



# 2020 Parent Handbook



Caloundra Community Kindergarten  
Est.1965



Nurture

Play

Grow

# Centre Details

|   |   |
|---|---|
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| C&K Education Practice Advisor              | Carrolyn Ireland<br>ph 5451 0449  |
| Office of Early Childhood                   | Kim Dudin<br>ph 5459 8610   |
| C&K Policy Manual location                  | Now available online - please ask a staff member for a particular policy.   |

# Contents

|   |                                     |
|---|-------------------------------------|
| Welcome to Caloundra Community Kindergarten .....     | 7                                   |
| Welcome to your new family.....                       | 7                                   |
| Caloundra Community Kindergarten History.....         | 7                                   |
| At Caloundra Community Kindy we believe in .....      | 8                                   |
| An Introduction to Kindy life.....                    | 13                                  |
| What to Bring to Kindy.....                           | 13                                  |
| Clothing and Shoes .....                              | 14                                  |
| On Arrival .....                                      | 15                                  |
| On Departure .....                                    | 15                                  |
| Sunscreen.....  | 15                                  |
| Birthdays .....                                       | 16                                  |
| Kindergarten Timetable .....                          | 16                                  |
| Rest, Relaxation and Sleep.....                       | 16                                  |
| Excursions .....                                      | 17                                  |
| Centre Maintenance .....                              | 17                                  |
| Emergency and Fire Procedures .....                   | 17                                  |
| Multimedia and Technology .....                       | 18                                  |
| Documenting Your Child's Learning.....                | 18                                  |
| Family Involvement.....                               | 19                                  |
| Not for Profit Association .....                      | 19                                  |
| We Value Your Input.....                              | 19                                  |
| Ways to Get Involved.....                             | 20                                  |
| Parent Roster .....                                   | <b>Error! Bookmark not defined.</b> |
| Parent Responsibilities.....                          | 20                                  |
| Management Committee.....                             | 21                                  |
| Management Committee Roles and Responsibilities ..... | 21                                  |
| Non-Executive Positions .....                         | 22                                  |
| Code of Conduct .....                                 | 24                                  |
| Monitoring & Ensuring Quality .....                   | 25                                  |
| Affiliation with C&K.....                             | 25                                  |
| C&K History.....                                      | <b>Error! Bookmark not defined.</b> |
| C&K Philosophy.....                                   | 25                                  |
| National Quality Framework.....                       | 25                                  |
| Policies Ensuring Your Child's Wellbeing .....        | 26                                  |

|   |                                     |
|---|-------------------------------------|
| Child Protection .....  | 26                                  |
| Workplace Health and Safety .....                               | 27                                  |
| <b>Education, Care &amp; Curriculum Delivery .....</b>          | <b>27</b>                           |
| Children's Rights .....   | 27                                  |
| Teaching and Learning Guidelines .....                          | 27                                  |
| <b>Information about Caloundra Community Kindergarten .....</b> | <b>28</b>                           |
| Director/Early Childhood Teachers (Nominated Supervisor) .....  | 28                                  |
| Assistant Educators.....  | 29                                  |
| Additional Needs Assistant .....                                | 29                                  |
| Clerical Assistant .....  | 29                                  |
| Education Practice Advisor .....                                | 29                                  |
| Manager of Children's Services .....                            | <b>Error! Bookmark not defined.</b> |
| Educator: Child Ratio .....                                     | 30                                  |
| Student Placements .....  | 30                                  |
| Work Experience and Other Students .....                        | 30                                  |
| Volunteers.....   | 30                                  |
| First Aid .....   | 30                                  |
| Suitability/Blue Card .....                                     | 30                                  |
| <b>Keeping our Children Happy, Healthy &amp; Safe .....</b>     | <b>31</b>                           |
| Protecting our Greatest Asset.....                              | 31                                  |
| Separation.....   | 31                                  |
| Collection of and Access to Children.....                       | 31                                  |
| Restricted Access (Court Orders and Parenting Plans) .....      | 31                                  |
| Illness in Early Childhood Education and Care Settings .....    | 32                                  |
| The Giving of Medication .....                                  | 32                                  |
| Caring for Children with Chronic Conditions .....               | 32                                  |
| Hygiene Practices.....  | 32                                  |
| Immunisation .....  | 32                                  |
| Hand Washing.....   | 34                                  |
| Providing Meals for Your Child .....                            | 34                                  |
| Food and Nutrition.....   | 35                                  |
| <b>Enrolment, Fees &amp; Administration .....</b>               | <b>36</b>                           |
| Giving Notice.....  | 37                                  |
| Kindergarten Fees & Levies.....                                 | 37                                  |
| Process for Unpaid Accounts .....                               | 38                                  |
| Health Care Card Holders .....                                  | 38                                  |
| Fundraising.....  | 39                                  |
| Holidays, Sick Days and Public Holidays.....                    | 39                                  |
| Notification of Sick Days .....                                 | 39                                  |

|  |                                     |
|--|-------------------------------------|
| Late Fees .....  | <b>Error! Bookmark not defined.</b> |
| We look forward to you becoming part of our C&K family ..... | 39                                  |



# Section 1

## Welcome to Caloundra Community Kindergarten

### Welcome to your new family

Our Kindergarten has been around for over 50 years and steeped in history. In fact, we are a 3rd generation kindy and we're proud to say that we have families where grandparents, parents and children have all passed through our doors. Your child (from 3-years to school age) will be well nurtured and cared for in the kindergarten. Your family is now part of a long tradition in quality early childhood education and care. We are affiliated with C&K which has over 100 years of early childhood education leadership, practical experience, curriculum development and proven positive outcomes for children. Our staff have nearly 100 years of experience delivering learning excellence, specifically for Kindergarten children.

### Caloundra Community Kindergarten History

Our wonderful kindergarten was opened in 1965. It was the first community kindergarten in the area and was built by the local community for the local community. We were excited and proud to celebrate our 50th anniversary in 2015. Parents who were Caloundra Kindy children themselves proudly send their own children to our Kindy, knowing that offers a positive start to a child's education journey.



We are also very proud that our kindy is exceeding quality and collegially support other kindergartens within the C&K family. Our staff team demonstrate our initiatives on such topics as emergent early literacy, child-led playful learning, sustainability, recycling and respecting the environment.

Your child's kindy year extends across the entire family, including grandparents, aunts, uncles, siblings and is a wonderful year for everyone who becomes involved. We embrace our families and create an open and welcoming environment for everyone.

