

# C&K Tarragindi War Memorial Kindergarten Inc.



## 2020 Parent Information Booklet

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## 1. WELCOME TO TARRAGINDI KINDY

**THE C&K TARRAGINDI WAR MEMORIAL KINDERGARTEN INC.** (from herein called the “kindy” or our “service”) is a community project, funded partially by State Government grants and partially by fees and fundraising. Our service, which operates under a constitution, is managed by a committee elected by the parents at the beginning of the year at the AGM.

Tarragindi War Memorial Kindergarten is a C&K affiliated, non-profit organisation that provides a high standard of early childhood education through an innovative play-based and sustainability-focused curriculum for pre-prep children. Our kindy fosters warm, trusting and inclusive partnerships between children, families and staff in a supportive, nurturing and responsive community-focused environment.

In June of 2015, Tarragindi War Memorial Kindergarten was assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care by the Department of Education and Training. The assessment and ratings visit was welcomed by the kindergarten as an opportunity to have the service program evaluated by an external government agency. This comprehensive two-day process evaluated kindergarten practice and procedure in the following seven prescribed Quality Areas:

1. Educational program and practice;
2. Children's health and safety;
3. Physical environment;
4. Staffing arrangements;
5. Relationships with children;
6. Collaborative partnerships with families and communities; and
7. Leadership and service management.

As a result of the assessment, the kindergarten was rated as

## EXCEEDING NATIONAL QUALITY STANDARD

This means that the kindergarten goes beyond the requirements of the National Quality Standard. The assessment and ratings process provided a valuable and informed critique of our daily practice and reaffirmed completely what we do here every day. An overall rating of Exceeding NQS is given to services that go above and beyond the requirements of the NQS in at least four of the seven quality areas.

### Philosophy

We respectfully acknowledge the indigenous community of the past, present and future elders of Tarragindi.

Educators provide opportunities for children to learn as they discover, create, innovate, interact and imagine. The program is progressive, informed and emergent. Our aim is to assist children in realising their social and emotional potential.

Children are capable, competent and active learners who deserve to be supported and engaged to their fullest. We value unique and individual learning styles and abilities. Above all, we empower children to take ownership of their world.

Parents are primary educators, who work in close collaboration with the teaching team. The environment is recognised as the third educator in this learning partnership. We build and foster a sense of community that is inclusive, welcoming and respectful of the values, beliefs and practices of all cultures and backgrounds.

We respect and encourage equity and social justice for all. As professional early childhood educators, we constantly learn and reflect on our practice. We do this alongside children and families, providing an atmosphere of hope where children know they are loved.

Collaborating with children, educators create an environment that is safe, sustainable, open-ended, and fun. The service's natural environment, be it indoor or out, offers endless opportunity for children to engage, challenge and explore. These interactions develop resilience and the development of coping strategies and allow for risk-taking and problem-solving.

We believe that it is important that a child not only knows how to learn, but that he or she develops a love of learning. And this love should last a lifetime. As educators, we believe it is vital that we establish, and consolidate, this "love of learning" in your child. To facilitate this, we strive to provide an environment that is conducive to natural and spontaneous investigation. We

understand that our children are members of a learning community, and each child has a unique role to perform, in order for that community to function as a whole.

Our kindergarten "community" is one where values such as self-worth, autonomy, empowerment, responsibility and tolerance are all held dear. In fostering a program where each child is given a mandate, as it were, to discover and explore the world around them, as well as their place in it, the five key developmental domains of childhood growth are realised. In exploring the physical, children's motor skills are actively engaged through experiences that challenge balance and coordination, both in the fine- and gross-motor categories. Language development is strengthened through ongoing opportunities to communicate with staff and peers. This is also evidenced in how they represent their feelings and emotions. Each child's social capabilities are consolidated through promoting an atmosphere where connections are encouraged with others - the concept of assimilation plays a major role in the development of this skill. Cognitive skills are enhanced through creating situations where children are required to self-assess their role in the everyday environment. This is augmented by routinely promoting problem-solving and risk-taking in the learning environment. Finally, emotional development is cultivated through affording numerous opportunities in which each child can make appropriate associations with others. Self-confidence plays an important role in this regard.

Our environment is one where all voices are heard. It is a place of love and understanding, of respect and empathy. We work to foster a community where children feel safe and where they know they are valued. We strive to ensure that each child will leave our kindergarten richer for the experience, and more competent and confident in undertaking their role in life. Indeed, we believe we send them into the world empowered by a healthy and well-established "lifelong love of learning".

## **Management Committee**

A committee of elected representatives from our parent body manages our service. The management committee meets approximately once a month and is responsible for overall operational and administrative functions to ensure efficient management of our service. Our service and the management committee operate under a constitution, a copy of which is located in the office.

The management committee consists of a:

- President
- Vice-President
- Treasurer
- Secretary
- Workplace Health and Safety Officer
- Grants Officer
- Marketing and Planning Officer
- Events Coordinator - Social & Parent Information
- Events Coordinator– Fundraising
- Maintenance Coordinator

The election of office bearers occurs at the Annual General Meeting (AGM) held in February. To be eligible for election, parents must have paid their first term fees four (4) days prior to the AGM.

There are also several co-ordinator positions at the Kindy that assist the committee, but parents in those roles are not required to attend committee meetings.

At all times the management committee welcomes comments or suggestions about any aspect of our service's operations. If you wish to add any items to the agenda of the monthly committee meetings, please place these in the fees payment box or email the Secretary by the Monday before the meeting. Committee meetings are generally held on the third Tuesday of each month.

The Management Committee executive can be contacted via the following email addresses:

- President- [president.tarragindikindy@gmail.com](mailto:president.tarragindikindy@gmail.com)
- Vice President- [vicepresident.tarragindikindy@gmail.com](mailto:vicepresident.tarragindikindy@gmail.com)
- Secretary- [secretary.tarragindikindy@gmail.com](mailto:secretary.tarragindikindy@gmail.com)
- Treasurer- [treasurer.tarragindikindy@gmail.com](mailto:treasurer.tarragindikindy@gmail.com)

## **C&K Affiliation**

New State Government legislation requires all kindergartens to be affiliated with a Central Governing Body (CGB) in order to receive funding through the Queensland Kindergarten funding Scheme (QKFS). In 2011 our service agreed to continue its affiliation with C&K and nominated C&K as our CGB provider.

To become a C&K affiliate, the service must meet C&K operational and curriculum standards, and be managed according to C&K guidelines. Affiliated services are monitored for the quality of their educational curriculum, management practices and community involvement. These measures ensure the ongoing provision of successful outcomes for children.

