

Jacaranda Street

Community Kindergarten

Handbook 2018

Welcome to Jacaranda Street Community Kindergarten 2018

Dear Parents / Caregivers,

Firstly I would like to welcome you to our centre and thank you for choosing Jacaranda Street C&K Community Kindergarten for the beginning of your child’s educational journey. We look forward to sharing this important journey with you and your child and hope that you have long lasting memories of your time spent with everyone here at Jacaranda Street Kindergarten. We at Jacaranda Street Kindergarten are a family first centre, and invite families to enjoy their child’s experiences with them.

Jacaranda Street Kindergarten is a non –for –profit community organisation (affiliated with C&K). We rely heavily on parents to be a part of the Parent Management Committee in order to operate effectively. Jacaranda Street Kindy has successfully been run by volunteer parents for over 30 years, and we would love to have this to continue on in the future.  
  
I have been on the parent committee since 2016, and have had my older daughter attend this kindy in 2012. Being part of this centre and committee means I have been lucky enough to play an integral role in my children’s education and also the community. Jacaranda Street kindy is a special place and I feel honoured to have had my children’s experience start here and also be a part of it. It’s a delight to work so closely with our teachers to ensure our kindergarten is successful and remains true to its original ideals. In the time that I have been here I have made lifelong friends and gained lasting memories for myself and my children.   
  
I encourage you to be a part of our parent management committee as with your support it allows the valuable staff to be able to focus on what is most important, your child and their education.   
  
Kind regards

Chloe Groth  
President   
Parent Management Committee 2016 and 2017

Important Dates for 2018

**First Day for Group 1** – Monday 22nd January 2018

**First Day for Group 2** – Wednesday 24th January 2018

**Family Welcome Event – Sunday 18th February 3:00pm – 5:00pm**

Join us for afternoon tea. This is a fantastic opportunity to meet the staff and other families. At this event we will also hold our AGM where the new parent committee will be elected. The AGM takes about 15 minutes and it is very important that at least one adult from each family attends.

**Term Dates for 2018 are:**

Term 1 Monday 22nd January – Thursday 29th March

Term 2 Monday 16th April – Thursday 28th June

Term 3 Monday 16th July – Friday 21st September

Term 4 Monday 8th October – Friday 14th December

**Public Holidays 2018 *CHILDREN DO NOT ATTEND ON THESE DAYS***

* Australia Day -Friday 26th January
* Anzac Day – Wednesday 25 April
* Good Friday 30th March
* Labour Day Monday 7th May
* Ipswich Show Day – Friday 18May

**Pupil Free Days 2018**

* Wednesday 20th June
* Monday 22nd October
* Friday 29th June
* Wednesday 14th November

**CHECKLIST - WHAT TO BRING ON YOUR FIRST DAY**

* Kindy backpack
* Sheet Set in a sheet bag *(cot sheets are appropriate or a sheet set can be ordered and purchased from the kindergarten)*
* 1 library bag of similar size to sheet bag **CLEARLY NAMED**
* A water bottle is required **CLEARLY NAMED**
* A plastic lunchbox (no insulation required as these will be stored in the fridge)

**CLEARLY NAMED**

* 1 wide brimmed / legionnaire style hat **CLEARLY NAMED**
* 1 spare set of clothes **CLEARLY NAMED**

# Group Sizes

The maximum number of children in each group is 22. There will always be a minimum of 2 staff.

In 2016 our staff are –

Group 1 Maree Whitby (Co-director/Teacher) and Vikki Duxbury (Assistant Educator)

Group 2 Sarah Krause (Co-director/Teacher) and Julie Cutler (Assistant Educator)

# Hours

The hours for each group are **strictly 8:30am to 2.30pm.** No responsibility is taken outside these hours. Children must be signed in and given into the personal care of the teacher on arrival. **Please note the Centre does not open before 8:20am**. Staff are onsite to set up the kindergarten before this time and it is very important that they get this uninterrupted preparation time.

**Arrival Routines**

Parents need to fill in the sign in book upon arrival and departure from the centre. Children should place their bags, shoes and socks and fruit for morning tea into their lockers. Children are then required to wash their hands, apply sunscreen (if not done prior to arrival) and then wear their hats ready for outdoor play. Parents are required to place their child’s lunchbox in the fridge.

When necessary complete a medication form, putting the medication in the fridge ensuring that it is clearly labelled with the Doctor’s name, your child’s name and the instructions. Staff must be informed promptly about medication.