## At Caloundra Community Kindy we believe in

### Making Learning Fun and Meaningful

Our approach to our curriculum (educational program) is born out of a long-held tradition in early childhood philosophy and practice, which supports contemporary international and national research and theoretical perspectives around children's learning, health and wellbeing. In our service, children are valued and respected as competent and capable co-contributors in the learning process. Our educators work alongside your child to actively encourage and support them in their decision making/ learning process.

Educators regularly undertake professional development to ensure the most up-to-date research is used as a basis for shaping curriculum decisions.

The curriculum offered is a collaborative venture, negotiated with children and developed by fully qualified early childhood educators. The physical environments, social learning and emotional feel of the centre are designed to support and enhance your child's learning. Your child's curiosity, enthusiasm and love of learning will continually be encouraged by our educators. As educators and children engage in inquiry together, children are learning to observe, ask questions, theorise, reflect on their actions and engage in meaningful and self-directed activity.

Our well-respected tradition of encouraging family and community involvement ensures that our curriculum:

- supports and affirms parents in their parenting role;
- acknowledges the individuality of family aspirations and traditions;
- optimises learning for children;
- engages parents in cooperative decision making;
- is relevant to the children, families and community; and
- facilitates networking among families within the local community.



*The essence of our role as educators is to add complexity to children's thinking by posing a question: "What do you think?" In doing so adults provide the child with a possibility, acknowledge them as a thinker and constructor of knowledge and at the same time, indicate to the child that they are ready to listen.*

*Carla Rinaldi (2005)*



## Child-Led Learning

No two days are the same at Caloundra Community Kindergarten. Our teaching team take into account the interests and requests of the children in the group when planning daily activities. The spacious environment at our kindy is thoughtfully planned and well resourced. Much time is spent discovering the natural environment outdoors as well exploring indoor resources, games and people.



## Community

Our Community is so important to us at Caloundra Community Kindergarten. As the only remaining parent and community managed Kindergarten in the Caloundra area we rely heavily on the generosity of the local community, families and volunteers. We are a registered not for profit charity and have the ACNC tick to indicate our accountability and transparency. We foster our strong ties to the local community by encouraging parent and other local volunteer involvement in our program. We often hold and partake in community events and love connecting with local businesses, groups, and our local outdoor spaces.

To build genuine partnerships we 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. Caloundra Community Kindergarten aims to engage children and families in a sense of community, cooperation and collaboration. We encourage you to become actively involved in our kindergarten. Your involvement will enrich your child's learning experiences and promote positive self-esteem. Current research confirms what C&K has always advocated and that is the experiences of young children have a profound effect on their future.

\* Caloundra Community Kindergarten recognises that families are as individual as the people in them. For brevity's sake we use the term "parents" to encompass all primary caregivers.

## Staffing & Program

The centre is a single unit kindergarten catering for 50 children (two groups of 25 children) aged 3-years to school age, with one qualified teacher and two qualified assistants in each of our two groups. Our red group team comprises Anne Tietzel, Angela Brodie and Tobi Romagnoli and our yellow group team is Anne Tietzel, Ria Harding and Annette Edwards. Kendall McDonald teaches one day per fortnight whilst Anne has an "admin day".

|              |   |                 |
|--------------|---|-----------------|
| Red Group    | Monday, Tuesday and alternating Wednesday           | 8:30am – 2:38pm |
| Yellow Group | Alternating Wednesday and every Thursday and Friday | 8:30am – 2:38pm |

## Regulations

The Caloundra Community Kindergarten Association is licensed by the Office for Early Childhood Education and Care for 25 places for children from 3 years of age to school age. We are licensed under the Education and Care Services *National Law (Queensland) Act 2011* and Education and Care Services National Regulations.

Our centre complies with the Act and the Regulations including requirements in relation to activities, experiences and programs, staff- child ratio and staff qualifications. The regulations are available at the centre should you wish to view them.

## Building A Sustainable Future

We are proud of our beautiful tree-filled yard which houses our vegetable garden, chickens, worm farm, possum boxes, native stingless bees, frog pond & butterfly garden. We “light-up” with solar panels and use water from our very own rainwater tanks.

Caloundra Community Kindergarten actively promotes environmental awareness and encourages children and families to protect the environment through modelling and education. We strive to cultivate a lifelong respect of environmental awareness and care.

Native wildlife is treated with care and respect and remain *free* while children observe and appreciate nature.

The planting of, and tending to, trees and shrubs is a valued aspect of our services. They provide us with effective natural shade and maintain habitats for birds and other native wildlife. Where practical and possible, hygienic composting & worm farming of lawn clippings and fruit waste is practised, along with recycling of plastic, paper, metal and glass materials.



Caloundra Community Kindergarten has a policy of “minimising harsh elements in early childhood settings” which encourages hygiene practices without the use of harmful chemicals.



## Positive Guidance

As with most skills, behaviour is learned and developed in social situations. We focus on the positive aspects of a child’s behaviour and engage the child in experiences that will maintain and build continued positive behaviour. Educators build relationships with each child through techniques such as using explicit language, modelling processes to facilitate respect and encourage children to understand and choose positive behaviour. Families are consulted about their child’s behaviour and we worked in partnership to develop the best outcome for your child. At all times, the staff take a strength-based approach to working

with children and families. We acknowledge each person's strengths and the contributions they make to our kindergarten. A copy of our supporting and guiding children principles is displayed in the foyer. For further information please speak with the Director/Teacher.

## Inclusive Practices

Caloundra Community Kindergarten appreciates, respects and encourages individuality and interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with a disability or an additional need.

## Cultural and Linguistic Diversity

Caloundra Community Kindergarten recognises and celebrates the multicultural and multilingual nature of our community and aim to create an environment and curriculum that embraces diversity. We value each child and family's culture, home language and beliefs. All parents are encouraged to communicate any concerns or considerations with staff upon enrolment and on a daily basis.

C&K, working with Reconciliation Australia, has made a strong and firm commitment to achieving the overall objective of all Reconciliation Action Plans (RAP); "...to close the life expectancy gap between Indigenous and non-Indigenous children." We have developed our own RAP in consultation and partnership with Aboriginal and Torres Strait Islander, and non-Indigenous educators. We will work toward:

- ensuring all children engage in culturally inclusive and safe early childhood education and care experiences;
- embedding Aboriginal and Torres Strait Islander cultures within the daily program;
- having all educators considerate of Aboriginal and Torres Strait Islander perspectives;
- all educators having access to training in Aboriginal and Torres Strait Islander understandings;
- increasing Aboriginal and Torres Strait Islander employment and career prospects across early childhood education and care; and
- promoting Aboriginal and Torres Strait Islander cultural perspectives in C&K's teaching curriculum.

