



PARENT HANDBOOK

Biggenden & District Kindergarten Inc.
& Limited Hours Daycare
Elizabeth Street
PO Box 114
BIGGENDEN QLD 4621
P: 07 4127 1259
E: biggenden.kindy@bigpond.com

CONTENTS

Section 1: Welcome to the Biggenden & District Kindergarten & Daycare

Section 2: Living and Learning - Children's Programs

Section 3: Family Involvement

Section 4: Staff & Volunteers

Section 5: Ensuring Quality Care & Education

Section 6: Enrolment, Fees & Administration

Section 7: Keeping our Children Happy, Healthy & Safe

Section 8: Communication & Code of Conduct

CENTRE'S STAFF

Role	Name	Qualifications
Kindergarten Teacher Nominated Supervisor Educational leader	Belinda Hawes	Bachelor of Education (Early Childhood)
Kindergarten & Daycare Assistant	Helen Thompson	Certificate III Childcare Diploma of Children's Services
Daycare Supervisor Nominated Supervisor Educational leader	Lyn Burbery	Advanced Diploma of Child Care and Education
Daycare Assistant	Tarryn Polley	Certificate III Children's services
Daycare/Kindy Assistant	Casey Taylor	Certificate III Children's Services
Admin Assistant	Kerry Farrell	Certificate IV Office Administration Certificate IV Assessment and Workplace Training

MANAGEMENT COMMITTEE

President	Leesa Sharps	Ph: 0429 012 248
Vice President	Kathy Spry	Ph: 0428 271 665
Treasurer	Kate Beddows	Ph: 0458 491 173
Secretary	Sarah Aberdein	Ph: 0408 131 353

**Currently studying. All contact staff hold current first aid and resuscitation certificates. This exceeds the requirements of the Education and Care Services Regulation 2013 and Education and Care Act 2013. All staff are required to hold a current suitability (Blue Card) notice issued by the Commission for Children and Young People. Notices stating current information about groups and staffing at the centre are displayed at the centre;

SECTION 1

WELCOME TO BIGGENDEN & DISTRICT KINDERGARTEN INC. & LIMITED HOURS DAYCARE

Dear Parents,

You, as parents, hold the key to your child's future. As their first teacher, the nurturing, love and guidance you provide is the foundation for the educational program we provide.

We believe that a well-run child care and kindergarten program is essential for providing children with the fundamental skills and essential knowledge they need to become successful students in prep and beyond.

This booklet is designed to provide you with information about those experiences you can expect your child to meet during this year.

Remember that policies and procedures will be updated from time to time as required. You will be advised usually via the centre's facebook messenger or emails when significant changes are made to any of these.

Sincerely,

The Management Committee & Staff

Please contact your child's Educator, Administrator or the current Management Committee executive if you require any further information: P: 07 4127 1259 E: biggenden.kindy@bigpond.com

ABOUT BIGGENDEN & DISTRICT KINDERGARTEN & DAYCARE

The Biggenden & District Kindergarten & Daycare is a community based not for profit charitable organisation. The Centre receives funding through grants provided by both the federal and state governments and committee fundraising. These sources of income do not fully cover the operational and capital costs for the Biggenden & District Kindergarten & Daycare. Consequently, **the Biggenden & District Kindergarten & Daycare relies heavily upon the income derived from the payment of fees and fundraising.**

Without this income we could not provide the quality educational experience offered. Our kindergarten and Daycare Programs currently receive funding from the Office for Early Childhood Education and Care (Daycare) and Department of Education (Kindergarten). These funds cover only approx. 65-75% of the cost to operate the centre. The remaining funds are raised via fees, levies, donations and fundraising.

Whilst the aim of Biggenden & District Kindergarten & Daycare Management Committee is to keep such fees, levies and charges to the lowest practical level, there are needs arising, which require the fees and charges to be changed. Changes normally will occur once per year, but Management Committee executive reserves the right to change fees at any time. Parents will be notified of any changes as they occur. Biggenden & District Kindergarten & Daycare Inc operates a full Kindy Program each Tuesday, Thursday and alternate Wednesday and Daycare Program, which is offered each Monday and Friday.

