



Silkstone Baptist Community Kindergarten

2019

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Please read this information book carefully as you will gain a clearer understanding of how our Kindy operates and you will feel more confident in communicating with staff.

INTRODUCTION

Welcome to our Kindergarten. We hope your time with us will be both beneficial and happy for children and parents. We appreciate, respect and encourage individuality and interdependence of

all children, including those from culturally and linguistically diverse backgrounds and children with a disability or an additional need.

At this Centre we value:

- Each child as a unique individual
- That play is the main way young children learn and is therefore the central feature of our curriculum.
- Each child's needs and interests are valued and catered for.
- Strong links and communication with family is valued and important to us.
- As a Community Kindergarten, we welcome all children and families from all backgrounds.
- The staff work together to provide consistent and high quality early childhood education for your children.

Our Centre aims to provide home-like atmosphere within a caring and stimulating environment for each child. Parents and other family members are always welcome at our Centre through our "Open Door Policy". **"Open Door" policy is where parents are able to spend time with their child at the Centre during the program but prior notice is necessary with the staff.** Children are given the opportunity to make choices in their play, which helps develop thinking skills, creativity and responsibility. Children are encouraged to share, take turns, and co-operate in their play. The children will have the opportunity to engage in experiences that are teacher and child initiated, e.g. painting, collage, play dough/clay, sensory play, drawing, puzzles, blocks, construction, music, singing, storytelling, books, outdoor play, sings, climbing, slides and sand and water play.

C&K Silkstone Baptist Community Kindergarten has had a long association with the Silkstone Baptist Church. The kindergarten began operation over 50 years ago as the Silkstone Baptist Church Child Care Centre. One aspect that has remained over this time is the provision of a program that acknowledges Christian values. We acknowledge this by saying a short prayer of thanks before we eat and sharing stories at Easter and Christmas.

The Kindergarten curriculum will include:

- Experiences to support and encourage creativity in children
- Experiences to support the development of physical, emotional, thinking and social skills
- Experiences to support and encourage literacy and numeracy development
- Group experiences to develop concepts and skills in music, language and thinking
- An environment that is welcoming, caring and supportive, so that everyone feels part of the group and enjoys their day at Kindergarten.

The C & K Curriculum "Building Waterfalls II" is used for reference and guide to our planning and curriculum development. Documentation/portfolio is a powerful tool for viewing the learning processes of both adults and children. This gives them the opportunity to review their thinking and provide our teachers with the knowledge they need to ensure your child's time with us is full of wonder and possibility. We also make reference to the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines.

Finally, we welcome you and your child to Silkstone Baptist Community Kindergarten, and are glad for this opportunity to work together with you in the education and care of your child. If you have any questions about this handbook or our Centre, please talk to the staff.

CRECHE AND KINDERGATEN ASSOCIATION OF QUEENSLAND (C & K)

This Centre is affiliated with C & K, a non-profit, community controlled organisation that ensures a high quality of care and education for your child by maintaining regular checks on staff qualifications, programming and safe environmental standards. C & K distributes a grant from Department of Education and the Arts (DECKAS funding) that pays a certain percentage of staff wages only. Fees and fundraising are needed to cover the remaining wages and costs of running this Centre, without making a profit. If you wish to know more about C & K, please read through their publications. Our current C & K Area Manager is Robyn Hine, and for C & K Headquarters phone 3552 5316. www.candk.asn.au

The way in which kindergarten programs are provided in Queensland is changing, these changes, started in 2011. As part of the changes required under the new Queensland Kindergarten Funding Scheme, all community kindergarten services are required to be a member of a Central Governing Body and be an approved kindergarten program provider. We have chosen C & K as our Central Governing Body who is an organisation approved by the Minister for Education and Training to administer Queensland Government funding and to support member services to provide quality and inclusive kindergarten programs.

GRIEVANCE PROCEDURE

If you have any problems with the staff or program we provide, please follow the procedure outlined here:

1. Speak to the director of the Centre.
2. If unresolved to your satisfaction, approach any of the Management Committee, including a written statement of the concern. The matter will then be discussed at the next monthly committee meeting.
3. If you still have a problem, contact the Office of Early Childhood Education and Care.

This Centre is accredited by the Department of Education, Training and Employment. The Ipswich Regional Office's telephone number is 07 3436 6204. The Kindy is regularly inspected for compliance with the Standards and Regulations for the early childhood industry.