If you wish to contribute your thoughts and ideas to our RAP, please speak to the Director who will include feedback/thoughts in the living RAP documents.

## Children with Additional Needs

Caloundra Community Kindergarten provides an inclusive environment and program to meet the differentiated and diverse needs of all children and their families. Following an interview with the parent and child, the Director/Teacher, together with the parent/s, will collaborate to make education support plans and modifications where appropriate. The Director will communicate with related services in order to make an appropriate decision regarding funding requirements and any environmental alterations required. The kindergarten will arrange appropriate additional support and training for the staff, families and children as the need arises. The sharing of information between the teaching team and



the child's medical, education and support services is encouraged in order to support the child's total inclusion, learning and holistic development.

## **Equity and Social Justice**

Caloundra Community Kindergarten is committed to and firmly believes that experiences in the early childhood period have a significant impact on later childhood and adult life. We acknowledge that every family is different and unique. The members of each family may vary but their human rights don't! We act with equity, acceptance, fairness and dignity. In order to improve life, education and career choices for all children, we encourage children and families to participate in a range of activities which will promote optimal development and the life skills for living in diverse communities.

## **UN Declaration on the Rights of the Child**

The right to affection, love and understanding.

The right to adequate nutrition and medical care.

The right to free education and full opportunity for play and recreation.

The right to protection from all forms of neglect, cruelty and exploitation.

The right to name and nationality.

The right to special care, if disabled.

The right to be among the first to receive relief in times of disaster.

The right to learn to be a useful member of society and to develop individual abilities.

The right to be brought up in a spirit of peace and universal brotherhood.

The right to enjoy these entitlements regardless of race, colour, sex, religion, national or social origin.

# Section 2

## An Introduction to Kindy life

### What to Bring to Kindy

- A sun smart hat (legionnaire-style or broad brimmed) - **supplied**
- A cloth library bag for the lending library (please ensure name is marked clearly on outside)
- A plastic/aluminium drink bottle clearly labelled
- A non-frigerated snack in a separate container
- A nutritious lunch and morning tea should be packed in a lunch box daily. We encourage children's lunch boxes to be litter free – please consider buying a reusable container and minimising plastic wraps/waste as much as possible (NO INSULATED LUNCH BAGS OR BOXES PLEASE as they do not meet our health regulation)
- Spare clothing in a named plastic bag to be left at Kindy – play is often wet & messy
- A sheet set placed in a clearly labelled cloth bag. The bottom sheet (70cm x 130cm) should have elastic loops on each corner so it can be attached to the bed. The top sheet should be slightly wider but shorter with no loops (80cmx 110cm) **OR** a cot sheet. (Kindy has sheets available for purchase at minimal cost)



## Clothing and Shoes

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

At Kindy we get muddy, we get messy and we get wet! Please send your child in clothes that are suitable to get dirty, wet and muddy. If it is raining, please send a raincoat, gumboots and a safe umbrella as we still play outside.

Although children are encouraged to not wear shoes while playing, at times it may be necessary to wear shoes for excursions. Please ensure shoes are safe for your child to run and climb in. Please send a pair of thongs/crocs/shoes every day with your child in case we walk to the cricket club. During winter, please send slippers or warm shoes for children to wear inside.

Staff will try to ensure children are always dressed appropriately for the weather and learning experience. Your child will be encouraged to wear protective clothing for messy activities such as painting.



For specific clothing requirements for your child, please talk with the Teacher.



## Check for messages

Every child/family has a 'pocket' for notes and messages. Please check that every day.

Look for email newsletters, messages and forms as well. **Our main portal for delivering urgent messages is through Storypark.** Please enable Storypark notifications once the invitation to join our Storypark page has been emailed to you.

## On Arrival

- Sign your child in on the *sign in sheet*
- Ensure your child places their bag in their locker provided and their lunch in the fridge
- Relay any relevant information about your child to educators
- Ask your child to wash their hands
- If necessary, complete a medication form and hand medication to your child's educator
- Say "goodbye" to your child before leaving

## On Departure

- Sign your child out
- Talk with educators about your child's day
- Encourage your child to wash their hands
- Encourage and assist your child to collect their belongings

## Sunscreen

Please apply sunscreen prior to leaving home. If you are unable to do this, please apply sunscreen upon arrival at Kindy after which your child will be directed to stay in the shade for 20 minutes before playing in the sun.

All staff at Caloundra Community Kindergarten model sun-protective behaviour. We ask that you:

- provide appropriate protective clothing for your children's use such as shirts/dresses with sleeves and hats with 5cm (2") brim or legionnaire's cap. Please ensure all are clearly named.
- apply sunscreen to your child 20 minutes before arriving at the centre
- model sun-protective behaviour yourself. Children who do not have sunscreen on will be restricted to play in shaded area.
- When signing in, parents are required to tick/sign that they have administered sunscreen to their child before commencing the Kindy day.
- In line with the Cancer Foundation recommendation and C&K policy sunscreen will be reapplied every two hours. The educators will help children reapply sunscreen after morning tea.
- The Sun Policy will be emailed to parents before the commencement of Kindy. Our Kindy adopts the C&K Sun Policy which is available online.

## Birthdays

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at Caloundra Community Kindergarten. Should you wish to do this, please provide 25 patty cakes for the children. Your family is more than welcome to join us. If you do not wish for your child to eat birthday cake, please send an alternative for us to keep in the freezer for such occasions.