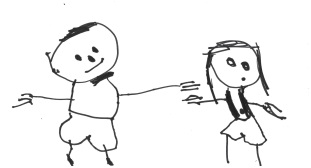
Puzzles and books (on respective days) are then returned and borrowed prior to commencing their day. Sheet bags must be placed in the sheet box and hand towels on the bathroom hook at the beginning of the week and collected for laundering at the end of the week.

# Sign in Book

All parents must sign their child in and out of the Centre in a book located on the patio. This is a legal requirement of the Child Care Act 2002. Emergency numbers or information may be entered daily in this book.

# Attendance

To comply with the Qld Government’s Kindergarten Funding Guidelines we offer each group 600 hours of kindergarten per year. Please see the calendar attached.

**** kids%20and%20bird ****

**About our Kindergarten**

* We are a not-for-profit independent community kindergarten. The Kindergarten started as a playgroup in 1971 and moved to the present site in 1979.
* Jacaranda Street Community Kindergarten has an affiliate agreement with C&K. An [affiliate/associate service](http://www.candk.asn.au/ck-your-cgb) is owned and operated by the volunteer management committee under an incorporated association. We use the policies and procedures provided to us by C&K as the basis of our operations. We also receive support and advice from C&K in regards to management of staff, compliance with the National Quality Framework (NQF)
* C&K is also our Central Governing Body (CGB)
* Has an approved building and playground, set in a natural environment which stimulates barefoot play and promotes learning.
* At Jacaranda Street Community Kindergarten every child has an opportunity to experiment, play, create and test their own theories about the world around them and beyond. Our approach is more than being part of the whole group and structured play. It is based on careful observation of individual needs and is about providing the time, space and resources for each child to dream and test their ideas. We encourage parents to form a partnership with educators and the child to promote the importance of early years which lay the foundations for success in life and learning.

At Jacaranda Street Community Kindergarten children are encouraged to make choices and decisions and to accept responsibility for these choices. All aspects of the child’s growth are promoted - social, moral, emotional, physical and cognitive.

**The Parent Management Committee**

Parents of children attending the Centre elect and form the Management Committee. Any parent with a child attending the centre is eligible to be nominated for a position on the Committee. Elections take place at the Annual General Meeting at the beginning of each year. Members of the Management Committee attend monthly meetings to make decisions on financial, business and social commitments of the Centre. Our Community Centre relies on your involvement to provide a complete learning environment with the support of the parents.

The Management Committee is comprised of:

**Executive Committee**: President, Vice President, Secretary, and Treasurer.

**We also have a number of other more general management committee positions**: Maintenance Officer, Workplace Health & Safety Officer, Fund Raising Coordinator and Grant Application Coordinator.

Throughout the year there are many opportunities for families to become involved in the life of the kindergarten; e.g. parent rosters, puzzle and book lending libraries, fundraising events, family luncheons, father’s nights, working bees and educational speakers etc. We encourage you to become fully involved. Our kindergarten cannot function without your support.

**The Role of the Director**

The Director or Nominated Supervisor is the authorised person in charge. They have a legal responsibility to ensure the safe operation of the service in accordance with State and National regulations. In accordance with the National Quality Framework we also must have an Educational Leader and at our centre, this person is also the Director.

The Director works closely with our team of educators, C&K and the Office of Early Childhood to ensure that the policies and procedures of the centre are aligned with the National Quality Framework (NQF) and are used as a basis for practice and decision making.

In addition, the Director has an important role in communicating with and supporting all parents within our centre, and to assist those on the parent management committee.

You can always contact the Director with any queries, concerns, ideas or feedback or to make an appointment. Tel: 3281 7173 Email: [director.jacst@gmail.com](mailto:director.jacst@gmail.com)

It is important that you share with us, information which may influence your child’s social and emotional wellbeing, their behaviour or general activity levels, so we would really appreciate it if you could let us know of unusual happenings or any such events. Events in family lifeeg. major illness, accident, or death of relatives, friends or pets, visits from grandparents, can be a major concern or excitement for children, and markedly affect their behaviour. Please be assured that as always, your privacy and confidentiality will be completely respected.

**If any information on the Enrolment forms changes eg. change of address, emergency contact numbers, etc. please notify the teacher immediately**

**Licensing**

Jacaranda Street Community Kindergarten is licenced by the Office for Early Childhood Education and Care for 22 places. We are licensed under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations. Our centre complies with the Act and the Regulations including the requirements about activities, experiences and programs, the numbers of staff members and children and staff qualifications. The Regulations are available at the service should you wish to view them. As per the Act and Regulations we have a compliance log book on site and this is available for parents to view; please do not hesitate to request access if you wish.

