



## **Welcome to Geebung Kindergarten and Preschool**

We look forward to getting to know you and your child better as the year progresses. We hope that the following information will help you become familiar with the centre and its policies.

### **IMPORTANT PARENTAL RESPONSIBILITIES PLEASE**

It is the parent's responsibility:

- To sign in and to sign out your child on the sign in sheet every day (also leave a contact number in case of emergency).
- To make sure you relay any relevant information about your child to the staff.
- To apply sunscreen to your child and to tick sunscreen register to say that this has been done.
- When medication is required for your child, completing a medication form and handing this and the medication to your child's teacher or assistant.
- To read all the information relating to the centre in order to be familiar with centre policies
- To comply with relevant health and hygiene policies.
- To comply with the workplace health and safety policies.
- To participate in the centre's activities and to talk with the staff about your child's day.
- To notify the child's teacher regarding changes in information including address, telephone numbers and emergency telephone numbers.

**Attendance:** Our program starts at 8.20am. Pick-up time is 2.30pm

**Kindy is a five day fortnight program. Mon, Tues, Wed one week then Mon, Tues the following week or alternatively Thur, Fri one Week and Wed, Thur, Fri the following week.**

### **Notes:**

The attendance days and a calendar are attached to the front cover of this handbook.

Your child's teacher is: \_\_\_\_\_

And the assistant is: \_\_\_\_\_

He/she commences on: \_\_\_\_\_

## CENTRE DETAILS

<b>Centre Name:</b>	Geebung Kindergarten and Preschool	
<b>Address</b>	1 Maidencombe Street, Geebung QLD 4034	
<b>Phone:</b>	(07) 3265 6609	
<b>Fax:</b>	(07) 3265 6029	
<b>Email:</b>	geebungkindy@optusnet.com.au	
<b>Director/Nominated Supervisor:</b>	Lorraine Douglas	
<b>Teachers</b>	<b>Unit One</b>	<b>Unit Two</b>
	Lorraine Douglas <i>Bachelor Teaching (Early Childhood)</i>	Rebecca Sutherland <i>Bachelor Education Early Childhood</i>
		Leah Murray <i>Bachelor Education Early Childhood</i>
<b>Assistants</b>	<b>Unit One</b>	<b>Unit Two</b>
	Debra Gaylard <i>Cert III Early Childhood</i>	Tamzine Alcorn <i>Cert III Early Childhood</i>
		Emma Bowden <i>Cert III Early Childhood</i>
<b>Administration Officer and Workplace Health and Safety Officer</b>	Andrea Hall	Mon, Wed and Fri 8.30am – 1.30pm
<b>Financial Administrator</b>	Sue Diviney	0414 479 576
<b>Special Needs Assistant</b>	Tamzine Alcorn <i>Cert III Early Childhood</i>	
<b>Housekeeper</b>	Stephanie O'Sullivan	Each day 12pm – 2pm
<b>C&amp;K Early Childhood Advisor</b>	Tess Simpson	3552 5333 0428 513 212
<b>C&amp;K Business Operations Consultant</b>	Carole Crawford	0400 618 256
<b>Office of Early Childhood, Education and Care Contact</b>	Natalie Roberts	3634 0618

### Service Statement of Philosophy

At Geebung C&K our philosophy was developed through consultation with educators, children and families.

#### **In relation to the children, we believe that it is important to:**

- Recognise that each child is unique and irrespective of gender, culture and ability they should be treated with respect and dignity.
- Acknowledge that children come from diverse backgrounds and bring unique strengths, experience and understanding of their world.
- Form meaningful supportive relationships with children through listening, playing, talking and questioning.
- Support children as individual and social learners and recognise that play is an essential means through which learning takes place.
- Recognise individual learning styles and encourage children's active learning partnerships.
- Support, challenge, extend and encourage all children's learning and development, so that children see themselves as capable, competent and able to meet the challenges, successes and joy of life and learning.

#### **In relation to our families, we believe it is important to:**

- Acknowledge that families are the children's first and most influential teachers
- Build relationships with families that assist them to develop trust, a sense of belonging, reciprocal communication and a partnership, regardless of input.
- Value and recognise diversity, we recognise that each family brings their unique culture, values and beliefs and that acknowledging similarities and differences helps build and strengthen relationships.

- To recognise that children's experience and association within the family group is part of their total learning and therefore actively support and encourage, continued parent involvement and open and reciprocal communication.

**In relation to environments-** We believe that it is important to provide an environment that:

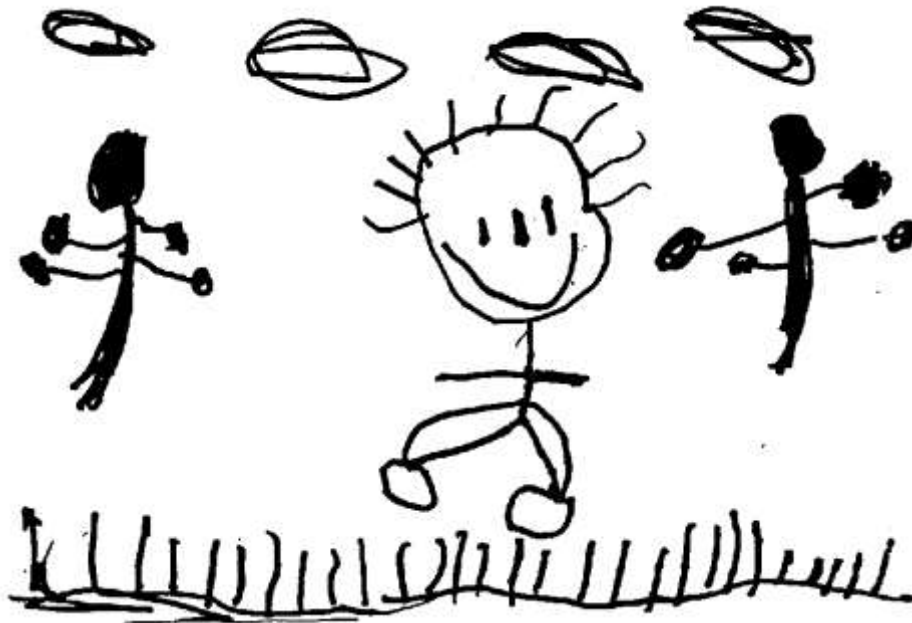
- Protects and promotes children's, safety, security, health and wellbeing.
- Encourages children to experience, explore, create, observe question, investigate, and discover.
- Supports children exploration and understanding of the natural world and the development of sustainable practices.
- assists children's preparation for life in a changing world by helping them to develop the skills to listen, negotiate, share, respect, problem solve, take risks, resolve conflict, compromise and develop resilience.
- Encourages children to communicate and to become collaborative social learners.
- Supports children uniqueness and encourages, supports and extend their learning, interests, contribution, knowledge, experience and development.
- Encourages children to be active participants in their own learning and where exploration, discovery, curiosity and play are the main focus and where hands on learning experiences are valued.

**In relation to the curriculum- we believe it is important:**

- That the early years learning Framework, Building waterfalls curriculum and the National Quality standard are imbedded into our daily practice.
- That we are guided professionally by the Early Childhood Australian Code of Ethics
- To Continue to support reflective practices, to monitor and evaluate the children's development and learning, to encourage children's active involvement in planning, to plan for continuous and ongoing improvement and to share this documentation with families in meaningful ways.
- To encourage respectful and socially just practices and advocate for the rights of children.
- To recognise, respect and support the contributions and strengths of all members of our community- educators, parents and children.
- Promote, support and value ongoing professional development and reflective practices.

**In relation to the wider community; we believe:**

1. It is important to develop relationships within our community, to utilise specialist services, to share resources and to use community resources to enhance the quality of our education and care.
2. In recognising and acknowledging The Turrbal people as the traditional owners of this land.



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Please take the time to read this booklet.



## **Section 1: Welcome to Geebung Kindergarten and Preschool**

Welcome to Geebung Kindergarten and Preschool (GKP). Your family is now part of a long tradition in quality early childhood education and care. With more than 100 years of practical experience, curriculum development and proven positive outcomes for children, C&K claims to be the leaders in the early childhood sector.

