



Tarragindi

War Memorial Kindergarten
31 Newington Street Tarragindi Q 4121

Parent Handbook



07 38482529 Mob 0432366175



www.tarragindikindy.com.au



admin@tarragindikindy.com.au



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WELCOME

ACKNOWLEDGEMENT

We would like to Acknowledge the Yuggera and Turrbal peoples, the Traditional Custodians of the land on which our Kindy stands. We thank them for caring for this land, the sky, and the waterways. We pay our respects to their Elders - past, present and emerging, and we promise to look after this Country together.

Welcome to Tarragindi War Memorial Kindergarten

Thank you for choosing our Kindergarten to embark on your child's learning journey. We are delighted to have your family join our community. At Tarragindi War Memorial Kindergarten, we are committed to providing a nurturing and enriching environment where your child can grow, explore, and learn through play. Our dedicated team looks forward to partnering with you in fostering a love for learning and supporting your child's development every step of the way.

Introduction

Established in 1952 as a community based, not- for- profit kindergarten, Tarragindi War Memorial Kindergarten (TWMK) is affiliated with C&K (The Creche & Kindergarten Association-Our Governing Body) and has a long history of providing education in the local area. The Kindergarten is managed by an elected group of volunteer parents which forms a committee. The Management Committee is elected every year and participation on the committee is vital for a successful ongoing operation of the Kindy. As a not-for-profit service, we're proud to be part of a community that works together to create the best experiences for children. Your generous donations of goods and time help us go even further in supporting their growth and learning.

"Every moment you give helps shape a child's tomorrow."

Our beautiful bushland setting gives children the wonderful opportunity to explore nature through bush play. It encourages them to connect with their natural world, build physical confidence, and develop a deep sense of care and respect for Mother Earth.



ABOUT US

The Queensland Government is committed to giving every Queensland child the opportunity for a great start to Kindy, setting strong foundations for life and learning.

Eligible-age year of attendance for Kindergarten

Child's birth date	Year to attend Kindy
1 July 2020 – 30 June 2021	2025
1 July 2021 – 30 June 2022	2026
1 July 2022 – 30 June 2023	2027
1 July 2023 – 30 June 2024	2028
1 July 2024 – 30 June 2025	2029

Your child must be 4 years old by June 30 of their Kindy year to participate in a Queensland Government-subsidised Approved Kindergarten program.

Kindergarten Term Dates 2026

TWMK follows the State School term dates and holidays

Term One	Tuesday, 27 January 2026 to Thursday, 2 April 2026
Term Two	Monday, 19 April 2026 to Friday, 25 June 2026
Term Three	Monday, 11 July 2026 to Friday, 16 September 2026
Term Four	Monday, 3 October 2026 to Friday, 9 September, 2026
Pupil Free Days (Teacher only Day)	30 March 2026 (Banksia/Bottlebrush Monday) 15 May 2026 (Banksia/Bottlebrush Friday) 10 August 2026 (Banksia/Bottlebrush Monday) 11 December 2026 (Banksia/Bottlebrush Friday)



C&K Kindergarten Calendar 2026

TWO DAYS PER WEEK 8:00am-3:30pm (**GROUPS** Banksia & Bottlebrush)

ONE DAY PER WEEK 8:30am-2:30pm (**GROUPS** Wattle & Gumnuts)

C&K Tarragindi Community Kindergarten P: 07 38482529 E: admin@tarragindikindy.com.au

January						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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						31

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November						
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December						
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27	28	29	30	31		

LEGEND

Queensland School Holidays

Pupil Free Days

Preparation Week for Employees

Public Holidays (excluding show days)

Group Banksia/Bottlebrush Beginning of Week

Group B Banksia/Bottlebrush End of the Week

Pre Kindy-Wattle/Gumnuts

Term 1 (10 Weeks)

Tuesday 27 January to Thursday 2 April

Term 2 (10 Weeks)

Monday 20 April to Friday 26 June

Term 3 (10 Weeks)

Monday 13 July to Friday 18 September

Term 4 (10 Weeks)

Tuesday 6 October to Friday 11 December

Dates and information
may be subject to change



OUR GROUPS

HOURS OF OPERATION

Tarragindi War Memorial Kindergarten operates the following programs with up to 22 children attending per group each day.

GROUP NAME	DAY	TIME
Bottlebrush Monday	MON/TUES	8:00-3:30PM
Banksia Monday	MON/TUES	8:00-3:30PM
Bottlebrush Friday	THURS/FRI	8:00-3:30PM
Banksia Friday	THURS/FRI	8:00-3:30PM
PRE KINDY Wattle/Gumnuts	WED	8:30-2:30PM

Kindy Groups-Parents and children are asked to **arrive at Kindy at 8.00am**. The Kindy rooms will not open prior to 8.00am, as the educators require this time to set up the playground or inside area for the day's activities.