You can contact the Ipswich Office of the Department of Early Childhood Education at

07 3436 6290 or email : [ipswich.ecec@dete.qld.gov.au](mailto:ipswich.ecec@dete.qld.gov.au)

Level 3 | Icon Building | 117 Brisbane Street | Ipswich  QLD  4305

Private Mail Bag 2 | Ipswich  QLD  4305

**Fees and Funding**

The operation of all aspects of the Centre is the responsibility of the Parent Management Committee, with the funding of the Centre’s operation coming from two principal sources, namely government subsidy, with the remainder being raised through fees and fund raising efforts.

**Goods and Services Tax (GST)**

The Centre’s operation is subject to GST charges. All education related expenses are claimable, by the Management Committee, through the Australian Taxation Office.

**Deposit and Waiting List**

Waiting list – we no longer charge a fee to place a child on the waiting list.

Enrolment - A $50 enrolment fee is required to secure your child’s enrolment and cover your membership fee (see below). If you choose to participate in maintenance and other general volunteer activities throughout the year you can earn points that will accrue towards all or partial refund of the $40.00.

**Membership Fees**

The current membership is $10 per year. (Part of the $50 enrolment fee). Membership of the Jacaranda St Community Preschool and Kindergarten Association is compulsory for families whose children are attending the centre. One member of each family is then entitled to vote at meetings. Membership Fees will also apply to people with no child attending the Centre but are interested in a Committee position or who wish to vote at meetings.

**Levies**

A $75 resource levy applies for each term (total $300 per year). This levy is non refundable and will be invoiced with the term fees at the beginning of each term.

# Child Care Benefit

*The following information regarding Child Care Benefit is provided in good faith and is subject to change:* Community Kindergartens are REGISTERED Care Providers not APPROVED Care providers. Jacaranda Street Community Preschool and Kindergarten Carer Reference Number (CRN) is 421 921 728S

Claims must be made at Centrelink. At the end of each term the Fees Treasurer will provide you with the relevant receipts which are required when you lodge your claim. Claims can only be made after care has been given, even though payment is made in advance, i.e. term fees must be paid in full, then claimed back at the end of the term.

While there is a wealth of information online at [www.humanservices.com.gov.au](http://www.humanservices.com.gov.au), all parents are strongly advised to contact Centrelink Family Assistance Office to determine your eligibility for this benefit. The Centrelink Family Assistance Office telephone number is 136 150. Current Family Assistance Office Call Centre business hours are 8.00am to 8.00pm.

# Health Care Card

*The following information regarding Health Care Card is provided in good faith and is subject to change:* Families who present their current Health Care Card may be eligible to a reduction in Tuition Fees (not including Fundraising Levy & Maintenance Levy).

The criteria for this reduction are as follows:

1. Child must be 4 years old by 30th June in the year of enrolment.
2. Health Care Card must be current. If the card expires during the term, the subsidy will be applied, but not for the next one.
3. The actual card is to be presented to the Kindy so a copy can be taken.

If you have further questions regarding eligibility, please feel free to talk to the Treasurer, contact the QLD Government Kindy Hotline on 1800 454 639 or visit[**www.qld.gov.au/kindy**](http://www.qld.gov.au/kindy)**.**

# Fee Schedule 2018

# The fees for 2018 will be $27.00 per day.

# There are 2 methods to pay for your child’s kindergarten fees.

## Option 1: Full Year Payment

A discount of $100 applies if the full year’s fees are paid in Term 1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yearly Fees | Total Weeks | Days | Fee Total | Levies | Total | **\*TOTAL**  **DUE** |
| Group 1 | 41 | 100 | 2700.00 | 300.00 | $ 3000.00 | **$ 2900.00** |
| Group 2 | 41 | 101 | 2727.00 | 300.00 | $ 3027.00 | **$ 2927.00** |

\*TOTAL DUE includes $100 discount

**Option 2: Quarterly Payments**

No discount applies if the year’s fees are paid quarterly.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **GROUP ONE** | | | | **GROUP TWO** | | | |
| **Term** | **Weeks** | **Days** | **Daily Fees** | **Levies** | **Total Due** | **Days** | **Daily Fees** | **Levies** | **Total Due** |
| Term 1 | 10 | 25 | 675 | 75.00 | **750.00** | 25 | 675 | 75.00 | **750.00** |
| Term 2 | 11 | 26 | 702 | 75.00 | **777.00** | 27 | 729 | 75.00 | **804.00** |
| Term 3 | 10 | 25 | 675 | 75.00 | **750.00** | 25 | 675 | 75.00 | **750.00** |
| Term 4 | 10 | 24 | 648 | 75.00 | **723.00** | 24 | 648 | 75.00 | **723.00** |