C&K's long and proud history of providing support and assistance to community kindergartens will continue under the new funding scheme. As a CGB, C&K works with our service to assist us in providing high quality education and care. C&K will also continue to support parent volunteer management committees, providing information, resources and guidance to assist them in fulfilling their responsibilities, and navigate the ongoing changes occurring in the early childhood sector.

The C&K philosophy, where children come first, emphasises the fact that for C&K, and our Service, the interests of children are paramount. The C&K philosophy also emphasises the value of a play based curriculum as best for children's learning. C&K are committed to providing quality education and care for your child's pre-schooling years (from birth to school age) in an environment – both inside and outside – that enables children to explore, satisfy their natural inquisitiveness and grow as individuals. Independent research indicates that children who have enjoyed a C&K early learning experience are the most successful in their first years of schooling.

Through C&K, Tarragindi War Memorial Kindergarten is provided with an Education Practice Advisor (EPA), a Manager of Children's Services, and a Wellbeing and Inclusion Advisor to assist both the Educators and Management Committee.

## 2. ABOUT OUR SERVICE

### Attendance

The service operates for four (4) terms per year corresponding to the Queensland State School time table. Our service caters for pre-prep children as follows:

	Unit 1	Unit 2
<b>Group A (No. of Children)</b>	Monday and Tuesday 22	
<b>Group B (No. of Children)</b>		Monday/Tuesday/Alternate Wednesday 22
<b>Group C (No. of Children)</b>	Thursday and Friday 22	
<b>Group D (No. of Children)</b>		Alternate Wednesday/Thursday/Friday 22
<b>Ages</b>	3-5 years	3-5 years
<b>Hours</b>	8:22am –4.04pm	8.22am – 2.30pm
<b>Classroom Staff</b>	<p><b>Michael Ulrich – Director/Educator</b> Bachelor Arts (Fine Art) G.Dip Education (Distinction) First Aid &amp; Resuscitation. Asthma &amp; Anaphylaxis Qualified Fire Training</p> <p><b>Maria Seminario – Assistant</b> Diploma in Child Care &amp; Education (Childrens Services) First Aid &amp; Resuscitation Asthma &amp; Anaphylaxis Qualified Fire Training</p> <p><b>Inclusion Assistants as required.</b></p>	<p><b>Sandra McLay – Educator</b> Dip Teach (Primary and Preschool), BEd First Aid &amp; Resuscitation. Asthma &amp; Anaphylaxis Qualified Fire Training</p> <p><b>Anna O’Connell – Assistant (4 days)</b> Advanced Diploma in Community Services (Childrens Services) First Aid &amp; Resuscitation. Asthma &amp; Anaphylaxis Qualified Fire Training</p> <p><b>TBC – Assistant (1 day)</b></p> <p><b>Inclusion Assistants as required.</b></p>
<b>Office Staff</b>	<p><b>Christine Carroll – Finance Officer</b> B.Accounting</p> <p><b>Marina Barrett – Office Administrator</b> B. Business (Human Resource Management)</p>	

Notices stating the current information about groups and staffing are displayed at the service.

In 2020, we are also running a class every Wednesday out of Michael’s classroom which does not form part of the official Kindergarten program, but offers an additional day of care for those who require it- we call this Kindy Club.

## Daily Routine for Term 1 (approximate only)

8:22 – 9.15am	Arrival, unpacking, settling and combined outside play
9.15 – 9.30am	Yarning Circle including acknowledgement of Country
9.30 – 11.15am	Play – inside or outside
10.00 – 10.45am	Mealtimes
11.30 – 1.30am	Play – inside or outside
11.30 – 12.15pm	Optional Group times eg language, music
12.00 – 1.00pm	Mealtimes
1.30 – 2.00pm	Quiet time/rest
2.00 – 2.30pm	Pack up and going home (Sandra's room)
2.00- 3.30pm	Group time- inside or outside- Michael's room
3.30-4.04pm	Pack up and going home (Michael's room)

Times and play experiences may vary as the educators are guided daily by the children's interests.

In term one, we allow the children to become familiar with their educators, their surroundings and their new friends. During this time, there is a period of combined group-time in the mornings before the children retire to their rooms for inside play. During the cooler, winter months, the children are offered longer periods of unrestricted, outdoor play. They are now, for the most part, settled and more confident in establishing new relationships with peers. It is here where we, as educators and facilitators of their learning, are able to consolidate much of the social and emotional development that we consider so vital to your child's development. As the summer months return, the individual groups return to their respective rooms at a progressively earlier time. Inside group times become longer and we work with the children to foster an environment where they are able to strengthen and augment skills conducive to ensuring a smooth transition to prep.

**Quiet time/rest:** Children will be offered a period where they can engage in experiences that afford them a time for reflection or self-examination. This may take form in the manner of a seated activity (such as reading, drawing or a puzzle). Beds will be provided to any child who requires one, and the rights of that child to sleep will be observed. However children, who do not wish to, will not be required to sleep during these times. We recognise that the children in our care are capable of efficient self-regulation and can actively communicate their bodies' needs.

## Arrival and Departure

Staff require time to prepare and tidy up either side of program times so parents' co-operation is sought in keeping to the session times. Our service will not be responsible for children outside of service hours.

**Arrival** - At **8.22am** children may enter the kindy grounds and be signed in for the day. If you arrive prior to 8:22am, for your child's safety please wait near the Scout's area away from the car park. Children are not to climb on the gate or fence.

It is required that children be brought to our service and collected by a responsible adult of at least eighteen years of age. On arrival, the authorised adult must sign the attendance book. The name of the person collecting the child that day must be recorded in the attendance book. Signing your child in correctly ensures all children are accounted for in an emergency/emergency drill.

**Departure** - Children are required to be signed out and collected from the kindy by their class pick up time -**2:30pm for Sandra's classes, 4.04pm for Michael's classes. Children (including siblings) are not permitted to play in the playground after 2:30pm as this will likely have an adverse impact on the children in Michael's classroom.**

When departing, a signature and time of departure is required in the attendance book on leaving our service. Staff must be informed if an adult other than the custodial parent will be collecting the child. **ONCE CHILDREN HAVE BEEN SIGNED OUT, THEY ARE THE SOLE RESPONSIBILITY OF THE PARENT AND SHOULD EXIT THE PREMISES IMMEDIATELY.**

### PLEASE NOTE:

**Hand washing** - All children are required to wash their hands **before and after** participating in the program. Parents and siblings dropping children off and picking up **are encouraged to wash hands too upon arrival to the service.**

**Visitors** - It is a Workplace Health and Safety policy that all visitors to our service (eg. grandparents/friends), excluding the custodial adult signing the attendance book, are required to sign the Visitor's Register on arrival and departure.



