



WESTERN SUBURBS KINDERGARTEN

2024 ADDITIONAL INFORMATION

"Quality Education since 1966"

Welcome and thank you for choosing Western Suburbs Kindergarten for your child's Kindergarten year, we look forward to sharing this very special year with your family. The following information should be read in conjunction with the C&K Family Handbook.

STREET ADDRESS:	130 Wellington Street, Aitkenvale Qld 4814
POSTAL ADDRESS:	PO Box 277, Aitkenvale Qld 4814
PHONE:	(07) 4779 3434
EMAIL:	affiliatewesternsuburbs@candk.asn.au
WEB PAGE:	www.candk.asn.au/westernsuburbs
BANK ACCOUNT:	Bank of Qld BSB: 124001 A/C 10192560
OFFICE HOURS:	Monday, Tuesday, Thursday and Friday - 8.30am - 12.30pm

OUR CENTRE PHILOSOPHY

At Western Suburbs Kindergarten our philosophy is:

- To provide quality educational program and practice within an emergent curriculum that is play based, incorporates intentional teaching and learning through routines and that is implemented by educators who respect every child's right to play and to a happy and fulfilling childhood.
- To implement a program that views children as competent and capable, builds on their interests and strengths and provides opportunities to explore, solve problems, develop friendships, imagine, use creativity and extend capabilities in language, literacy and mathematical understandings.
- To use *Belonging, Being and Becoming: The Early Years Learning Framework for Australia* as our approved learning framework and *Listening and Learning together- C&K curriculum approach* alongside *Queensland Kindergarten Learning Guideline* as our educational programs.
- To cater to the individual health and wellbeing of each child in partnership with families and our community. We value and utilise links to the wider community in order to benefit from expertise and support services.
- To provide an environment that is inclusive; provides challenge and promotes healthy risk taking; facilitates independence, investigation and creativity; promotes a sense of wonder about the world; and where children are supported to show respect for the environment and others.
- To foster a team approach with a commitment to communication, reflective practice, professional development and growth where all children, families and educators are respected and valued and work collaboratively to affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.
- To create a climate of trust and mutual respect between educators, children and families where diversity is valued and families are acknowledged and supported in their role as lifelong educators for their children.
- To create a professional learning community that is committed to continued improvement and the effective management of the kindergarten. Where families experience is valued and a sense of ownership through participation in learning, management, enhancement of facilities and social events is nurtured.

This philosophy is reviewed annually, following collaboration with the educators, children, families and community of the Kindergarten. 'Enacting our Philosophy through our Values and Care' document can also be viewed upon request.

A Brief History of Western Suburbs Kindergarten

Western Suburbs Kindergarten began operating in this building in January 1970 - 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. Since the early 2000's we have undertaken extensive renovations including relocating our children's toilets, installing the kitchen and prep room to be central to both rooms, installing a front veranda, a large entry foyer area, an office, a staff room, a wheelchair accessible bathroom, a large storeroom adjoining each Unit, a storage area for outdoor equipment and a garden shed. More recently we installed the front fence through support from the Gambling Community Benefit Fund grant and in 2020, with the help of families the 'Pathway of Hidden Treasures' was established in the front fenced area. We encourage families to utilise this area at drop off and pick up time to meet and socialise with other families.



Western Suburbs Kindergarten is a not-for-profit, double-unit, Community Kindergarten run by a voluntary Management Committee elected each year. We are affiliated with the Crèche and Kindergarten (C&K) Association Limited (ABN 59 150 737 849) but can make decisions at a local level. The success of our Kindergarten depends to a large extent on the generosity of members of the Western Suburbs Community, with families coming together to support the Committee, continuing the traditions of the last 55 years of providing quality early childhood education in Townsville.



**Queensland
Government**

Western Suburbs Kindergarten receives quarterly funding through the Queensland Kindergarten Funding Scheme (QKFS), which is administered by C&K. This funding will be subsidised for all eligible Kindergarten-aged children by the Queensland Government in 2024. This funding along with fundraising supports the overall running costs of the centre including:

- staff wages and running costs
- children's equipment, e.g. books, puzzles, games, outdoor equipment
- program materials costs, e.g. paint, glue, play dough
- Maintenance and improvements.

