



WESTERN SUBURBS KINDERGARTEN 2021 ADDITIONAL INFORMATION

"Quality Education since 1966"

Welcome and thank you for choosing Western Suburbs Kindergarten for your child's early education and care needs. This additional information is specific information for our centre and should be read in conjunction with the C&K Family Handbook.

STREET ADDRESS: 130 Wellington Street, Aitkenvale Qld 4814

POSTAL ADDRESS: PO Box 277, Aitkenvale Qld 4814

PHONE: (07) 4779 3434

EMAIL: affiliatewesternsuburbs@candk.asn.au

WEB PAGE: www.candk.asn.au/westernsuburbs

KINDY OFFICE HOURS: Monday – CLOSED, Tuesday to Friday - 8.30am - 12.30pm

Our Centre Philosophy

At Western Suburbs Kindergarten our philosophy is:

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

This philosophy is reviewed annually, following collaboration with the educators, children, families and community of the Kindergarten. **'Enacting our Philosophy through our Values and Care'** document can also be viewed upon request. There is a copy in our centre foyer and QIP document. Thank you to Donna Goldie from JCU for her assistance in creating this document.

History of Western Suburbs Kindergarten

Western Suburbs Kindergarten began operating in this building in January 1970 - however the Kindergarten actually operated for four years prior to this and classes were held in a local church hall, while the current

centre was being built. Funds were raised by parents through a system of debentures. Over the years there have been a few changes – mainly the layout of the playground – and many improvements. To maintain our license to operate, we began stage one of our building renovations and moved our children's toilets so that they are now adjacent to the playground and built a very large kitchen and preparation area central to both rooms. During the year 2000, stage two of the renovations to the Kindergarten occurred – a front verandah, a large entry foyer area, an office, a staff room, a disability accessible bathroom, a large storeroom adjoining each Unit, a storage area for outdoor equipment and a garden storage area. Over the last few years we have applied for and obtained some large grants to assist us with re-roofing the Kindergarten, building the much loved river bed play area for the children and also the long awaited air-conditioning of the Kindergarten rooms. In 2013 a refurbishment grant was obtained from the State Government to rebuild the Kindergarten verandah area. This new area was officially opened in 2014 and offers the children more play area when the wet weather prevents outdoor play. In 2019 we installed the front fence on the Wellington Street side of the building, funds for this fence were obtained through the Gambling Community Benefit Fund grant.

Western Suburbs Kindergarten is a not-for-profit, double-unit community built and operated Kindergarten running a Government approved Kindergarten program. It is affiliated with the Crèche and Kindergarten (C&K) Association Limited (ABN 59 150 737 849), but run by the parents through an annually elected Management Committee and Parent Group. The smooth running of the Kindergarten depends to a large extent on the members of these groups as well as on the staff, and on the level of support each of these bodies receives from the parents. Without parent help in a number of ways, the centre would not maintain its high standards of education. In 2016 the Kindergarten celebrated 50 years of providing early childhood education in Townsville.

Western Suburbs Kindergarten receives quarterly funding through the Queensland Kindergarten Funding Scheme (QKFS), which is administered by C & K. This funding alone is not sufficient for the overall running costs of the Kindergarten and therefore fees and levies are necessary. The total amount of money received from QKFS, fees and fundraising goes towards the overall operation of the Kindergarten including:

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

Our insurance is through AON Risk Services Australia Limited.

Western Suburbs Kindergarten is supported and advised by Cate Morgan (C&K Central and North Region Early Childhood Education Consultant ECEC) and Jane Harpley (C&K Central and North Regional Manager) under the revised C & K curriculum approach; *listening and learning together* who also supports the Kindergarten for all our operational requirements. Throughout the year the ECEC visits the Kindergarten to observe the program and assist the committee. Contact details can be found at the end of this information sheet.

NQF - Assessment & Rating

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

Western Suburbs Kindergarten achieved exceeding in all 7 quality standards and an overall rating of 'Exceeding' the National Quality Standards.