## Childrens' Requirements

All children need to have, in an appropriately sized bag or backpack:

- a change of clothes.
- a sun protection hat, broad brimmed, not a cap.
- roll-on sunscreen and a roll-on insect repellent (to be named and kept at kindy)
- lunch (see below) and a water bottle.

If your child is likely to want to lie down for quiet time we have beds and enough clean spare sheets to accommodate this.

### ALL ITEMS MUST BE CLEARLY NAMED.

Sun protection hats and t-shirts (with kindy logo) may be purchased from the office.

## Morning Tea and Lunch

Please supply a healthy morning tea and lunch in a clearly named lunch box which is easily opened by your child. Lunches are stored in the children's lockers and not in the fridge, so please use an insulated container and/ or ice bricks to keep food cool.

A few tips:

- Bento style lunchboxes are popular at the moment and seem to work well for this age group. Any lunchbox that can be opened and secured easily by your child is perfect. Practising this prior to them coming to kindy is a big help
- If sending yoghurt pouches, please loosen the cap at home. They can be very hard for a child to twist open.
- Cling wrap is sometimes quite difficult for little fingers to open, as are some containers. Have a try to see what works best for your child.

**Please note that nuts and nut-based products (eg raw nuts, trail mix, peanut butter, nut meal and nutella) are not permitted at kindy at any time.** Specific dietary needs can be accommodated including a total ban on foods such as eggs whilst the child is enrolled. Families will be notified of excluded foods as required.

The service recognises that good nutrition is essential for good health, growth and development of all children. As such, the service upholds the concept of wholesome nutrition based on the basic food groups.

### Recommended Foods

Sandwiches, including wraps  
Fruit  
Vegetables  
Dried fruit  
Boiled eggs (if not excluded)  
Cold meats  
Dairy produce (which your child can open)  
Pasta, rice, cous cous  
Cracker Biscuits  
Savoury muffins

### Foods NOT permitted at kindy

Muesli bars  
Fruit bars/strips/roll-ups  
Sweet Biscuits including Tiny Teddies  
Cakes  
Sweets  
Chocolate (or derivatives)  
Any drinks including juice, poppers or cordial  
Custard  
Jelly  
Sweet Muffins

Parents and caregivers, please note that if children do present at the service with any of the 'NOT permitted' foods, they will be sent home with the child at the end of their day. Obviously, we wish to avoid this action; however, to ensure that all children enjoy their meals in a manner that is both nutritious and equitable, it is incumbent that morning teas and lunches comply with the service's views on nutrition.

Please help us to adhere to this policy by ensuring that all people who may be responsible for making kindy lunches eg. Mum, Dad, Grandparents, babysitter etc are aware of the permitted and non-permitted foods.

Should you have any doubts as to alternative foods which may or may not be included in your child's morning tea or lunch, please consult with your child's teacher.

## Birthdays

Tarragindi Kindergarten does not condone the practice of bringing cakes (birthday and otherwise) into the kindy.

We feel that this sits best with our Healthy Eating Policy. While the kindy implicitly understand each child's right to celebrate their birthday or special occasion with their friends and family at kindy, we firmly believe that the inclusion of cake and so on is superfluous. We, as teachers and educators, are more than capable in ensuring that the child concerned is made to feel special and empowered during these occasions.

### 3. ABOUT OUR EDUCATION PROGRAM AND STAFF

#### Programming

Programming at our service is based on the C&K Curriculum called "Building Waterfalls" and flows from:

- our rich relationships, partnerships and connections;
- our abundant natural environments, learning spaces, resources, experience and knowledge;
- our enduring quality, philosophy and values;
- our spirit of community;
- our heartfelt belief in the dignity of every human being.

In 2020, C&K will be utilising a revised curriculum approach called Listening and Learning Together. We will provide our families with information regarding this revised curriculum when it becomes available.

#### Aims & Objectives

The children are encouraged to:

- Imagine, investigate, wonder, plan, question, think, discuss, experiment and reflect in order to build knowledge and concepts of how the world works
- Develop physical skills which enable them to function independently and confidently and further develop their strength and agility.
- Develop self-confidence and to have a positive self-image.
- Develop a range of appropriate pro- social skills and strategies including listening to others, turn taking, sharing, cooperation, using language to communicate and play entry skills.
- Develop a positive attitude to learning by being involved in decision making regarding the program, the routine, the room and the rules.
- Think imaginatively and to express themselves creatively through music, movement and art media. The teachers are available after program time to talk with you informally about your child. If you would like further information about your child's progress at any time, or if you have a concern about the program, please see your child's teacher to arrange a personal interview.

We believe that this allows for individual differences, cultural diversity and prior experiences.

**Our planning follows the basic premise that:**

- **each service is different AND**
- **services respond to community needs SO**
- **each curriculum will be different AND**
- **each plan will reflect a preferred line of action following a thorough review of available, viable options.**

We believe primarily that the Kindergarten environment provides for the development and consolidation of social and emotional skills. This is achieved through play. We see these fundamental life skills as the true measure of 'prep readiness'. Don't worry- literacy, numeracy and other specific school required skills are naturally embedded in everything the children do – they are learning all the time!

We encourage independence and self-reliance in the children and foster self-esteem and respect for others. Care of the environment is fostered among children and adults.

Our service recognises the benefits of barefooted play for children's safety, growth and development of sensory awareness. Bare feet can grip climbing equipment and promote effective balance and control.

With a view to fostering an authentic love of lifelong learning, we aim to provide "real world" experiences that allow the children opportunities to engage with their environment. To this end, activities such as campfires, outdoor barbeques and nature walks are organised throughout the year. The children are encouraged to become aware of their surroundings and to develop an understanding of the world around them - and their place in it. These experiences afford the children self-empowerment and confidence through responsibility and challenge. And because the children are challenged, they learn strategies that help them to foster resilience and problem-solve.

The physical safety of the children is one of the most important responsibilities of our service. Children are not left unattended in either the inside or outside areas.

From time to time our service welcomes outside groups (eg. musicians, wildlife experts) and students to participate in the programs. We believe that the children benefit from this extra stimulation. At no time, however, will the children be left unattended in the presence of these visitors.

## **Negotiating behavioural boundaries**

We recognise that each child is capable of self-governance and responsibility. And so, with a view to ensuring that the rights of individual children, and the service at large, are observed, we encourage children to establish, through group consultation and collaboration, their own codes of conduct.

These codes reflect our collective belief that the service is a “micro-community” where everyone has a role to play. In those instances where a child chooses to depart from these negotiated routines, educators will conference with the child as a first alternative, aiming to resolve the issue both amicably and expeditiously, valuing the respective rights of the parties involved.

Should this course of resolution prove unsuccessful, the child may be re-directed towards another experience or area of play where an opportunity to reflect positively on actions and options is afforded. A copy of our Guiding Children’s Behaviour procedure will be emailed to you.