## Kindergarten Timetable

The Kindy timetable is flexible and changes daily depending upon the needs and demands of the group. As a guide, however, please see the timetable below -

| TIME            | ACTIVITY  |
|-----------------|---|
| 8:30 – 9:00am   | Indoor /Outdoor settling in                                     |
| 9:00 - 9:15am   | Children and educators plan the day                             |
| 9:15 -10:30am   | Indoor/outdoor program  |
| 10:15 – 10:30am | Group time: music, movement, story, drama                       |
| 10:30 – 11:00am | Transition activity: toileting, washing hands, morning tea      |
| 11:00 – 12:15pm | Indoor / outdoor program  |
| 12:15 – 12:30pm | Tidy up time  |
| 12:30 – 12:50pm | Group time: music, movement, story, drama                       |
| 12:50 – 1:30pm  | Transition activity: toileting, washing hands, lunch, pack bags |
| 1:30 – 2:00pm   | Rest, relaxation and quiet time                                 |
| 2:00 – 2:30pm   | Getting up, quiet activities, group games                       |
| 2:38pm          | Home time   |

## Rest, Relaxation and Sleep

We believe it is important to incorporate a balance of experiences for your child including opportunities for rest and relaxation. There are many ways a rest/relaxation time can be incorporated into the day. Consideration is given to creating a restful atmosphere which is flexible and responsive to individual needs. For example, if your child requires a short nap during the day a bed will be set for them. Children who do not sleep during the day will be offered quieter play and learning experiences as part of our balanced day. All children are encouraged to have a quiet and/or rest time.

## Excursions

From time to time excursions are held. These may include visits to a park, library, theatre or other destination. We endeavour to give you at least four weeks' notice so that you can make arrangements to join us, if possible. Children and adults must wear comfortable footwear that provides adequate protection (not thongs) and a broad brim or legionnaire style hat. Permission slips for each excursion must be signed by parents prior to departure and any excursion fees paid before the due date.

We have developed a partnership with the Caloundra Cricket Club across the road from the kindergarten and able to take the children across the road to the ovals and their surrounds to explore, run, jump, fly kites, observe the osprey nest and just run around. We will be able to access the grounds when educators require. Parents will fill out a permission slip for this excursion at the start of the year that will last for the whole year.

## Centre Maintenance

The centre is cleaned each evening by professional contract cleaners. Major cleaning of internal and external walls, ceilings, floors, carpets, fans, etc is carried out regularly throughout the year.

Our playgrounds are kept mowed, watered and fertilised.

The centre is sprayed for cockroaches and spiders annually or as often as needed in both the playground and building.

Most repairs and ongoing maintenance of equipment is carried out by a contract handyperson upon request of the director. Sand and soft fall material is replaced or topped up annually or on a needs-basis.

We encourage parents to participate in working bees to assist with maintenance issues and to support the centre in reducing operational costs.

## Emergency and Fire Procedures

Fire and other emergency evacuations are practised once a month by educators and children at the centre. The fire evacuation procedure is displayed in the room along with an emergency evacuation map. 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 educators and follow the necessary directions to ensure a quick and safe evacuation. Fire extinguishers and fire blankets are located in easily accessible places in the centre and are maintained accordingly. Refer to our Emergency Evacuation Plan for details of exact locations. All educators receive basic fire safety training.



## 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 qualified C&K educators, have an educational base or context and be integrated into the children's current curriculum interests. When children use technology, educators 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.



## Documenting Your Child's Learning

When we stop to ask children what they think, the possibilities abound. Not only are they active seekers of knowledge but also ardent, and sometimes surprisingly, carriers of knowledge. At Caloundra Community Kindergarten we make knowledge visible by capturing your child's learning and thinking in Storypark, portfolios and learning stories. Storypark is an electronic documentation and communication website. An invitation will be sent to parents to join our Storypark pages. Your children's play and learning will be shared with you electronically - and you can add to your child's life and learning profile as well. Hard copy portfolios will also be kept and added to by the educators and your child. These are a memory of your child's time at Caloundra Community Kindergarten. Electronic and hard copy portfolios provide children with an opportunity to revisit and reflect on past experiences, record their learning, including their emerging literacy and numeracy skills. They provide both educators and parents with the knowledge they need to provide your child a rich, socially responsive and interactive play as well as providing learning that is full of wonder and possibility.



determine the appropriate amount of challenge to offer your child and further enhance their skills, abilities and comprehension. Observation and documentation form the foundation for experiences planned and implemented and provides crucial information for the extending the learning environment. The use of documentation methods, such as individual child portfolios and project books, allows educators to gain an in-depth understanding of your child's development in action. The use of concrete illustrations through the inclusion of photos and work samples provides a unique opportunity for focused discussion between you and the teachers. This allows for deeper partnerships to grow and

for shared goal setting to occur. We encourage all families to be active with contributing their stories, photos and conversations to their child's Storypark profile and portfolio.

# Section 3

## Family Involvement

### Not for Profit Association

Caloundra Community Kindergarten is a community-based association with all profits reinvested to benefit children and the community. Unlike private centres or other corporate childcare services who must make profits for shareholders, our centre is not for the profit or gain of individual members and the Association's Constitution prohibits it from making financial distributions to its members. This association and its assets are owned by the parent body which elects a Management Committee each year to operate the centre effectively.

### We Value Your Input

Our centre values your involvement throughout the centre program. We have an "open door policy" which means you are welcome to visit and spend time with your child throughout the day, in consultation with the centre educators.

Before your child starts at the centre, you are encouraged to visit and observe the program in operation and to speak with the educators about any queries or concerns you may have.

Once your child begins the kindergarten program, please feel free to spend time settling your child in and becoming familiar with the educators and program.

We appreciate any relevant information you can share about your child with the teacher. This enables the staff to understand better the needs of your child and family.

When you collect your child, please speak with the one of our educators to gather information about your child's day.

Parents and guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals to be achieved through our programs. Please ask your educator for more detailed information about your child's development, how we will provide opportunities to foster your child's development and our philosophy of learning that underpins our program.

## Ways to Get Involved

A C&K experience provides you with numerous opportunities to be actively involved in your child's learning. Getting involved, to whatever extent and in any capacity, can be a very rewarding experience. Support and effort from all families is valued and essential in the running of the centre.

You can take an active role in the centre by becoming a member of the Management Committee, which is an integral component of Caloundra Community Kindergarten.

Additional ways to be involved include sharing your skills (cooking, storytelling, music, woodwork, puppet making and art), helping with excursions, participating in parent events, family picnics, fundraising or social functions. Please feel free to offer suggestions or ideas of how you would like to be involved.

Family information nights and morning teas provide other opportunities for involvement and are a great way to meet with other families.

## Parent Responsibilities

It is the responsibility of parents to:

- notify the Director of any change regarding information recorded about a child
- read all information relating to the centre in order to become familiar with policy information
- remain financially up to date with fees and levies
- comply with relevant health and hygiene policies of the centre
- sign all enrolment forms, including the indemnity clause (a condition of enrolment), and return these to the Director; and
- update the Director regularly about the immunisation status of their child.