# Fees Payment Dates

|  |  |  |
| --- | --- | --- |
| **Term** | ***Invoice Date*** | ***Payment Due Date*** |
| **Term 1** | *Wednesday 24th January* | Friday 23rd February |
| **Term 2** | *Wednesday 28th March* | Friday 27th April |
| **Term 3** | *Wednesday 27th June* | Friday 27th July |
| **Term 4** | *Wednesday 19th September* | Friday 19th October |

## PAYMENT OF FEES AND LEVIES

There are four terms in the semester system and fees are payable four times per year. Invoices are issued in the first week of Term One, then in the last week of Terms 1, 2, and 3. Fees are due by the end of the third week for Term 1, and the end of the second week for Terms 2, 3 and 4. **There is a $50 late payment fee if fees are not received by the Final Notice due date.** Failure to make fee payments in accordance with the due dates could result in loss of your child’s place at the centre.

**Payment Options:**

The different options and all information required are specified on the term invoice.

Owing to security issues NO CASH PAYMENTS ARE ACCEPTED FOR FEES. The following options are offered: **Internet Payment or Direct Debit**

* **For Internet Payment**

**Account name: *Jacaranda Street Community Preschool and Kindergarten***

**BSB: *633-000***

**Account number:*****115 258 170***

**Bank: *Bendigo***

**NO PART PAYMENTS. FULL INVOICE AMOUNT ONLY.**

*You* **must** *put a reference on your deposit/transfer saying:*

**(child’s family name) term (--) fees**

* **For Direct Debit see attached forms**

**ARREARS**

**Please note:** If you are experiencing difficulties making payments by the due date, please contact the **Fees Treasurer** as soon as possible to discuss how your account can be settled. All requests for adjustment to payment of Fees will also have to be in writing.

**Payment Plans:**

Payment Plans are available to families who may have difficulties meeting the Quarterly Payments schedule. Payment Plan requests must be made in writing to the **Treasurer** as soon as possible before the Invoice Date set out in the Fees Payment Dates section of this Prospectus. The **Treasurer** will then review your request and if accepted, the Treasurer will then prepare a plan in consultation with you. Depending upon your circumstances, Payment Plan requests may be accepted after Invoice Date and before the Payment Due Date. Payment Plan requests will not be accepted on or after the Payment Due Date.

Fees are payable on all sick days and public holidays that occur during kindergarten terms.

It is a condition of enrolment that the **fees policy and agreement is to be cited, read and signed** by parents or the person responsible for paying fees.

**The administration procedure for fees in arrears is as follows:**

* A Reminder Notice Invoice will be automatically generated for all accounts that remain unpaid once the First Invoice due date has passed.
* A Final Notice Invoice and/or phone call will be automatically generated for all accounts that remain unpaid once the Reminder Notice Invoice due date has passed.
* If the Final Notice Invoice is not paid on time and in full, your child’s attendance at the centre will be immediately suspended until payment is completed. If the account remains unpaid for one week after the Final Notice Invoice due date your child’s place may be offered to another family.
* Accounts that remain unpaid will be placed in the hands of a debt collector and any costs incurred relating to the collection of the debt will be added to your account. This may also affect your credit rating.

**Our program**

We implement the approved C&K curriculum *Building Waterfalls* which enables us to meet the requirements of the *National Quality Standards* and the *Early Years Learning Framework* (EYLF). Our learning program aims to provide quality, equitable education and care for all children.

We recognise and program for each child, respecting their unique abilities, interests, gender, cultural and social backgrounds.

*Building Waterfalls* describes an approach to living, learning and teaching that communicates:

* children as competent and capable
* families as each child’s first and primary educator
* teachers as knowledgeable and respected educators of young children
* early childhood education and care settings as inclusive and sustainable living and learning communities

*Building Waterfalls* has four shared understandings which are central to the framework. The shared understandings are the guiding assumptions that steer every interaction, negotiation and collaboration within the curriculum.

**Connecting**

We are connected to family and community.  
We connect with, make meaning of, and build upon what we know.  
We are connected to natural and built environments  
We are of the present, with unique connections to the past and future.

**Enlarging**  
We share a sense of belonging, wellbeing, identity and connection to others.  
We are valued and treated with dignity, justice, equity and respect.  
We feel safe, nurtured and cared for.  
We share reciprocal, respectful and satisfying social interactions and relationships.

**Listening**  
We are open and sensitive to new possibilities and perspectives.  
We contribute to an equitable, just and democratic learning environment.  
We express, share and honour values, beliefs and traditions.  
We are active negotiators in our own learning.