National Quality Framework

On 1 January 2012, the National Quality Framework was established and applies to most long day care, family day care, preschool (or kindergarten) and outside schools hours care services.

National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a national legislative framework
- a National Quality Standard
- a national quality rating and assessment process
- a new national body called the Australian Children's Education and Care Quality Authority.

The National Quality Framework took effect on 1 January 2012 with key requirements being phased in overtime. Requirements such as qualification, educator-to-child ratios and other key staffing arrangements will be phased in between 2012 and 2020.

National legislative framework

The national legislative framework is established through an applied laws system and consists of:

- the Education and Care Services National Law
- the Education and Care Services National Regulations

It creates a jointly governed uniform national approach to the regulation and quality assessment of education and care services and replaces existing separate licensing and quality assurance processes. For many services this integrated approach means less red tape.

A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework, including approving, monitoring and quality assessing services. It will be the first point of contact for services.

A new national body—the Australian Children's Education and Care Quality Authority—will oversee the National Quality Framework and ensure the consistent and effective implementation of the new system.

Silkstone Baptist Community Kindergarten received an Overall Rating of Exceeding the National Quality Standards.

MANAGEMENT COMMITTEE STRUCTURE AND INFORMATION

Our Centre is a community kindergarten run by a committee of parents and interested members of the community. It is a non-profit organisation providing early childhood education for 3.5 - 5 year olds. To become part of this committee you must come to the Annual General Meeting (AGM), be elected on to the committee. When you enrol your child at the Centre, the Association Membership is automatically included in your levy. Other community members also pay \$2 membership. Except for the teaching of the children, the committee is responsible for the smooth running of the Centre in every aspect, including but not limited to, financial management, fee collection, fundraising, maintenance and improvements to buildings and equipment, and decision making for short and long term plans for the Centre, and are **responsible for meeting the standards of various Government Departments and C & K.**

The AGM is held in February/March each year and parents are strongly urged to become involved in the decision-making processes affecting your child's Centre. The following positions are up for election each AGM -

- President - chairs the monthly meeting, signs official paperwork, liaison with C&K and the landlord, ensures that decisions are made and carried through.
- Vice President - fills in the president's role in case of the president's absence, assist the Executive in their Roles and any special projects.
- Secretary - records, types and distributes the minutes of meetings and records and addresses inwards and outwards correspondence, maintains official files, completes all forms.
- Treasurer/ Bookkeeper - Outsourced
- Assistant Treasurer/ Fees Co-ordinator - handles Kindy fees and receipts, banking.
- Maintenance Officer - performs simple maintenance of the Centre and co-ordinates working bees, reports to committee regularly.
- **Members of the Executive are required to attend all C & K Management and Training Sessions. The Committee's work load may vary each year.**

All committee members must obtain a Blue Card as they are deemed to be the Business Management.



Philosophy

At Silkstone Baptist Community Kindergarten we view children as unique individuals and social learners. We understand that children come from many different backgrounds and bring a unique range of strengths, experiences and understanding of their world. C&K Silkstone follows the Building Waterfalls curriculum developed by The Crèche & Kindergarten Association, which is a play based, co-constructed curriculum that focuses on the needs of the child. It encourages the children to represent their own ideas and understandings as they actively play and interact with others. Play is valued as a significant tool for learning, providing insights into children's interests, skills, and thinking. We believe partnerships are integral to the development of a co-constructed curriculum and endeavour to ensure that families are given the opportunities to participate in all aspects of our learning community.

At Silkstone we encourage healthy and sustainable practices. The well-being and development of children is at the core of all aspects of decision making at the kindergarten.

In relation to children we:

- Protect and promote children's wellbeing, health, safety and security.
- Acknowledge children as active and competent learners and value their individual learning styles, paths and processes.
- Encourage children to be active partners in their learning.
- Encourage children to develop the skills that will support them through life in the rapidly changing world that we live in; listening, negotiating, compromising, sharing, respecting themselves and others, risk taking, problem solving and resilience. All significant skills and strengths for life.
- Support children's exploration of the natural world and foster their understanding of sustainable practices.

