox** (this is only for the GROUPS C & D that finish at 3.45pm)
- Plastic cup with handle – to hang on a hook in your child’s locker
- 1 drawstring sheet bag containing 1 sheet 130cm x 62 cm with elastic diagonally across each corner to secure over stretcher bed legs – see below for further details on sheets
- 1 top sheet for covering – optional
- 1 - 2 complete change of clothing

**SHEET SETS**
- Sheet Width 62 cm
- Sheet Length 130 cm
- 4 Lengths of elastic x 35 cm in length
- Attach elastic diagonally across the corner – approx. 13cm from each corner, elastic is best if 2.5 cm wide.

To enable your child to be independent when making their bed, please make your bed sheet to the above specifications. The elastic secures the sheet over the bed legs. **Please do not send elasticised cot sheets as they do not fit the beds and will not cover the beds as required by our health regulations. Please do not sew sheets together or join onto the bag, it makes it very hard for the children to learn to make their beds.**

**THE FULL DIAGRAM OF THE SHEET SIZE DETAILS IS AT THE BACK OF THIS HANDBOOK FOR YOUR REFERENCE.**

**Western Suburbs Kindergarten clothing**

There is a wonderful range of Kindergarten T Shirts and sunhats available for your purchase at the Kindergarten. Sizes are from 2 to 10 and come in a range of bright colours. Please ensure you check the size on your child before purchasing.

Payments for these items is **CASH ONLY** via the secure box only (near the office door). **WE DO NOT HAVE EFTPOS OR CREDIT CARD FACILITIES.**

**Lost Property**

If a named misplaced item is found by staff it will be placed in your child’s locker or parent pocket. Un-named items are placed on the sign-in trolley for one week only.

**Clothing**

As children participate in a range of sensory, messy and creative play experiences it is strongly recommended that children come to Kindergarten dressed in play clothes, where they will feel free to engage fully, without fear of ‘getting in trouble’ for getting dirty, wet, painted etc.

Safety and ease of movement are the other considerations parents need to make when dressing their child for kindergarten. Their clothing should not inhibit them from being involved in the range of activities, both inside and out. Children need to be able to manage their clothing themselves. One to two complete spare sets of clothing should be included in your child’s bag each day. Shorts under dresses or skirts allow children to participate to the maximum and still maintain modesty. Dresses/skirts should not be overly long as this will impede your child’s movement over outdoor equipment such as the obstacle course A-frames etc.

Shoes are removed before playing in the outdoor environment. This removes the potential hazard shoes can cause when climbing and balancing, and allows for more freedom of movement and better sensory experiences. Shoes are only worn if the child suffers from grass allergies or injury and has a written letter stating this from the parent.

**Soiled Clothing**
When a child’s clothing becomes soiled by urine, faeces or vomit at the Kindergarten, they will be placed in two plastic bags, named and deposited into a sealed nappy bucket, not in children’s bags. The bucket is located in the children’s bathrooms on a high shelf. A large label will be attached to the child’s bag to inform parents of soiled clothing to be collected from the nappy bucket.

If clothing is wet from water/messy play, items will be bagged and placed in the child’s backpack.

**Parent Responsibilities**

**On arrival we ask you to:**

- Children should be delivered no earlier than the nominated start of session time. Prior to the start of session, staff are busy with indoor and outdoor preparations for the session and are unable to adequately supervise children.
- The front doors will be unlocked at 8.00am. Please go through to your child’s room at your nominated starting time.
- Complete the sign in/out sheet as required; this is a Regulatory requirement and needs to be done every day. Ensure you indicate that sunscreen has been applied and any alternative phone numbers for the day are listed.
- Wash your child’s hands in the children’s bathroom on arrival.
- Parents should take a few minutes to help their child unpack their belongings for the session encouraging children to put items in the correct location.
- Place child’s bag in their nominate locker provided. Please ensure all your child’s items are labelled clearly with their names.
- Please make sure you relay any relevant information about your child to the staff each day.
- Apply sunscreen prior to arrival at the Kindergarten.
- When necessary, complete a medication form, putting the medication in the locked box either in the fridge or on the prep room wall ensuring that the medication is clearly labelled with the Doctor’s name, your child’s name and the instructions. Staff must be informed promptly about medication.
- Please feel welcome to join in an activity with your child to help settle them into the session before leaving.
- Make sure you say “goodbye” to your child before leaving. Never sneak out as this does not help staff settle in your child.