Pre-Kindy-**Is a non funded Government program and is offered to children who will be attending Tarragindi Kindy in their Kindy year.** Parents and children are asked to arrive at Kindy at 8.30am. The Kindy rooms will not open prior to 8.00am, as the educators require this time to set up the playground or inside area for the day's activities. PLEASE NOTE ALL PRE KINDY Children are to be toilet trained to be able to attend care.

Regular attendance is encouraged at the Kindergarten to support children's engagement and learning in the program. Regular attendance also supports transition and readiness for school. If at any time your child is not attending the Kindergarten on their allocated day, please notify Admin.

It is important that children are collected before finishing times. Children may also become anxious if parents are late collecting them. Staff have commitments outside work hours and appreciate families being punctual. If at any time you have an emergency and are going to be delayed, please contact the Kindergarten. Staff can then allay your child's concerns and make contingency plans for their own commitments.

Ph.07 38482529 Mob. 0432366175



Philosophy

At Tarragindi War Memorial Kindergarten, not only do we prepare children for school, but we prepare them for real life situations, circumstances, and connections. We offer a play-based program because we believe that children learn best through meaningful play experiences. Children are seen as leaders of their own learning, with teachers and educators acting as guides and mentors, supporting each child on their unique learning journey.

We aim to create a strong sense of belonging for every child, ensuring they feel safe, valued, and loved throughout their time with us. Through positive relationships and meaningful interactions, we nurture a warm, connected environment for both children and families.

Tarragindi Kindy has been a much-loved part of our local community for many years, with families cherishing the memories made here. Children's safety is our top priority—our staff uphold this every day through our practices and culture. We listen to, observe, and respect each child's voice and rights in all that we do.

Most of the day at Tarragindi Kindy is dedicated to child-led, purposeful play, where children can collaborate with their peers and educators. This allows them to immerse themselves in imaginative scenarios that encourage critical and independent thinking.

We honour the Traditional Custodians of Meanjin, the Turrbal and Jagera Peoples, through our daily Acknowledgement, nurturing a sense of community and connection to the land. We celebrate and embed First Nations culture in our Kindy through meaningful experiences such as caring for Country, sharing stories, and exploring music and traditions.

Recognising that each child's learning journey is unique, we understand that children and families bring their own interests, backgrounds, needs, and beliefs. We encourage children to make decisions about their learning and play, as we believe all children are capable, confident learners. Our program reflects this by being inclusive, engaging, allow for choice between indoor/outdoor play and are respectful of each child's voice. Play is primarily child-led, and we use reflective practices to ensure that the perspectives of children, families, and educators are incorporated into our learning experiences.

Our indoor and outdoor learning spaces are designed to inspire imagination, creativity, critical thinking, and problem-solving. We promote collaboration, exploration, and investigation, allowing children to engage fully with the world around them.

We encourage children to develop confidence and independence by supporting and guiding them to navigate social and emotional challenges. They take responsibility for their own health, safety, and well-being. Our free-flowing program allows children to choose between indoor and outdoor environments, as we recognise that each environment offers unique opportunities for learning and exploration. Creativity and imagination are highly valued at Tarragindi Kindy. Children have access to a wide range of loose parts and props to express themselves and explore new ideas.

As caretakers of the land, both children and educators are dedicated to respecting and nurturing the environment. We demonstrate this care through tending to our gardens, respecting wildlife, looking after our neighbouring bushland and maintaining a clean environment. Sustainability is central to our practices, with opportunities for children to engage in recycling, composting, and managing an active worm farm. We encourage the use of natural and recycled materials in play and art activities, helping children develop a deeper connection to the land.

Our teaching practices are guided by the National Early Years Learning Framework (EYLF), Queensland Kindergarten Learning Guidelines (QKLG), The 8 Aboriginal Ways of Learning, and C&K's Approach to Learning. Children's progress is documented, planned for, and shared with families and educators through Storypark.



OPERATIONS OF THE KINDY

OUR CENTRAL GOVERNING BODY

Tarragindi Kindergarten is proudly affiliated with C&K (The Creche and Kindergarten Association), which acts as our Central Governing Body (CGB). All Kindergartens in Queensland must be aligned with a CGB approved by the Minister for Education, and we're pleased to be part of an organisation with such a strong reputation.

C&K is a not-for-profit organisation that's been providing high-quality early childhood education since 1907. Their role is to support Kindergartens like ours by managing government funding, maintaining high standards, and offering guidance on operations, education, and compliance.