## **Sustainability**

An understanding of, and engagement with, sustainability is central to our ethos. Children are actively encouraged to recycle and minimise waste. Families can participate in this practice, as well. We regularly seek donations of unwanted items that can be given a “second life” through a child’s innovation and imagination. Cardboard boxes, pipes, tapware, tubes, stationery, non-working appliances and so on, are all resources that can be surprisingly educational in the hands of a young “creator”.

With regards to lunches, the kindy encourages the use of reusable containers in preference to single-use packaging to support environmental and sustainability awareness.

## **Roles and Responsibilities of Teaching Staff**

Our Teachers, Michael Ulrich and Sandra McLay, are four year university trained early childhood educators, who are registered with the Queensland College of Teachers and have Kindergarten Teacher Recognition under the Kindergarten Funding Scheme (KFS). They will develop and implement the educational program for the two groups of children.

As Director, Michael is charged with the overall effective running of the service having regard to directions from the management committee, the learning program, C&K Association, relevant legislation and policies. In addition, Michael is responsible for:

- \* Supporting families by providing high quality care and education
- \* Overseeing the development, implementation and evaluation of the curriculum
- \* Implementing sound policies and high quality practices
- \* Supporting, mentoring and managing of staff
- \* Supporting staff growth through professional development
- \* Promoting a sense of community within the service
- \* Marketing the service and C&K to the wider community
- \* Carrying out a range of administrative duties

Our Assistants support the teacher in implementing the education program. Assistants will hold or be studying towards an early childhood certificate/qualification.

An Inclusion Assistant may be employed to help facilitate the inclusion of a child with additional needs into the environment. The additional needs assistant works in cooperation with the teacher and assistant, and can hold a variety of qualifications including an early childhood certificate or human services qualification.

Relief Staff: If a teacher is absent, qualified early childhood teachers engaged to fill in.

A full copy of all position descriptions is located in the office

Our service supports the ongoing professional development of all staff members and encourages participation in seminars, workshops and courses designed to enhance their early childhood educational skills. Our teaching staff are also offered regular training on legislation, best practices, risk management, education and reporting of harm by a C&K consultant. This supports the

development of knowledge, skills and confidence for all staff members and the development of safe environments for the children.

Our service is also supported by a Finance Officer and Office Administrator. Details of their hours of availability are displayed on the office door. They are available to help with any of your queries or be able to direct you to someone who can.

## **Student Placements/Volunteers**

From time to time, the service may accept student placements, work experience school students or assistance from volunteers. Students (as well as volunteers and other service visitors) are constantly supervised during their visit to the service and are not permitted to be alone with children at any time. Acceptance of students is always dependent upon the present needs of the children. All volunteers must hold a blue card and work under the guidance of qualified staff.

## **4. FINANCES AND FEES**

### **Kindergarten Finances**

The kindergarten is a not for profit organisation. Our fees are kept as low as possible through the work of past committees and parents who have been prepared to raise funds. **Parental involvement in managing and financing of our service is of major importance as without this support, the whole financial basis of our service would change.**

The Queensland Government's Kindergarten Funding Scheme (QKFS) provides part funding to the Tarragindi War Memorial Kindergarten to support eligible-aged children that attend a 30 hour per fortnight kindergarten program for 40 weeks per year. This funding accounts for approximately 50% of our operational costs. Our kindergarten is therefore responsible for the remaining costs which include:

- Staff salaries including holiday pay, sick leave, long service leave and superannuation payments;
- Teaching costs – such as books, puzzles, teaching materials, consumables (paint, glue etc), equipment and educational supplies; and
- Overheads – such as affiliation/CGB fees, BCC rent and rates, telephone, power, insurance, workers' compensation.

### **Acceptance Fee/Roster Bond**

When you enrolled your child/children at the service, families were required to pay an Acceptance Fee of \$250 by the date specified on the letter of offer.

The Acceptance Fee will not be refunded if you withdraw your child prior to commencing at our service.

Once your child has started at our service, the Acceptance Fee becomes the Roster Bond. The Roster Bond is refunded when your child leaves the service provided all fees and levies have been paid in full and all working bee duties have been fulfilled.

Partial refund may be applied for if all fees have been paid in full, but only part of the roster duties have been fulfilled.

Refer to page 16 for further information on roster requirements.

## Fees – 2020

The fees charged by the kindergarten comprise a number of components:

- **Tuition fees:** It is currently proposed that tuition fees for 2020 will be \$750 per term in Sandra's classes and \$825 per term in Michael's classes per child. If any increase to the tuition fees above this is required this will be determined at the Annual General Meeting after the finalising of the kindergarten's 2020 budget. These fees are based on a ten week term and may be adjusted accordingly. Where two children from one family attend the kindergarten, a discount of 10% will be applied to the second child's tuition fees.
- An **equipment levy** of \$40 per family per term is paid for the upkeep of equipment and purchase of new equipment.
- **Membership fees** of \$5 per family is paid in term one. All families attending the kindergarten must be a member of the Tarragindi War Memorial Kindergarten Association. This also entitles you to vote at the AGM and be a committee member.
- An **activity levy** of \$50 per child is paid in term one to cover the costs of all educational visitors to the service during the year, eg wildlife display, Aboriginal education programs.
- **Building fund contribution** of \$50 per family. This contribution is voluntary and is invoiced in term 2. Our kindergarten has an established Registered Building Fund to meet ongoing maintenance and future renewal of facilities. The contributions to this fund are tax deductible.

	Michael's classes	Sandra's classes
<b>TERM 1:</b>		
Fees	\$825.00	\$750.00
Equipment Levy	\$40.00	\$40.00
Activity Levy	\$50.00	\$50.00
Membership Fee	\$5.00	\$5.00
<b>TERM 2:</b>		
Fees	\$825.00	\$750.00
Equipment Levy	\$40.00	\$40.00
Building Fund (voluntary/tax deductible)	\$50.00	\$50.00
<b>TERM 3:</b>		
Fees	\$825.00	\$750.00
Equipment Levy	\$40.00	\$40.00
<b>TERM 4:</b>		
Fees	\$825.00	\$750.00
Equipment Levy	\$40.00	\$40.00

## Fee Policy

An invoice for fees is issued in week 2 of each term and is due to be paid by the end of week 4. The dates for payment of fees for 2020 are as follows:

21 February	15 May	7 August	30 October
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Fees are to be paid by direct deposit or cheque only. When paying by **direct deposit**, please include your **invoice number** in the reference field so that we can track which families have paid their fees. We are happy to accept regular part payment of fees if this assists with your household budgeting- please talk to the office staff regarding this.