Management

The Management Committee is formed by parents of children currently attending the Kindergarten. The Management Committee meets regularly (usually once per month) and is responsible for:

- General management and financial matters of the Kindergarten.
- Following the rules of the association/constitution lodged with the Department of Fair Trading.

- Ensuring the Kindergarten is meeting C & K Affiliation standards so the Kindergarten continues to receive QKFS (Queensland Kindergarten Funding Scheme) funding.
- The employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements.
- Legislative requirements affecting the Kindergarten including the Education & Care Services National Regulations 2018, National Law Act 2018, National Quality Framework and other legislation such as Child Protection and Workplace, Health & Safety legislation & building and playgrounds.
- Promoting the Kindergarten within the community.

ROLES OF THE MANAGEMENT COMMITTEE:

- President - Provide leadership to the management committee and delegate responsibilities as required. Liaises with Director, acts as chairperson at the committee meetings, ensures decisions are made and carried through to completion and acts as spokesperson to the public.
- Vice President - Supports the role of the President and adopts the President's role in their absence. Accepts delegation for special projects as required.
- Secretary - Prepares a written agenda for meetings in consultation with President. Records and distributes the minutes of the meetings within one week of each meeting. Also accepts delegation for special projects as required.
- Treasurer - Responsible for maintaining financial accounts of the Kindergarten. Ensures that all accounts are paid, responsible for presenting monthly detailed income/expenditure reports at each meeting. Accepts delegation for special projects as required.

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

The Committee holds a regular (usually monthly) meeting where reports are presented followed by general business.

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

PARENT GROUP POSITIONS:

- Workplace Health and Safety Officer: maintains Health and Safety records and equipment.
- First Aid Co-Ordinator: Keeps the centre's first aid cabinets up to date.
- Garden Shed Co-ordinator: Ensures all equipment is in safe working order for each garden roster weekend. Maintains the garden shed to ensure it is neat, tidy and safe for all families to use of a weekend.
- Maintenance Co-ordinator: Carries out maintenance requests on the premises. Is also responsible for organising quotes from professionals when required.
- Maintenance Assistant/s: Assists the Maintenance Co-Ordinator as required.
- Grants Co-ordinator: Coordinates preparation and acquittal of grant applications with assistance from staff, committee and other interested parents.
- Group Reps: Organising social get-togethers for their group's families once a term or more regularly if desired.
- Book Club Co-ordinator: Distributes and prepares the Scholastic Book Club orders on behalf of the Kindergarten and families.
- Fundraising Co-Ordinator: Organise and runs approved fundraising ventures for the centre. Management Committee must approve all ventures.
- Marketing Co-Ordinator: Organises and helps promote the centre to the wider community as guided by the Management Committee.

Members of the Parent Group are also required to abide by the Committee Code of Conduct at all times, this form is signed at the first meeting.

Contact Staff – Teachers & Assistants

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

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

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

Director /Nominated Supervisor / Educational Leader – Keriann Reissenberger:

The service has a Director who is responsible for overseeing the educational programs, policies and administration of the Kindergarten. The Director holds an approved university qualification in Early Childhood Education, registered with Queensland College of Teachers, “Approved” to teach a Kindergarten program and holds a First Aid Certificate with CPR, asthma & anaphylaxis training.

Current Teachers / Certified Supervisors:

Group A – Keriann Reissenberger (permanent part time) - Diploma of Teaching-Early Childhood

Group B – Meg Sense (Permanent part time) - Diploma of Teaching-Early Childhood

Groups C & D – Alana Maschke (full time) - Bachelor of Education (Early Childhood)

Their roles involve programming for and teaching the Kindergarten groups and to also work w with Director as required on administration duties. All Teachers hold an approved university qualification in Early Childhood Education, registered with the Queensland College of Teachers, “Approved” to teach a Kindergarten program and hold a First Aid Certificate with CPR, asthma & anaphylaxis training.