**On departure we ask you to:**

- Collected your child at the nominated end of session time. Late arrival to collect your child causes undue anxiety. Parents are contacted by telephone if more than ten minutes late to collect their child.
- Sign your child out on the sign in/out sheet. This is a Regulatory requirement and needs to be done everyday.
- Parents should assist the packing up of your child’s belongings and any craft work completed during the day before leaving.
- Talk with staff about your child’s day if necessary.
- Wash your child’s hands in the children’s bathroom before leaving.
- Check your parent communication pocket daily.

**Parent Involvement**

The child’s family is one of the strongest influences in any child’s life. Attitudes, beliefs, values and expectations of self and others are influenced to varying degrees by the home culture, the home environment and parental expectations.
Early Childhood professionals recognize it is important to respect and value all families, and of reflecting the home culture in the Kindergarten.

Parents have a crucial role in the operation of a Community Kindergarten like Western Suburbs Kindergarten. The Management Committee, responsible for the running of the Kindergarten for the year, is drawn from the immediate parent body. Fundraising, maintenance and gardening requirements also fall to the entire parent group. A roster exists for the weekly gardening duties. Each class group is responsible for one working bee per year (one group per term).

However, parents are also invited and welcome to participate in the children’s sessions each day (see below ‘Parent Roster’). We believe that parent involvement in the educational program is an important and valued part of the Kindergarten’s functioning. Strong partnerships are built between staff and parents when parents are given the opportunity to develop an understanding of what happens during their child’s day and to be a part of it. Parents are also invited to contribute to their child’s portfolio, therefore furthering the 3 way communication between parents, teachers and child.

Communication between parents and staff, in a variety of forms, is a daily occurrence at Western Suburbs Kindergarten. It is expected that communication is based on an attitude of respect for each other and that knowledge is shared in a positive and supportive manner.

The main forms of communication between staff and parents are emails, notices displayed near sign in areas, foyer notice boards and placed in parent pockets. These relate to current happenings at the Kindergarten, so please ensure notices are read regularly.

As staff are involved with the children during session time, parents wishing to discuss anything at length need to make a time to meet with their child’s teacher outside session times.

Parent Roster
Western Suburbs Kindergarten operates an open-door policy within its sessions, thus inviting parents to spend time at the Kindergarten whenever they can. A voluntary parent helper roster operates in each unit and parents are asked to write their name on it in advance so that their attendance can be planned for in the day. No more than 2 parents on each roster day please. Parents staying on roster are asked to complete the Visitor’s Book which is located in the foyer near the Kindergarten entrance. Parents are invited to share any special talents or abilities with staff and children so that these can be incorporated into the program. Parents are reminded that no smoking is permitted in Kindergarten or grounds. Younger siblings are welcome to attend with their parents on parent helper roster but will require careful supervision by the parent at all times, should not disrupt the program for the Kindergarten children and remain the responsibility of their parent. The Kindergarten Code of Conduct is to be observed at all times whilst in the Kindergarten. The Code of Conduct is listed in this parent handbook.

Code of Conduct
This Code of Conduct outlines appropriate standards of behaviour from adults towards children and from adults toward adults.

The Code serves to protect children and reduce any opportunities for abuse or harm to occur. It also assists staff, parents and other 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 other volunteers are expected to comply. We will:

- Follow the policies of the organisation
- Treat children, young people and adults with respect, listen to and value their ideas and opinions
- Welcome all children and include them in all activities
- Respect cultural, religious and political differences
- Model appropriate adult behaviour
- Report and act on any breaches of these standards of behaviour
- Comply with specific organisational guidelines on physical contact with children
- Respect the privacy of children and their families and only disclose information to people who have a need to know.

**We will not:**
- Seek to use children in any way to meet the needs of adults
- Use prejudice, oppressive behaviour or inappropriate language with children
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Develop ‘special’ relationships with specific children for our own needs
- Show favouritism through the provision of gifts or inappropriate attention

By signing your child’s C&K Enrolment Booklet you are also agreeing that you have read this Code of Conduct and agree to abide by it at all times.

**Accident / Incident**
In the event of an injury or adverse incident, the first priority of the staff is to take whatever steps are necessary to ensure the safety of the child, other children and staff and other Kindergarten attendees.

If a child is injured at the Kindergarten, the parents or nominated persons will be informed. If the injury is not severe, the parents will be told at the time of collection. However, if a serious injury occurs, the parents will be notified immediately. On consultation with the parents, the Teacher will decide on a course of action to treat the child. If they are unable to reach the nominated emergency contact, the Teacher will take whatever steps are necessary to prevent a dangerous situation. If it is deemed necessary, the Teacher may call an ambulance, doctor or hospital.

All accidents and injuries that occur while the child is at the Kindergarten will be recorded on an Accident / Incident form.