CENTRE PHILOSOPHY

Biggenden & District Kindergarten & Daycare is committed to creating a safe, creative and exciting environment in which each child is valued as an individual with his or her own unique set of values, experiences and background. Using diverse experiences and abilities each child develops at his/her own rate through play and through the provision of a meaningful quality, child centred curriculum, which recognizes the individuality of each child. Forging partnerships with parents, staff, children and the community will be an integral component of such curriculum. The kindergarten is affiliated with **The Creche and Kindergarten Association Limited (C&K)** and have a service agreement with **Education Queensland. Kindergarten is licensed under (ACECQA)** the Australian Children's Education and Care Quality Authority. Limited hour's Daycare is licensed by the Office for Early Childhood Education and Care, under the **Education and Care Services Act 2013** and must comply with this **Act and Education and Care Regulations 2013**, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff members and children.

KINDERGARTEN PROGRAM

FOR CHILDREN 3 YEARS OLD TO SCHOOL AGE

Biggenden & District Kindergarten is committed to providing quality early childhood education. We are a community based centre, with any profits reinvested to benefit children and the community.

We follow a play-based curriculum, which allows for learning in a variety of ways. At the heart of the Centre's philosophy is the belief that learning should be fun and meaningful. The Centre offers children an enriched environment in which to play so they can initiate and maintain their own learning. We believe young children are naturally programmed to learn socially, intellectually, emotionally and physically through play.

KINDERGARTEN FUNDING

Funding is only provided for the eligible cohort of children who are at least 4 years of age by 30 June in the year they participate in an approved kindergarten program (refer to table below), for a minimum of 600 hours per year. Children younger than the eligible age cohort may participate in the kindergarten program but Government funding is not provided for these children. Health care card holders are eligible for a reduction in term fees. This amount is set by the State Government and will be applied to your fees per term. (Current HCC or Concession card must be supplied to receive funding)

Child Born	2018	2019	2020	2021
1 July 13 – 30 June 14	Kindy	Prep	Year 1	Year 2
1 July 14 – 30 June 15		Kindy	Prep	Year 1
1 July 15 – 30 June 16			Kindy	Prep
1 July 16 – 30 June 17				Kindy

KINDERGARTEN PROGRAM TIMES

The centre currently offers a 5 day fortnight program, 8.30am – 2.30pm, on Tuesdays, Thursdays and alternate Wednesdays. Excluding school holidays.

LIMITED HOURS DAYCARE PROGRAM

BABIES TO SCHOOL AGE

Biggenden & District Limited Hours Daycare provides quality care and education for children from birth to 5 years. Our community-based service currently offers Daycare on Mondays and Fridays, 8am-5pm. Our daycare program operates as an out of scope (limited hours service). We are a Registered Care provided under the [Education and Care Services Act 2013](#).

The centre currently offers Limited Hours Daycare program on Mondays and Fridays, 8.00am – 5.00pm. Including school holidays (except for 4 weeks over Christmas \ New Year holidays). Bookings can be made by phoning the centre at any time, please leave your details including the day, date & time for your booking. P: 4127 1259 or by messaging via our facebook page.

We offer both casual bookings and permanent placements. Please contact our staff to make arrangements.

Section 2

CHILDREN'S PROGRAMS LIVING AND LEARNING

CHILDREN'S REQUIREMENTS

The following is the daily requirements for each child, please ensure all clothing and containers are clearly labelled:

- Food for the time your children is attending,

- Kindergarten – morning tea and lunch and fruit break
- Daycare - morning tea and lunch and/or afternoon tea
- Please keep this healthy and nutritious e.g. sandwiches, fruit, cheese, yoghurt. We request that chips and lollies be kept as treat for when at home
- Water bottle
- Babies bottles are to come pre-pared for the day and will be warmed with a jug of hot water (not a microwave)
- Sun-safe hat, wide brimmed
- Cot/bed sheets, blanket for colder months, bag to hold sheets etc.
- Disposable Nappies, wipes & plastic bags for disposable
- Change of clothes, including underwear, shirt, shorts & coat. Wet play is common during the summer months.
- Linen is be collected by parents and washed weekly. A fridge is available to store children's food & drink items. We request that sunscreen be applied before arrival at the centre.