In relation to Families and the Community we:

- Recognize families as children's first and most influential teachers.
- Recognize the diversity within our community, and that each family brings with it their unique culture, values and beliefs.
- Seek to develop and maintain positive relationships based on trust and mutual respect, encouraging two-way communication and participation in the life and decision making process in the kindergarten.
- Endeavour to connect children and families with each other and the local community, local schools and family support services.
- Celebrate the richness of the history of Silkstone Baptist Community Kindergarten and the connection the Centre has with the community past, present and future.

As Educators we:

- Are guided professionally by the Early Childhood Australia Code of Ethics.
- Embed Building Waterfalls and the National Quality Standards into our daily practice.
- Support, equip, challenge, extend and add complexity to children's learning and development.
- Celebrate children's learning and thinking making it visible in ways that are significant to the children and their families.
- Promote and value ongoing professional development and learning and reflective practice

The Importance of play

Building waterfalls recognises the value and richness of play as a catalyst for children's learning and their ongoing engagement in meaningful experiences.

When children play they approach experiences with interest, ownership, empowerment and possibility.

In addition, *Building waterfalls* acknowledges that adults play a significant and powerful role in valuing and supporting children's play. Adults who recognise play as an important learning experience and actively support that play make a difference to the level of play that occurs (Dockett et al 1999).

Adults have a responsibility to:

- Ensure that children maintain ownership of their learning
- Empower children to make choices and decisions
- Actively participate with children in formulating and developing ideas
- Propose other opportunities and possibilities
- Discover what makes children curious
- Connect with, support and extend children's ideas and understanding of the world
- Allow children to tell their own stories through active exploration of both the natural and built environment
- Create physical and social environments, together with children, that are meaningful and rich in experiences and resources
- Share the value of time and peace
- Learn with and alongside children.

C & K Curriculum Working Part 2005.

Play allows children to:

- Make sense of real-life situations
- Develop awareness of themselves and others
- Explore, investigate and experiment
- Be actively involved in learning
- Draw and test their conclusions
- Develop self confidence
- Express their ideas and feelings in many different ways
- Inhabit imagined situations
- Act out and come to terms with experience at home or with friends

FEES

Fees are calculated on a yearly basis. This figure is **divided to give ten equal monthly payments**

- 5 Day fortnight Group \$2700.00 per year. (\$27.00 per day/40 weeks per year)
- LEVY FEES of \$250 per year.
- Monthly payment \$295.00 (Fees and levies inclusive)
- \$50 deposit to be paid at Interview. This amount will be deducted from the final invoice of the year.

Health Care Card Subsidy is applied to all valid Health Care Card Holders when relevant current documentation is held at the centre. This subsidy is not available to 3 year old children. This amount will be applied to your fees when your monthly invoice is issued. Please enquire about this if you have any questions.

Fees are payable per month. Invoices will be issued at the beginning of each term.

All levies of \$250 per year include Equipment Levy (purchase of new equipment and for Visiting Shows for your child each term), Technology Levy (portfolio, photocopying expenses), Mowing Levy and Membership Fee for Silkstone Baptist Community Kindergarten Association Inc. All families have the right to attend and vote at the AGM.

Fees are due on the 20th day of the month. **Fees will be charged from February to November.** We have ***EFTPOS facilities and cheques*** will be accepted. **NO CASH.** Our centre is also registered for Centrepay which is a free direct bill paying service available to customers who receive a Centrelink payment. Receipts will be issued the following week and accounts issued 2 weeks before payment is due. Fees will be reviewed at each monthly Management Meeting. If you have any queries or problems about fees, please contact the Assistant Treasurer/Fees Co-ordinator.

Non-payment of fees procedure

A reminder letter will be issued, once the due date has passed. A new policy issued by the Committee in 2012 is that after 2 months of no payments your child's place at Kindy will be in jeopardy and continued enrolment could be cancelled if the account remains unpaid for 2 weeks after the due date. Previously, unpaid accounts have been placed in the hands of a debt collector.

ATTENDANCE

Fees are to be paid for the days your child is booked into the Centre, **including Public Holidays and the days your child is absent due to illness or Family Holidays.** However, concessions for long holidays are available. A holding fee of one (1) week's fees will be charged for people who have annual leave AND give due notice (at least 2 weeks) to staff.

Pupil Free Days

This Centre is closed to students on Pupil Free Days (4 per year - 2 days for each group) and all Holidays and Public Holidays. These dates will be shown on your term calendar.