## Management Committee

Caloundra Community Kindergarten values your involvement and participation. As mentioned, one way you can participate is through the Management Committee. Caloundra Community Kindergarten (CCK) is a community-owned centre operated by a parent committee. It is affiliated with C&K and all profits are put back into the centre.

What is the Management Committee and what is its role in the centre?

The Management Committee is formed by parents of children currently attending or interested members of the community. There is usually a minimum of ten positions on the Management Committee.

The Management Committee meets once a month and is responsible for:

- management of general and financial matters of the centre;
- following the rules of the association/constitution lodged with the Department of Fair Trading;
- ensuring the centre is meeting C&K affiliation standards and the National Quality Standards (NQS);
- employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements;
- legislative requirements affecting the centre including Education and Care Services National Law Act 2010 and Education and Care Services National Regulations other legislation such as Child Protection and Workplace, Health & Safety legislation;
- building and playgrounds; and
- promoting the centre within the community.

Elections take place at the Annual General Meeting (AGM) held early in the year and any decisions made by the Management Committee are based on a majority vote of the committee. The Executive of the Management Committee consists of the President, Vice President, Secretary and Treasurer. Other positions, which involve varying levels of commitment and specific skills, also play an important role within the group.

## Management Committee Roles and Responsibilities

President:

- provides leadership to the Management Committee
- liaises with Director regarding the business management of the kindy
- acts as chairperson at meetings
- delegates responsibilities
- ensures that decisions are made and carried through
- acts as spokesperson to the public

Vice President:

- supports the role of the President and adopts the President's role in their absence

- accepts the delegation for special projects as required (e.g. maintenance, marketing and promotion)

#### Secretary:

- prepares a written agenda for meetings in consultation with the president
- records and distributes meeting minutes
- presents applicable correspondence to the meeting and responds to correspondence as agreed by the management committee
- maintains official files
- completes all forms

#### Treasurer:

- liaises closely with the centre's bookkeeper to ensure the centre's finances are well managed
- arranges timely payment of all supplier invoices, reimbursements and bills
- prepares paperwork each month matching the centre's bank statements with processing by the bookkeeper
- presents monthly reports and financial summaries at each monthly committee meeting as provided by the bookkeeper
- develops the budget for the following year with the bookkeeper and committee

## Non-Executive Positions

#### Committee Members:

- form part of the Management Committee and have input into the management of the centre by attending meetings regularly
- be involved in the social, fundraising and maintenance activities
- may be part of any necessary sub committee

#### Fundraising Officer:

- prepares an annual program of fundraising
- organises and delegates duties accordingly for the fundraising functions

#### Maintenance Coordinator:

- No "handyman" skills required
- responsible for coordination of the parent maintenance roster
- liaises with the director regarding maintenance tasks required throughout the year
- reports to the committee regularly

#### Marketing/Promotions Officer:

- needs to be accessible to the media/community
- works with the director, under C&K guidelines and C&K communications
- acts as coordinator to promote the centre

## Communication with Parents

### Newsletters

Newsletters are periodically sent out to each family. These may include reminders of upcoming events, current issues in early childhood, favourite songs, rhymes, stories and other information the staff think may be of interest to you. Newsletters are regularly distributed via Storypark outlining important and relevant information. This is part of our commitment to sustainability. We also encourage parents to regularly visit the C&K website to keep up to date with the most recent C&K news.

### Daily Feedback

Each day you are given information about your child's day. This may be in the form of Storypark updates, short notes, slide shows, displays in your child's room or in person conversations. Please ensure you chat briefly with educators at the beginning and end of each day. We encourage families to write comments in our day book.

### Formal and Informal Discussions

Educators 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 educators or family members to discuss important issues in a relaxed, confidential environment. We understand 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 the kindy through a variety of communication methods. Please speak with your education team to share your preferred method of communication.

### Phone Calls to Service

We encourage families to call Kindy to transfer information. Please be aware, however, that during program times, your call may go to voicemail and the Director/ Educator or Administrator will retrieve messages and return phone calls before or after program times.

Our Kindy has a web page: [www.caloundrakindy.com.au](http://www.caloundrakindy.com.au) and an official Caloundra Kindergarten Facebook page "Caloundra Community Kindergarten" which features good news stories, achievements, events and important notices.

The C&K website and official Facebook page are also great sources of information for families.

## Concerns and Complaints (Grievance Procedure)

C&K values the professionalism of all educators employed in services and aims to promote a working environment that demonstrates appreciation and mutual respect. The partnership between families and educators is crucial for the provision of high quality education and care for children. Partnerships require frequent communication and collaboration on a range of issues.

If you wish to discuss any concerns, please first speak with your child's educators and if the issue is not resolved to your satisfaction, progress your concerns through the following channels:

- Educators
- Director
- CCK Management Committee
- Manager of Children's Services – contact details are displayed in service foyer
- Chief Operations Officer children's services at C&K Central
- Chief Executive Officer at C&K Central
- C&K Board of Management

## Code of Conduct

We abide by the codes of conduct set down by C&K, Early Childhood Australia and the Queensland College of Teachers.

Our codes of ethics and conduct reflect the values, the principles and values that underpin sound organisational governance, best practice in early childhood education and care and good and decent values for society. They clarify for CCK personnel and C&K stakeholders 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.

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

Please refer to CCK's & C&K's code of ethics and conduct policy and procedures for more information.



# Section 4

## Monitoring & Ensuring Quality

### Affiliation with C&K

CCK is an affiliated kindergarten with C&K. C&K is a voluntary, non-profit organisation responsible for monitoring standards in community kindergartens. As such, C&K is a central governing body (CGB) which distributes the Queensland Kindergarten Funding Scheme (QKFS) funding throughout the state to all approved C&K affiliated community kindergartens which meet specific requirements. This funding contributes to approximately 40-50% of the overall costs of each individual centre and the management committee is responsible for the remaining operational costs. These costs are covered by fees and fundraising and the committee rely upon the personal commitment of the parents to become involved in these efforts.



Founded in 1907, C&K is proud to be the largest and longest established provider of community based early childhood education and childcare services in Queensland. C&K are committed to providing quality education and care for your child's pre-schooling years. C&K have more than 400 Department of Education funded centres and child-related services for families with young children across the state.