Once enrolled, fees are payable whether the child is present or absent. It is essential that fees be paid promptly so that the kindergarten can continue to provide a high standard of education for your child. We are a not-for-profit organisation that relies heavily on the timely receipt of fees to ensure the ongoing operation of the kindergarten. A **late fee** of \$50 will be charged to your account if fees are not paid in full within 28 days of the due date.

Withdrawal of a child at any time during the year is possible but requires two (2) weeks written notice to the management committee or two (2) weeks fees may be forfeited in lieu thereof.

If fees remain unpaid, the committee may, at its discretion, exclude that child from the kindergarten and offer that position to the next child on the waiting list.

Any outstanding fees, including late fees, will be deducted from the refundable roster bond at the end of the year (or when a family leaves the kindergarten).

If you anticipate having difficulty paying your fees, please contact either the Treasurer or the Finance Officer before the due date for payment of fees to discuss alternative arrangements to ensure your fees are paid in full in a timely manner.

## **Fund Raising**

Historically the kindergarten has held an annual fete for fundraising. Whilst kindergarten fees cover most operational costs, the fete (or another event) may be necessary to help fund additional costs. The fete has also assisted with public relations for the kindy and engendered community spirit.

Our Kindy is a community run, not for profit organisation. One hundred percent of any money raised goes straight back into improving our kindy. It is crucial that, with a view to maintaining our high quality of program, facilities and resources, parents and families take the time to dedicate their assistance to the kindergarten whether this be in the form of being on the Management Committee, convening a stall at our fete or helping out where required.

## **Child Care Subsidy**

Tarragindi Kindy is not eligible for any form of rebate through the Child Care Subsidy.

We do receive funding from the Government to run an approved Kindergarten program. As a not for profit service, we use this Government funding to keep our fees as low as possible.

## **Health Care Cards**

If you, your child or foster child are Health Care Card holders or Australian Government Pension Concession Card holders, Tarragindi Kindy should be able to claim reduced fees on your behalf.

Please take your card to Marina or Christine in the office where they will be able to take a copy of your card and advise you if you are eligible for reduced fees.

**If your Health Care Card or Pension Concession Card expires through the year, you will revert back to full fees unless you are able to show a new card with valid dates to the Kindy office.**

## 5. PARENT INVOLVEMENT AT OUR SERVICE

Our service values your involvement throughout the program. We have an “open door” policy which means you are welcome to visit and spend time with your child throughout the day. We generally commence this from Term 2 once everyone is settled into Kindy.

There are numerous opportunities to be actively involved in your child’s learning at Tarragindi kindy:

- Providing additional supervision and assistance for our excursions.
- Two workings bees through the year.
- Nominating at the AGM for a position on the Management Committee (all committee members will require a Blue Card).
- Supporting the various activities organised by the Management Committee – social activities, fund raising, maintenance rosters
- Supporting and encouraging your child in their efforts at Kindy (paintings, collage work, conquering the monkey bars etc.)
- Reading the notice board and newsletters
- Saving recyclable materials for use in the program – your teacher will tell you the types of materials we collect.
- Sharing your skills and interests in the education program – cooking, art, sewing, gardening, music, talking about your job e.g. doctor, police man/woman.
- Contributing to your child’s portfolio
- Asking for information about your child’s group, program or any issues concerning your child; and discussing your concerns with staff or a committee member

The service also offers parents a free lending library located in the kitchen containing articles, books, visual aids and pamphlets relevant to raising pre-prep children.

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

**Parents are also requested to provide the educator with copies of any reports about their child from specialist services so staff can adjust the program to suit any additional needs of the child. Please refer to the C&K policy on Inclusion which is included in your enrolment folder.**

### Parents' Responsibilities

Our service recognises the important role played by parents in the education of their children, and values parent participation and involvement on a variety of levels. It is the parent's responsibility to:

- notify the child's educator regarding changes in information recorded about a child.
- read all the information pertaining to our service in order to be familiar with policy information.
- comply with relevant health and hygiene policies of our service and to participate in our service's activities.
- provide updated immunisation records as necessary (especially when your child has received their 4 year vaccinations after commencing at our service).
- contact the kindy staff to inform the educators if your child is absent for the day(s).
- **follow and abide by kindy policy and Queensland Health’s guidelines in the removal of your child from the service for the specified time in the case that your child displays symptoms of - or is diagnosed with - one of the excluded conditions. Full details are outlined in the Workplace Health and Safety section of this handbook and the ‘Time Out’ leaflet in your enrolment folder.**

## Parents' Responsibilities - Additional Needs Children

All parents are required to abide by the **C&K Inclusion Policy**. A link to this policy will be emailed to parents in November 2019.

Parents/guardians of children with additional needs must inform staff/care providers as soon as practical that their child may require additional support when attending the service. This is to enable the service, if required, to commence (among other actions) the training of staff, the purchasing of equipment, the preparation of staff rosters and the submission of funding applications for additional assistance prior to the child commencing in the service.

Specifically, parents of children with additional needs (including children who may be seeing Speech Therapists, Occupational Therapists, Developmental Paediatricians, Psychologists, Audiologists, etc) are required to:

- Provide sufficient medical information (including but not limited to documentation from medical/specialist agencies) which confirm the child's medical condition, treatment, medication symptoms, needs and ongoing support requirements. This information may be required by the service to access support and fund visiting services, benefits, programs, grants and/or opportunities to meet their additional needs.
- Provide effective, consistent and ongoing communication with staff and care providers throughout their child's involvement at the kindy and inform them of any changes of behaviour, diagnosis, symptoms, dietary needs, medication or treatment which may affect and require adjustments to the care provided to the child.

A child's enrolment at a C&K service may be suspended or cancelled if parents of children with additional needs fail to comply with their responsibilities under this policy and associated guideline.

## Working Bees

Families are required to complete 2 working bees in order to receive their \$250 bond back at the end of the year. Therefore each roster equates to \$125. Working bees are generally conducted every four to six weeks throughout each term on Saturday or Sunday mornings. Please see the whiteboard outside the office for dates.

**Please complete the Working Bee Form (included in your enrolment package) and return it to your child's educator.**

Please advise the office if you are unable to complete your roster requirements, or if there are extenuating circumstances, so that other arrangements can be made. Partial refund of roster bond may be applied for if all fees have been paid in full, but only part of the roster duties have been fulfilled. In exceptional hardship please consult the Director who will discuss your circumstances with the Management Committee.



