

Tarragindi War Memorial Kindergarten



**Parent Handbook
2023**

TABLE OF CONTENTS

<u>1. WELCOME TO TARRAGINDI KINDY</u>	3
<u>PHILOSOPHY</u>	3
<u>MANAGEMENT COMMITTEE</u>	4
<u>C&K AFFILIATION</u>	6
<u>2. ABOUT OUR SERVICE</u>	7
<u>ATTENDANCE</u>	7
<u>A TYPICAL DAY</u>	9
<u>ARRIVAL AND DEPARTURE</u>	9
<u>CHILDREN'S REQUIREMENTS</u>	11
<u>MORNING TEA AND LUNCH</u>	11
<u>3. ABOUT OUR EDUCATION PROGRAM AND STAFF</u>	12
<u>CURRICULUM</u>	12
<u>AIMS & OBJECTIVES</u>	12
<u>SUSTAINABILITY</u>	13
<u>STUDENT PLACEMENTS/VOLUNTEERS</u>	15
<u>4. FINANCES AND FEES</u>	16
<u>KINDERGARTEN FINANCES</u>	16
<u>ACCEPTANCE FEE/ROSTER BOND</u>	16
<u>FUND RAISING</u>	17
<u>5. PARENT INVOLVEMENT AT OUR SERVICE</u>	19
<u>PARENTS' RESPONSIBILITIES</u>	19
<u>PARENTS' RESPONSIBILITIES - ADDITIONAL NEEDS CHILDREN</u>	20
<u>WORKING BEES</u>	20
<u>COMMUNICATION WITH PARENTS</u>	21
<u>6. OUR POLICIES</u>	22
<u>POSITIVE EXEMPTION NOTICE/BLUE CARD</u>	22
<u>WAITING LIST</u>	22
<u>HOW TO PROVIDE FEEDBACK AND GRIEVANCE PROCEDURE</u>	23
<u>EXCURSIONS</u>	23
<u>RISK MANAGEMENT</u>	23

In the spirit of the reconciliation, we would like to pay our respects to the traditional custodians of the land on which we meet and play – the Turrbal people north of the river and the Jaggera people south of the river. We would like to acknowledge and pay our respects to the Elders both past and present.

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 October 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 were 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.



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 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 Monday of each month.

C&K Affiliation

New State Government legislation requires all kindergartens to be affiliated with a Central Governing Body (CGB) 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.

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.

2. ABOUT OUR SERVICE

A Typical Day

At Tarragindi War Memorial Kindergarten, we prefer a gentle rhythm, we promote a flexible schedule to allow the children to play and develop experiences.

Throughout the day, some of our activities include:

- A combination of outdoor and indoor self-lead and assisted play
- Natural outdoor environment with included fixed equipment and non-fixed loose parts to support variety and 'safe risk' play
- Nature observation and care of environment including plants
- Group gatherings at the Yarning Circle for Acknowledgement of Country, stories, guided learning, music, and song
- A range of literacy supporting activities, arts & crafts, painting and building activities
- Morning tea and lunch under the shade of the veranda
- Team efforts clean up with all children involved

- Access to a 'Zen Zone' where children can be mindful and rest at their own leisure
- Quiet time with guided meditation, stories, yoga, reflection
- Extended peer learning with Show and Share



Rest / Relaxation

This is a period of our day where the children “be kind to and look after their bodies”. It is a quiet restful time, with soothing music or yoga. Children do not have to sleep at this time but are encouraged to relax and unwind for the end of the day. Establishing patterns of rest and relaxation are benefits that a child can carry into later life. Your child may bring one small cushion that can be stored to use during this time.

Toys and Treasures from home

We do encourage the children to bring natural, interesting items such as shells, flowers, insects, and other special finds, to discuss during “Show and Share”. The Kindergarten provides a wide variety of suitable play equipment. The children are encouraged to leave toys or other 'treasures' such as jewellery, toy cars and soft toys which may be lost or damaged at home.

Arrival and Departure

Arrival – At 7:48am the **Bottlebrush** children may enter the kindy grounds and be signed in for the day. If you arrive prior to 7:48am, 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.

At 8:22am the **Banksia** 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 carpark. The Bottlebrush class has already commenced their day. However, children in the Banksia class will not be able to enter the ground prior to their designated start time, due to teacher supervision. It is required that children be brought to our service and collected by a responsible adult of at least eighteen years of age. 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 the Banksia classes and 3:30pm for the Bottlebrush classes.**

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 we kindly request a prompt departure from the premises.

Late departure: Parents are requested to be at the kindergarten unit to pick up their child 5 minutes prior to the kindergarten day finishing (Banksia - 2:25pm and Bottlebrush - 3:59pm). In line with C & K policies and procedures, if you are late to collect your child, a late fee will be incurred. \$25 for the first occurrence and \$50 for subsequent late pick-ups (per calendar year).

Children’s 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.
- lunch (see below) and a water bottle.

ALL ITEMS MUST BE CLEARLY NAMED.