MAKING LEARNING FUN AND MEANINGFUL - LEARNING THROUGH PLAY

Our approach to curriculum (educational program) is based on a long held tradition of early childhood philosophy and practice, which is supported by both international and national research and theory around children's learning, health and well-being. In our service children are valued and respected as competent and capable co-contributors in the learning process. Our teachers work alongside your child to actively encourage and support them in the learning process. Your child's educators will encourage curiosity, enthusiasm, and love of learning. As educators and children engage in inquiry together, children are learning to observe, ask questions, reflect on their actions, and engage in meaningful and self-directed activity.

DOCUMENTING YOUR CHILD'S LEARNING

When we stop to ask children what they think, the possibilities abound. Portfolios are more than a memory or keepsake of your child's time in our service. Not only do they provide an insight into your child's learning, they also make the quality of our teaching practice visible to you. Observation and documentation forms the foundation for additional experiences to be planned. The use of documentation methods, such as individual child portfolios and project books, allows educators to gain an in-depth understanding of your child's development in action. The use of illustrations through the inclusion of photos and work samples provides a unique opportunity for focused discussion between you and the educators.

BEHAVIOUR GUIDANCE

Educators analyse children's behaviour to attempt to understand their needs. A guidance approach to behaviour teaching and management requires the interactive participation of the child and adult. The goal of the guidance process is for the adult to interact with the child in a caring and understanding way, empowering and enabling the child to develop self-respect, self-responsibility and self-control. When staff observe challenging behaviours, they make notes for the child's records so that a clearer picture can be obtained. Staff try to establish reasons for a particular behaviour and plan experiences and activities which will assist the child to meet their needs in other ways and learn the appropriate behaviour. Staff use strategies such as directional language, guidance and behaviour teaching processes to encourage children to understand and choose appropriate behaviour. Families are consulted about any issues or problems regarding their child's behaviour. Family input is sought, where possible, for a solution in guiding the child's behaviour. If very challenging behaviours continue to hurt other children, and staff members have demonstrated that all steps possible have been taken to assist this child, then the child's placement at the centre may need to be reviewed by the supervisors and management committee.

ENVIRONMENT

We actively promote environmental awareness and encourage children and families to protect the environment through modelling and education. We strive to cultivate a lifelong respect of environmental awareness and care. Where practical and possible, hygienic composting of lawn clippings and fruit waste is practised, along with recycling of plastic, paper, metal and glass materials.

REST, RELAXATION AND SLEEP

We believe it is important to incorporate a balance of experiences for your child, including opportunities for rest and relaxation. This may include resting on a bed or a variety of quiet experiences such as reading, drawing, puzzle work, as

well as other relaxation techniques. You are encouraged to discuss the specific needs of your child, in relation to rest/relaxation time, with your child's teacher.

EXCURSIONS

From time to time excursions are held. These may include visits to a farm, theatre or other destination. We endeavour to give you at least four weeks' notice so that you can make arrangements to join us, if possible. Children will only leave the centre if there is one adult to every two children (one adult to one child for water activities). Children must wear comfortable footwear that provides adequate protection (not thongs) and a broad brim style hat. Permission slips for each excursion must be signed by parents prior to departure and any excursion fees paid before the due date.

SECTION 3

FAMILY INVOLVEMENT

WE VALUE YOUR INPUT

When you collect your child please speak with the teacher, or assistant, to gather information about your child's day.

WAYS TO GET INVOLVED

A community Kindergarten and/or Daycare experience provides you with numerous opportunities to be actively involved in your child's learning. Getting involved, to whatever extent and in any particular capacity, can be a very rewarding experience. Support and effort from all families is valued and essential in the running of the centre. Additional ways to be involved include sharing your skills (cooking, storytelling, music, woodwork, puppet making, and art), helping with excursions, fundraising or social functions. Please feel free to offer suggestions or ideas of how you would like to be involved and attend monthly general meetings

PARENT RESPONSIBILITIES

It is the parent's responsibility to:

- notify the Supervisor of any change regarding information recorded about a child
- read all information relating to the centre in order to become familiar with policy information
- comply with all relevant policies, including Code of Conduct, Fee Policy & Procedures, Health and hygiene policies of the centre
- sign all enrolment forms, including the indemnity clause (a condition of enrolment), account fee forms and;
- update the centre regularly about the immunisation status of their child.