To build genuine partnerships GKP believe it is important that staff value children and their families. Staff listen to parents\* and appreciate the ongoing support of families who give their time and skills generously. GKP aims to engage children and families in a sense of community, cooperation and collaboration. We encourage you to become actively involved in this centre. Your involvement will enrich your child's learning experiences and promote positive self-esteem. Current research confirms what C&K has always advocated, that the experiences of young children have a profound effect on their future.

*\* GKP recognizes that families are as individual as the people in them. With this in mind we will use the term "parent/s" throughout the handbook to encompass all primary caregivers.*

### **GKP A Brief History**

Eight women started our Centre originally as a child-minding centre on the 24th March 1949. They moved from the Geebung Memorial Hall into an army disposals hut on Robinson Road in 1952. This hut was then moved to Weenga Street in 1960, where a kindergarten and childcare centre was conducted. A big demand for preschool saw an end to our childcare days in 1965. A new centre was build in Maidencombe Street and was officially opened on the 5th March 1966. The Association was incorporated in 1986.

### **Our Centre Today**

GKP is a two-unit centre providing facilities for up to 88 children. Our aim is to provide a foundational play based, educational curriculum for children, the year prior to entry into prep. We provide a warm caring environment with quality care and education for all children and value gender, culture and social justice.

### **Our Affiliation with C&K**

C&K was a voluntary non-profit association formed in 1907 to establish and promote the establishment of community controlled kindergartens, childcare centres and other early childhood services. For a centre to be affiliated with C&K, it must fulfill standards set by the C&K thus ensuring eligibility for maximum government funding. C&K is our Central Governing Body (CGB) and all funding is paid to C&K as our CGB and then distributed to individual centres when all of the relevant details and documents are provided.

By enrolling your child at GKP, the centre may be entitled to claim the Queensland Kindergarten Funding Scheme on behalf of their child from the Department of Education and Early Childhood - Education and Care Funding Scheme (QKFS). Funding is only provided to eligible age children (turning 4 by 30<sup>th</sup> June in the year they attend Kindergarten) for the equivalent of one 15 hour per week program for a minimum of 40 weeks per year. This funding contributes to the overall costs of running our centre, however, our Management Committee is then responsible for the remaining operational

costs, which are obtained through term fees. As we are a community based not for profit association, any surplus income is reinvested into our centre for the benefit of children and the community, now and into the future.

## Service Approval

Our centre complies with the Act and the regulations including the requirements about activities, experiences and programs, the number of staff members and children and staff qualifications. The regulations are available at the centre if 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 also contact the Kedron Office for Early childhood Education and Care PO Box 3376, Stafford email [kedron.oceec@deta.qld.gov.au](mailto:kedron.oceec@deta.qld.gov.au) or phone 3350 9127.

## Section 2: Management of the Centre

This centre is a non-profit community based Kindy centre administered by a Parent Management Committee. This committee is usually drawn from parents of children attending the centre and meet once a month. The centre cannot function without parent support. If you have never served on a committee before, you can still be a valuable member of our committee. Assistance is available from former committee members and the C&K Association. Please don't hesitate to talk to the Director or current committee members if you feel you would like to help.

Each parent is required to become a financial member of GKP. A membership fee is payable upon enrolment (for the year of attendance) and each subsequent year in which the parent has a child enrolled at the centre. The committee shall determine the annual fee.

Any financial member shall be eligible to nominate for any of the positions on the committee. The Annual General Meeting of the Association is usually held late February. If you would like to be on the committee, please inform the Director before the Annual General Meeting. At this meeting the committee is voted in and the members of the committee hold office for a term of 12 months.

All parents are invited to attend these committee meetings regardless if they are a committee member.

The committee is generally made up of a President, Vice-president, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Maintenance Manager and PR/Newsletter person.

### Role of the President:

- Leadership;
- Co-coordinator;
- Motivator; and not limited to
- Chairperson.





**Role of the Vice President:**

- Support the president in his/her role; and not limited to
- Replace the President in his/her absence.

**Role of Secretary:**

- Handle all correspondence, record minutes of meetings; and not limited to
- Maintain the files, membership records and personnel records.

**Role of the Treasurer**

- Supervising of all accounting records, fees and financial reports prepared by the administrator;
- Supervising the preparation of the budget prepared by the administrator;
- Presentation of financial reports;
- General supervision of administrator, finances of the association; and not limited to
- Provide advice to committee.

**Role of the Committee members:**

- Provide support and assistance to the main office bearers;
- Be involved and participate in decisions, actions and activities; and not limited to
- Take responsibility for a specified activity e.g. public relations, fee and levy collection, and organising social events, collecting mail and seeing to small maintenance jobs.

**Section 3: Teaching Frameworks and Guidelines****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. All C&K services aim to exceed the NQS.

C&K have a dedicated Quality, Policy and Legislation team which supports all C&K services through the implementation of the NQF.

For more information regarding the NQF see your service director or go to <http://acecqa.gov.au/families/>

## **Teaching and Learning Guidelines**

Our centre uses the approved learning framework called Building Waterfalls in conjunction with the National Early Years Learning Framework (EYLF).

First published in 2006, Building waterfalls is Australia's first collaborative birth to school age curriculum created by and for educators, parents and children. Informed by beliefs and principles shaped over 99 years, it captures the essence of C&K and communicates the belief that early childhood education and care settings are places where children come first.

The second edition of C&K Building waterfalls (2011) continues these strong beliefs. It 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; and
- early childhood education and care settings as inclusive and sustainable living and learning communities.

These guidelines provide specific advice for educators. They have been developed in consultation with educators and families from C&K services. They also incorporate advice from experts representing state and commonwealth government agencies, Indigenous education, universities and peak organisations in early childhood education and care in Australia.

A C&K educational program will honour every child's right to play and to a happy and fulfilling childhood. It is a place where children will belong, learn and contribute to a community of learners.

Children will experience many opportunities to explore, solve problems, develop friendships, imagine, use their creativity and extend their capabilities in language, literacy and numeracy.

Curriculum and practice in all C&K services acknowledges the overarching principles and practices of The Early Years Learning Framework for Australia (2009).

The Framework conveys the highest expectations for all children's learning from birth to five years and through the transitions to school. It communicates these expectations through the following five Learning Outcomes:

1. Children have a strong sense of identity;
2. Children are connected with and contribute to their world;
3. Children have a strong sense of wellbeing;
4. Children are confident and involved learners; and
5. Children are effective communicators.

The Framework provides broad direction for early childhood educators in early childhood settings to facilitate children's learning's. It guides educators in their curriculum decision

making and assists in planning, implementing and evaluating quality in early childhood settings. It also underpins the implantation of more specific curriculum relevant to each local community and early childhood setting.

### **Quality Improvement Plan**

All centre's have an ongoing **Quality Improvement Plan (QIP)** that ensures we are **continually striving** for improvement in all of the seven quality areas. QIP also ensures that there is an obligation upon the Management Committee to maintain high standards of qualified staff, educational curriculum, buildings, grounds, equipment and close parent/teacher involvement.

Parents are encouraged to view and contribute to our QIP. Copies are available on the Family Resource Library USB (found in the family library near the lockers); hard copy - in the main office; and electronic copy – on the desktop in the main office.

## **Section 4: Education, Care, Services and Curriculum Delivery**

### **Diversity**

Early Education is a journey with a partnerships between the children, families, educators and the community. We strive to make all parties feel welcome, respected and included. We respect the diversity of families, cultures, values, beliefs, abilities and capacities within our centre. We acknowledge the Turrbal People who are the traditional owners of the land upon with our Kindergarten is built. Our educators recognize and value our indigenous heritage and believe it is important to teach the children to respect and value our heritage too. We recoginse and embrace the children's diversity and we support the children in building strong and confident social and cultural identities.

### **Child Protection**

GKP staff are trained in child protection procedures and staff are mandated to report suspected child abuse.

### **Workplace Health and Safety**

C&K has policies and procedures in place to ensure an optimal level of safety is maintained and relevant legislation is complied with. GKP have a Workplace Health and Safety (WH&S) Officer (outlined in Centre Details) who oversees WH&S at the centre.

Emergency procedures and practices are evaluated regularly at the centre. All parents and visitors are advised to make themselves familiar with emergency procedures which are displayed at the service.