Our insurance is through AON Risk Services Australia Limited.

Western Suburbs Kindergarten Management Committee is supported by Tania Douglas (C&K Early Childhood Education Manager - ECEM), Belinda Luther (C&K Early Childhood Pedagogy Advisor - ECPA) and Jane Harpley (C&K Central and North Regional Manager) Contact details can be found at the end of this information sheet.

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 exceeding in all 7 quality standards and 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 regularly (usually once per 6 weeks) and is responsible for:

- General management and financial matters of the Kindergarten.
- 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.
- Complying with legislation, regulations and WPH&S Standards.
- Promoting the Kindergarten within the community.



Without a Management Committee this Kindergarten cannot operate. Please consider what role or supporting role you may be able to take on in your child's Kindergarten Year.

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 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.
- Secretary - Prepares a written agenda for meetings in consultation with President. Records and distributes the minutes of the meetings within one week of each meeting. Also accepts delegation for special projects as required.
- Treasurer - Responsible for maintaining financial accounts of the Kindergarten. Ensures that all accounts are paid, responsible for presenting monthly detailed income/expenditure reports at each meeting. Accepts delegation for special projects as required.

All Management Committee members are required to obtain Positive Notice Cards (Blue Cards) before taking up their roles with the Management Committee. There is no cost for volunteers to obtain a blue card and Admin support this process. The Committee holds a regular (usually monthly-6 weekly) meeting where reports are presented followed by general business.

The Management Committee is supported by a small group of parents called the 'Parent Group'.

PARENT GROUP POSITIONS:

- Workplace Health and Safety Officer: maintains WH&S records and equipment.
- First Aid Co-Ordinator: Keeps the centre's first aid cabinets up to date.
- Gardening co-ordinator- Helps to organise working bees and groups of volunteers keen to help maintain the gardens and grounds
- Maintenance Co-ordinator: Carries out maintenance requests on the premises.
- Maintenance Assistant/s: Assists the Maintenance Co-Ordinator as required.
- Grants Officer: Coordinates preparation and acquittal of grant applications with assistance from staff, committee and other interested parents.
- Group Reps: Organising social get-togethers for their group's families.
- Book Club Co-ordinator: Distributes and prepares the Scholastic Book Club orders s.
- Fundraising Group: Organise and runs approved fundraising ventures for the centre.
- Marketing Officer: Organises and helps promote the centre to the wider community as guided by the Management Committee.

Director /Nominated Supervisor / Educational Leader – Kylie Allison

The service has a Teaching Director who is responsible for overseeing the educational programs, policies and administration of the Kindergarten.

CURRENT TEACHERS / CERTIFIED SUPERVISORS:

Kylie Allison - Bachelor of Teaching-Early Childhood

Alana Maschke - Bachelor of Education (Early Childhood)

Nadine Edmonds- Bachelor of Teaching (Early Childhood), Bachelor of Education

All Teachers hold an approved university qualification in Early Childhood Education, are registered with the Queensland College of Teachers, hold a current Blue Card and a First Aid Certificate with CPR, asthma & anaphylaxis training.

CURRENT ASSISTANTS: Angela Stewart: Diploma of Community Services (Children's Services)
Nicole Rayner: Assoc. Diploma of Education- Childcare

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. Our Assistants hold an approved qualification, a current blue card and certification in First Aid with CPR, asthma & anaphylaxis.

INCLUSION SUPPORT ASSISTANTS:

Occasionally we employ an Inclusion Support Assistant who can help support the needs of children across the group.

ADMINISTRATION ASSISTANT: Simone Kilroy

CLEANERS: Cleaners are contracted to undertake daily and holiday cleaning of the Kindergarten.