Current Assistants:

Group A & B – Nicole Rayner (Full time) - Associate Diploma of Education-Childcare

Group's C & D – Erna Mikic (full time) - Diploma of Community Services-Children's Services

The Assistants work with the teacher in planning and implementing the daily program as well as sharing observations of children. They are responsible for the preparation and cleaning of resources necessary for the running of the daily program. The Assistants must have an approved qualification, obtained a First Aid Certificate with CPR, asthma & anaphylaxis.

Inclusion Support Assistants:

If required, an Inclusion Support Assistant may be employed at the Kindergarten through the Kindergarten Inclusion Support Scheme (KISS) on a “needs” basis and whose primary role is to assist the group to ensure that all children have access to the Kindergarten program. Must have obtained a First Aid Certificate with the CPR, asthma and anaphylaxis components. Casual position.

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

Current Non-contact staff

Administrative Assistant: Julie Kipping

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

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

Fees

Please refer to the **Western Suburbs Kindergarten Fee Payment Agreement** that will be provided to you during your enrolment process. This document includes all the information you need to know about fees and levies for 2021. This document is to be completed, signed and returned as part of your enrolment paperwork.

REMINDER - WE DO NOT HAVE EFTPOS FACILITIES

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

ADDITIONAL FEES/LEVIES

YEARLY GARDEN ROSTER/WORKING BEE LEVY

A combined Garden Roster/Working Bee Levy **PER FAMILY** of \$120.00 will be charged at the commencement of the first term invoices. This levy can be refundable if families meet the refund criteria. To be eligible for a refund families will be asked to complete the garden roster for one weekend for the year of attendance (usually takes approx. 2 hours) and also one working bee for a minimum of two (2) hours to be eligible for a refund. **To achieve this you MUST attend from the start of the working bee.**

There will be four working bees per year, the dates can be found on your kindy calendar you will receive in December and on the foyer notice board in 2020. From time to time some additional jobs need to be done outside of a designated working bee or garden roster that also can be done instead of attending a working bee or garden roster during the year. These jobs are displayed on the notice board in the foyer.

If you do not complete one garden roster (approx. 2 hours) and attend one working bee during the year for a minimum of 2 hours, then the \$120.00 Garden Roster/Working Bee Levy is non-refundable. Alternatively if the dates do not suit you you can complete two working bees OR two garden rosters to be eligible.

The refund must be claimed prior to end of the Kindergarten year applicable.

YEARLY FAMILY ASSOCIATION MEMBERSHIP FEE

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

PERFORMANCE FEE

\$40 per child / per group, (payable with term 2 fee invoice). This fee covers all the performances/visitors that the children enjoy throughout the year. This fee is not refundable if you leave the centre early or are away on a performance day. If you commence at the centre later in the year you will only be charged a portion of the levy depending on your start date.

If your child attends 2 separate kindy groups you will pay the \$40 performance levy twice as your child will enjoy the performances in both groups.

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

Parking

Parent parking is available in the Wellington Street carpark. Safe access to the Kindergarten is via the concrete pathway from the carpark to the front of the Kindergarten, through the black double entry gates.

What to bring

THE FOLLOWING ITEMS ARE NEEDED BY THE CHILDREN EACH DAY THEY COME TO KINDERGARTEN. These items ensure that your child's day is enjoyable and runs smoothly. To promote independence, parents may like to encourage their child to be responsible for packing their belongings in their bag at home and then unpacking once they get to the Kindergarten. **Please ensure that each of your child's belongings is named.**

Children require:

- Bag/backpack
- Shoes
- Hat
- Morning tea & lunch in one lunchbox

- Afternoon tea for GROUPS C & D only that finish at 3.45pm (in same lunch box)
- Plastic cup with handle – to hang on a hook in your child’s locker
- Wet Bag to store wet and dirty clothes in
- 1 drawstring sheet bag containing 1 sheet 130cm x 62 cm with elastic diagonally across each corner to secure over stretcher bed legs – see below for further details on sheets and photos at the back of this handbook
- 1 top sheet for covering – **optional** and needs to fit in drawstring bag as well
- 1 - 2 complete changes of clothing

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

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

The kindy office sells shirts, hats, sheets and sheet sets, cups and wet bags. Prices as marked, CASH ONLY PLEASE.