### **Positive Behaviour Guidance**

Just like most skills, behavior is learned and developed in social situations. GKP focuses on the positive aspects of a child's behavior and looks to engage children in experiences that will maintain and build continued positive behaviour. Staff build relationships with each child through techniques such as directional language, guidance strategies and behavior modeling processes to facilitate and encourage children to understand and choose positive behaviour.

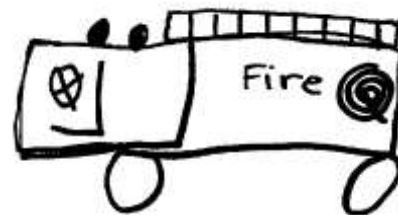
Staff will guide children towards a positive self-concept. Discipline and behavior guidance used by each staff member will at all times be constructive, positive and age appropriate.

Families are consulted about issues or problems regarding their child's behavior. For further information, please speak with our Director.

### **Environment and Building a Sustainable Future**

At GKP we offer an environment that:

- is caring and accommodates different points of view;
- is peaceful and inclusive;
- reflects the everyday lives of children and their families;
- incorporates children's ideas;
- is open to many possibilities;
- offers many opportunities for expression through music, art, drama, movement and dance.



Engaging children in the care of their physical environment, both natural and built, models to children that we respect, value and care for our environment. Connecting children to nature creates a sense of belonging which is essential for healthy individuals and communities. Our service endeavors to contribute towards the preservation of the environment and the conservation of resources.

### **Documenting the Curriculum**

GKP staff will document and assess your child's learning through a variety of methods:

- observations that focus on social interactions, relationships and learning processes;
- writing, drawing and painting;
- sound and image recordings;
- stories and photographs of group and individual projects; and
- contributions from families.

We encourage parents to ask about and discuss their child's learning experiences with staff.

### **Rest, Relaxation and Sleep**

GKP believe it is important to incorporate a balance of rest and relaxation into a child's day. GKP staff remain sensitive to changes in children's energy levels and recognise there are many ways rest and relaxation time can be incorporated into the day. As part of our 6 hour program, it is a requirement that there is a provision for rest. Children need not sleep but we feel that a quiet time for relaxation is needed within our busy day.

### **Excursions and Visitors**

We generally do not organize excursions outside of the centre. However on the rare occasion we may, you will always be informed of the outings well in advance. Information regarding time of departure and proposed time of arrival, mode of travel and destination will be given. Your permission for your child to participate will be confirmed and you will

be invited to join the excursion. Children will leave the centre only if there is the required ratio of adults to children. We keep to C&K's policy of child/adult ratio of 2:1.

From time to time we also arrange visitors to attend our center to engage the children in a range of experiences and to develop an understanding of the communities they live in. Whilst the cost of the majority of these visits is covered by the fees, occasionally a small charge will occur to cover the additional expenses that may arise on some visits. You will be advised in advance should this be necessary.

All incursions are conducted in accordance with C&K policy and legislative requirements.

### **Multimedia and Technology**

Multimedia and technology are integrated within the curriculum. Experiences using multimedia are offered in ways that extend learning possibilities and ways of exploration. The use of technology aims to develop an understanding that different formats can be used as an information source, for relaxation and entertainment, and as an educational tool. Technology is planned for and used as a resource within the curriculum, as an extension of play or a way of gathering information. All content will be viewed and assessed for use first by staff, have an educational base or context and be integrated into the children's current curriculum interests. When children use technology, staff are always present to support them through their questioning and to extend their interests and ideas. When children use technology, online safety is considered and planned for.

## **Section 5: Who is Working With and Supporting My Child?**

At GKP you will see:

- personalized, sensitive and relaxed interactions between children and educators;
- supportive environments that allow children to make mistakes without fear of failure;
- that your child is safe, nurtured and cared for, valued and treated with dignity;
- warm, nurturing and sustained relationships between adults and children; and
- adults who encourage children to think about possibilities by modeling curiosity and wonder.

### **STAFF**

#### **Director (Nominated Supervisor)**

Our Director facilitates the provision of a high quality early childhood education and care service. This involves, but is not limited to, conducting educator training and professional development, guiding the implementation of Building waterfalls, and ensuring that effective day-to-day operations of the service are maintained. Our Director holds university early childhood qualifications and meets the minimum requirements to hold a nominated supervisors position as outlined in the *Education and Care Services National Law Act 2011* and the *Education and Care Services National Regulations*.

#### **Teachers**

GKP employs university-qualified early childhood teachers. Our teachers develop and implement an educational program in collaboration with children and families.

## **Teachers Assistants**

GKP employs assistants to work with a specific group of children, supporting the teacher in implementing the education and care program. All our assistants hold early childhood qualification.

## **Additional Needs Assistant**

GKP is committed to providing inclusive environments and programs to meet the diverse needs of all children and their families. In our service there may be an additional needs assistant working to facilitate the inclusion of a child. The additional needs assistant works with staff and may have a variety of qualifications and experiences.

## **Financial Administrator**

GKP employs a financial administrator on a part time basis who is responsible for supporting the director in completing the financial administration side of the centre such as paying wages, invoicing fees etc.

## **Administration Officer**

GKP employs a clerical assistant on a part time basis who is responsible for supporting the director in completing administrative duties.

## **Housekeeper**

GKP employs a housekeeper on a part time basis who is responsible for ensuring the centre is clean and hygienic and takes care of general kitchen and other associated duties. A cleaning contractor is also employed to clean the whole centre on the weekend.

Please see Centre Details on page 2 for all current staff details.

## **Relief Educators**

GKP may require the use of relief educators. Where possible, relief staff from our own pool of quality professionals will be utilised. However, at times relief staff from external agencies may be required. All families will be advised of any changes in staff and the inclusion of relief staff. All relief staff are screened for their qualifications and suitability before being placed on our relief list.

## **Student Placement and Volunteers**

Decisions to accept any student and volunteer to work at GKP will be dependent on the present needs of the children and the centre. All students and volunteers are expected to adhere to C&K policy, state and commonwealth legislation. All students and volunteers are supervised, work under the guidance of qualified staff and will not be alone with children at any time. You will be notified when any student is on placement or a volunteer is working at the centre. Permission will be sought during enrolment for your child to be included in a student's observations and/or images they may take for study purposes. For further information please speak with our Director.

## **Staff Support and Mentoring**

To support and mentor our staff to achieve high quality care, education and operations within the service, C&K provides support in the way of an early childhood adviser (ECA) and a business operations consultant (BOC).

### **Early Childhood Advisor (ECA)**

The ECA is responsible for visiting each C&K service, providing curriculum support, advice and information. ECAs have significant experience and qualifications in the early childhood education and care profession. They are available to discuss curriculum and learning expectations and welcome enquiries from families. In addition we have a specialist ECA that works with educators and families to support the integration of children with additional/special needs. Please see Centre Details for contact details.

### **Business Operations Consultant (BOC)**

Each service also has a BOC who is responsible for monitoring standards, and providing operational support, advice and information. They hold early childhood qualifications and have extensive knowledge and experience in the early childhood sector. They are available to discuss management and operational issues.

### **Blue Cards**

All GKP staff and volunteers working with children are required to hold a current suitability (Blue) card or a Positive exemption card. The blue card is issued by the Public Safety Business Agency to an individual after a criminal history check is conducted and the person, having no criminal record, is therefore deemed to be suitable for working with young children. Blue cards must be current at all times and are renewable every two years.

Parents who take on positions in the Management Committee must hold or apply for a blue card. Committee members will be asked to complete an *Applicant/Cardholder No Longer with Organisation* form when they complete their tenure on the committee and are no longer sitting on the committee.

### **First Aid**

All staff at GKP in contact with children holds a current Senior First Aid Certificate, CPR, Anaphylaxis and Asthma management certificates. Staff are required to renew their CPR every 12 months and their first aid, Asthma management and anaphylaxis training certificate every 3 years. Up to date records are recorded on staff personal files.