FEES

Fees will be fully subsidised under the State Government FREE Kindy funding in 2024 for any child of Kindergarten age. Any other payments (i.e. Enrolment fee, shirts, hats, Bookclub) can be paid by EFTPOS or cash using a clearly marked envelope and placed into the Secure Box, located in the foyer area or deposited directly into the Kindergarten's Account using your child's name as a reference. We do not hold cash on the premises so correct cash only please.

DEPOSIT/ YEARLY FAMILY ASSOCIATION MEMBERSHIP FEE

A non-refundable deposit of \$100 per enrolment and a \$10.00 Family Membership fee will be payable when returning enrolment paperwork. Parents of children who are attending the Kindergarten must be members of the Association.

LATE FEE LEVY

As staff work without a lunch break, their time following the session is considered to be non-contact preparation time and their lunch break. For this reason a late fee will be charged if families fail to pick up their children by the end of the session. In the case of an emergency please contact the Kindergarten so that we can support you in this area.

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 black double entry gates.

SIGNING – IN

We use I-check-in for our sign-in process. Each person who is authorised to pick up your child will receive a PIN code sent to their mobile phone. To login use your mobile number. Initial pin code is usually 0000, before being prompted to set your own unique PIN. **Please note it is a legal requirement that you do not share pin codes with other members of your family or we will have an incorrect record of who picked up your child on a particular day.**

SUNSCREEN REGISTER

Once you have signed in, please proceed to your child's room and sign the sunscreen register acknowledging you have applied sunscreen before coming to Kindergarten. Sunscreen is a costly expense to our Kindergarten; please support us to keep costs low by applying sunscreen at home.

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 are clearly named.**

Children require:

- Bag/backpack
- Shoes
- Hat
- Morning tea & lunch in one lunchbox
- Water bottle
- Wet Bag to store wet and dirty clothes in
- 1 drawstring sheet bag containing sheet sets as below (Also available for purchase from the office)
- 1 - 2 complete changes of clothing

SHEET SET INSTRUCTIONS

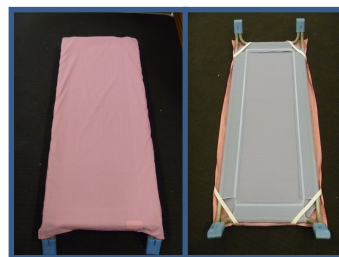
Sheet Width 62 cm, Sheet Length 130 cm

4 Lengths of elastic x 30 cm in length

1 sheet for covering child – dimensions as above

Attach elastic diagonally across the corner – approx. 13cm from each corner, elastic is best if 2.5 cm wide.

1 Drawstring bag



To enable your child to be independent when making their bed, please make sure your bed sheet is to the above specifications. **Please avoid elasticised cot sheets as they do not fit the beds and will not cover the beds as required by our health regulations. Avoid sewing sheets together or joining them onto the bag as it makes it very hard for the children to learn to make their beds.**

WESTERN SUBURBS KINDY CLOTHING

There is a wonderful range of Kindergarten t-shirts and hats available for your purchase at the Kindergarten. Sizes are from 2 to 8 and come in a range of bright colours. Please note; it is not compulsory to wear our shirts and hats, children may also wear their own sun safe clothing. The kindy office also sells limited number of sheets and wet bags. Prices as marked.

LOST PROPERTY

If a named misplaced item is found by staff it will be placed in your child's locker or parent pocket

SOILED CLOTHING

If a child's clothing becomes soiled by bodily fluids, they will be placed in two plastic bags, named, dated and deposited into a sealed nappy bucket located on a high shelf in the children's bathrooms. A large label will be attached to your child's bag to remind parents to collect the soiled clothing.

POINTS OF CONTACT	
Director/ Nominated Supervisor/ Educational Leader	Kylie Allison affiliatewesternsuburbs@candk.asn.au
C&K Early Childhood Education Manager (ECEM) North Region	Tania Douglas t.douglas@candk.asn.au
Early Childhood Pedagogy Advisor, Central North Region	Belinda Luther b.luther@candk.asn.au