Staff are required to report all incidents of suspected child abuse to the appropriate authorities.

**Cyclone & Flood**
Once a cyclone / flood warning has been issued by the Bureau of Meteorology, a notice will be put on the notice board in the foyer, to advise parents to listen to regular updates via radio broadcasts. It is the **sole responsibility of parents** to keep in contact with the Kindergarten and/ or listen to radio broadcasts regarding closure. According to policy, all Kindergartens will close at the same time as Education Queensland schools or when a state of emergency is declared for the area. The decision to close Education Queensland Schools, and therefore Kindergarten’s, will be broadcast on the local radio stations. Parents are to pick up children as quickly as possible once the announcement to close Schools and Kindergartens is made on the radio, bearing in mind that some staff may have their own children that they also need to collect.

A member of the Management Committee must be in contact with staff at the Kindergarten at all times during the emergency. If the parents or emergency contacts for a child cannot be contacted, then the Police will be notified to collect the child.
Once the Director makes the decision to close due to localised flooding or emergency, he/she will notify a Management Committee Member and the above points will be then followed.

**Policies**
Western Suburbs Kindergarten Association Inc. has adopted the Crèche & Kindergarten Association’s (C&K) policies and procedures. These Policies and Procedures can be found on the C&K website by following this link, [C&K website](#). Click on ‘Kindergarten’ then ‘C&K Policies and Procedures’. Please ensure you read these policies in conjunction with this handbook before you complete your child’s enrolment paperwork. When you sign the Enrolment Agreement in your child’s enrolment package you are agreeing to abide by these policies while attending the Kindergarten.

**Points of Contact**

<table>
<thead>
<tr>
<th>Director/Nominated Supervisor/Educational Leader</th>
<th>Leanne McGregor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:westernsuburbs@bigpond.com">westernsuburbs@bigpond.com</a></td>
</tr>
</tbody>
</table>

**Kindergarten contact details**

<table>
<thead>
<tr>
<th>Address</th>
<th>PO Box 277, Aitkenvale QLD 4814 OR 130 Wellington Street Aitkenvale QLD 4814</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(07) 4779 3434</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:westernsuburbs@bigpond.com">westernsuburbs@bigpond.com</a></td>
</tr>
<tr>
<td>Web page</td>
<td><a href="http://www.candk.asn.au/westernsuburbs">www.candk.asn.au/westernsuburbs</a></td>
</tr>
<tr>
<td>Fax</td>
<td>(07) 4779 2599</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>C&amp;K Early Childhood Advisor</th>
<th>Jo Goodrick (Based in Cairns)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:j.goodrick@candk.asn.au">j.goodrick@candk.asn.au</a></td>
</tr>
<tr>
<td>Phone</td>
<td>0400 597 358</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C&amp;K Business Operations Consultant</th>
<th>Rachael Vogel (Based in Townsville)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:r.vogel@candk.asn.au">r.vogel@candk.asn.au</a></td>
</tr>
<tr>
<td>Phone</td>
<td>0400 597 358</td>
</tr>
</tbody>
</table>

**Welcome to Western Suburbs Kindergarten! We look forward to getting to know and spending time with your family!**
SHEET SETS REQUIRED FOR KINDERGARTEN

Sheet Width 62cm
Sheet Length 130cm
4 Lengths of elastic x 35cm in length (Elastic is best if 2.5cm wide)
Attach elastic diagonally across the corner approx. 13cm from each corner.

To enable your child to be independent when making their bed, please make bed sheet to the above specifications. The elastic secures the sheet to the bed legs. A second sheet (flat sheet with no elastic) to cover the child is optional. Please place sheet/s in small drawstring bag and ensure both sheet/s and bag have the child’s name clearly marked in large writing. If your child required a pillow please ensure it is no bigger than a small cot pillow – must also fit into the drawstring bag. Draw string bags should be NO BIGGER THAN 30cm by 30cm.

Please do not send elasticized cot sheets as they do not cover the beds by our health regulations. Please do not sew sheets together or attach the bag, it makes it very hard for the children to learn to make their beds. INCORRECT SHEETS WILL BE SENT HOME TO CORRECT.
Western Suburbs Kindergarten Association Inc.
130 Wellington Street, Aitkenvale Qld 4814
PO Box 277, Aitkenvale Qld 4814
p: (07) 4779 3434  f: (07) 47792599
e: westernsuburbs@bigpond.com
www.candk.asn.au/westernsuburbs

2014 Kindergarten Office Hours:
Monday             CLOSED
Tuesday            8.30am - 11.30am
Wednesday          9.30am - 1.00pm
Thursday           8.30am - 11.30am
Friday             8.30am - 11.30am