## **Section 6: Connecting with GKP**

Before your child starts at GKP, you are encouraged to visit and observe the program and speak with our staff. Spending time at the service helps you to gain a deeper understanding of the learning environment and can assist you to feel confident about contributing your ideas to the curriculum. A variety of events are organized throughout the year for you to meet with other families and to build a sense of community and connection. When your child starts the program, feel free to spend time settling your child in and becoming familiar with the staff and program. We have an 'open door policy' which

means you are welcome to visit the service and spend time with your child throughout the day.

## **Parent involvement and participation**

You, as parents, are the primary nurturers, educators and role models for your child. You can foster educational links from the home to the service by being actively connected to your child's learning. Research consistently shows that parental involvement maximises the effectiveness of early childhood education and care programs. At GKP you:

- are welcomed and treated respectfully;
- are a participant in your child's learning;
- are included in the process of documenting your child's learning;
- are encouraged to contribute new and interesting ideas and possibilities; and
- are encouraged and supported to ask for information about, and share your views and opinions on, the centres philosophy and goals for learning.

## **COMMUNICATION**

Communication between you, your family and GKP can occur in a variety of ways. You may find our service using a range of the following:

### **Portfolios**

Your child's portfolio is used to gather examples of their learning, growth, interests and achievements across the year. You are encouraged to share information, experiences and ideas that connect your child's learning at home with their learning at GKP, and this can be done using your child's portfolio.

### **Newsletters**

Newsletters are regularly distributed outlining important and relevant information. GKP prefers, where possible, to send newsletters and information by email. This is part of our commitment to sustainability. Please ensure the service has your correct and current email address. We also encourage parents to regularly visit the C&K website to keep up to date with the most recent C&K news. [www.candk.asn.au](http://www.candk.asn.au)

### **Daily Feedback**

Each day you are given information about your child's day. This may be in the form of short notes, slide shows, or displays in your child's room. Please ensure you chat briefly with staff at the beginning and end of each day.

### **Notice Boards**

Information about early childhood issues, the program, family information nights, staff qualifications, current information about groups and staff and other relevant items will be displayed on our notice boards.

### **Formal and Informal Discussions**

GKP staff will engage in regular informal discussions with you about your child's day, and we encourage you to share any thoughts, ideas or feedback. Mutually convenient times



may also be organised by either staff or family members to discuss important issues in a relaxed, confidential environment. GKP understands that different families have different needs, and that face-to-face meetings are not always the best medium for engagement and communication. Parents and families are encouraged to share their ideas, provide feedback and connect with others in their service through a variety of communication methods. Please speak with your teacher to share your preferred method of communication.

## Phone calls to service

We encourage families to call our office to transfer information. However please be aware that during program times, your call may go to voicemail and the Director or Administration Officer will then retrieve messages and make return phone calls during breaks, before or after program times.

## Home Visits

The teachers would be pleased to visit your home upon invitation after Kindy hours. A closer relationship between home and the teacher is developed through these visits.

## Grievances and Complaints

Should you have any concerns, complaints or grievances regarding any issues with GKP, please first speak with your child's educators, and if the issue is not resolved to your satisfaction, progress your concerns through the following nominated persons: All matters are taken very seriously and dealt with in a professional timely and confidential manner. Please do not hesitate to raise any concerns.

### CONCERNS, COMPLAINTS AND GRIEVANCES

Should you have any concerns, complaints or grievances regarding any issues within the Geelong Kindergarten and Preschool, you may wish to contact one or all of the following nominated persons:

*In the first instance:*

**Lorraine Douglas**  
Director/Nominated Supervisor  
Geelong Kindergarten and Preschool  
Phone No: 3256 6800  
Email: [geelongkindy@geelongnet.vic.au](mailto:geelongkindy@geelongnet.vic.au)

or:

**Andrea Hall**  
Committee Member  
Geelong Kindergarten and Preschool  
Mobile No: 0414 808 437  
Email: [ahall@geelongnet.vic.au](mailto:ahall@geelongnet.vic.au)

or:

**Regulatory Authority**  
Office of Early Childhood Education and Care,  
Kelly Hartford  
Phone 07 3350 9127

C&K Early Childhood Advisor is:

**Ms Tess Simpson**  
Early Childhood Advisor (C&K - Northern Suburbs)  
Phone No: 3552 5535  
Mobile No: 0428 513 232  
Email: [tsimpson@candk.vic.au](mailto:tsimpson@candk.vic.au)

All matters are taken seriously and dealt with in a professional, timely and confidential manner.

Please do not hesitate to raise any concerns.



## **Code of Conduct**

The highest standards of ethics and conduct have a direct relationship with the core values of GKP. They are essential in meeting GKP mission and vision for the future, and are paramount to GKP providing services that enable every child the opportunity to access quality early education and care.

Our codes of ethics and conduct reflect these values, and the principles and values that underpin sound organizational governance, best practice in early childhood education and care, and good and decent values for society. They clarify for GKP staff what is expected of them, their colleagues and other stakeholders, and C&K as an organisation. Parents are also bound by this code of conduct.

Please refer to GKPs code of ethics and conduct policy and procedures for more information (Available in the Family Resource Library).

## **Section 7: Keeping your child happy, healthy and safe**

GKP strives to ensure that your child is happy, healthy, and safe through the provision of environments, experiences and practices that support children and their families. GKP staff follow well researched, thorough, policies, procedures and guidelines to ensure that your child's experiences at the service are ones that promote and enhance their well being and safety. C&K policies and associated documents address a broad range of issues, from sun safety to clothing, illness and emergency procedures.

### **Collection of and Access to Children**

Enrolment at GKP requires that you provide the names, addresses, telephone numbers and ID numbers of adults (18+) that you authorise to collect your child. These adults will need to show proof of identity before signing out and taking your child from the service. For further information please speak with our Director.

### **Restricted Access (Court Orders and Parenting Plans)**

Parents who wish to restrict another parent from collecting their child must provide a certified copy of any court order (stamped with an official seal) to the service upon enrolment or immediately after a law enforcement agency has provided you with one. The service will only be able to follow instructions as per court orders. Staff will respect and adhere to the restrictions stated in the order whilst respecting each individual's right to privacy. For further information please speak with our Director.

### **Illness in Early Childhood Education and Care Settings**

Illnesses and infectious diseases can be serious especially when groups of children are in contact with each other. It is extremely difficult for educators to provide the appropriate care for children who are ill and still provide the program for the rest of the group. The Director has the discretion to decide when your child is unfit to attend. If your child becomes ill, staff will contact you immediately to collect your child. We ask you, or your contact person, to collect your child as soon as possible.

It is essential the service has current work and emergency contact phone numbers, if there are any changes, please let your teacher or our Director know.

## **The Giving of Medication**

Staff will administer prescribed medication appropriately, accurately and safely in accordance with C&K policy and procedures. All medication must be labeled by a chemist that details the child's name, instructions and dosage.

For the safety of all our children, under no circumstances is medication to be left in your child's bag, on top of lockers or any other unsecured location. Please give any medications to your teacher and they will place them in the designated area.

Non-prescribed medication, (including cough mixtures and homeopathic remedies) will not be administered by our staff. Should your child require these you are welcome to come to the centre and administer this yourself.

For further information please speak with our Director and request a copy of C&K's administration of medication procedures.

## **Caring for Children with Chronic Conditions**

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy please provide a detailed medical management plan from your child's registered medical practitioner. This will need to be updated every 6 months or if there is a change to your child's condition or treatment. Please also talk regularly with your educators to ensure that we have the necessary information to make your child's experiences at kindy safe and enjoyable. Please use the enrolment booklet to detail information and begin conversations with educators. For further information please speak with our Director and request a copy of C&K's medical conditions procedure.

## **Hygiene Practices**

GKP follows policies and procedures to ensure that a hygienic environment is provided and maintained for all who enter the service. These policies and associated documents are well researched and based on best practice. Hand hygiene plays an important role in infection control. For further information please speak with our Director and request a copy of C&K's WH&S Policy.

## **Nutrition and Physical Activity**

A balance of good nutrition and physical activity is essential for children's good health, growth and learning. GKP provides engaging programs that encourage physical activity and discussion of nutrition and wellbeing.

## **Providing Meals for Your Child**

Upon enrolment please advise staff of any specific dietary requirements your child may have. These may include foods that your child is allergic to, or foods that have specific cultural or religious meaning.