Although we are community-owned and operated by a volunteer parent management committee, our affiliation with C&K ensures we have expert advice and support available whenever we need it.

Each affiliate kindergarten has an area consultant who provides operational support, advice and information and are available to discuss management, education and operational issues. They hold early childhood qualifications and have extensive knowledge and experience in the early childhood sector.

Our C&K Area Consultant is **Leith McDougall**
Her contact details are m: 0488 283 365 | e: leith.m@candk.asn.au

National regulations specify the service requirements regarding programs, activities, experiences and the number of educators to children ratios and educators' qualifications. The regulations and our services policies are available at the Kindy for parents and staff to access at any time.

TWMK operates under the National Quality Framework (NQF) which incorporates the Education and Care Services National Law Act (2010), Education and Care Services National Regulations (2011) and National Quality Standard.





MANAGEMENT COMMITTEE

The Kindergarten is run by a Committee which is made up of parent/community elected members.

All actions of the Management Committee are governed by the Rules of the Association (Constitution). It regulates the way in which the organisation is to be controlled, details the rights and obligations of members, and also specifies arrangements for meetings e.g. voting rights, etc.

The Model Rules are available for perusal in the office or can be emailed on request. Committee meetings are held monthly and Office Bearers are required to attend. A quorum is required at every meeting so motions can be passed and decisions made. Minutes of the meeting are available to all members. Under the National Quality Framework, the Executive Committee Members (President, Vice President, Secretary and Treasurer) undertake the role of the Approved Provider of the Centre.

MAIN COMMITTEE

- President:** The President provides leadership to the Committee and the Association, and acts as co-ordinator. The President motivates the Committee, parents and staff to achieve the agreed goals.
- Vice President:** Supports President role and acts in his/her absence.
- Secretary:** The Secretary records and distributes the minutes of all meetings and organizes the agenda.
- Treasurer:** The Treasurer supervises the finances of the Association and provides financial advice to the Committee. We employ an independent book keeping company to track financial spending, prepare GST payments and staff wages. Book keeping or accounting experience would be beneficial in this role.

SUB COMMITTEE ROLES

- Fundraiser Coordinator (2 people required for this role):** Organises and runs fundraising opportunities to raise money for our centre.
- Grants Coordinator:** Sources and writes grants for applicable funding that will benefit our service.
- Infrastructure/WHS Co-ordinator:** Organises quotes for any work required and checks WHS items throughout the year. Organises and manages working bees (one a term).
- Parent Engagement Coordinator:** engages with the parents and organises social events for parents and children to attend.

Volunteering on the parent committee provides an opportunity to work alongside other parents and the centre staff; and to contribute ideas and suggestions that will enhance the kindergarten for your child and the future Tarragindi Kindergarten community. Committee members are voted in yearly at our AGM in February. Other ways to get involved in your child's Kindy include:

Volunteer for Events	Bunnings Bake Sale, Bush Kindy, Disco, Open day, Book week,
Working Bee Help	Keeping our garden tidy, Painting, pressure cleaning, spreading mulch etc
Family Events	AGM BBQ, Disco, Anzac Day, Family days, End of year Christmas Party
Social Events	Parent get togethers, play dates in the holidays
At Kindy	Talk about your skills (e.g., doctor, policeman, musician etc), Mother's/Father's Day morning tea, Grandparent's Day, Cleaning and washing when required, spending a morning with your child at Kindy.





MEET OUR STAFF

All teachers at Tarragindi Kindy hold a Bachelor of Teaching (Early Childhood) and are registered with the QCT, while our assistants hold a Diploma or Certificate III in Early Childhood Education.

Belinda Paech, our **Nominated Supervisor**, manages the daily operations of our service. In her absence, a **Responsible Person** (displayed on the office noticeboard) will take on this role. May Johnson is our **Educational Leader** and brings valuable experience and passion to supporting high quality learning.

Nominated Supervisor



Belinda Paech
Director/Teacher
Bottlebrush Room Mon/Tues

Educational Leader



Kelsey Severns
Teacher
Banksia Room



Kiarna Kennair
Teacher
Bottlebrush Room Thurs/Fri



May Johnson
Educational Leader
Assistant Bottlebrush Room



Sarah Cusack
Assistant
Banksia Room Fri



Amanda Carlyon
Admin/Finance Manager
Mon-Thurs



Connie Doyle
Group Leader-Wattle Room
Assistant Banksia Room Mon



Sandy Spring
Assistant Educator
Wattle Room



Kiarna Kennair
Group Leader
Gumnut Room



RHYTHM OF THE DAY

8:00am - Arrive at Kindy, Settle into inside activities



8:45am-Tidy Up

9:00am-Morning Meeting

9:30am-Sunscreen , Wash hands, Morning Tea

10:00am-Yarning Circle

10:15-12:00pm-Inside/Outside Play

12:00-12:20pm-Tidy Up

12:20-12.50pm-Transition to Lunch



1.20pm-Wash Hands, Make beds

1:30-2.00pm-Recharge Time

2:00-2.10pm-Pack up beds/pack bags

2.10-3.00pm-Inside Play

3.00pm-Tidy up time
3:15pm-wash hands
3.15-3:30pm-Goodbye/Home time



These times are flexible depending on the interests and needs of the children.