Our centre values your involvement throughout the centre program. We have an **"open door policy"** which means you are welcome to visit and spend time with your child throughout the day, in consultation with the centre staff. Before your child starts at the centre, you are encouraged to visit and observe the programs in operation and to speak with the teaching staff about any queries or concerns you may have. Once your child begins the kindergarten and/or Daycare program, please feel free to spend time settling your child in and becoming familiar with the staff and program. We appreciate any relevant information you can share about your child with the teacher. This enables the staff to understand your child's and family's needs better. You can take an active role in the centre by serving as a member of the volunteer Management Committee, which is an integral component of community early childhood service. This committee is responsible for the management and operations of the centre.

MANAGEMENT COMMITTEE

WHAT IS A MANAGEMENT COMMITTEE AND WHAT IS ITS ROLE IN THE CENTRE?

A Management Committee is formed by parents, family or friends of children and community members currently attending the kindergarten and/or Daycare. Elections take place at the annual general meeting (AGM) early in the year and any decisions made by the committee are based on a majority vote of the parent committee elected members and are binding on all staff and families of the centre. General committee meetings are held monthly.

THE PRIMARY ROLE OF A MANAGEMENT COMMITTEE IS:

Oversee the management and operation of the centre, which includes staff, buildings, equipment, fees and fundraising. We really value families who participate in fundraising and contribute to the centre consistently.

WHAT POSITIONS ARE INTEGRAL TO A MANAGEMENT COMMITTEE?

The executive of a Management Committee consists of the president, vice president, secretary, treasurer and fundraising co-ordinator. Committee members are welcomed at any stage of the year/program. You don't have to be a financial member (gold coin donation) to vote on any decisions which are made during General (or other special meetings)

SECTION 4

STAFF AND VOLUNTEERS**SUPERVISOR/TEACHER**

The supervisor is the person in charge. The Kindergarten Director will hold a three or four year university early childhood teaching qualification. The Daycare Director will hold diploma or advanced diploma in early childhood. All aspects of the effective day-to-day operation of the centre rely on the supervisor. They have a wide range of teaching and managerial skills in relation to:

- supporting families by providing high quality education and care
- overseeing the development, implementation and evaluation of the curriculum
- implementing sound policies and high quality practices
- supporting staff growth – professional development
- promoting a sense of community within the centre
- promoting the centre, to the wider community.

ASSISTANT

Assistants work with a specific group of children, supporting the educators in implementing the care and education program. Assistants will hold, or be studying towards, an early childhood certificate or qualification.

EDUCATOR/CHILD RATIO

A high Educator/child ratio allows Directors the individual time to spend with your child. Our Kindergarten has two educators (1 teacher 1 assistant) for every 22 children, and our Daycare two staff (1 director 1 assistant) for every 14 children.

VOLUNTEERS

Volunteers who are not a parent of a child attending the centre must hold a blue card. Volunteers work at all times under the guidance of qualified staff.

SECTION 5

ENSURING QUALITY CARE AND EDUCATION**LICENCING**

Kindergarten is licensed under (ACECQA) the Australian Children's Education and Care Quality Authority. Limited hours daycare are licensed by the Department of Education and Training and Care, under the *Education and Care Services*

Regulation 2013 and must comply with *Education and Care Act 2013*, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff members and children. For more information on licensing, contact the supervisor or Childcare Information Services on: 1800 637 711.

FIRST AID

We believe that all staff must be skilled in first aid to ensure the children are provided with a safe environment in which to play. Although the Child Care Regulations 2003 do not require all staff to hold a senior first aid and resuscitation certificate, all of the centre's permanent contact staff members are required to hold current senior first aid and resuscitation, Anaphylaxis and Asthma certificates. All staff that have a senior first aid certificate are required to renew their CPR every 12 months and their first aid every three years.

BLUE CARD

The *Child Care Act 2013* includes a requirement for all staff and volunteers working with children to hold a current blue card. The blue card is issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the staff member, having no criminal record, is therefore deemed to be suitable for working with children. Blue cards must be current at all times and are renewable every two years.