GKP encourages you to provide meals that are nutritious and healthy based on basic food groups. Fruit and vegetables are promoted as appropriate snack foods and the child's water bottle is always readily available for your child. Early snack food and

morning tea, should consist of a piece of fruit, cheese, sandwich or crackers, or similar food item. Lunch should be a simple one of sandwiches and fruit.

### **Amount of Food**

Children's appetites change from time to time. Any uneaten food will be left in your child's lunch box and returned home at the end of the day. If teachers observe that your child is not eating enough or if they do not have enough food packed in their lunch box, you will be approached at drop off or pick up time and advised. Any concerns please see your teacher.

### **PLEASE DO NOT SEND:**

**CAKES, CHOCOLATE BISCUITS, POPPERS, ROLLUPS, CHIPS, NUTS, OR LOLLIES THESE ARE NOT NECESSARY AND CAN BE ENJOYED AS TREATS AT HOME if required.** The children can access their water bottle at any time and they are encouraged to drink at morning tea and lunchtime to ensure their daily intake of liquid is met.

**No poppers/ no juice**, please. **Water only!**

### **Healthy Food Options**

Visit:

[www.taste.com.au](http://www.taste.com.au)

[www.healthy-kids.com.au](http://www.healthy-kids.com.au)

[www.fresforkids.com.au](http://www.fresforkids.com.au)

[www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)

[www.hearfoundation.org.au](http://www.hearfoundation.org.au)

### **Refrigeration of Food**

GKP has policies and procedures to ensure your child's food is stored and served in a safe and healthy manner; please ensure that where applicable your child's food is transported in an insulated container with an ice brick. Upon arrival please take your child's food out of the insulated container and place in the refrigerator provided near the lockers.

### **Preventing Infectious Diseases**

One of the most obvious hazards in a kindy environment is that of infection. We can all play a part in reducing the risk of spreading infection by using basic hygiene steps and more importantly by teaching our children the importance of:

1. Covering their faces when coughing and sneezing;
2. Using tissues to blow their noses and then discarding them into the bin;
3. The correct method of hand washing and emphasizing the importance of doing this prior to eating or cooking etc and after toileting, nose blowing, touching animals etc; and
4. The use of antibacterial hand gel.

## **Sick Children**

GKP does not have the facilities to care for sick children. We ask that you don't send children to the center if they are unwell. It is most important that parents inform the Director should your child contract or come into contact with any infectious/contagious disease e.g. chicken pox, head lice etc. If your child develops symptoms such as unusual spots or rashes, a temperature, diarrhea, vomiting, conjunctivitis, severe coughing, sore throat etc.....

**PLEASE KEEP YOUR CHILD AWAY FROM THE CENTRE.**

**THE DIRECTOR IS AUTHORISED TO REFUSE ADMITTANCE TO ANY CHILD SHOWING SYMPTOMS OF AN ILLNESS, WHICH MAY AFFECT THE HEALTH OF OTHER CHILDREN/STAFF.**

Should parents or emergency contacts not be available in the event of an accident or illness the teaching staff will take whatever steps are considered necessary to ensure the child's wellbeing. For further information, please see relevant policies located in the Family Resource Library near the lockers or ask your teacher for a copy. If you have any questions or concerns please see our Director.

## **Accidents/Injuries**

If a child sustains an injury at the service, first aid is provided immediately. In the case of an incident requiring an ambulance or doctor, the Director will immediately authorise such help. Parents must agree to this upon enrolment.

All incidents are recorded and parents are asked to sign these forms when the staff members have informed them of the incident. If the incident is serious and/or requires parent or medical assistance, a parent or nominated emergency contact will be notified as soon as possible after the incident. Small knocks and scrapes will be reported to the parent at collection time.

An illness, accident and incident register is kept at the centre to comply with the WH&S Regulations, C&K policies and the Office for Early Childhood Education and Care.

## **Insurance**

GKP is insured with the Guild Insurance Co Ltd for building, personal, public liability and workers compensation.

## **Absences**

If a child were to be absent for illness or holidays etc, it would be considered courteous to inform the teacher concerned. Full fees are payable during this time.

## **Immunisation**

As part of the GKP enrolment procedure, parents are required to provide evidence of their child's immunisation status. Parents are also required to update GKPs records at the time of each immunisation thereafter. If unsure of your child's immunisation history, you may wish to seek advice from your child's registered medical practitioner or the Australian Childhood Immunisation Register.

## Children Who Are Not Immunised

GKP recognises that not all parents can or wish to have their child immunised. No child will be discriminated against if their parent does not wish their child to be immunised. Parents of non-immunised children must detail this in the enrolment booklet. Parents of non-immunised children will be advised that in the event of an outbreak of a vaccine preventable infectious disease their child may be required to remain at home, if advice is provided to GKP by the Public Health Unit. Full fees are payable during this time.

## Exclusion Periods

GKP follow the recommendations outlined in *Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services (5th edition) 2012*.

Common Illness	Exclusion Period
Diarrhoea	Exclude until 24hrs after the last loose bowel motion.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Head lice	Not excluded if effective treatment begins before the next day at the service.
Influenza and influenza-like illnesses	Exclude until child is well
Chicken pox	Exclude until all blisters have dried.
Vomiting	Exclude until 24 hours after the vomiting has ceased.
Fever (38°C or above)	Exclude until fever has ceased for at least 24hrs.
Conjunctivitis	Exclude until the discharge from the eyes has stopped.
Roseola	Exclusion is not necessary; however, the child should stay at home until they are feeling well.

## Immunisation Schedule

Australian Immunisation Schedule Birth to 4 years

Age	Vaccine
Birth	Hepatitis B (hepB)
2 months	<ul style="list-style-type: none"><li>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)</li><li>• Pneumococcal conjugate (13vPCV)</li><li>• Rotavirus</li></ul>
4 months	<ul style="list-style-type: none"><li>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)</li><li>• Pneumococcal conjugate (13vPCV)</li><li>• Rotavirus</li></ul>
6 months	<ul style="list-style-type: none"><li>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio)</li><li>• Pneumococcal conjugate (13vPCV)</li><li>• Rotavirus</li></ul>
12 months	<ul style="list-style-type: none"><li>• Haemophilus influenzae type b (Hib)</li><li>• Meningococcal C (MenCCV) ,</li><li>• Measles, mumps and rubella (MMR)</li></ul>
18 months	<ul style="list-style-type: none"><li>• Measles, mumps, rubella and varicella (chicken pox) (MMRV)</li></ul>

4 years	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)</li> <li>• Measles, mumps and rubella (MMR) (to be given only if MMRV vaccine was not given at 18 months)</li> </ul>
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## Sun Safety

Children are required to wear broad brimmed hats during outside play. Parents are asked to apply a broad-spectrum 4 hour (50+) sunscreen before kindy. There is sunscreen register by the sign-in book, which should be ticked, daily, to verify that sunscreen has been applied. Staff and children will reapply sunscreen throughout the day which will also be recorded in your child's sunscreen register. If you do not wish for sunscreen to be reapplied to your child throughout the day please provide a letter to your teacher advising this. If your child has sensitive skin, please provide their own sunscreen in a named and clearly labeled bottle and let your teacher know. We have spare hats and sunscreen available –should you forget. GKP has a no hat/no play policy.

## Smoking, Alcohol and Drugs

The centre has a strict **“No Smoking, No Alcohol and No Drugs Policy”**. For the safety of the children, it is requested that parents do not smoke in or near the centre or grounds. This includes the car park.

## Emergency Drills

Emergency and Lockdown Drills are regularly carried out according to regulations each term by staff and children. Evacuation procedures and maps are displayed in both units. Parents are encouraged to familiarise themselves with this information. If parents are in the centre at the time of an emergency evacuation drill, it is essential they cooperate with the staff and follow the necessary directions to ensure a quick and safe evacuation. Meeting area is on the grass by the fort.. Fire extinguishers and fire blankets are located in easily accessible places in the centre and are maintained accordingly. Please refer to our Emergency Evacuation Plan for details of exact locations. All staff complete fire safety training yearly.

## Before and After Doors Open

Staff ask that children do not play on play equipment before or after kindy starts and ends. Toys and books are available for children to sit and play with while they wait for the doors to open. This is a WH&S requirement.