PROGRAM

At Tarragindi Kindergarten, we believe a play-based curriculum fosters learning through exploration, creativity, and hands-on experiences, allowing children to develop critical thinking and social skills in a happy, engaging environment. These learning experiences are based on the children's interests and developmental needs. Each day follows regular routines, providing predictability to help children feel secure and develop skills for school readiness. The children remain with the same group of friends and educators each day, allowing them to build consistent, strong relationships. Our extensive educational resources provide rich learning opportunities for both indoor and outdoor play.

When children enter an Early Childhood Environment, they bring with them a rich variety of cultural and social backgrounds and experiences. We recognise the individuality of each child and family and aim to provide an inclusive environment celebrating our similarities and differences.

We acknowledge the Aboriginal and Torres Strait Islander peoples as the First Nations of our land and actively embed their cultures, stories, and perspectives into our daily program. We show care and respect for the natural environment they have nurtured and protected for generations. This is embedded through our visits to surrounding bushland. We have also as a team introduced 'A Reconciliation Action Plan' (RAP) which is a formal commitment to advancing reconciliation between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

TWMK actively promotes sustainability and encourages children and families to care for the environment. Native animals and insects are treated with care and respect. Our trees are maintained to give effective shade and to provide habitats for birds and other wildlife. Composting of lawn clippings and fruit waste is encouraged, along with adding suitable scraps to our centre worm farms. The resulting compost from these are then used to enrich our gardens. Children are supported to use water wisely and we use tank water for play and maintenance of gardens. We encourage the use of recycled products that enter our centre to be reused and repurposed for the benefit of the environment.





Curriculum

Our Early Childhood Program is guided by the National **Early Years Learning Framework (EYLF)** and supported by the **Queensland Kindergarten Learning Guideline (QKLG)** an approved educational curriculum developed by the Queensland Curriculum and Assessment Authority.

ELYF Principles



While the **EYLF** supports children from birth to five, the **QKLG** specifically enriches learning in the Kindergarten year. It upholds the child's right to enjoy childhood, promoting learning through play, planned experiences, and meaningful interactions.

The guideline describes a set of five learning and development areas that relate to the five **learning outcomes** identified in the EYLF:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learner
- Children are effective communicators

The **Australian Children's Education and Care Quality Authority** is the national body which oversees the implementation of the NQF www.acecqa.gov.au Ph 1300 422 327

The Regulatory Authority in Queensland is: **Early Childhood Education and Care - Department of Education** www.qed.qld.gov.au Ph 13 74 68

As an Approved Kindergarten Program Provider under the Queensland Kindergarten Funding Scheme, Tarragindi War Memorial Kindergarten recognises the guidelines under which this funding is received and acknowledges the Queensland Government for this support in Early Childhood Education and Care.



QUALITY IMPROVEMENT AND ASSESSMENT & RATING

The Centre has and continues to go through a **National Quality Rating and Assessment and Rating process**. Through this process our services and practices are assessed against the National Quality Standard by the Regulatory Authority and we are provided with a rating from one of the five ratings levels. Tarragindi Kindy was rated as an exceeding service at our last Rating and Assessment in 2021.

The Assessment Levels are:

1. Significant Improvement Required
2. Working Towards National Quality Standard
3. Meeting National Quality Standard
4. Exceeding National Quality Standard
5. Excellent (the criteria for this rating level is determined by ACECQA)

The National Quality Standard sets a national benchmark for the quality of Education and Care Services. It will also give Services and families better understanding of what a quality service is.

The Seven quality areas are;

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

7 Governance and leadership

Service promotes exceptional education and care, demonstrates sector leadership, and is committed to continually improving.



Service goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.



Service meets the National Quality Standard. Service provides quality education and care in all seven quality areas.



Service provides a safe education and care program, but there are one or more areas identified for improvement.



There is an identified significant risk to the safety, health and wellbeing of children. Immediate action will be taken to address issues.



As part of our commitment to providing the best possible experience for children and families, our Kindy creates a Quality Improvement Plan (QIP). This plan helps us reflect on what we do well and identify ways we can keep getting better.