SECTION 6

ENROLMENT, FEES AND ADMINISTRATION

RE-ENROLMENT

Re-enrolment forms are issued each year to all current families. These forms are distributed between September and November each year and families must clearly notify the centre of their requirements for a position in the following year.

GIVING NOTICE

Parents are required to give two weeks' notice in writing to the supervisor if it is their intention to leave the centre, otherwise fees will be charged in lieu of notice. Where notice is not given, full fees will be charged.

NOTIFICATION OF SICK DAYS

If your child is going to be away from kindergarten/Daycare due to illness please notify the centre of this absence and the reason for the absence. This helps with awareness of infection risks. Ways in which you can notify us is by our facebook page messenger or our answering machine service if out of hours.

Kindergarten Fees are payable on all sick days. Make-up days or swap days are not offered to replace absences for any reasons. If your child is booked into Daycare and you do give notice of non-attendance a half day fee shall be charged if your child holds a permanent booking. If no notice is given and child is booked into Daycare then a full day fee shall be charged. Make-up days or swap days are not offered to replace absences for any reasons.

SIGN-IN/OUT SHEETS

Parents are required (by law) to note the time of arrival/departure of their child from the centre and to initial each entry.

KINDERGARTEN & DAYCARE FEE & PAYMENT SUMMARY:

1. **Methods of payment are cash, direct deposit or cheque**
2. **ALL Invoices are issued as a Seven (7) day account**
3. **Enrolment will be suspended and/or cancelled as a result of failure to pay accounts**

Fee	Amount *	Summary
Enrolment Fee	\$15.00 per term	Paid upon enrolment of child. One Fee for both services per family. If paid in first term for full year, only \$50.00
Kindergarten Session Fee Tuesday, Thursday and alternate Wednesday (excluding school holidays)	\$33.00 per day	Five day fortnight program Public Holidays, Sick/Away days & Pupil Free days are not exempt from payment. SEIFA Subsidy and Concession Card Holder discounts will be applied after the daily rate.
Daycare Session Fee Monday and Friday (including some school holiday periods as advised by Centre)	\$45.00 per day or \$6.00 per hour	Casual child care available, bookings required, places subject to availability Permanent Bookings must complete a Permanent Booking Agreement Form
Daycare Cancellation or Sick Fee	\$20.00 per day or \$3.00 per hour	This occurs if the child is booked in and the centre is notified of the absence on this day. Non-attendance without notice will be charged in full. Public Holidays will be charged at half your normal fee
Late Fee	\$15.00 per 15 mins	A Late fee will be charged in 15 minute increments if a child is not collected by the agreed session time
Administration Fee	\$15.00	An Administration Levy will be charged to all accounts that have not been paid in full by the due date. Arrangement of a payment plan may be discussed with the Management Committee.
Membership Fee	\$2.00	Voting right at AGM or Special General Meeting

NB: current as of 18 July 2018. Fees & policies may be reviewed annually at a special meeting held prior to AGM

SECTION 7

KEEPING OUR CHILDREN HAPPY, HEALTHY AND SAFE

INITIAL SEPARATION

Some children become distressed when their parent/s leave, which is quite normal at first. Separation anxiety usually disappears as the child becomes familiar with the surroundings and staff. Often the tears stop as soon as the parent/s leaves and, therefore, a swift departure (after saying good-bye and reassuring the child that you will be back soon) can avoid prolonged stress.

CLOTHING AND SHOES

Your child should wear comfortable and safe clothing and shoes, appropriate to the weather and activities during their day at kindergarten. Clothing needs to be sun safe (i.e. shirts and dresses need to have sleeves to protect their shoulders). They also need comfortable clothes that allows them to develop self-help skills for dressing and undressing.

BIRTHDAYS

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at kindergarten/Daycare. Should you wish to do this, please provide a large, suitable cake or enough cup cakes for all the children to share. Your family is more than welcome to join us.

AUTHORITY FOR TREATMENT

A child may only be enrolled at a kindergarten/preschool when the parent has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent. If the supervisor or person in charge of the kindergarten/preschool service authorizes ambulance attention, transport or medical treatment, the parent will be notified as soon as possible by that person.