## Manual Practices

- Please ensure children adhere to the basic safety rules of the Centre;
  - walking inside and on cement;
  - barefoot for climbing;
  - hats for outdoors; and
  - using toys in the manner in which they are intended
- Please do not lift children or heavy equipment. If it is necessary to do so, enlist adult assistance. If children need your attention, bend down to their level, or sit down to hold them;
- Follow safe lifting practices;

- Use a stepladder to access anything above shoulder height;
- All spills on floors must be wiped dry immediately;
- At all times be diligent as to potential hazards and dangerous situations as you move around. Please inform or discuss with a staff member immediately any potential hazards you identify in or around the centre;
- Do not wilfully or recklessly move, or interfere with or misuse equipment provided in the interests of health and safety; and
- Follow standard safety practices for using all electrical equipment.

## **Kitchen**

- No hot drinks to be consumed around children please;
- Empty sink of hot water once you have finished washing up;
- Knives and other sharp implements should be kept in shields when not in use;
- All washers used are colour coded for the area they are to be used in and this must be strictly adhered to; and
- If you are using any cleaners or chemicals at the centre please refer to the MSDS provided in the kitchen for how to use. No cleaning or chemical products are to be brought to the centre unless they:
  - are accompanied by the relevant MSDS; and
  - it is first reported to the Director and/or our Workplace Health and Safety Officer.

## **Toddlers**

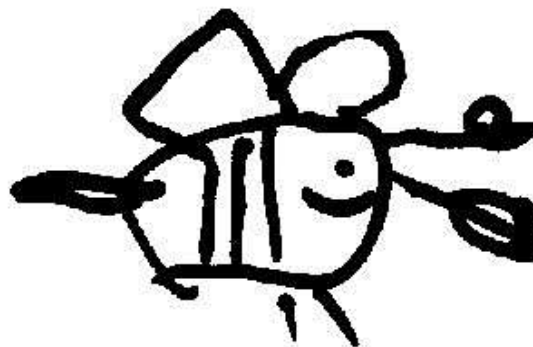
Toddlers are the sole responsibility of the parent/guardian and should be supervised at all times whilst on the premises. Nappy change facilities are available. Staff ask that children do not play on play equipment before or after kindy starts. Toys and books are available for children to sit and play with while they wait for the doors to open.

## **Confidentiality and Privacy**

All staff has a legal and ethical responsibility to maintain confidentiality and to respect and be sensitive to the right of children and their families at all times.

## **First Aid Kits**

GKP major first aid kit is located on the wall in the children's toilets. It is marked with a green +. All injuries must be reported to the Director and a record is to be made for the centre files.





## Section 8: What to Bring

✓	Item	✓	Item
	1 carry bag or backpack (named on the outside)		A set of cot sheets with elastic around <b>all sides</b> of the bottom sheet. These must be in good condition so that they stay on the bed properly. (Cot sheet sets are available at a reasonable cost at Spotlight, K, Mart, Target etc.)  Flat Sheet (165cm x 112cm) Fitted Bottom Sheet (135cmx70cmx19cm)
	1 snack in a separate bag or named container (i.e. a couple of crackers, some cheese or a piece of fruit etc for an early snack) – <i>Please also see Providing Meals for your Child and What Not to Bring</i>		Sheet Bag (40cm x 40cm with draw string)
	1 lunchbox to contain all of the food for the rest of the day (please name your child lunchbox clearly) - <i>Please also see Providing Meals for your Child and What Not to Bring</i>		1 small pillow (optional)
	1 large water bottle (clearly named also). Only water to be brought to the centre please		All sheets etc should be clearly named-dimensional paint works well or indelible felt pen. We need <b>large names</b> so that they can be seen easily.
	1 hat (preferably a legionnaire cap which protects the back of the neck as well); and		1 small blanket (for winter months)
	1 set of spare clothes (in child's backpack daily)		

All items should be **clearly named**, as should jackets, socks, shoes and jumpers, which may be removed during the course of the day. Spare clothes are needed in case of accidents or if the child becomes wet or muddy.

**A hat must be worn at all times during outside play** and we ask that parents apply 50+, 4 hour plus sunscreen and insect repellent to their child's skin at the beginning of the program. Please ensure that you sign the appropriate form next to the daily sign in sheet.

Children are best sent in old clothes so that their participation in the program is uninhibited. Sometimes it does get a bit "messy".

**All children remove their shoes and socks at the centre because bare feet are safest for climbing and the development of sensory awareness.**

We encourage children to develop responsibility for removing and replacing their shoes themselves, so please ensure they have appropriate shoes to enable them to do so.

Spare hats, drink bottles and bed sheets are available at the centre should you forget to bring them on the day. These will be thoroughly cleaned by staff at the end of the day once the child has used it, in order for the item to be used again by another child. Please see your teacher if you need to borrow any of these items for the day.

## **TOYS**

Toys are best left at home as they sometimes get lost or broken, which may cause heartbreak. Children may bring a comfort/cuddly toy and/or a blanket for rest time if required.

## **BIRTHDAYS**

Your child is welcome to share a birthday cake with the other children. Patty cakes are best as they are easiest for the children to share with their friends. To avoid hurt feelings, please be discreet in handing out birthday invitations to friends at the centre. Should your child have allergies, please talk to your child's teacher or the director about alternative choices for your child.

## **Section 9: Arrivals and Departures**

### **Settling Your Child into Kindy**

Before your child's first day, you might want to talk to them about the centre and a little about what will happen. Please participate in our orientation visit and play dates for further information.

Plan your morning so you don't have to rush in and out of the centre. The first month or longer can seem rather overwhelming at first, for children and parents alike. Your child may be hesitant and tearful when saying good-bye to you and this may continue for some weeks. Do not despair! This is quite natural, especially if your child is not used to being away from you. The staff will cuddle your child and settle them in. You can help your child settle more easily by following the advice given by your child's teacher.

Don't slip away when they are engrossed in something. Always tell them you are going and when you will return. Be prompt in returning to collect your child and try not bombarding them with questions. A kindy child isn't able to give a detailed account of the day, but will give you unrelated snippets of what was of interest to them. Usually within a short time, the children have settled into the familiar routine and can hardly wait for their kindy days to come around each week.

### **Hours of Attendance**

8.20am to 2.30pm daily, with pick up between 2.15pm and 2.30pm.

**The hours of attendance are to be strictly observed.** No responsibility can be taken for children outside these hours. If you are going to be late to collect your child for any reason please contact your teacher or the office as soon as possible. A late fee may be applied if late pick ups continue (Refer Late Pick Up Fees).

## On Arrival

- Wash your child's hands with sanitizer gel provided;
- "Sign your child in" on the sign in sheet;
- Put your child bag in their locker;
- Place your child's lunchbox in the fridge provided (no insulation bags in the fridges please);
- Place your child's sheets in the sheet box;
- Place your child's shoes in the shoe box;
- Please make sure you relay any relevant information about your child to educators;
- Apply sunscreen at home prior to arrival at Kindy. If you are unable to do this, please apply sunscreen to on arrival. Your child will be directed to stay in the shade for 20 minutes before playing in the sun. Please make sure that you tick your child's sunscreen register if you have applied sunscreen;
- When necessary complete a medication form and hand medication to your child's educator; and
- Say "goodbye" to your child before leaving.

## On Departure

- Sign your child out;
- Talk with educators about your child's day;
- Collect your child belongings; and
- Wash your child's hands with sanitizer gel provided.

## Section 10: Enrolling at GKP

### Waiting List

Names may be placed on the waiting list at any time before the child is old enough to attend. It is advantageous to place names on the list as early as possible to obtain priority in enrolment. A nominal administration fee is applicable. It is the responsibility of parents to advise the centre of any changes of address and/or telephone number that may occur once their child's name has been placed on the waiting list.

The Administration Officer is responsible for the maintenance of the waiting list register.

### Enrolments

Around July/August, the year prior to enrolment, the Administration Officer will contact prospective parents in the order registered on the waiting list. An interview/orientation visit will be arranged at a convenient time with the intended teacher. The interview will enable parents to gain information about the centre as well as assist the teacher to obtain an appreciation of the child being enrolled. Two play afternoons will be held to assist your child/children to become familiar with the centre and the teachers. Dates will be included in the information page in the front of this handbook.