Our QIP is shared on Storypark, where families can view it at any time. We warmly invite you to share your thoughts and ideas—whether through Storypark comments, conversations with staff, emails, or surveys—so we can continue to grow and improve together.



ENROLMENT

Enrolment Procedure

Tarragindi Kindy operates a waiting list for families wishing to enrol. You can add your child's name via our website (tarragindikindy.com.au) or the C&K website. Due to high demand, we recommend joining the list early.

Enrolments are offered in order of placement on the waiting list. Offers are emailed from May onwards in the year before your child's Kindy year.

Upon acceptance of your child's enrolment:

- There is an online application to be filled out via the Kidsoft parent platform.
- There is also a \$100.00 non-refundable enrolment fee to pay at this time. An enrolment fee of \$100.00 per child assists with the cost of Affiliation Fees and Insurances. These fees will be invoiced by TWMK upon confirmation of enrolment.
- An annual membership fee of \$25 is also payable and will be invoiced to you in Term one. In Term two, three and four, a donation fee of \$50 will be invoiced which is voluntary.
- The enrolment fee is to be paid before your child commences at the centre and is non-refundable should you change your mind.
- At the time of enrolment you will need to nominate if you are claiming your Queensland Kindergarten Funding at our centre. Non eligible child fees are payable at the start of each term. (*If you have nominated another Kindergarten provider for funding or are in the Pre Kindy program*). Fees are calculated to include non-attendance days by your child for whatever reason-ill health, public holidays or personal commitments by your family. Refunds are not issued for these non-attendance days.
- If you would like to set up a payment plan or are having difficulty paying fees, please contact Amanda finance manager at admin@tarragindikindy.com.au
- Fill in the required paperwork (child's interest, permission forms for photography/videos/excursions and sunscreen form) received at the parent orientation night and return on the night or in person to the Kindergarten office.
- As child safety is of high importance at our service, please advise the Director about any medical conditions your child has before they start care. This allows us to arrange a meeting with you to complete the required Medical Records Form. This form must be completed and medications received before your child can start Kindy.



FEES



Fee Structure

The Free Kindy program is designed to make early childhood education more accessible and affordable for families in Queensland. Sessional Kindergarten fees for the Kindergarten program for eligible aged children in Queensland accessing an annual provision of **600 hours of kindergarten for 40 weeks made up of 15 hours a week** will be fully subsidised under the Queensland Government's Free Kindy Program. You need to provide us with all documentation necessary to verify your entitlement to free Kindy.

HERE ARE THE KEY DETAILS:

- **Eligibility:** To qualify for Free Kindy funding, children must turn 4 years old by June 30 of the year they attend Kindergarten. Families must enrol their children in a government-approved Kindergarten program for a minimum of 15 hours per week.
- To receive funding for your child, the service must have a **government-approved Kindergarten program**.
- PLEASE NOTE-Our **PRE KINDY** program is **NOT** covered by Government Funding.

UNPAID TERM FEES

Term fees will be issued in the last week of each term and can be paid under the Payments tab in the primary guardian's Kidsoft portal. Please note, Term 1 fees will be sent out in the first week of the kindy year.

If Term Fees have not been received by the due date on the invoice, they will be deemed to be overdue and in line with our fee policy the following process will occur;

- Fees are considered overdue if not paid by 5.00pm on the due date. An **OVERDUE** reminder will be sent and an overdue fee be charged on these accounts.
- If the full amount due remains unpaid, a **DEFAULT NOTICE** will be issued 7 days after the original due date.
- If the full amount due remains unpaid, a **SUSPENSION NOTICE** will be issued after the date for payment provided for in the Default Notice.
- If full payment hasn't been received by the date listed in the Suspension Notice, your child's enrolment will be placed on hold from that date. This also applies to any unpaid instalments under a Payment Plan. During this time, your child won't be able to attend Kindy until the account is brought up to date.



COMMUNICATION



STORYPARK

Storypark is the app we use to keep you connected with your child and their educators. It allows educators to share updates, photos, videos, and important news about your child's day and development. We value your feedback to help shape our program based on your child's interests, culture and family background.

Before the year starts, you'll receive an invitation to one parent via email and once accepted you can invite other family members to view your child's profile. You can view notes, photos, and announcements on your phone, as well as the full educational program (It is best viewed on a laptop or iPad). We love comments and any feedback on the program which will help educators best plan for your child.

We will post further details of how to access your child's room educational program and the Centre's Quality Improvement Plan.

PLEASE NOTE-Storypark is our number one source of communication, so it is imperative to check these daily communications.



CHILD'S DEVELOPMENT

YOUR CHILD'S PROGRESS

We highly value ongoing communication between home and school about your child. As their parent/caregiver, you know your child best and we appreciate all information you have regarding your child's interests, likes/dislikes and needs.