Withdrawing a Child/ Giving Notice.

A letter stating date and reason for withdrawal is to be given to staff two weeks in advance of leaving or 2 weeks fees will be charged in lieu of notice.

Absence:

Please contact us if your child is to be absent, especially for long absences. Unexplained lengthy absences could mean that your child's place could be given to the next child on the waiting list.

STAFF

Co-director of Group 1 (BLUE)

Ms Siân Fairbrother

Bachelor of Teaching (Early Childhood)

Bachelor of Education (Early Childhood)

Master of Education (Behaviour Management)

Co-director of Group 2 (GREEN)

Mrs Charman Tupper

Bachelor of Teaching (Early Childhood)

Bachelor of Education Studies

Assistant (Both Groups)

Mrs Bev Wall

Diploma of Education and Child Care

Inclusion Support Assistant

Mrs Melissa Best

Certificate III in Education Support

Relief Staff

Qualified relief staff will be employed when a staff member is away from the Centre.

All salaried staff have current senior first aid, CPR certificates and asthma & anaphylaxis training which are renewed when required. All staff members, management committee members, students and volunteers over the age of 18 are to hold current Blue Cards as required by the Commission for Children & Young People & Child Guardian.

Students and Volunteers

Occasionally there will be high school students doing work experience or university students doing teacher practice at the Centre. Students will work under the guidance of the teachers.

Staff Professional Development

We promote and support the ongoing professional development of all staff members by encouraging their attendance at courses, seminars, workshops and conferences.

Hours of Operation and Term Dates

Monday to Friday, 8.30am to 2.40pm

Term dates for 2019

Term 1 - Tuesday, 29th January to Friday, 5th April.

School Holidays - Saturday 6th April, to Monday 22nd April.

Term 2 - Tuesday, 23rd April to Friday, 28th June.

School Holidays - Saturday, 29th June to Sunday, 14th July.

Term 3 - Monday, 15th July to Friday, 20th September.

School Holidays - Saturday, 21st Sept. to Monday, 7th Oct.

Term 4 - Tuesday, 8th October to Thursday, 12th December.

Pupil Free Day - Friday, 13th December.

STARTING & FINISHING TIMES

Our front door is always open and our program starts at **8.30am** each day. Parents are to remain with their child as staff resume responsibility of the children when the program starts at 8.30am. Please be punctual in collecting your child at the end of the day, our program concludes at 2.40pm, and being late can cause your child distress. If you are going to be unavoidably delayed please phone us so that we can reassure your child that you will be here soon. Please do not hesitate to talk to the staff if any special circumstances arise that we may be able to assist you with. Parents are welcome to collect their child early if school times clash with ours.

SETTLING IN

This is as individual as your child. Parents are welcome to stay with their child as long as needed to settle their child. When you have decided to leave, it is best to do this promptly, reassuring your child that you will return at the end of the day to collect them. If your child does become distressed you may like to phone us when you get home to see how they have settled. It is quite normal for children to be upset about being separated from their parents, especially if being away from you is a new experience. Please talk to the staff if you have any concerns or unsure of what to do.

WHAT TO BRING

Please name everything clearly

- A legionnaire or broad brimmed hat (Sunsafe Policy) **NO CAPS**
- A port or bag
- Spare set of clothes (to be kept in their bog).
- A Library bag (optional)
- One pair of sheets in a drawstring bag to fit a mattress measuring 1250mm x 600mm, one sheet having elastic corners. We will have samples available at your interview and orders maybe taken. This enables children to learn how to make their own beds. The sheets are to be taken home at the end of each week, washed and returned for next week. You may want to include a small cushion for rest time.
- A **named drink bottle** (500-600ml) The Children **drink water** at Kindy.
- One lunch box-(character lunchboxes are ideal as they stack) no bigger than 25cm x 15cm x 8cm. The Lunch box will be kept in the fridge. **Our fridge space is limited please stick to recommended size.** **NO INSULATED LUNCH BAGS.** Please remove lunch boxes from insulated bags and place these bags in the child's locker.
- **First Break-** We encourage the children to eat their **sandwiches** for Morning Tea.
Second Break- salad, cheese, yoghurt, dried fruit, health snacks, carrot and celery sticks. Sultanas in a container are acceptable. Children will **drink water at both meal times** and during the day.