Enrolment will be effective when:

- enrolment forms are completed;



- non refundable enrolment deposit of \$125 is paid; and  
*These fee amounts may change from time to time, however, you will be advised during your enrolment interview.*

### **Sign-In/Out Sheets**

It is a licensing requirement to sign your child in and out each day. Therefore, it is **imperative that each child is signed in and out** on the day of attendance.

It is the law and a requirement of the Australian Children's Education and Care Quality Authority that the signing of an attendance record is strictly adhered to. Failure to comply could result in cancellation of childcare benefit and full fees being applied. Children will only be allowed to leave the centre with an authorized person.

### **Make-Up Days**

Make-up days or 'swap' days are not offered to replace absences for any reason.

### **Notification of Sick Days**

If your child is going to be away from the service due to illness please notify the service of this absence and the reason for absence. This helps with awareness of infection risks and also assists with the rostering of educators. Fees are payable for all sick days at the usual rate.

### **Public Holidays/Pupil Free Days**

Usual fees apply for all public holidays and pupil free days that fall during normal GKP service operation.

### **Family Holidays**

Families that take holidays during term days throughout the year are required to pay usual fees for the period away from the service.

### **Termination of Enrolment**

If your child is absent for two weeks and no reason for the absence has been received and the centre is unable to contact you, the enrolment will be automatically terminated.

If you wish to terminate the enrolment, you should do so in writing, addressed to the Secretary, giving at least two weeks advance notice. Two weeks fees will be charged even if your child does not attend during the notice period. A refund of any fees already paid will be at the Committee's discretion.

### **Updating Details**

GKP request that you update your family and contact details on a regular basis to ensure that the service has the most up to date information on hand.

### **Delayed Exit/Entry**

A process is available to those families who wish to discuss the possibility of delaying their child's entry into and/or exit from kindy and ultimately into prep at a primary school. C&K have policies and procedures in place to govern the delayed entry and exit process. Please consult our Director for further information and/or contact C&K on (07) 3552 5333.

## **FEES**

### **Fee Payment Agreement**

Each family will need to complete and sign a fee payment agreement during the enrolment process. The fee payment agreement will detail the payment method available at GKP and an agreed schedule for the paying of fees. It will also include information about the non-payment and collection of outstanding fees. The agreement will also clearly explain that non-payment of fees may result in your child's enrolment being suspended or cancelled.

### **Fee Schedules**

Fee schedules are attached to the front cover of this handbook. Fees are structured to allow fundraising to be kept to a minimum. The fees are **all** inclusive and we do not charge any other levies such as building levies etc.

Invoices for each term's fees will be distributed at the start of the term during term one and at the end of the previous term in subsequent terms and are **due within three weeks of term commencement. If fees are paid on time parents will be eligible for a \$25.00 discount.**

Should the payment of fees by the due date indicted, cause severe financial hardship; the Financial Administrator should be contacted to discuss alternative arrangements.

**Please note:** *if the Financial Administrator is not advised by due date a \$25.00 late fee will be incurred.*

### **Entitlement to Subsidised Fees**

If you:

- identify as Aboriginal and/or Torres Strait Islander (or have a child who does); or
- have three or more children, of the same age, enrolled in the same year; or
- hold a current Health Care Card, Veterans Affairs Card or Australian Government Pension Concession Card with automatic Health Care Card entitlements.

you may be eligible for a substantial reduction in fees. If you or your child identify as Aboriginal and/or Torres Strait Islander or have multiple children (3 or more) the same age, enrolled in the same year, you will just need to tick the appropriate box in your enrolment booklet. If you hold any of the above cards, you will just need to present your card to the director and a photocopy will be taken to provide to C&K to enable our service to claim a subsidy on your behalf.

### **Non-Payment of Fees**

If fees are not paid in full by the end of any term, families will be asked that their child does not attend until payment arrangements are made. If arrangements are not made

the child's position at the centre may be filled by another child from our waiting list. Appropriate measures will be taken to recover the outstanding amounts owing.

### **How to Make Payments**

Payments can be made by cheque or money order or internet or direct deposit:

Bank: NAB  
BSB: 084-209  
A/C No: 50-847-9702.

Cheque or money order payments should be returned in an envelope and deposited in the locked fees box in the Director's office. A copy of the receipt for internet or direct deposit should be placed in the fee box as proof of payment. Please ensure that the child's name, locker number and the amount is clearly written on the envelope. Due to security reasons, we **do not accept cash payments**. Receipts will be issued for all payments received

### **Late Pick Up Fees**

Parents are requested to be at the service to pick up their by 2.30pm. We are aware and understand that circumstances may prevent a parent from picking up on time, however continual late pickups will incur a late fee. Late fees are charged at a flat rate of \$20 for the first 10 minutes or any part thereof, for each minute after this another \$1.00 will be charged. For further information please speak with our Director.

## **Section 11: Volunteering**

### **Parent Participation Program**

This is a community kindergarten and the roster program gives parents, the opportunity to share their child's experiences within the centre. The aims of the program are:

- To show your child that you are interested in what he/she is doing, thus combining kindy and family interests;
- To enable you to understand and share in your child's learning;
- To encourage common and wider talking points away from kindy;
- To help you understand, more fully, aspects of child development and education; and
- To enable ideas to be exchanged with teachers, advice to be given and opinions to be shared.

Parents will have the opportunity to nominate a day on which they wish to attend kindy for a few hours and assist the teacher and observe their child in the learning program. Parents are also encourage to share skills, hobbies, interests and/or culuture if they wish. It is a voluntary roster for mothers and fathers.

Parents are encouraged to talk with the staff regarding their child, but please refrain from long conversations within program hours. Teaching staff need to be with the children at

these times. Contact with the staff is best made after each session, so please make a time to speak with teachers outside of this time. This also gives the teacher the opportunity to refer to developmental records and observations beforehand. You may be asked to prepare curriculum materials for use at the centre. We are always very grateful if you can assist in any way with the preparation of collage and art/junk material.

Parents on roster **must sign** in at the bottom of the attendance book.

### **Special Days**

Open days are held to provide an opportunity for members of the community to visit the centre with their child. This provides an opportunity to talk with staff about the services offered at the centre.

### **Working Bees**

At certain times of the year we ask parents to help with working bees. This ensures that our equipment, grounds and gardens remain safe and attractive. We hire a gardener to regularly mow the lawns and keep the gardens tidy but require parents to help with extra maintenance jobs.

Notification of upcoming working bees will be sent out via email, placed in the newsletter and a notice placed near the sign in books. These notices will outline the dates, equipment that may be required and jobs to be completed.

GKP tools (for many tasks) are located in the lawn locker behind the centre building, however, if your task is a specialist one it may be necessary for you to bring your own tools. Please wear protective eyewear and footwear during working bees. Children must remain your responsibility if brought into the grounds.

It should be noted that any parents volunteering for these working bees should comply with GKP WH&S Information Booklet - Section 16 - Maintenance Work/Working Bee – Safety Procedures. This available in the Family Resource Library near the lockers.

## **Section 12: Parent Information**

GKP gives parents the opportunity to loan a variety of books from our Family Resource Library. If you would like to borrow a book please see your teacher or our Director. All loans will need to be returned by the end of each term.

### **Family Resource Library**

GKP have a Family Resource Library located near the lockers which has a wide variety of information for parents. A USB is also provided if you wish to take home any information provided in the library. If you find that what you are looking for is not available or if you have any suggestions or ideas, please contact the Administration Officer and they will try and arrange or locate relevant information.