## Roster Requirements

	Daily Roster	Working Bees
<b>How often</b>	Daily Rosters are <b>voluntary</b> . Parents/ carers are encouraged to come to the kindy as their schedule permits and participate in the program.	One (1) every six (6) months
<b>Exceptions</b>	Committee members (with 80% attendance at meetings) and the fete convener are exempt from performing Working Bees, but are most welcome to complete additional roster duties if so desired.	
<b>Hours</b>	Whole day or part day depending on your availability and as arranged with your child's teacher.	Saturday or Sunday morning or afternoon
<b>Process</b>	Please discuss your intention to perform a Daily Roster with your child's teacher and they will assist you in scheduling this.	Place your name under the listed dates on the whiteboard outside the office.
<b>Summary of duties</b>	Participate in children's program and assisting the educators.	General gardening and building maintenance- no special skills required.
<b>Requirements</b>	The Parent on Roster section of the daily sign in sheet must be signed for each roster to satisfy Workplace Health and Safety requirements.	Attendance book must be signed for each roster to satisfy Workplace Health and Safety requirements as well as providing a record of attendance. If you have not signed then you will be subject to a forfeit.
<b>Forfeit costs (deducted from acceptance fee / roster bond)</b>		\$125 for each roster not completed
<b>Inability to attend</b>	n/a	If unable to attend your nominated roster day please make alternative arrangements with the Maintenance Coordinator.
<b>Other information</b>	Siblings who attend with a parent on roster are their responsibility at all times. We are only licensed to care for pre-prep aged children at kindy. Nappy changing facilities are available and parents are required to take all soiled nappies away from the kindy on completion of the roster. An adult toilet is located through the office for parent use when on roster.	For safety reasons, children are not permitted to attend maintenance rosters. An adult toilet is located through the office for parent use when on roster.

## Communication with Parents

There are several forms of communication with parents used at the service including direct verbal communication, emails and newsletters, our Collaborative Teaching and Learning Journals in each room, your child's portfolio, our noticeboards and through your child's pocket.

If you have any questions or concerns about your child, our educators will happily arrange an interview (outside of session times). You are also welcome, at any time, to ask the educator for further information regarding:

- their philosophy about learning
- how it is intended that the child development outcomes will be achieved
- goals regarding knowledge and skills to be developed through the activities and experiences.

## 6. OUR POLICIES

The Kindy follows Policies and Procedures from C&K. These are available on C&K's internet site ([www.candk.asn.au](http://www.candk.asn.au) - >Kindergarten ->Policies) or are available from the office. Any Policy or Procedure can be emailed or printed up for you upon request.

We will email you a link to these policies in November 2019 as part of our orientation process and these can be printed for you upon request:

We ask that you pay particular attention to:

- Confidentiality and Privacy Policy
- Use and Storage of children's images and sound recordings procedure
- Inclusion Policy
- Guiding children's behaviour procedure
- TWMK Suncare and Protection Procedure (will be emailed in full)
- Child Protection Policy

### Positive Exemption Notice/Blue card

The *Education and Care Services National Law Act (2010)* includes a requirement for all staff and volunteers working with children to hold a current positive exemption notice or blue card. These notices are issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the applicant, having no criminal record, is therefore deemed to be suitable for working with children. All committee members must hold or have applied for a blue card.

Blue cards must be current at all times and are renewable every three years.

The only people **not required** to hold a current positive suitability notice (blue card) are:

- volunteers who are parents of a child to whom early childhood services are regularly provided by the service.
- children under 18 who are volunteers (except "trainee students" undertaking a course of study with an education provider)
- A volunteer guest, who is volunteering for 10 days or less, no more than twice a year, is not required to hold a current blue card. This means grandparents, other members of the extended families of children attending the kindergarten and other guests, are able to volunteer at least twice before having to hold a blue card.

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**PARENTS/GUARDIANS WITH A NEGATIVE NOTICE OR PRIOR CONVICTION FOR AN OFFENCE INVOLVING CHILDREN MUST NOT VOLUNTEER THEIR SERVICES AT THE SERVICE.**

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### Waiting List

Our waiting list, as a policy, is non-discriminatory and non-exclusive. In this regard, preferences (for a place at our service in the child's Kindy year) are not given to siblings, the children of management committee members or any other child. This is also a policy of C&K.

C&K advises that they do not support children being enrolled in two C&K services at the same time. Preference will therefore be given in the first instance to children who are not currently enrolled in another C&K pre-prep class.

The kindy announces the date a waiting list will open for a particular year so parents can place their child's name on the waiting list. The list for children born in the previous July to June period usually opens on the first Monday in August and is advertised throughout the community.

Waiting lists for all other years remain open for names to be added. Admission to kindy outside of these guidelines will be at the Director's discretion and managed on a case by case basis.

## **How to Provide Feedback and Grievance Procedure**

Where a parent has any concern or feedback relating to the program, fees, the waiting list or any other issue, our service advocates that the parent first make contact with your child's teacher- either Michael, Sandra or Nikita (if your child is only in the Kindy Club class).

If you are not comfortable with the above, please contact Michael as Director (in person, via phone or [directortarragindi@yahoo.com.au](mailto:directortarragindi@yahoo.com.au)). Alternatively, your issue can be raised with Marina in the office who will direct your concern to the appropriate person or agency (this may be the Committee, C&K or the Office of Early Childhood).

Additionally, feedback can be provided directly to C&K via their Feedback form on their internet site <http://www.candk.asn.au/online-feedback-form> or by calling 1800 177 092.

Please be assured that your concerns will be given due consideration and appropriate confidentiality. Should you have an issue, please feel free to come and speak to us- most of the time we find issues can be resolved with a simple conversation.

## **Excursions**

Clear details of the excursion will be given in writing to each parent before the planned event. Written permission slips are required to be completed for each child and returned to the educator by the specified date. There will always be a suitable ratio of adults to children for all activities taking place outside the kindergarten.

Excursions are organised on occasion, depending on the interests of the children and the availability of suitable venues. Appropriate safety requirements for excursions are worked out by the staff - depending on the type of activity and age of children.

## **Risk Management**

The committee regularly reviews the service's Risk Management Policies and Procedures to ensure we comply with standards and minimise the risks of harm to the children in our care.

## **APPENDIX - WORKPLACE HEALTH AND SAFETY**

### **Introduction**

Tarragindi War Memorial Kindergarten is committed to the safety and wellbeing of everyone at the kindy including employees, children, volunteers and visitors in accordance with the *Work Health and Safety Act (2011.)*. All adult employees and visitors of the kindy must accept an obligation to the kindy and to fellow employees and visitors to see that all activities and operations under their care or control are carried out in a safe and efficient manner.

The kindy requires Workplace Health and Safety (WH&S) to be regarded as an integral part of the day-to-day operations of the kindy. Maximum safety cannot be ensured by control of the environment alone, but demands the understanding and co-operation of all persons at all levels.