PROGRAM INFORMATION

BLUE GROUP: Monday/ Tuesday/ Wednesday & Monday, Tuesday 8.30 am - 2.40 pm

Teacher - Ms Siân Fairbrother

Assistant - Mrs Bev Wall

GREEN GROUP: Thursday, Friday & Wednesday/ Thursday /Friday. 8.30 am - 2.40pm

Teacher - Mrs Charman Tupper

Assistant - Mrs Bev Wall

Staff ratio is 2 adults to 20 -22 children.

Program

The program for Pre-prep is play-based. We continually do observations of children playing and from this we plan the program on the interests of the children. The program develops the children's emotional, social, physical and learning skills. The children are encouraged to become independent thinkers in their daily routine, and also to have a fun, enjoyable year at Silkstone. We encourage family involvement with a Father's Night, Grandparents Day and other social functions throughout the year.

DAILY ROUTINE

- 8.30 Outside or Inside Play (depending on the weather or season)
- 10.00 Tidy up and Drink Time
- 10.15 Language/Music
- 10:45 Toilet & First Break (Morning Tea)
- 11:15 Language/Music
- 11.45 Inside or Outside Play
- 12.45 Toilet & Second Break (Lunch)
- 1.15 Quiet& Rest Time
- 2.15 Quiet Activities, Preparing for home
- 2.40 Home

Sign-in/out Sheets

Parents are required (by law) to note their name, time of arrival at the Centre and departure and to notify staff of other designated persons collecting your child. Sunscreen is to be applied daily by parents (and documented) and may be reapplied throughout the day depending on our program.

WHAT TO EXPECT IN -

Group time

Finger plays, nursery rhymes, planning for the day, weather, day etc. Language activities, group games and group time will initially be only 5 - 10 minutes, and then lengthen as the year progresses and children's concentration develops.

Inside play time

Children choose from: play areas include dramatic play, block building, puzzles, games, threading materials, book area, science table and other interest areas. Table activities - play dough/clay, sensory learning, drawing/writing/painting, collage, cutting, and easel painting. The emphasis is on creativity, developing fine motor skills and social skills.

Story Time

A variety of books and storytelling activities are used daily to enrich children's literacy experiences.

Outdoor Time

A variety of activities and equipment are available to develop physical skills, social skills and play, such as swings, balls, sandpit, digging patch and obstacle course. Also quieter, creative and "messy" activities are provided outside such as easel and finger painting, books, puzzles and construction kits.

Music

Includes songs, rhymes, dancing, nursery rhymes, games, listening, moving to rhythm and using musical instruments.

First Break or Morning Tea

Morning tea can be at the tables inside, or picnic style outside, weather permitting. We say a short prayer before morning tea.

Second Break or Lunch

Lunch is held inside at tables or weather permitting outside as a picnic. We say a short prayer before lunch.

Rest Policy

Our Service defines 'rest' as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of children's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

Show and Tell

We will have a roster drawn up and your child is encouraged to bring anything of interest e.g. books, rocks, shells, flowers, insects. Tame, friendly pets would be welcome on a pre-arranged day. We ask you not to allow your child to bring toys in for show and tell.

INFORMATION ABOUT PARENT PARTICIPATION AND INVOLVEMENT

OPEN DOOR POLICY

This Centre has an "Open Door Policy" which means that parents/caregivers are welcome to join us at the Centre at any time. **Our day starts at 8.30 am and staff are busy with admin and prep work and do not take responsibility for the children until 8.30am.**

Here are some ways you may like to help at our Centre:

- Sharing a hobby or interest with the children- cooking, playing a musical instrument.
- Collecting materials to use on the collage trolley.
- Reading monthly newsletters; regularly checking mail pockets and noticeboard.
- Talking with staff.
- Helping with working bees or being on the mowing roster (2 times per year).

We value your input, ideas and concerns.

Parents are reminded that they can come and spend time with their child at our Centre. This will give you a better understanding of what your child does at Kindy. For example you may like to come in for a while when it is your child's birthday. Any time a parent or carer is at the Kindy for 1 hour or more ***please write your name in the Workplace Health and Safety Sign-In Book. This will provide us with a record of your attendance***

WORKING BEES

Working Bees are arranged by the Management Committee to carry special projects e.g. new sand and will occur on a Saturday morning.