## Useful Links

Breast Feeding Australia <a href="http://www.breastfeeding.asn.au">www.breastfeeding.asn.au</a>	Australian Children's Education and Care Quality Authority <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>
Kidsafe Australia <a href="http://www.kidsafe.com.au">www.kidsafe.com.au</a>	Nutrition Australia <a href="http://www.nutritionaustralia.org">www.nutritionaustralia.org</a>
Queensland Health <a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a>	Anaphylaxis Australia <a href="http://www.allergyfacts.org.au">www.allergyfacts.org.au</a>
Grow Me Safely: <a href="http://www.kidsafensw.org/growmesafely">www.kidsafensw.org/growmesafely</a>	Raising Children Network <a href="http://www.raisingchildren.net.au">www.raisingchildren.net.au</a>
NAPCAN (Preventing child abuse) <a href="http://www.napcan.org.au">www.napcan.org.au</a>	Asthma Australia <a href="http://www.asthmafoundation.org.au">www.asthmafoundation.org.au</a>
Immunisation Australia <a href="http://www.immunise.health.gov.au">www.immunise.health.gov.au</a>	Autism Australia <a href="http://www.autismspectrum.org.au">www.autismspectrum.org.au</a>
Diabetes Australia <a href="http://www.diabetesaustralia.com.au">www.diabetesaustralia.com.au</a>	

## Section 13: Daily Timetable

Time	Activity
<b>8.20am – 12.30pm</b>	<ul style="list-style-type: none"> <li>* Small group times for welcome and planning</li> <li>* Indoor and outdoor creative play and learning sessions</li> <li>* Snack time 9.30am</li> <li>* The children have morning tea at approx 11.00am</li> <li>* Children come together to share ideas during stories, sharing and group discussions, music and movement, singing, finger rhymes, learning about our world, early math's and science learning etc are all planned for these sessions depending on the children's current interests and exploration</li> <li>* Routines for toileting and hand washing: including supervised hand washing before meals are incorporated into the day</li> </ul>
<b>12.30pm – 1.00pm</b>	* Bathroom, lunch, making beds
<b>1.00pm – 2.00pm</b>	* Rest time
<b>2.00pm – 2.30pm</b>	<ul style="list-style-type: none"> <li>* Tidying beds, putting on shoes and quiet activities</li> <li>* Story/group time/discussions</li> </ul>
<b>2.20pm – 2.30pm</b>	* Parent collect children

All of the above times are a rough guide only. We have a very flexible approach to the day to allow for the unexpected, to allow the children time to explore, to follow their interest and to develop skills. However by giving children a routine it also gives them a sense of security as they have some idea of what will happen next during their day.

We invite parents to collect children from 2.20pm as this allows time to speak with the teachers and have a relaxed finish to our kindy day.



**Thank you for choosing to send your child to GKP.**

**We are looking forward to getting to know you and your child.**

**We hope your time at our centre will be enjoyable and rewarding.**





# Geebung Kindergarten and Preschool

## Family Agreement



### Parents(s)/Guardians(s)

Names \_\_\_\_\_

Of \_\_\_\_\_

Have been made aware of the GKP **Workplace Health and Safety Information Safety Booklet** and agree to the conditions set down.

Parents/Guardians signature \_\_\_\_\_ Date \_\_\_\_\_

**N.B.** A full Workplace Health and Safety booklet is available by the parent notice board in each unit.

I/we have read the **C&K Sun Care and Protection Procedure (SO:01.01) in the Orientation Handbook** requiring all children to wear a hat and appropriate clothing whilst outdoors and have a broad spectrum, water resistant sunscreen (4hr, 50+) applied to their exposed skin prior to outdoor activity.

I/we acknowledge that parents and staff have a shared responsibility in protecting children from exposure to UVR (ultra violet radiation) from the sun.

I will apply water resistant sunscreen (4hr, 50+) at the start of Kindy session.

I/we give permission for the staff to apply sunscreen to my/our child if and when required.

Childs name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_



## POLICY STATEMENT AFTERNOON DEPARTURE PROCEDURE



### Policy Statement:

- Afternoon departure time is 2.15 pm - 2.30 pm. We are aware and understand that circumstances may prevent parents picking up on time, however continual late pickups will incur a late fee. If you are going to be late please contact your teacher or the office as soon as possible..
- Pick up time is by 2.30 pm.
- If there is an emergency and you are unable to make the 2.30 pm deadline, you must arrange for someone else to collect your child. You must notify the Kindergarten of the person's name and they need to be one of your "Emergency Contact" on our list.
- If this procedure is not followed it is the Director's responsibility to contact a person on your Emergency List and they will be required to come immediately to collect your child.
- If the Emergency Contact person is unknown to the staff, they will need to produce photo identification.
- Our official policy is that if Emergency Contacts are unable to be contacted and staff needs to leave the Kindergarten. Police will be called and will come to collect your child.
- The staff frequently undertakes home visits, in-service, regional meetings and committee meetings, all commencing after 3.00 pm. The staff's personal commitments after 3.00 pm must also be considered.
- C&K recognizes the value of child free time both before and after the daily program. During this time the teachers prepare the environment, maintain their written program and administrative records and generally tidy up.

Parent's Name: .....

I/We have read the above Policy Statement and agree to the conditions stated above.

..... (Signed)..... (Date)

..... (Signed)..... (Date)



# Geebung Kindergarten and Preschool

## Family Fee Agreement



### Fee Payment Contract

<b>Parents Name</b>	
<b>Child's Name</b>	
<b>Child's DOB</b>	

I/we acknowledge that I/we have read the GKP Handbook and have been made aware of fees and charges pertaining to attending GKP.

I/we acknowledge that the service is not able to operate without the fees paid by parents/guardians.

I/we acknowledge that if a kindergarten program is offered by this service then the kindergarten program offered by this service is partly funded by the Queensland Government to cover the additional cost of employing a qualified teacher.

I/we acknowledge that fees are payable at this service.

I/we understand that my service may be entitled to obtain the Low-Socio Economic (SEIFA) subsidy under the Queensland Kindergarten Funding Scheme. I/we understand that GKP pass onto me/us this subsidy by way of a fee reduction. If for any reason the State Government alters the SEIFA rating of our service and our service is no longer eligible to receive the SEIFA subsidy, the daily fee for this service will increase by the amount of SEIFA fee reduction that was previously applied.

I/we understand that I may be entitled to obtain the Health Care Card fee reduction subsidy while I have a current Health Care Card/Pension Concession Card, if the service I attend is eligible to receive the Health Care Card fee reduction subsidy under the Queensland Kindergarten Funding Scheme. I/we must provide valid health care card/pensioner concession card details to the service. It is my/our responsibility to provide updated card details if my/our eligibility lapses. If eligibility lapses then I/we acknowledge that the fee reduction will no longer apply to my account and I/we are responsible for the full payment of fees.

I/we agree to pay the published fees for my/our child/ren (listed above) to attend the service listed above subject to GKP policies and Queensland Government regulations.

I/we agree to pay fees by the due date, in accordance with the fee payment preference selected above.

I/we acknowledge that if fees are not paid within one (1) day of the due date, a reminder letter will be sent/given to me/us.

I/we acknowledge that if at least a 1/3 of the fees are not paid within seven (7) days of the due date, a second reminder letter will be sent/given to me/us and my/our child will not be able to attend the centre.

I/we acknowledge that if fees are not paid within fourteen (14) days of the due date, a final reminder letter will be sent/given to me/us. Unfortunately, your child will still not be able to attend the centre if payment is not made.

I/we acknowledge that if fees are not paid within twenty-one (21) days of the due date, my child will no longer have a place at the service and legal action will be taken to recover the debt owed. I/we acknowledge that we understand that the cost of recovering any debt owed to GKP by me/us will be added to the debt owed and will become payable to GKP by me/us.

I/We acknowledge that should my child's enrolment at the service be terminated it as the total discretion of GKP as to whether your child will be re enrolled at a GKP service.

I/we acknowledge that unpaid fees constitutes a debt owing to GKP, regardless of whether I/we remove my child(ren) from the service or whether my child(ren)s place at the service is suspended or cancelled.

I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Director of the service who will work with Accounts Receivable to determine an alternative payment arrangement.

I/we acknowledge that a Late Fee may apply if I am late picking my child. Please ensure your contact your child's teacher if you are going to be late.

I/we acknowledge that should I/we wish to terminate my/our child's enrolment, we must give two weeks' notice and fees will be charged even if my/our child does not attend during the notice period. I/we also acknowledge that a refund of any fees already paid will be at the Committee's discretion.

I/we understand that GKP reserves the right to change fees when necessary.

I/we acknowledge having read and understood GKP's Fee Policy, which sets out the obligations I/we must abide by regarding fees and fee payment.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Parent/Guardian 2\* Parent/Guardian 1\*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Each Parent / Guardian is required to sign the fee payment agreement.