INJURIES

If a child sustains an injury at the service, first aid is delivered immediately and the director is informed of the incident. All incidents are recorded and parents are asked to sign these forms when the staff members have informed them of the incident. If the incident is serious and/or requires parent or medical assistance, a parent will be notified as soon as possible after the incident. Small knocks and scrapes will be reported to the parent at collection time. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent. In the case of an incident requiring an ambulance or doctor, the director will immediately authorise such help. Parents must agree to this upon enrolment.

SUN PROTECTION

The staff will attempt to protect children from the damaging effects of the sun during their attendance at the centre. To achieve this the staff will:

- try to ensure that all children wear an appropriate wide brimmed hat at all times during outdoor activities
- include in the program discussions about sun protection and encourage children to be independent in sun safe behaviour
- model sun-protective behaviour

We ask you to:

- provide appropriate protective clothing for your children
- apply sun-screen to your child at home before arriving
- sign permission on the enrolment form to apply sunscreen to your child's skin
- model sun-protective behaviour yourself

CENTRE MAINTENANCE

The centre is cleaned daily by professional cleaners. In addition, major cleaning of both internal and external walls, ceilings, floors, carpets, fans, etc. are conducted. The centre is sprayed for cockroaches and spiders annually or as often as needed in both the playground and building. Most repairs and ongoing maintenance of equipment is carried out by a volunteer or contract handyperson upon request. Sand and soft fall material is replaced or topped up on a needs-basis. We also encourage parents to participate in working bees to assist with maintenance issues and to support the centre in keeping operational costs down.

EMERGENCY AND FIRE PROCEDURES

Fire and other emergency evacuations are practised once a term by staff and children at the centre. The fire evacuation procedure is posted in each room along with an emergency evacuation map. Fire extinguishers and fire blankets are located in easily accessible places in each centre and are maintained accordingly.

DEALING WITH SICK CHILDREN

The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. If your child becomes ill at the centre staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child. For this reason it is essential the centre has current work and emergency contact numbers. Children with contagious illness will not be admitted into the centre. Parents must contact the centre to report contagious illnesses. For exclusion times please refer to the Qld Health's flyer "**Time Out**".

PRESCRIBED MEDICATION

Prescribed medication will only be administered as directed by the child's doctor or as set out by the doctor on the original medication bottle label issued by the pharmacist. The label must include the following information: name of the child, name of the drug, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. **If this information is not on the label we will not administer the medication.**

The dosage and time to be given must be entered into the medication register by the parent.

NON-PRESCRIBED MEDICATION (INCLUDING ALTERNATIVE THERAPIES)

Non-prescribed medication (i.e. over the counter medications and alternative therapies) will not be given to any child unless prior written permission and instructions from your child's doctor has been received by the supervisor/person-in-charge.

PARACETAMOL

Prior written consent is required for one initial dose of liquid paracetamol to be administered when the temperature of a child has exceeded 38°C. *Authorisation for the initial dose can be obtained from the director.

Following the administration of one only dose of paracetamol, a parent/contact person of the child will be notified as soon as possible, to collect the child. No further doses will be administered without a doctor's written instruction.

The parent is required to take the child to a medical practitioner for diagnosis if the fever continues.

Please note: All medication must be left in the designated areas for medication storage and a staff member informed. For the safety of children, under no circumstances is medication to be left in the child's bag, on top of lockers or any other unsecured location.

ADMINISTERING PUFFERS, SPACERS AND NEBULISERS

All asthma medication is to be administered as per the requirements of Prescribed Medication in the Giving of Medication policy. A letter from the doctor or instructions as per pharmacy label is required. Parents must provide an asthma management plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques. The individual spacer or nebuliser is to be supplied by the parent. A spacer must be used with a puffer for all children and a face mask is also required for children under three years. Nebulisers will not be administered more often than four-hourly. If more frequent use is required the child should not be attending the centre. The doctor's letter must be renewed every three months if ongoing use is required.

In the case of the child having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted or the child will be taken to hospital. You are required to show the staff member the procedure for using the nebuliser so that both staff member and child feel secure in using the machine.