FAMILY EVENTS

The Centre regularly holds family events at Kindy to encourage family involvement at the Centre. These may be a teddy bear's picnic, family open days, mother's day lunch or father's nights. We hope you may be able to join us for these.

NEWSLETTERS, DAILY DIARY, SLIDE SHOW, NOTICE BOARD

All these are ways provided by the staff for you as parents to keep in touch with the happenings of the program and activities. Please take the time to chat with the staff at the end of the day and take note of material provided for your information.

STORY PARK

Story Park is our digital portfolio that we use at our centre. Parents will be invited to accept an invitation and daily photos and stories will be available for parents to view about their child.

CENTRE POLICIES

BEHAVIOUR GUIDANCE AND MANAGEMENT POLICY

Silkstone Baptist Community Kindergarten and C&K have worked with qualified and experienced behaviour change experts to develop our Guiding Children's Behaviour Policy and staff practices.

The staff use strategies such as directional language, guidance and behaviour teaching processes to encourage children to understand and choose appropriate behaviour.

The concept of guidance is an important one in the area of behaviour. 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
- learn the 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.

If very challenging behaviours continue and staff members have demonstrated that all steps possible have been taken to assist this child with their behaviour, then the child's placement at the centre may need to be reviewed by the director, committee and the C&K early education consultant.

HEALTH POLICY

Staff have the right to refuse admission to any child who shows signs of infection that may affect the health of children and staff e.g. runny green nose, high temperature. Children must not be brought to the centre until 24 hours have elapsed after the **last vomiting or diarrhoea episode**. In case of illness or accident in the Centre, every effort will be made to contact the parents. If the parents cannot be reached the emergency contact person (as per enrolment form) will be called. In the parents' own interest and their child's safety, emergency contacts **MUST** be kept current i.e. tuckshop, sport, classes, meetings.

All accidents/incidents will be documented on the C & K accident/ incident form requiring the signature of a Parent/Caregiver.

Please speak to the Director or Assistant concerning any changes or problems in the family situation that may cause undue stress to your child. We will be able to help and support if we know of any stresses or difficulties. Information communicated to staff will be kept in the strictest confidence.

MEDICATION

- Prescribed medication will be administered as directed by the child's doctor or as set out on the original bottle label by the pharmacist.
- Non-Prescribed Medication will not be given to any child unless prior written permission and instructions from the child's doctor have been received by the person-in-charge.
- Paracetamol: Prior written consent by the parent is required before one (1) initial dose of paracetamol will be administered for high fever. Following the administration of only one (1) dose of paracetamol, the parent/contact person is required to take the child to a medical practitioner for diagnosis if the fever continues.
- Where there is no fever apparent, paracetamol cannot be administered, even on the request of a parent/guardian, as a precautionary measure.
- All details of medication administered to a child are documented in a medication logbook.
- The medication logbook is completed and the staff member and a witness sign it.
- This medication policy also covers the use of nebulisers in the Centre.

INFECTIOUS DISEASES

No child showing the symptoms of heavy colds or other infectious or contagious, which may affect the health of other children, may attend the Centre. They must remain away for the period specified by the Health Department (as shown in Appendix A) or family doctor. A doctor's letter of clearance may be required before returning to the Centre. Children will be sent home who have vomited or have signs of diarrhoea. Staff have the right to send home any child whom they consider is not well enough to attend. **With vomiting or diarrhoea your child must have stopped for 24 Hours before returning to Kindy.** The children often tell us if they have been sick during the night.

IMMUNISATION

Parents/guardians will be required to provide information regarding the immunisation status of their child upon enrolment at this Centre. In the event of an outbreak of a vaccine-preventable disease, parents/guardians of a non-immunized child will be required to remove the child from the Centre until the risk has passed.

SUN POLICY

It is a C & K policy that all children must wear either a legionnaire or broad brimmed hat and '30+' sunscreen that is provided by the Centre. A permission form must be signed by parent to allow us to apply sunscreen. If you want to supply your own sunscreen there is a separate form for this.

HYGIENE

When at the Centre, adults wash hands before and after meals, after cleaning, after supervising children at the bathroom, after blowing children's noses and after going to the toilet. The children wash their hands according to the hygiene chart located in the bathroom.

FIRST AID

All staff hold current first-aid certificates. The Centre maintains an up-to-date first aid kit and is required by regulations to record injuries to the children and first aid administered Report shown to the child's parent at the end of the day.