**Exploring**  
We are active participants in building knowledge together.  
We are competent and capable enquirers, thinkers, researchers, communicators and decision makers.  
We are unique individuals, rich in ideas, theories, experiences and knowledge.  
We represent and share our understanding, knowledge and thinking in many ways.

Each week you will receive an overview of what the children have been doing, exploring and learning as a group. In addition, throughout the year, the teaching staff will create a number of individual learning stories for each child.

Your child will receive a *portfolio* or *learning journal* in the first week of term 1. The portfolio is a record of your child’s learning in their kindergarten year and we will work with them to select items of their work, their thoughts and experiences to include. You are also invited to share information about your child’s learning experiences in the home and community. Many parents bring in photos or drawings from home. Some include visits from special relatives or friends, or trips away. You are most welcome add to your child’s portfolio at any time.

At the end of the year you will take home your child’s portfolio, learning stories and an electronic copy of photos from throughout the year. You are welcome to review these at any time.

**The National Quality Framework**

The National Quality Framework (NQF) encourages services to provide a high quality and consistent standard of early childhood education and care across Australia. The NQF includes:

• a national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations

• a National Quality Standard (NQS)

• an assessment and rating system

• a regulatory authority in each state and territory who have responsibility for the approval, monitoring and quality assessment of services

• a new national body responsible for providing oversight of the new system and ensuring consistency of approach – the Australian Children’s Education and Care Quality Authority (ACECQA)

Services are assessed and rated against seven quality areas, 18 standards and 58 elements that make up the National Quality Standard. The standards cover children’s development and education as well as relationships with families, educator qualifications, and the service environment.

The National Regulations require approved services to have a ***Quality Improvement Plan*** (QIP). We use the QIP to help self-assess our performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities to assess our service. You can view the QIP at the centre at any time.

Documents relating to the National regulations are also available at the kindergarten or for more information regarding the new National Regulations please go to www.acecqa.gov.au

C&K has developed a range of policies to support educators and families to deliver the highest quality education and care. These comprehensive and detailed policies and procedures ensure your child is safe in a C&K service. As an affiliate service we have adopted many of these policies and procedures or adapted them to our unique circumstances. A full list and details of the policies and procedures are available to view at the kindergarten at any time. In addition, a summary of those most frequently used is included in this document.

Legislation, NQS, as well as information and advice from recognised authorities and feedback from educators, are all used during policy review and development. We encourage all families and educators to contribute to policy review. If you would like to be a part of this process please contact the Director.

Parents will be advised of policy changes through service newsletters and notice boards.

C&K practices comply with all relevant state / territory and federal legislation. All educators are trained in child protection procedures and are provided with a variety of resources and development opportunities to make certain your child’s safety. All C&K educators and employees are mandated to report suspected child abuse.

**General Information**

**Enrolment**

Children are enrolled from the order in the admission register and no preference is allotted for any reason.

Before your child attends, an initial interview with parents is arranged. At this, there is discussion concerning your child’s health and development, which enables the teacher to know your child’s needs and special requirements. The C&K Enrolment Booklet attached must be completed and brought to this interview. You will need to provide emergency numbers, family doctor’s name and phone number, child’s allergies and any other relevant information**. A $50 deposit (Non-refundable if your child does not attend the kindergarten) is required to secure the child’s enrolment and cover your membership fees.**

**Parent Information Night and Initial Interview**

At the New Parent Information Night you will receive an enrolment booklet, attendance calendar and a Prospectus. Both parents are asked to fill out the enrolment booklet before you attend the initial interview with your child at an arranged appointment time.

Each child’s family has an interview with the Director/Teacher for their child’s group. This allows the teacher to develop an initial profile of your child. Any of their additional needs can be discussed at this meeting. This is your opportunity to discuss any questions you may have regarding the educational program or the care of your child while attending Jacaranda Street Kindergarten.

# Laundry

Each family is asked to do one load of washing (i.e. tea towels, hand towels, tablecloths, etc) once per semester. The weekly rotation is given out at the start of the semester and displayed on the glass partition. Please make a note of when your turn is coming up to ensure that you pick up your bag of washing. This is a simple but necessary task that needs to be shared among everyone to be fair.

# Clothing and Bedding Requirements

* Each child requires a sheet set for rest time. Cot sheets are the perfect size, or alternatively you can purchase a sheet set from the kindy.
* You will also need 1 sheet bag approximately 40cm square with drawstring top

# Clothing

We ask parents to send children in easily laundered clothes. Kindergarten/Preschool is a messy place. Expect the children to get dirty. **At least one spare set of clothes must be placed in the child’s bag each day. Please ensure that ALL of your child’s belongings are named** – particularly sheets, sheet bag, library bag, plastic cup, hat, lunch box. You do not have to have fancy or expensive labels for this, a black permanent marker is fine to use, just make the writing clear and legible.