Our teachers will keep you informed about your child's progress, either in person or through our communication platform, Storypark. We will share any observations, achievements or concerns about their learning and development. If you have any concerns or information you'd like to share that may be affecting your child's experience at Kindy, please speak with your teacher. If needed, we can arrange a suitable time to meet and discuss details in a meeting.

A child is eligible for another funded year of four year old Kindergarten if:

- The child is observed as having delays in at least two areas of learning and development and;
- It will help to strengthen the child's development and better facilitate transition to school the following year.

Please know that your child's growth, wellbeing, and happiness are at the heart of everything we do here at Tarragindi Kindy. When we share feedback about your child's behaviour, learning, or development, it always comes from a place of care and support. Our experienced team have lots of experience over the years, and our goal is always to provide the best possible opportunities for your child to learn, thrive, and reach their full potential.

TRANSITION STATEMENTS

Transition Statements include important information about each child's learning and development in kindergarten and include suggestions that will support each child's continued learning when they start school. Your child's teachers will develop the transition statement using information gathered from their own observations, Storypark portfolio entries and information provided by parents and children.

When the transition statement is shared with your child's new school, the valuable information they contain about your child's strengths and interests is helpful for Prep teachers as they prepare to welcome your child and plan for their ongoing learning and development. Transition statements are shared, with your consent, to your child's new Prep teacher and/or other relevant staff at their new school. Consent forms will be made available towards the end of the year.



ARRIVALS & DEPARTURES AT KINDY

SETTLING CHILDREN INTO KINDY

Before your child starts we will invite your child to attend a play orientation. This is an opportunity to meet your child's teachers and educators, explore play areas and observe the program in action. This will support both you and your child to feel more confident on your child's first day.

In the lead up to your child's first day, take time to talk with them about what their first day will be like; discuss what they will bring with them, the people who will be looking after them, the children they will play with and the experiences they will engage in. Remind your child of what they saw when they visited the centre, the locker for their bag, the toilets, and the play areas.

Go through these and talk about them with your child before they start.

Walk by the Kindy on the weekend or holidays and talk about the playground and familiarise them with the play area.

Encourage children to talk about what they would like to take to eat for morning tea and lunch. Pack a lunchbox together (the one they will use at Kindy) with their food and make sure they can open and close lunch boxes and drink bottles. Talk to them about what to eat for morning tea and what to eat for lunch. They only require a small size drink bottle as we refill it regularly throughout the day.

We also encourage you to send a family photo in via email to admin@tarragindikindy.com.au so that children can connect to family members while they are apart from them. Our staff are very experienced at engaging with your child when you leave and will always make sure they are well cared for and supported. We will always update you on Storypark or by phone if they have an unsettling morning.





Arriving at Kindy

1



An adult or guardian 18 or over must bring/pick up a child into the Kindy. Let the staff know that you have arrived.

4



Children to complete their jobs for the day.

2



Sign your child in via the Kindy iPad or the QR Code on your classroom's door. If you are not sure of the process, please ask a staff member who will be happy to assist you in this process. It is a government requirement to sign your child into our service.

5



Children/Adults to wash hands on arrival and before play to decrease the spreading of germs.

3



Allow children to carry their own bag and walk into Kindy to promote a sense of independence and ownership.

6



Once you say goodbye, leave promptly. Staff will look after your child if upset and send you an update as soon as possible. We will never let a child be distressed for too long.

In the morning-enter the room no earlier than 8:00am for Banksia and Bottlebrush classes and 8:30am for Wattle and Gumnuts classes (This provides staff with child-free preparation time to set up for the day. Teachers are then free to give the children undivided attention once they arrive).



Departing Kindy

1

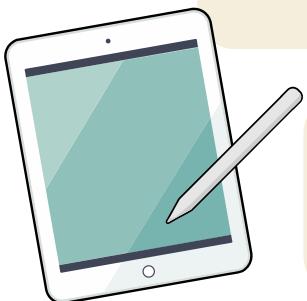


Together, say farewell to the staff member at the door. Children are to be collected from their room to ensure safe supervision of children. Anyone other than parents/guardians who will be collecting your Kindy child will need to be added to your child's Kidsoft Profile. Please inform Admin via email if this is the case. The person picking up will be required to present their driver's licence to prove their identity on their first visit. Please note an authorised pick up person must be over 18 years old.

4



2



Sign your child out via the iPad with your code.

3



At pick up-For safety reasons, please remain with your child from the time they leave the room until you depart the Kindergarten. We encourage families to take particular care whilst dropping off and picking up your child from the Kindergarten, as the car park and street can become quite busy.