### C&K Philosophy

Children are our greatest asset and society can often be judged on how children are regarded. C&K considers both children and childhood to be precious, so what is best for children is our highest priority. C&K lives its mission statement - where children come first - by ensuring children receive the highest quality education and care possible. C&K has set its own standards that, in most instances, exceed those required by legislation. All C&K services adhere to C&K standards to ensure best practice early childhood education and care services are available for your child.

### 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; and subset standards and 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 our Director, or go to <http://acecqa.gov.au/families/>

## Policies Ensuring Your Child’s Wellbeing

C&K has developed a range of policies to support educators and families to deliver the highest quality education and care. These policies address a broad range of issues and we strongly encourage you to become familiar with these policies. Please see your director for a copy. C&K policies are developed and reviewed using a thorough process of consultation with input from families, C&K’s policy reference group and relevant agencies including government departments and health officials.

Legislation and NQS, as well as information and advice from recognised authorities and feedback from educators, are all used during policy review and development. We encourage all families and educators to contribute to policy review by contacting the Quality, Policy & Legislation team via email [nqf@candk.asn.au](mailto:nqf@candk.asn.au) or calling C&K central on 3552 5333.

Parents will be advised of policy changes through service newsletters, emails and notice boards. **Parents may use the computers at kindy to access the C&K intranet and view the policies at any time.**

## Child Protection

C&K has developed comprehensive and detailed policies and procedures to ensure your child is safe in a C&K service. C&K practices comply with all relevant state/territory and federal legislation. C&K demonstrates its commitment to child protection with a dedicated early childhood advisory team to support educators, children and families in the areas of child protection and children with additional needs and the NQS.

C&K educators are trained in child protection procedures and C&K provide with a variety of resources and development opportunities to make certain of your child’s safety. All educators and employees are mandated to report suspected child abuse. All staff and committee members are obliged to have a valid Blue Card.

## Workplace Health and Safety

CCK follows C&K policies and procedures in place to ensure an optimal level of safety is maintained and relevant legislation is complied with. C&K employ a workplace health and safety officer to oversee WH&S in all services. Emergency procedures are practised and evaluated regularly at all services. All parents and visitors are advised to make themselves familiar with emergency procedures which are displayed at each service.



# Section 5

## Education, Care & Curriculum Delivery

### Children's Rights

At CCK we believe children are citizens and, therefore, should be treated with dignity and respect. We believe children should be entitled to the same rights as adults and supported by qualified and experienced educators in making healthy choices within safe and clear boundaries as they explore and investigate the world. Accordingly, we have made a commitment to honour and enact the United Nations Declaration on the Rights of the Child.

### Teaching and Learning Guidelines

Educators use a range of curriculum document to support and document your child's learning. Curriculum and practice in our Kindergarten is underpinned by The Early Years Learning Framework for Australia (2009) and My Time Our Places: Framework for School Age Care in Australia (2011), Queensland Kindergarten Learning Guideline (QKLG) (2019) and C&K's *Curriculum Decision -making Map*. These curriculum guidelines provide specific advice for educators. They also incorporate theories on child development and learning, research and evidence-based practice from experts representing state and commonwealth government agencies, Indigenous education, universities and peak organisations in early childhood education and care in Australia.



Using a combination of early childhood curricula will honour every child's right to play and facilitate a happy learning environment and fulfilling childhood. Children will experience many opportunities to explore, solve problems, develop friendships, imagine, use their creativity and extend their capabilities in language, literacy and numeracy.

Caloundra Community Kindergarten is a place where children will belong, learn and contribute to a community of learners. Our educators will provide you with additional information about our curriculum guideline throughout the year. There is a copy of QKLG in the family room and C&K's *Curriculum Decision-making Map* is displayed outside the office.



## Section 6

### Additional Information about Caloundra Community Kindergarten

A key indicator of a quality early years program is highly-qualified educators. All educators directly working with children at Caloundra Community Kindergarten are qualified (or studying towards) an appropriate early childhood qualification. It is a C&K requirement that all permanent educators have a current senior first aid, asthma, anaphylaxis and CPR certificate. All staff working in the centre will also have a positive notice, more commonly referred to as a Blue Card. Full position descriptions/role description statements are available upon request.

#### Director/Early Childhood Teachers (Nominated Supervisor)

The Director and Teacher are the nominated supervisors. The Director and Teacher hold a four-year university early childhood teaching qualification and are registered with the



Queensland College of Teachers. All aspects of the effective day-to-day operation of the centre rely on the Director.

The Director has a wide range of teaching and managerial responsibilities in relation to:

- supporting families by providing high quality education and care
- overseeing the development, implementation and evaluation of the curriculum
- implementing sound policies and high-quality practices
- overseeing the implementation of the National Quality Framework, Quality Improvement Plan and Assessment and Rating procedures
- supporting, mentoring and managing of staff
- supporting staff growth – professional development
- promoting a sense of community within the centre
- marketing the centre, and C&K, to the wider community.

The Teacher has responsibilities in relation to:

- developing and implementing an educational program in collaboration with children and families
- implementing sound policies and high-quality practices
- promoting a sense of community within the centre
- marketing the centre, and C&K, to the wider community.

## Assistant Educators

Assistant Educators work with a specific group of children, supporting the teacher in implementing the care and education program. Assistant Educators hold, and/or are studying towards, an early childhood certificate/qualification.

## Additional Needs Assistant

CCK is committed to providing inclusive environments and programs to meet the diverse needs of all children and their families. Sometimes an Additional Needs Assistant is employed to help facilitate the inclusion of a child with additional needs into the environment. The Additional Needs Assistant works in cooperation with the service educators and may hold a variety of qualifications including an early childhood certificate or human services qualification.

## Clerical Assistant

Our service employs one clerical assistant on a part-time basis. This staff member is responsible for supporting the Director and the Committee in completing administrative duties and cash handling.

## Education Practice Advisor

C&K is unique in allocating an Education Practice Advisor (EPA) to each service. The EPA is responsible for visiting each C&K service, providing curriculum support, advice and

information. Our EPAs have significant experience and qualifications in early childhood education and care. They are available to discuss curriculum and learning expectations and welcome enquiries from families. In addition, we have a specialist EPA that works with educators and families to support the integration of children with additional/special needs. Please see front cover attachment for contact details.

## Educator: Child Ratio

A high educator/child ratio allows educators the individual time to spend with your child. Our kindergarten has three educators for every 23-25 children.