**Parents are required to read this WH&S appendix and inform a staff or committee member if they have any issues with abiding by the policies outlined below.**

### **Responsibilities**

The management committee has the responsibility and authority for the implementation and coverage of WH&S issues within the kindy.

The teaching staff has an obligation to see that all activities and operations under their care or control are carried out in a safe and efficient manner in accordance with this policy.

All members of the kindy have a responsibility to ensure the safety of members of the public during social and fund raising events.

A copy of the Work Health and Safety Act and Regulations and C&K's policies and procedures relating to WH&S can be viewed at any time at the office or a copy can be printed and/ or emailed to parents.

## **POLICY AREAS**

### **Access and Egress**

All personal and vehicular movements to and from the kindy are to be via Newington Street and the front gate for normal service operations.

Gates cannot be held open unsupervised for any reason during operating hours. No child is to be let out of the gates unless they are under adult supervision.

**The yellow emergency-parking bay is to be kept clear at all times.**

### **Alcohol/Smoking/Illegal Drugs**

Our service is a non-smoking service. No smoking will occur within sight of the children in attendance (i.e. not in the building or in the car park). No alcohol is allowed on the grounds or in the car park during operating hours. Illegal drugs are totally forbidden.

### **Ambulance Transportation**

If the need arises and is deemed necessary by the teaching staff, the Queensland Ambulance Service will be called to transport a child to a doctor or hospital.

### **Animals**

No animals are allowed on the property except for educational reasons where the animal is under the control of the handler.

## **Duty Rosters**

Voluntary work by parents performing a working bee or daily roster is an integral part of the operation of the kindy. For roster, each person must:

- Present sober and in a sound state of mind.
- Be 18 years and over (insurance purposes).
- Sign in to indicate their competence to perform the task.
- Use tools and equipment in a safe way and in accordance with manufacturer's instructions.
- Satisfy him/her self as to the safety of all tools/equipment.
- Wear hats and sunscreen if working outside. Closed in footwear must be worn. Other protective clothing must be worn where necessary.
- Adhere to the manufacturer's safety precautions on the side of the storage container when using cleaning fluids, poisons and other toxic chemicals. Material Safety Data Sheets (MSDS) are kept in the office and maintenance shed for further reference. All poisons should be kept out of children's reach and in a lockable cabinet.
- Not place themselves or others at risk of injury.
- Not access the roof for any reason.
- Mark any faulty equipment and bring to the attention of the roster foreperson or a staff member.
- Report accidents to the Maintenance Co-ordinator or staff member present and record any injuries on an Incident Report template.

Roster volunteers are not expected to and should not perform any tasks or activities that they do not feel confident doing.

For safety reasons, it is preferred that children are not brought to the service while working bees are being conducted. In extenuating circumstances, if children are brought, they are the sole responsibility of the person/s that brought the children and should be supervised away from the work area.

## **Electrical Equipment**

All electrical equipment, including extension leads, is to be in good working order. Outside parties must take responsibility for the safe use and standard of any equipment brought in to the kindy.

## **Emergency Evacuation**

In the event of fire, bomb threat or other emergency situation requiring evacuation, activate the fire bell where possible. An activating switch is located on the internal wall above each of the educator's desks.

The buildings are to be evacuated in accordance with the emergency evacuation procedure maps located on the walls of each unit, kitchen and office. The safety area for assembly is the sand pit. Teaching staff will check the building, obtain sign-in sheets and perform a roll call. Any volunteers/visitors are to go to the assembly area to help with the children and the roll call.

Evacuations drills are to be rehearsed at the discretion of the director, once per semester.

## **Emergency Lockdown**

In the event of a threat (eg. threatening person or animal on the premises, chemical spills) or as otherwise determined by the teaching staff or under instruction from an appropriate emergency authority, the kindy will effect an emergency lockdown procedure.

At such time, the staff will ensure all children are accounted for and all doors and windows are locked shut. During a lockdown no persons will be permitted to enter or leave the service for any reason whatsoever until advised by a staff member or appropriate emergency service authority.

The educators are to be in control of any emergency situation until such time as emergency services personnel take over, and any parents or visitors on the premises at the time are under the direction of the educators. Emergency services will be notified first and then a management committee member will be notified of the situation when able to.

Should a situation occur parents are to call the local police or a management committee member and NOT the kindy as it is imperative that the phone line remains open to emergency services at all times.

Lockdown drills are to be rehearsed at the discretion of the director/educator, once per semester.

## Exclusions (from infectious diseases)

Any person suffering from an infectious disease shall be excluded from the service. This includes siblings suffering a disease, and they should not be brought into the service. All staff and enrolled children will be excluded from the service for the recommended periods as per the Queensland Government 'Time Out' recommendations.

Parents are encouraged to disclose whether anyone in the family is suffering from a contagious disease.

## First Aid

The First Aid kit is located in the kitchen, and a first aid bag is hanging outside the office and near the sandpit. All teaching staff are qualified in First Aid.

## Hand washing

The hand washing policy applies to all adults, toddlers and the kindy children. When hands are washed it should be with soap and running water, then rinsed and dried on disposable towelling.

Children's hands must be washed:

- **ON ARRIVAL AND DEPARTURE**
- before preparing or serving food
- before and after eating
- after outside play
- after a rest/sleep
- wiping/ blowing their nose
- after a visit to the toilet

Adults are strongly encouraged to wash their hands (and the hands of any other children accompanying them) on arrival and exit from the service.

## Hazard Reporting

If a parent is aware of a hazard then please approach the staff, a management committee member or WH&S representative directly to report this.

## Hours of Operation

Children are not to come into the service before 8.22am and must have vacated the premises by 2.30pm for Sandra's classes and 4.04pm for Michael's classes.

Children are to be signed in and out by a responsible adult.

## Illness and Dealing with Sick Children

The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. It is extremely difficult for staff to provide the appropriate care for children who are ill and still give attention to the rest of the group.

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**Children with a fever, high temperatures, diarrhoea, vomiting and bad colds are sick and, therefore, should not be brought to the service. It is a condition of enrolment that you have alternative care arrangements when your child is sick.**

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To help the educators limit the spread of sickness, please observe the following management procedures for some common illnesses:

- In the case of conjunctivitis, parents must keep their child home for at least 24 hours after the conjunctivitis treatment starts and the discharge ceases.
- In the case of vomiting, parents must keep their child home for at least 24 hours after the last bout of vomiting subsides. You may be required to stay away from Kindy for a period of 48 hours if there are other cases of vomiting at the service.