For everyone's safety, we kindly ask that children and siblings do not use the playground equipment after kindy sessions have ended. At this time, the area has been cleaned for the next day. We also ask that you have a quick chat with siblings about not playing on the equipment before arriving at Kindy.

We love that our families enjoy connecting after kindy. If you're looking for a place to chat and play, there are plenty of great playgrounds nearby including the one right next door at The Green Tarragindi Retirement Village, which you can access via the back gate next to the Scouts clubhouse.

Thanks for helping us keep everyone safe in our Kindy space.

In the afternoons, to encourage independence and a sense of achievement, children will pack their own bags with support from our staff. If anything goes missing, lost property can be found either in the basket under the water bottle table or on top of the classroom lockers.

To help us keep track of belongings, we kindly ask that all items be clearly labelled. Also, we ask that toys stay at home as they can easily get lost or broken during the day, and we want to keep everyone's special items safe



WHAT TO BRING

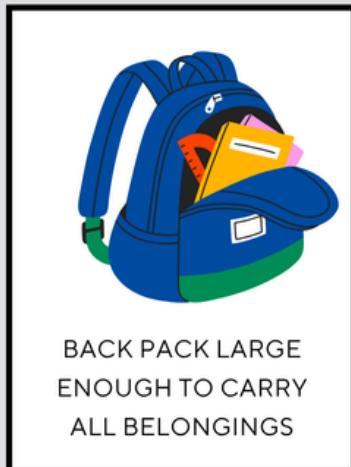
Below is a list of items your child will need to bring to Kindy each day. We also kindly ask that you provide closed in shoes for the days we visit the bush.

If your child would like, they may bring a small soft toy (such as a teddy bear or comforter) for Quiet Time.

Quiet Time, also known as 'Recharge Time', is a calm part of our day where children relax on their beds and engage in quiet activities such as listening to music, reading books, quiet bag activities or practicing gentle yoga breathing after lunch.

Please note that children are not required to sleep -we respect each child's individual needs and encourage them to choose a relaxation activity that suits them best.

WHAT TO BRING TO KINDY



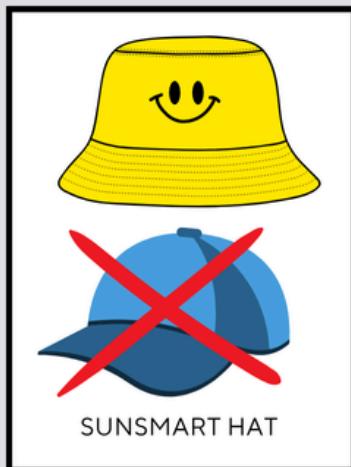
BACK PACK LARGE
ENOUGH TO CARRY
ALL BELONGINGS



LUNCH BOX WITH
MORNING TEA AND
LUNCH-**PLEASE NOTE
WE ARE A NUT FREE
CENTRE**



WATER BOTTLE



SUNSMART HAT



KING SINGLE SHEET
FOR QUIET TIME. THIS
WILL STAY IN THEIR
BAG FOR THEIR TWO
DAYS.



WET BAG (**NO PLASTIC
BAGS**)FOR SOILED
CLOTHES & 2 SETS OF
SPARE CLOTHES

PLEASE MAKE SURE ALL ITEMS ARE CLEARLY LABELLED WITH YOUR CHILD'S NAME

HEALTH & WELLBEING



FOOD/WATER

At TWMK, families provide their child's food each day. See our Food and Nutrition Policy for more details.

We are an allergy-aware kindergarten, promoting safety through handwashing, staff supervision, and reminders for children to eat only their own food.

Morning Tea and Lunch: Please pack nutritious options such as fruit, vegetables, sandwiches, wraps, rice dishes, or yoghurt, and ensure enough food for both meals. Children are active and may require extra.

We encourage plenty of water, supported by our fun 'Water Song' and regular bottle refills.

To keep everyone safe:

- Avoid foods containing peanuts, tree nuts, or nut products.
- Check labels carefully.
- Follow any additional food restrictions from staff.



HYGIENE

When there are lots of children playing and learning together there is an increased chance of children getting sick. For this reason we follow thorough, best practice procedures to ensure that a clean, hygienic environment is maintained for you and your child.

Educators model and encourage children to develop personal hygiene through washing hands on arrival and departure, after outside play, toileting, nose blowing, before eating and after eating. Please support us with this by always washing your and your child's hands when you arrive at, and leave the service.