SIGNING IN AND OUT

It is necessary for safety and legal reasons that children be signed in and out of the Centre each day. If you want someone else to collect your child, we must have **written** authorisation from you to do this.

EVACUATION PROCEDURES

Emergency Evacuations will be conducted once a term. Procedures are displayed at each entry/exit of the Centre.

WORKPLACE, HEALTH AND SAFETY

Please read through the WH&S Manual on the top of the lockers and other policy documents so that you become familiar with our policies affecting the safety of children and adults at the Centre. **It is important to always sign your child in/out every day** and also parents must sign the Workplace Health & Safety book when visiting Kindy for Father's nights & Grandparents day.

KINDY BUILDING AND YARD ARE A SMOKING AND ALCOHOL FREE ZONE.

COLLECTING CHILDREN FROM THE CENTRE

The licensee has responsibility for ensuring that children in their care are given into the care of suitable persons. This enables the licensee to meet the legislative requirement of providing safe and suitable care, and protecting children from harm.

In the event that staff at the Centre has reasonable grounds to deem a caregiver unfit to collect a child they will have the right to refuse that person and will contact one of the emergency contact numbers provided. If staff is unable to contact these persons they will, if necessary, contact Crisis Care or the Police. The above procedure will be followed if children are left uncollected at the centre by 3.00 p.m. (allowing for you to stuck in traffic) unless prior arrangements have been made with staff. A phone call to notify us of your delay or arrangement for someone else to collect your child would be appreciated.

ANTI-DISCRIMINATION POLICY

When children enter our kindergarten or preschool they bring with them a rich variety of cultural and social backgrounds and experiences. We recognise the individuality of each child and family and observe a policy of acceptance regardless of race, creed, gender, disability, class or culture.

INCLUSION POLICY

Children with additional need will be admitted to this centre. Please see C & K Policy in the official C&K Handbook. Parents with children who have special needs should let the centre staff know as early as possible so that additional funding may be applied for if necessary.

VISITORS

It is Work Place Health and Safety Act regulation that volunteers sign the Visitors Book or the Ground Roster Book when helping at the Centre.

EXCURSIONS

NO EXCURSIONS will be undertaken at this Centre due to increased Insurance, Public Liability, as well cost of bus hire, equipped with seat belts. Each term a Special Activity will be organised for the children, which is paid for from the fundraising levy. Past activities have included Egg Hatching Program, Evergreen Theatre (Puppets) and other shows plus their Christmas Book.

CONFIDENTIALITY

All staff have a legal and ethical responsibility to maintain confidentiality and to respect and be sensitive to the rights of children and their families at all times. Therefore we request that you complete and return the confidentiality form.

CUSTODIAL/RESIDENTIAL POLICY

A copy of any court order concerning your child must be given to the director at the time of enrolment.

General Information

BIRTHDAYS

Birthdays are special times for children and the Centre enjoys sharing the occasion. You are very welcome to stay on your child's birthday and bring a birthday cake along for your child's birthday. We would prefer patty or little cakes. **No Birthday Parties are allowed to be held at Kindy.**

PHOTOS

Professional photographs are taken each year. A group and an individual photo of each child will be available for you to purchase.

LIBRARY

We have a children's and parent's library. It is the parent's responsibility to help their child select a book and complete the details in the Borrowing Book. Please complete the details in the Parent's Borrowing Book when you borrow from the parent's library.

CLOTHES

Please dress your child in clothes so that he/she may be able to really enjoy the activities provided such as painting, clay and outdoor play. Children are really restricted if they are dressed knowing they shouldn't get dirty. Please name all belongings and check our Lost Property Box regularly. **Always have a spare set of clothes** in your child's bag suitable for the weather and season.