- In the case of diarrhoea, parents must keep their child home for at least 24 hours after the last bout of diarrhoea ends. You may be required to stay away from Kindy for a period of 48 hours if there are other cases of diarrhoea at the service
- In the case of fever, parents must keep their child home for at least 24 hours after the fever subsides.
- In the case of chicken pox, parents must keep their child home until the last blister has scabbed over and is no longer contagious to others.
- In the case of head lice, parents must keep their child home until effective treatment has commenced.
- In the case of impetigo (school sores), parents must keep their child home until appropriate antibiotic treatment has commenced. Sores on exposed areas must be covered with a water tight dressing.
- In the case of hand, foot and mouth disease, parents must keep their child home until all blisters have dried.

The C&K policy on dealing with sick children:

- Children with a contagious illness will not be admitted into the service. In some circumstances, a letter of clearance from a doctor is required to verify the child is no longer infectious.
- Parents must contact the service to report contagious illnesses.
- In the event of a child taking ill in a service the parent will be contacted. For this reason it is essential the service has current work and emergency contact numbers.

**If your child becomes ill at the service, staff will contact you immediately. Infection can move swiftly through a group. We therefore ask you or your nominee to come as quickly as possible to collect your child. Please monitor your mobile phones throughout the kindy day.**

## **Immunisation**

C&K strongly encourages the immunisation of children.

Parents are required to provide a Medicare issued vaccination history upon enrolment and prior to the child commencing at the service.

Parents are required to advise staff when any further immunisation of their child has occurred since commencing at our service, especially with respect to the 4-year-old vaccinations. You will receive a reminder to provide this via our Kidsoft Database upon your child turning four.

If Immunisation Records are not provided to the Kindy, the child will be treated as non-immunised in the event of the outbreak of a vaccine preventable infectious disease. In the event of a vaccine preventable infectious disease non-immunised children may be required to remain at home if this is the advice of the provided to C&K by the Public Health Unit. Full fees are payable during this time.

## **Induction and Training**

The kindy aims to induct all staff, parents and visitors in all areas of kindy safety that relate to their visit at the kindy. Visitors to the kindy are required to register their attendance in the Visitor Sign In register upon arrival and departure. The kindy will provide updates and training to relevant parties should there be changes to site safety information during the year.

## **Injuries**

If a child sustains an injury at the service, first aid is delivered immediately and the child's educator is informed of the incident.

In the case of an incident requiring an ambulance or doctor, the director will immediately authorise such help. Parents consent to this upon enrolment. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

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

## **Inspections and Audits**

A WH&S inspection is conducted twice yearly. All staff, volunteers and visitors are encouraged to report any concerns to the director or management committee.

## **Manual Handling**

Any activity that requires staff or roster parents to move, hold or restrain must be completed using an appropriate method or equipment.

Use an approved ladder when accessing material from high shelving. Consideration should be given to those items that need two people to lift them.

Further information regarding manual handling is available in the folder of information that is available at Working Bees and other events (eg. fete) where manual handling is likely. This information can also be requested from the office.

## **Medications**

All medications to be administered to a child must be presented in the original container as prescribed by a doctor with the child's name on it and dosage required.

Non-prescribed medications will not be administered to a child unless written permission and instructions from the child's doctor have been received by the staff.

Medication must NOT be kept in the children's locker. All medications must be given to your child's teacher to be stored in a lockable cabinet.

Should a child have an ongoing condition (eg. asthma, epilepsy) this must be documented in a medical management plan developed and authorised by the child's registered medical practitioner. In addition, it is the parent's responsibility to leave written and unambiguous instructions on appropriate medication, instructions as to what action is to be taken with regard to medical assistance and contact numbers in the event of a medical emergency. These will be located in the office of your child's educator and their location communicated to all staff. If deemed necessary by the director/educator and management committee, specific training by a trained medical practitioner is to be provided and fully documented.

## **Recording of Accidents or Injuries**

All work injuries, work related illnesses and dangerous occurrences that happen on the kindy's premises must be written on an Incident Report template. The director or the WH&S management committee members are responsible for completing this form.

## **Safety at the Service**

The safety of your child is of paramount concern to us. On a daily basis staff carry out routine procedures to ensure an optimal level of safety is maintained. Such procedures include checking the sandpits, covering sandpits after use, emptying water trays when not in use, and checking equipment and the environment for wear and tear. Other safety procedures include:

- ensuring all poisons and dangerous items are kept in locked cupboards
- disposal of any syringe and/or packaging found discarded on service grounds or within close proximity to the service, as per C&K's policy statements on needle stick injury and disposal of used syringes
- filling out incident report forms to document injury
- training staff on accident and emergency procedures
- ensuring that safety devices are installed
- requiring all permanent teaching staff to hold a current first aid certificate.

Should you have a concern about any safety issue please see the Director.

## **Security of Children**

All children must be signed in and out by the person above 18 years of age who brings or collects the child.

The staff will release children to the care of parents, nominated guardians and persons who are made known to the staff. Proof of identification may be requested to verify a person is able to collect a child.



## **Siblings**

When siblings are brought to Kindy they:-

- are the responsibility of the parent
- will not be left in the kitchen/office area unsupervised
- will not be left unattended in the kindy by the parent.

## **Sun Care**

Tarragindi Kindergarten is a proud SunSmart service, as awarded by the Queensland Cancer Council.

Our service believes parents and staff have a shared responsibility in protecting children from ultraviolet radiation. Sunscreen and hats are to be worn for all outdoor activities.

Please read the Suncare and Protection procedure provided to you by email.

Parents are requested to abide by this policy and wear a hat whilst on roster duty.

## **Policy for Non-Compliance with Workplace Health and Safety**

Staff are required by law to abide with the WH&S policies of the kindy.

This enrolment booklet serves as formal notice to parents of the WH&S guidelines for our kindergarten. Some policies are further outlined by C&K on their intranet site and it is the responsibility of parents to review these policies if applicable to your situation.

It is also the responsibility of parents to inform your visitors of the WH&S guidelines of this service.

We acknowledge that parents and visitors are extremely unlikely to deliberately breach a WH&S policy of the kindy and jeopardise the safety of the children, staff and/or other volunteers. We need to take WH&S issues seriously, however, and the following policy for non-compliance applies in this service.

Stage 1 – Parents/visitors/volunteers are reminded of the correct procedure or policy on the first known offence (with an example of a ramification if the policy/procedure is not followed).

Stage 2 - Parents/visitors/volunteers are asked not to partake in the activity/roster again after a second offence. The consequences are that parents may be unable to partake in a future roster and will need to forfeit the roster bond for any pursuing days.

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### **Please note that:**

- The use of the word “parent” in all service documentation refers equally to one or both parent(s), legal guardian(s) or custodian(s).
- The use of the word “child” in all service documentation refers equally to “children” where 2 or more siblings attend our service at the same time.

At the time of printing (Oct 2019), all information in this handout was considered to be correct. No responsibility will be taken for errors or omissions.