**Hats**

Children **MUST** wear a legionnaire’s hat or a wide-brimmed bucket hat when playing outside. Please mark all articles with your child’s name.

# Shoes

Children are encouraged to go barefoot every day except when it is extremely cold. Children have a much better grip when climbing in bare feet than when wearing shoes. Footwear should be worn to and from home. We encourage children to put shoes and socks on and take them off. This Centre recognises the benefits of barefooted play for children’s safety, growth, and the development of sensory awareness. Shoes are a hazard in outdoor play areas. Nerve endings in the feet can sense the variety of textures. Bare feet can grip climbing equipment and promote more effective balance and control, e.g. during music sessions or when climbing.

# Food

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## Morning Tea

In a container, clearly named each child brings either a whole piece of fruit, cut up fresh fruit, dried fruit, or vegetables for morning tea (e.g. apple, pear, banana, carrot, beans, peas, tomato or cheese). This container is left in the child’s locker until morning tea. (Please keep it separate - not in lunchbox). No biscuits or snack foods please. If you feel that your child has extra dietary requirements, please contact the staff.

## Lunch

Lunch is to be packed in an unbreakable plastic lunch box clearly named. Sandwiches or salad with fruit, dried fruit, yoghurt, dry biscuits or cheese is recommended for lunch. Plastic lunchboxes are preferred as lunches are stored in the fridge and do not require additional insulation. **Water is supplied and drinking regularly is encouraged; please do not bring juice or cordial.**

To foster sustainable practices and minimise waste we encourage you to send food in reusable containers.

# Lending Libraries

We have an extensive range of excellent books for children and parents. The hard backed books remain at the centre to be shared with children, parents, friends and teachers. Children may borrow two soft backed books weekly if cared for and travel in a **library bag**. The Monday group borrow on a Monday, while the Thursday group borrow on a Friday.

One puzzle may be borrowed per week (the Monday group borrows on a Tuesday and the Thursday group borrow on a Thursday). All books and puzzles must be signed in and out. Three weeks before the end of the year, each family is asked to remove the photo from the puzzle bag, launder the bag, then reattach the photo and return the puzzle.

**(Lost books and puzzles must be paid for. The cost is $30 per item.)**

**Timetable**

A timetable will be displayed in the Kindergarten for each group which outlines approximate times and activities that occur throughout the day.

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# Toys

The Centre does not encourage toys to be brought to the Centre. Items of interest are encouraged for the Nature/Science Table (e.g. rocks, shells, insects, bones, and seedpods). Flowers are always welcome to enhance the environment.

# Birthdays

Birthdays are very important to the children and we always enjoy celebrating them in the Centre. Parents may provide a cake or patty cakes with candles to share with the group. If there are decorative lollies on the cake please ensure there is enough for each child. If your child has an allergy, please provide cupcakes to be frozen. No extra sweets or cordial, thank you.

# CENTRE POLICIES

Policies are continually under review so as to provide the best possible service for families. The following is a summary of some policies in relation to the most frequently asked questions

## PARENT INVOLVEMENT

Our Centre recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels, e.g. sharing skills and interests in the educational program, attending parent meetings and social functions, and becoming involved at Committee Management level. Parents are welcome to put their name down on the Parent Roster twice a term to enjoy their child’s participation in the program. When parents are unable to participate, grandparents or carers are welcome.

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## ANTI-DISCRIMINATION POLICY OR INCLUSION POLICY

When children enter an Early Childhood setting, Kindergarten or Preschool, they bring with them a rich variety of cultural and social backgrounds and experiences. Our Centre recognises the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture.

## FIRST AID

All staff in contact with children hold a current Senior First Aid Certificate.

## STAFF PROFESSIONAL DEVELOPMENT

The Centre actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops and conferences. The Early Childhood Education Award State requires teaching staff to participate in professional development each year in their own time.

## ENVIRONMENT

This Centre actively promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with care and respect and are allowed to remain free while appropriate observation for children’s information is made.

The planting of trees and shrubs indigenous to a particular area is carried out on a regular basis to give effective shade and to provide habitat for birds and other wildlife. Hygienic composting of lawn clippings and fruit waste is practised. Care of the environment is fostered among children and adults.

The use of fresh food is encouraged for lunch and morning tea to minimise the use of excessive packaging and non-recyclable products. This is a conservation issue as well as a nutritional one.