## Student Placements

CCK recognises the importance of contributing to the ongoing training and development of high-quality children's services educators by accepting student placements in our centre. Students are supervised by centre staff, the Director and their placement coordinator.

Students (as well as volunteers and other centre visitors) are constantly supervised during their visit to the centre. Acceptance of students is always dependent upon the present needs of the children.

## Work Experience and Other Students

We support the inclusion of work experience school students in the educational program. This can be arranged upon request from a school liaison officer and in consultation with the Director.

## Volunteers

CCK may accept placement of volunteers following an investigation of their commitment and personal qualities, background and attributes. All volunteers must hold a Blue Card. Volunteers work under the guidance of qualified staff.

## First Aid

CCK believes that all educators must be skilled in first aid to ensure the children are provided with a safe environment in which to play.

All of Caloundra Community Kindergarten permanent educators are required by C&K to hold current senior first aid and resuscitation certificates as well as anaphylaxis and asthma training. All staff members who have a senior first aid certificate are required to renew their CPR, anaphylaxis and asthma training every 12 months and their first aid every three years.

## Suitability/Blue Card

It is a requirement that all staff and volunteers working with children to hold a current suitability/blue card. The blue card is issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the staff member, having no criminal record, is therefore deemed to be suitable for working with children. Blue cards must always be current and are renewable every three years. Registered teachers are exempt from blue cards providing they hold an exemption card.



# Section 7

## Keeping our Children Happy, Healthy & Safe

### Protecting our Greatest Asset

As most parents are aware, a healthy child is a happy child. At Caloundra Community Kindergarten we do everything we can to make sure children in our centre are happy, healthy and, most of all, safe whether this is helping them cope when mum or dad drop them off in the morning, ensuring they wear their hat when outside or knowing what to do in the event of an allergic reaction. Do not hesitate to tell your teacher about anything that will make your child's day happy and safe.

C&K has demonstrated its commitment to children through the employment of a special needs and child protection consultant. All early childhood professionals will be offered regular training on legislation, best practices, risk management, education and reporting of harm. This supports the development of knowledge, skills and confidence for all staff members and the development of safe environments for the children.

### Separation

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

To assist your child in the adjustment period, try and arrange for some time when you and your child can be together at the centre. Staff will always offer extra support during these difficult times. As your child becomes more secure in the knowledge that you will return, separation becomes less stressful.

Please feel free to ring the centre at any time to reassure yourself that your child has settled.

### Collection and Access to Children

Enrolment in a C&K service 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 the Director.

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

Parents who wish to restrict another parent from collecting their child must provide to the service a certified copy of any court order (stamped with an official seal) upon enrolment or

immediately after a law enforcement agency has provided one. The service will only be able to follow instructions as per court orders. Educators will respect and adhere to the restrictions stated in the order whilst respecting individual's right to privacy. For further information please speak with the Director.

## Illness in Early Childhood Education and Care Settings

Illness and infectious disease 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 maintain the program for the rest of the group. The service director may use their discretion to decide when a child is unfit to attend. If your child becomes ill, educators will contact you immediately to collect your child and it is asked of you, or your contact person, to collect your child as soon as possible. It is essential, therefore, that the service has your current work and emergency contact phone numbers. For further information please speak with the Director.

## The Giving of Medication

Educators will administer medication appropriately, accurately and safely in accordance with C&K policy and procedures. All medication must be labelled by a chemist that details the child's name, instructions and dosage. For further information please speak with the Director and request a copy of C&K's administration of medication procedure.

## Caring for Children with Chronic Conditions

If your child has a medical condition such as anaphylaxis, asthma, diabetes or epilepsy, please provide us with a detailed medical management plan from your child's registered medical practitioner. Please also talk regularly with the educators to ensure that they have necessary information to make your child's experiences safe and enjoyable. Please use the enrolment booklet to detail information and begin conversations with educators. For further information please speak with the Director and request a copy of C&K's medical conditions procedure.

## Hygiene Practices

We follow 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 the Director and request a copy of C&K's WH&S Policy.

## Immunisation

**All children who attend Caloundra Community Kindergarten must be fully immunised.** You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's vaccination certificate or personal health record is required for your child's file.

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



## Australian Immunisation Schedule Birth to 4 Years

| Age       | Vaccine  |
|-----------|--|
| Birth     | <ul style="list-style-type: none"> <li>Hepatitis B</li> </ul>  |
| 2 months  | <ul style="list-style-type: none"> <li>Hep B, diphtheria, tetanus, acellular pertussis (whooping cough), haemophilus influenza type b, inactivated poliomyelitis (polio)</li> <li>Pneumococcal conjugate (13vPCV)</li> <li>Rotavirus</li> </ul>                      |
| 4 months  | <ul style="list-style-type: none"> <li>Hep B, diphtheria, tetanus, acellular pertussis (whooping cough), haemophilus influenza type b, inactivated poliomyelitis (polio)</li> <li>Pneumococcal conjugate (13vPCV)</li> <li>Rotavirus</li> </ul>                      |
| 6 months  | <ul style="list-style-type: none"> <li>Hep B, diphtheria, tetanus, acellular pertussis (whooping cough), haemophilus influenza 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 influenza 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 (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> |

C&K follow the recommendations outlined in *Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services* (5<sup>th</sup> edition) 2012.

| Common Illness                       | Exclusion Periods  |
|--------------------------------------|--|
| Diarrhoea                            | Exclude until 24hrs after last loose bowel motion.   |
| Hand, foot & mouth disease           | Exclude until all blisters have dried.   |
| Head lice                            | Not excluded if effective treatment begins before the next day of school service.                |
| Influenza & influenza-like illnesses | Exclude until child is well.   |
| Chicken pox                          | Exclude until all blisters have dried.   |
| Vomiting                             | Exclude until 24hrs after vomiting has ceased.   |
| Fever (38C 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. The child should, however, stay at home until they are feeling well. |

## Hand Washing

Caloundra Community Kindergarten maintains an overall high standard of general hygiene and cleanliness which contributes to a healthy environment for children. Our ongoing Germ Busters Program teaches children appropriate hand washing techniques.

Hand washing is said to be the most important way of controlling infection and preventing the transmission of disease (Commonwealth Department of Health and Family Services, 1997). Research into infection control procedures highlights that hand washing is highly effective when practised consistently by children and staff.