CLEARANCE LETTERS

A clearance letter may be required if the centre staff are in doubt as to whether a child's health is of a suitable standard to return to the centre. We are at liberty to ask for a second opinion if we are concerned. A clearance form is available from the centre to simplify matters for the doctor.

IMMUNISATION

IMMUNISED CHILDREN

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's vaccination certificate or Medicare vaccination report obtained via a families <https://my.gov.au> registration is required for your child's file.

Please note: that it is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation.

CURRENT IMMUNISATION SCHEDULE

Age	Disease immunised against
Birth	Hepatitis B
2 months	Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)
	Pneumococcal conjugate
	Rotavirus
4 months	Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)
	Pneumococcal conjugate
	Rotavirus
6 months	Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)
	Pneumococcal conjugate
	Rotavirus b
12 months	Haemophilus influenzae type b and meningococcal C
	Measles, mumps and rubella
18 months	Diphtheria, tetanus, acellular pertussis (whooping cough)
	Measles, mumps, rubella and varicella (chickenpox)
4 years	iphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio)
	Measles, mumps and rubella (MMR) (to be given only if MMRV vaccine was not given at 18 months)

NON-IMMUNISED CHILDREN

We require a non-immunised child to be withdrawn from the centre in the event of an outbreak of a vaccine preventable disease until the outbreak has cleared. If your child is not immunised, you will be required to complete an agreement to "Withdraw a Non-Immunised Child" form stating that you will comply with this policy in the event of an outbreak of a vaccine preventable disease.

EXCLUSION TIMES FOR COMMUNICABLE DISEASES

The National Health and Medical Research Council, the Queensland Health Department, the South Australian Health Commission and the New South Wales Health Department guidelines have been used as our authority for the following

exclusion times for communicable diseases. Please check with the centre's staff or your GP if unsure or for update information if available.

INFECTIOUS DISEASES EXCLUSIONS TABLE

The Department of Health recommends that children who are physically unwell should be excluded from attending school, kindergarten and childcare centres. Please refer to the Department of Health's latest publication available from the Government website "[Time Out](#)".

HYGIENE PRACTICES

- A strict hand washing procedure for staff upon arrival, before and after wiping children's noses, before and after serving food or administering medication, and after cleaning equipment;
- The use of separate sheets, beds, cups, plates, cutlery and tissues for each child;
- Encouraging children to wash their hands upon arrival and before leaving the centre;
- Encouraging children to assist in keeping the environment clean and tidy.

HAND WASHING

Hand washing is said to be the most important way of controlling infection and preventing the transmission of disease. Children will be encouraged to wash their hands regularly throughout the day. Younger children will be assisted by staff to learn sound hand washing techniques.

FOOD AND NUTRITION

We encourage children to eat healthy foods. Fruit, vegetables, yoghurt, cracker biscuits, cheese and sandwiches are suggested as appropriate morning tea snacks. We suggest a healthy lunch of sandwiches, salads, pita bread, fresh/dried fruit, pasta, rice or yoghurt. Please send a water bottle each day for your child.

Please speak to the director for further healthy lunch ideas. **We request no chippies, lollies or soft drink please.**

SAFETY AT THE CENTRE -WORKPLACE HEALTH AND SAFETY

The safety of your child is of paramount concern to us. On a daily basis staff carry out routine procedures to ensure an optimal level of safety is maintained. Such procedures include: raking sandpits to check for foreign objects or animal faeces, covering sandpits.

A high standard of hygiene practices is implemented. These include:

- emptying water trays when not in use, and checking equipment and the environment for wear and tear ensuring all poisons and dangerous items are kept in locked cupboards
- filling out incident report forms to document injury
- training staff on accident and emergency procedures
- ensuring that safety devices (earth leakage device, thermostat control on taps) are installed

PERSONS AUTHORISED TO COLLECT CHILDREN

If you require someone other than an authorised person to collect your child, the centre must be notified in writing. In these instances, this person must present photo identification before the child is released to them. Verbal authorisation will not be accepted.