Pest control is carried out annually during vacation times.

## SUN CARE

This Centre requires children and adults to wear legionnaire or broad brimmed hats and appropriate clothing for outdoor activity. Each child must have his or her own legionnaire or broad brimmed hat, **clearly named**.

Sunscreen must be applied before the child attends each day at the Kindergarten. If you arrive at the Kindergarten and you have not applied sunscreen to your child, it will be available for you to apply on arrival.

A waiver must be signed in the instance of a parent not wishing to apply sunscreen to their child.

## FOOD AND NUTRITION

The Centre upholds the concept of wholesome nutrition based on the basic food groups. Parents who wish to send food for the whole class are asked to discuss this with the staff before they send it.

Parents are advised against sending any food with a high sugar content. **Muesli-bars, roll-ups, sweet biscuits, cakes and sweets are not acceptable for lunch at the Kindergarten**. If parents wish their child to have these items, it is recommended that they do so at home where teeth can be cleaned immediately after eating.

## HOLIDAYS

When holidays are taken during the school term, the child’s place in the group will be retained. Staff must be informed of the period of absence and fees must be prepaid.

## ABSENCE OF A CHILD

Parents must notify staff if their child is to be absent.

## COMMUNICATION

Parents are encouraged to speak with their child’s teacher about their child’s progress, or any concerns they may have. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and positive co-operation.

Where discussion is needed please feel free to make an appointment for a phone or personal interview with the teacher outside of session times, rather than taking the teacher’s attention away from the children. This is especially important to note during drop off and pick up times, as the teacher is very busy greeting all of the children, then settling them into their day. An appointment at a separate time also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

## COMPLAINTS PROCEDURE

Where a parent has any concern relating to the program, the waiting list or roll, this Association advocates that the parent make direct contact in writing with the Director/Nominated Supervisor. You can email her at: director.jacst@gmail.com

Where a parent has any query relating to the payment of fees or any matter relating to Committee Management or administration, this Association advocates discussion supported in writing with the appropriate Committee Member. Committee email: jacst@bigpond.net.au

If the matter cannot be resolved, the C&K Early Education Consultant may be asked to assist.

C & K 257 Gympie Road Kedron Qld 4031

Telephone: 07 3552 5333

## STUDENT PLACEMENT/WORK EXPERIENCE/VOLUNTEERS

This Centre recognises the importance of student placements as being consistent with the long-term training of staff in the provision of quality education and care for children. Students are supervised both by Centre staff and by University/TAFE staff. *However, acceptance of placements of students must be determined upon consideration of the children’s needs at the time*

This Centre may accept placement of volunteers but only after the commitment to students has been met and after full investigation of the person concerned. Volunteers will work under the guidance of qualified staff. All adults 18 years and older must hold a current Blue Card.

## PARENT’S RESPONSIBILITIES

It is the parent’s responsibility to notify the child’s teacher regarding changes in information recorded about a child.

It is the parent’s responsibility to read all the information relating to the Centre in order to be familiar with policy information.

It is the parent’s responsibility to comply with relevant health and hygiene policies of the Centre and to participate in the Centre’s activities.

## ARRIVAL AND DEPARTURE

It is required that children be brought to the Centre and be collected by a responsible adult who is 18years or older, and on the list of authorised people to collect the child.

On arrival the custodial parent should sign the attendance book and take the child to a staff member.

When departing, the parent should ensure that the staff are aware that the child is ready to leave. Staff must be informed if an adult other than the custodial parent will be collecting the child. A signature and time of departure is required on the attendance book on leaving. The Centre staff require time to prepare and tidy up at either side of program times. Parent’s co-operation is sought in keeping to the session times.

## EXCURSIONS

Parents will be notified if the children are to go on an excursion or outing. Children will leave the Centre only if the ratio is as per the policy. Children must wear sandals, sneaker or shoes with laces (not thongs, waterproof boots or shoes with slippery soles).

Permission slips for each excursion must be signed by the parent prior to departure.

Any Adult accompanying children on an excursion must hold a positive notice (blue card) unless they are a parent of a child on the excursion.

## SICK CHILDREN

We adhere to the information contained in “Staying Healthy in Childcare v.5” Which is available to be viewed in the office. Some of the key points are:

* Children with contagious illnesses will not be admitted to the Centre.
* Parents must contact the Centre to report contagious illnesses.
* In the event of a child becoming ill in the Centre, the parent will be contacted, therefore it is imperative that the parent ensures the current telephone numbers are with the person-in-charge at all times.

In the event of a parent or contact not being available, the Director or person-in-charge will take whatever steps are considered to be necessary to ensure the child’s well-being, which could include calling an ambulance.