APPENDIX A

DISEASE

CHILDREN SHALL BE EXCLUDED FROM THIS CENTRE

| | |
|---|--|
| Chickenpox and shingles | Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion) |
| Conjunctivitis | Exclude until discharge from eyes has ceased |
| Diarrhoea | Exclude until diarrhoea has ceased for 24 hours. |
| Glandular Fever | Exclusion not necessary |
| Hand, Foot and Mouth Disease | Exclude until all blisters have dried. |
| Hepatitis A | Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery |
| Hepatitis B | Exclusion not necessary |
| Hepatitis C | Exclusion not necessary |
| Herpes ("cold sores") | Young children unable to comply with good hygiene practices should be excluded while sores are weeping. (Sores should be covered with a dressing where possible) |
| HIV AIDS virus | Exclusion is not necessary unless the child has a secondary infection. |
| Impetigo ("school sores") | Exclude until treatment has started. Sores on exposed skin should be covered. |
| Influenza and influenza like illness | Exclude until well. |
| Measles | Exclude for at least four days after the rash first appears. |
| Bacterial Meningitis and Meningococcal infection | Exclude until well. |
| Mumps | Exclude for 9 days or until swelling goes down. |
| Parvovirus | Exclusion not necessary |
| Ringworm, Scabies, Head Lice | Exclude until day after approved treatment has commenced. |
| Rubella (German Measles) | Exclude for at least four days after the rash first appears. |
| Streptococcal infection (including scarlet fever) | Exclude until child has received antibiotic treatment for at least 24 hours. |
| Tuberculosis | Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate. |
| Typhoid Fever | Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate. |
| Vomiting | Exclude until vomiting has ceased for 24 hours. |
| Whooping Cough | Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. |

CHILDREN WHO ARE PHYSICALLY UNWELL SHOULD STAY AT HOME FROM KINDY.

Source: Based on the National Health and Medical Research Council Guidelines.

C&K Silkstone Baptist Community Kindergarten

Behaviour Management Policy

We believe that everyone has the right to feel safe at all times. We aim to prepare children for successful participation in our community by providing the following:

- A safe, caring, well planned positive learning environment
- A positive approach to managing children's behaviour
- Expectations that children's behaviour will be expressed clearly and simply and will be developmentally appropriate.

Director and Staff Responsibilities

Strategies to Promote Positive Behaviour will include:

- Anticipating potential difficulties and planning programs and routines around these.
- Understanding the limits of young children's ability to wait, to share, to appropriately express feelings (e.g. anger, sadness, fear) to cope with tiredness/disappointment.
- Positive reinforcement and encouragement for appropriate behaviour.
- Redirection/distraction, early intervention to avoid escalation of conflict and bullying.
- Teaching of communication and problem solving skills that encourage selfawareness and self discipline.

Consequences for Inappropriate Behaviours must reflect the dignity and rights of the child:

- Such consequences will never include physical, verbal or emotional punishment.
- Such consequences will not result in the child being isolated (left alone) for any length of time.
- A staff supervised "thinking time" may be applied for dangerous / unacceptable behaviour.
- Unacceptable / dangerous behaviours which are repeated or prolonged require careful investigation and may require advice from C&K.

WE BELIEVE THAT:

- Everyone has the right to feel safe all of the time.
- Behaviour improves more when handled in a positive way.
- Children feel angry, frustrated and upset at times and may need help to express those feelings appropriately.
- Staff and parents need to share responsibility, being consistent at all times, creating a safe secure environment for children, and modelling appropriate behaviours.

ACCEPTABLE BEHAVIOUR

Respecting and caring for others
Sharing and taking turns
Kindergarten in an

Being co-operative
Polite
Participating in activities
Being friendly
Listening
Helping
Using appropriate social language
playground
and actions
Quietly sitting at mat time
mat time

UNACCEPTABLE BEHAVIOUR

Hitting / kicking
Moving inside the

inappropriate manner
Spitting / biting
Pinching / pushing
Swearing
Games involving weapons
Throwing objects / sand
Bullying / verbal or physical
Urinating in

Disturbing others at

WHEN UNACCEPTABLE BEHAVIOUR OCCURS STAFF WILL:

- Talk to the child about the behaviour and explain why it is unacceptable behaviour
- Redirect the play or the child, reinforcing safe practices
- Withdraw the child from area and offer other choices
- If unacceptable behaviour continues a "thinking time" may be used.

IF THE UNACCEPTABLE BEHAVIOURS ARE REPEATED:

- The staff team in consultation with the parents will design and implement strategies to manage the behaviour.
- Advice from C&K Area Manager may be sourced if required.

Parent Responsibilities:

- Parents will encourage positive behaviours at home.
- Parents will support our policy.

Link to National Quality Standards

5.2 Each child is supported to build and maintain sensitive and responsive relationships with other children and adults.

5.2.2 Each child is supported to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

5.2.3 The dignity and rights of every child are maintained at all times