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

Western Suburbs Kindergarten clothing

There is a wonderful range of Kindergarten t-shirts and hats available for your purchase at the Kindergarten. Sizes are from 2 to 8 and come in a range of bright colours. Please ensure you check the size on your child before purchasing. Payments for these items is CASH ONLY via the secure box only (near the office door).

WE DO NOT HAVE EFTPOS OR CREDIT CARD FACILITIES. (Please note; it is not compulsory to wear our shirts and hats, children may also wear their own sun safe clothing).

Lost Property

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

Soiled Clothing

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

If clothing is wet or dirty from eating/water/messy play, items will be bagged in the child’s WET BAG (provided daily by the family) and placed in the child’s backpack. **PLEASE NOTE – the wet bags will not be used for bodily fluid soiled clothing.**

Points of Contact	
Current Director/Nominated Supervisor/Educational Leader	Keriann Reissenberger
Email	affiliatewesternsuburbs@candk.asn.au
C&K Early Childhood Education Consultant (ECEC) Central & North Region. (Based in Rockhampton)	Cate Morgan
Email	c.morgan@candk.asn.au

Any changes to this additional information will be advised via email and an up to date copy will be available on our web page and in the kindy foyer.

SHEET SETS REQUIRED FOR KINDERGARTEN

Sheet Width 62cm

Sheet Length 130cm

4 Lengths of elastic x 35cm in length (Elastic is best if 2.5cm wide)

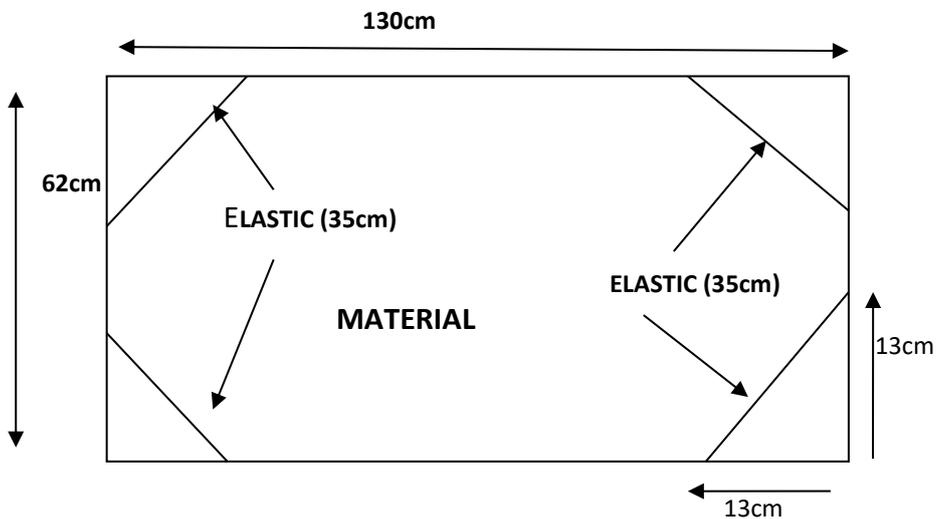
Attach elastic diagonally across the corner approx. 13cm from each corner.

To enable your child to be independent when making their bed, please make bed sheet to the above specifications.

The elastic secures the sheet to the bed legs. A second sheet (flat sheet with no elastic) to cover the child is **optional**.

Please place sheet/s in small drawstring bag and ensure both sheet/s and bag have the child's name clearly marked in large writing. If your child required a pillow please ensure it is no bigger than a small cot pillow – must also fit into the drawstring bag. Draw string bags should be NO BIGGER THAN 30cm by 30cm.

Please do not send elasticized cot sheets as they do not cover the beds by our health regulations. Please do not sew sheets together or attach the bag, it makes it very hard for the children to learn to make their beds. INCORRECT SHEETS WILL BE SENT HOME TO CORRECT.



TOP VIEW OF BED



UNDER