## INJURIES

Parents of an injured child will be contacted promptly.

An “incident” register is kept at the Centre to comply with the Workplace Health and Safety Regulations.

## EMERGENCY AND EVACUATION PROCEDURE

Fire drills are practised regularly and recorded. The Evacuation Notice in the kitchen is to be read by all adults who enter the Centre.

## SMOKING POLICY

No smoking at any time on the premises.

## PARKING

Please park in the designated car park area between the church and church hall unless full and in these circumstances you may angle park along the church ground eastern timber boundary fence. This is in order to comply with the leasing arrangements with the church and also to do with child safety.

Parents are asked not to park in the area between the Kindergarten and the Sunday School Hall.

## PARENT LIBRARY

The Parent Library operates on a fortnightly borrowing process. Please write name, title, and date in the book provided.

## MEDICATION & HEALTH

The giving of medication to a child at the Centre will be in accordance with the C & K Policy Statement on Health: The Giving of Medication. If your child has any special health needs this should be discussed with the Centre Director.

The Centre’s policy with respect to immunisation is in accordance with the C&K policy. The policy requires parents to complete an agreement with respect to their responsibilities relating to the notification and withdrawal of children from the Centre as applicable in the event of a vaccine preventable disease being noted.

If your child requires immediate medical attention, or we require an opinion from a Medical Professional, we will endeavour to telephone you. C & K suggest in these instances an ambulance be called.

If medical attention is not required, the staff must complete a report in the accident/incident book which is maintained by the service for that purpose. This report should be witnessed, read and signed by the child’s parents/guardians.

Written consent by the parent is required before one (1) single dose of liquid paracetamol will be administered to a child for high fever, greater than 38ºC.

Anaphylaxis (Severe allergic reaction): An anaphylaxis action plan must be developed in consultation with the child’s physician, parent/guardian and the early childhood service.

## HEALTH & HYGIENE POLICY

A high standard of health and hygiene practices are implemented in the Centre. All children are encouraged and assisted to follow safe and correct hygiene practices. The children are shown how to wash their hands:

* using a pump pack of liquid soap and running water;
* counting to ten while washing palms of the hands, between the fingers, backs of the hands, thumbs and wrists;
* counting to ten while rinsing under running water, rubbing all of the hand.

Parents are encouraged to assist children to wash hands on arrival. Staff assist children to wash hands before handling food, before eating, after outside play, after going to the toilet, after touching nose secretions and before going home.

Staff, parents and volunteers should endeavour to role model correct positive hygiene practices, i.e.:

* The use of separate sheets, beds, cups, towels and tissues for each child.
* The use of gloves in food preparation, i.e. parent cutting up fruit.
* Cleaning with warm water and detergent of all equipment used by the children.
* Children’s bathrooms are cleaned daily, floors mopped and shelves wiped over.
* Children are encouraged to assist in keeping the environment clean and tidy.

## REST TIME

The Kindergarten curriculum must incorporate a balance of activities for children including opportunities for rest and relaxation. The provision of a well-planned rest period is required by the National Quality Standard. Individual interests and needs of children are taken into account. We believe rest time:

* provides an opportunity for the child to sleep/unwind;
* helps the child learn to relax;
* provides a time of uninterrupted quiet.

Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. Rest time is a quiet time. It is an opportunity to think and plan, and relive experiences. Sleep is not compulsory, but the opportunity for children to sleep, if necessary, must be available.

## CHILD FREE PREPARATION TIME

C&K recognises the value of child-free time before and after the Kindergarten/Preschool program. During this time, the teachers prepare the environment, maintain their written curriculum and administration records, conduct staff meetings, and attend regional meetings. These additional duties serve to enhance the quality of the program offered to parents and children.

Parent co-operation is required in supervising your child until 8:30am and collecting your child promptly at 2:35. Consistent breaches of this policy will be referred to the Management Committee.

## CONFIDENTIALITY AND PRIVACY

The Centre endeavours to maintain confidentiality and to protect the privacy of all children and their families.

Upon enrolment, parents are requested to sign a form indicating whether or not they agree to their child being photographed by the media, students, visitors or for any promotional purposes.

1. **CHILDREN WITH ADDITIONAL NEEDS**

Our Kindergarten will endeavour to integrate children with additional needs into the program. Additional needs children may be defined as children who possess some areas of developmental delay, hearing/ vision loss or impairment, behaviour which varies significantly from the norm or long term illnesses or diseases which require special attention.

Documentation will be required in order to apply for additional funding for support staff to assist these children.

## CANCELLATION OF ENROLMENT POLICY

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