Children will be encouraged to wash their hands regularly throughout the day. Younger children will be assisted by staff to learn sound hand washing techniques. All staff and visitors, as well as parents who may visit during the day, will minimise the risk of cross-infection by washing hands thoroughly at appropriate times.

## Providing Meals for Your Child

CCK encourages you to provide meals that are nutritious and healthy for your child. Upon enrolment please advise educators 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. Each group will have different mealtime routines, so we encourage you to seek direction from your education team regarding their approach to meal times.

C&K 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 ensure your child takes their food out of the insulated container and places it in the refrigerator.

For more ideas on 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.freshforkids.com.au](http://www.freshforkids.com.au)
- [www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)
- [www.heartfoundation.org.au](http://www.heartfoundation.org.au)

## Food and Nutrition

We encourage children to eat healthy foods. Fruit, vegetables, yogurt, cracker biscuits, cheese and sandwiches are suggested as appropriate morning tea snacks. We suggest a healthy lunch of sandwiches, salads, pita bread, fresh/dried fruit, pasta, rice or yogurt. Please speak to the education team for further healthy lunch ideas. We encourage NUDE food - food sent in reusable containers rather than wrapped in plastic.



# Section 8

## Enrolment, Fees & Administration

Term dates and public holidays for 2020 are as follows:

|         |  |
|---------|--|
| Term 1: | Tuesday 28th January 2020 – Friday 3 April 2020        |
| Term 2: | Monday 20th April 2020 – Thursday 25th June 2020       |
| Term 3: | Monday 13th July 2020 – Friday 18th September 2020     |
| Term 4: | Tuesday 8th October 2020 – Thursday 10th December 2020 |

| Public Holidays              |   |
|------------------------------|---|
| Australia Day                | Monday 27th January 2020                            |
| Good Friday                  | Friday 10th April 2020                              |
| Easter Monday                | Monday 13th April 2020                              |
| Anzac Day                    | Monday 27th April 2020                              |
| May Day                      | Monday 4th May 2020                                 |
| Caloundra Show Day           | Friday 5th June 2020 (TBC)                          |
| Queen's Birthday             | Monday 5th October 2020                             |
| Pupil Free Days              |   |
| Four days as set down by C&K | Monday 24 <sup>th</sup> February 2020               |
| Admin/PD for staff only      | Friday 26 <sup>th</sup> June 2020                   |
| No Children in attendance    | Wednesday 9 <sup>th</sup> September 2020 (Open Day) |
|                              | Friday 11 <sup>th</sup> December 2020               |



## Giving Notice

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

## Kindergarten Fees & Levies

The different options and information required for payment is specified on the term invoice. **In 2020 a Direct Debit payment system will be our main acceptable form of fee payment. You will be notified when this commences. Please see Lorraine in the office if you would like to pay your fees in another format or need a plan for periodic payments.**

Fees are decided each year by the Management Committee. It is the committee's aim to keep them at an affordable level whilst ensuring operating costs for the centre are covered. Caloundra Community Kindergarten is only partially Government funded which means the balance of the staff wages, maintenance and operational costs are covered by fees and fundraising proceeds.

Our bookkeeper, Heather Turlik processes our fee payments and you will receive all invoices via email directly from Heather prior to the commencement of each term. Please ensure you add the email address to your 'safe senders list'.

Term fees and levies invoices will be issued two (2) weeks before the beginning of each term.

**For all fee invoice queries, please contact Heather on 0416 253 425 or email [heatherturlik@gmail.com](mailto:heatherturlik@gmail.com)**

Our kindergarten daily fee is based on your child's eligibility for funding streams. Your daily rate will appear on your term invoice. **Children enrolled at CCK are not eligible for the Child Care Subsidy.** The following annual fees are charged in addition to the termly fees detailed in the table below:

|               |                    |
|---------------|--------------------|
| Waiting List: | \$10.00 per child  |
| Enrolment:    | \$100.00 per child |
| Membership:   | \$20.00 per family |

To keep Kindy's costs to a minimum, electronic payment is preferred for purchasing any item or paying for a fundraising event. Kindy's bank account details are on the invoices and detailed below for information –

|                                |   |
|--------------------------------|---|
| BSB:                           | 084–484   |
| Account Number:                | 74 252 9843                                     |
| Account Name:                  | Caloundra Kindergarten                          |
| Bank:                          | National Australia Bank                         |
| Ref:<br>as detailed on invoice | RG/YG surname first initial<br>e.g.: RG Smith A |

If internet transfer is not possible, Kindy can accept cash or process credit card payments. All credit card payment fees are passed onto the payee.

For cash payments, please –

- place cash in an envelope clearly marked with the amount, your child's name and your child's group (RG/YG) and what the money is for
- seal the envelope and place in the Fees Box on the left of the set of lockers

## Process for Unpaid Accounts

Fee payment invoices will be issued at the start of each term. Your child's place at Kindy will be in jeopardy if the fee is not paid. Unpaid accounts will be placed in the hands of a debt collector.

## Health Care Card Holders

Please note it is the responsibility of parents to notify kindergarten staff that they have a HCC or pension card. This needs to be shown to a staff member in the first two (2) weeks of the term. Please note if you do not show your HCC during the first two weeks of the term, you may be required to pay full fees.

If you (or your child) hold a health care card you are entitled to a termly rebate. Your termly invoice will be adjusted to account for this rebate.

Please note, however, that an original health care card must be sighted by a staff member who will then provide a copy to the Bookkeeper so the rebate to be applied.

## Fundraising

There will be times when fundraisers such as a raffle, auctions, BBQ's or other events will be organised in order to raise additional funds for special projects. Participation is appreciated.

## Holidays, Sick Days and Public Holidays

Fees are payable for all holidays, sick days and public holidays which occur during the Kindy year.

## Notification of Sick Days

If you know your child will be absent from Kindy, please notify Kindy as soon as possible. You will be asked the reason for absence so as to ensure awareness of potential infection risks. You may call at any time and leave a message on our answering machine.

Fees are payable on all sick days and make-up or swap days are not offered to replace absences for any reason.



We look forward to you becoming part of our CCK family.

Some days if I don't bring home anything

I will have learnt to share a story

To make a decision,

To talk to a friend,

Take turns

Solve problems

Take care of myself.

I may have gained a new skill,

Anticipated a problem,

Lost a fear,

Increased my vocabulary,

Broadened a concept,

Developed a relationship,

Gained confidence

or Independence.