We encourage families to purchase our Tarragindi Kindy Sun protection hats and t-shirts (with kindy logo), they are available for purchase from the office.

Hats: \$15 each

T-shirts: \$15 each

Sunscreen is supplied as per Australian Regulatory Guidelines (50+SPF) broad spectrum. If your child has sensitive skin, or you prefer an alternative you can supply your own. Please complete the *Sunscreen Form*.

Morning Tea and Lunch

We support mealtime with appropriate hygienic practices and encourage healthy eating. Please supply a healthy morning tea and lunch in a clearly named lunch box that can be easily opened by your child. Lunches are stored in the children's lockers (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 now 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.

Where possible we promote a nude food policy, which is about improving the environment and reducing the amount of rubbish at kindy, for example bento style lunch boxes are favoured where no food wrapping is required. The service also recognises that good nutrition is essential for good health, growth, and development of all children. Therefore, we encourage lunches that are nutritionally balanced.



Birthdays

Birthdays are always a very exciting time for children, you are most welcome to send along birthday cake cakes, ice blocks or a fruit platter. Please note there needs to be enough for 22 children, and if making cupcakes a list of ingredients needs to be supplied (for our children with food allergies).

If your child has a food allergy that his/her from celebrating their classmate's birthday, please prepare something earlier that can be frozen or stored at kindy. This will help your child from feeling left out of celebrations.

3. ABOUT OUR EDUCATION PROGRAM AND STAFF

Curriculum

The Tarragindi War Memorial Kindergarten program follows "Listening & Learning Together: C&K Curriculum approach." The curriculum developed by C&K – Creche and Kindergarten Association Limited. This utilises a rich play-based theory which focuses on the developmental needs of each child. This document complements The Early Years Learning Framework for Australia (EYLF) and the Queensland Kindergarten Learning Guidelines (QKLG).

Listening & Learning Together contains five main strands of thought: – Belonging, Connecting, Wellbeing, Exploring and Communicating. The EYLF, which is the national framework for early childhood educators, operates on the understanding that

children's lives are characterised by *belonging, being, becoming*. QKLG learning and development areas include *Identity, Connectedness, Wellbeing, Active, Learning & Communication*.

Portfolios

Storypark provides each child with an online community which you (their parent/guardian) own and control who has access to, at no cost, for as long as you wish.

Storypark helps teachers, children, and families:

- improve understanding of each child's interests and abilities so they receive even better support
- deepen relationships and strengthen communication
- share videos, photos and text capturing children's learning and development
- create a portfolio of your child's learning that travels with your child and can be accessed by you forever
- reinforce experiences and deepen children's learning
- capture family culture and heritage
- involve the children in their portfolio
- interact quickly and effectively through iPhone, Android, and tablets
- create smooth transitions when your child moves from one teacher/centre to another.

You can choose to add your own stories or leave comments and feedback for children and our teaching team. You can also choose to share these stories with family members if you wish. We hope that you will invite your extended family so that the children have an authentic audience who are genuinely interested in their learning.

Obviously, we have considered the aspects of cybersafety and made sure our teaching team have the knowledge and skills to ensure we are cybersafe. Storypark takes security very seriously. Storypark is not open for anyone to read, it is a password-protected private space for you, your child's teachers and your family.

Aims & Objectives

Through play, the children are encouraged to:

- Imagine, investigate, wonder, plan, question, think, discuss, experiment, and reflect 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.

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.

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".

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.

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.

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).

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 where required.

5. PARENT INVOLVEMENT AT OUR SERVICE

The health and well-being of the children, families and staff at Tarragindi War Memorial Kind is priority. Our service values your involvement throughout the program, however we are closely monitoring the COVID-19 situation and are following advice from

government agencies to remain COVID-SAFE. We appreciate support and understanding as we navigate and make changes through this time.

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, policeman/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

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 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.**

Communication with Parents

There are several forms of communication with parents used at the service including direct verbal communication, emails, newsletters and Storypark.

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 - >Kindergarten ->Policies) or are available from the office. Any Policy or Procedure can be emailed or printed up for you upon request.

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 always current 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, can volunteer at least twice before having to hold a blue card.

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

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 contact your child’s teacher.

If you are not comfortable with the above, please contact Hayley our Director (in person, via phone or email hayley@tarragindikindergarten.com.au). Alternatively, your issue can be raised with Administration 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).

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.

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.

POLICY AREAS

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.

Animals

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

Emergency Evacuation

In the event of fire, bomb threat or other emergency 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.

Emergency Lockdown and Fire Drills

In the event of a threat (e.g. 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 affect 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 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 always remains open to emergency services.

Lockdown and Fire drills are to be rehearsed at the discretion of the director/educator every term.

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.

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.

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 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.

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.

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 (e.g., 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 regarding medical assistance and contact numbers in the event of a medical emergency. These will be 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.

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.

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 (February 2023), all information in this handout was correct. No responsibility will be taken for errors or omissions.