CUSTODIAL AND RESIDENT CONFLICT

Staff will respect and adhere to the restrictions stated in the order while respecting each individual's right to privacy. Should a restricted person attempt to collect the child, the supervisor will secure the safety of all children, staff, parents and visitors, and notify the police. The resident parent will then be contacted. Should a resident parent not have a court order and a restricted adult attempts to collect the child, the resident parent will be contacted. **Parents who wish to restrict another parent or family member from collecting their child must provide a certified copy of any court order (stamped with an official seal) to the centre upon enrolment or immediately following issue by a law enforcement agency. Should you have a concern about any safety issue please see the director.** Children must be collected and

signed out of the centre by an adult. At the time of enrolment, you must provide the names, addresses and telephone numbers of persons authorised to collect your child. It is your responsibility to notify the centre of any changes in this authorisation. The centre requires the signature of all persons authorised to collect your child. Children will only be released to the authorised signatories nominated on your child's file.

SECTION 8

COMMUNICATION

NEWSLETTERS

Newsletters are periodically sent out to each family. These may include reminders of upcoming events, fundraising events, meetings, current issues in early childhood, possibly favourite songs, rhymes, stories and other information the staff think may be of interest to you.

NOTICEBOARDS

Information about early childhood issues, theatre productions, community notices, parent information nights and other relevant items will be displayed on your centre's noticeboards. Please take the time to read notices regularly.

DAILY FEEDBACK

Each day you are given information about your child's day. This may be in the form of short notes sent home, a daily diary written by the director, or communication books. Please ensure you chat briefly with staff at the end of each day.

CODE OF CONDUCT

Biggenden & District Kindergarten & Daycare endeavours to be a supportive environment where staff, families and members of the kindergarten community act as partners in the best interest of the children who attend the centre.

In this educational environment it is essential that family, members, staff and visitors observe the following:

- 1. Abide by any policies, procedures or codes adopted by the centre. High standards are sought and expected and reinforce the ideals of the community.**
- 2. Behave in a respectful and courteous manner that sets a good example for the children in the centre.**
- 3. Show appreciation for all staff and volunteer committee members. Without them our centre would not be able to operate.**
- 4. Respect the rights, dignity and worth of every person and family regardless of gender, ability, cultural background or religion.**
- 5. Bullying and intimidation will not be tolerated at the centre in any form.**

CONDUCT UNBECOMING

If a parent, staff or community member is in breach of this code, the President (management committee) will meet with the supervisor and committee executive and/or ECECC to decide appropriate action. The President's decision will be final and binding.

CONCERNS AND COMPLAINTS

GRIEVANCE PROCEDURES

If a parent has a concern or complaint they should first talk respectfully with the person directly involved with the grievance. If you have any concern relating to the care of your child, a staff member, another child or, if you have concerns relating to financial difficulties, please see the Management Committee executive.

Parents and children will not be discriminated against or suffer any repercussions if they make a complaint. The complainant will be informed of the way the complaint has been addressed and the progress of the resolutions.

Parents who have complained against a staff member will be told of that staff member's response. Staff will be entitled to representation under the applicable award and will have their rights protected at all times.

The rights of all in the centre are respected and no visitors or parent/s may reprimand staff or other children.

We hope that all concerns of parents can be satisfactorily met, however, if you are unhappy with the result of the complaint handling you should approach the Management Committee executive.

After discussion with the parent, the supervisor and the management committee will investigate the complaint, focusing on the issue of concern. If a parent is not happy about the resolution of their complaint, they may contact the community resource officer, **Office for Early Childhood Education and Care Information Service (P: 1800 637 711 or 07 41259 379)** in their local area.

BULLYING

You can be assured that incidences of workplace bullying are rare in our kindergarten and Daycare. We believe this is due to the positive strategies we have in place to ensure our staff are happy, for we are well aware of the crucial and influential role staff play in your child's life. Please assist us in continuing to protect the rights of individuals by providing a safe and respectful work environment. We have grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. Bullying will not be tolerated at the centre in any form.

Welcome to the centre we look forward to working with you and your child.

Follow us on facebook

Opening hours:

Daycare Program 8am to 5pm

Kindergarten Program 8.30am to 2.30pm

Administration Office

9.30 to 2.30pm Monday and Tuesdays during school term

Ph: 07 4127 1259

Email: biggenden.kindy@bigpond.com