SUNSAFETY

Hats must have a full brim that covers the neck and ears, with **no** cords for safety. Each child needs their own hat daily. Kindy provides 'Cancer Council 50+ sunscreen', applied every 2 hours and recorded in a sunscreen register. If your child needs a specific sunscreen due to allergies or sensitivities, please supply a 50+ UV-rated alternative with a chemist label and your child's name. Children must wear sun-safe clothing (no singlets or sleeveless dresses). See our Sun Safety Policy for more details.



REST

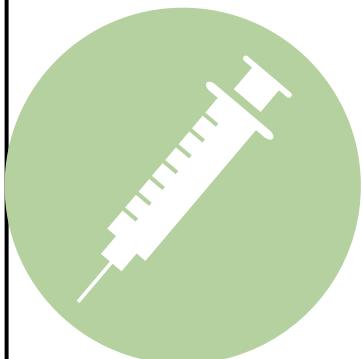
We understand that rest and relaxation is an important part of your child's day, but that 'resting' and 'relaxing' occurs differently for each child. We will offer your child opportunities to relax and rest throughout the day, in ways that meet their individual needs. This might include a sleep on a bed, a break with a comfortable cushion to rest on, or a rest on a rug outside in the shade reading a book.



CLOTHES/SHOES

Please dress your child in comfortable clothing suitable for outdoor and messy play and easy for them to manage independently (e.g. elasticised pants rather than belts or overalls). We encourage shorts under dresses for comfort. Label all items clearly.

For safety, we discourage jewellery as they can be a choking hazard. Children often play barefoot to support balance, coordination, and safety. When shoes are worn, please choose easy on/off styles (no laces if possible) with flat, non-slip soles. Shoes that are difficult to put on cause children to feel frustrated and don't allow children a sense of achievement. On cooler days, children may keep their shoes on if safe for climbing and active play.



IMMUNISATION

We respect each family's decision regarding immunisation and do not exclude children based on their immunisation status. Our centre follows strict procedures relating to infection control and do not permit children, or teachers and educators into our centre if they have been diagnosed with an infectious illness. In the event of a confirmed case of a vaccine-preventable disease, and your child is not immunised, or their immunisations are not up-to-date, they may be required to remain at home (full fees applicable) if advised by the Public Health Unit.



MEDICAL CONDITIONS

The Kindergarten is to ensure that all appropriate and reasonable measures are taken to support children with medical conditions or specific health care needs whilst in care. Please list any allergies, intolerances, medical conditions/diagnosis and if your child is seeking support from a speech/occupational therapist/other medical specialist. If a child has a medical condition, we will require a meeting to discuss how we can best support your child before they commence care.



IF YOUR CHILD IS UNWELL

- Children **must** stay home when unwell and return only when symptom free. Colds, flu, and stomach bugs spread quickly. Please inform educators if your child has an infectious disease and check any required exclusion period. Kindy follows the National Health and Medical Research Council guidelines at www.nhmrc.gov.au
- Make sure that your emergency contacts are up to date (and they are contacts that live in your local area), in the case your child is unwell, and we cannot contact you.
- If your child has injured themselves, they will require a clearance from the hospital or doctor to say that they can participate in Kindy program.
- **PLEASE DO NOT GIVE YOUR CHILD FEVER REDUCING MEDICATION BEFORE ENTERING CARE.**



WHEN YOUR CHILD REQUIRES MEDICATION

Tell us if your child has any regular medications at home or needs medication at the centre.

- Medication must be prescribed by a doctor.
- Doctor's instructions must be on pharmacy label or recorded in your child's medical record.
- Medication must be in its original container or blister pack with pharmacy label and medication must not be expired.
- Provide us with administration device.
- Hand the medication and administering device over to an educator. Do not leave in your child's bag.
- Complete a Medication Authorisation Record and talk to educators about your child's medication.



INJURIES/INCIDENT REPORTS

- In the event of a minor incident, first aid will be administered by the educators and an Incident Report will be completed.
- If a more serious incident occurs, parents will be contacted immediately.
- In emergency situations, should the person in charge determine the injuries are serious enough, an ambulance will be called immediately.



FIRE AND LOCK DOWN EVACUATIONS

The Education and Care Services National Regulations require kindergartens to practice emergency evacuations. The evacuation procedures are displayed at the kindergarten and emergency evacuation and lock down procedures are practiced with the children once each term in case of a real emergency.

BIRTHDAYS AND OTHER INFORMATION



BIRTHDAYS

We love sharing and celebrating your child's birthday with them. A birthday is special to you and your child and, therefore, it is special to us too! We are happy for you to share a birthday treat close to or on their special day. As we are a 'nut and allergy aware' kindy, please do not send birthday treats that may contain traces of nuts. Please also check with the Kindy staff if any children have allergies (e.g. dairy, eggs etc). Zooper Doopers are a great alternative.

If you have a Birthday invitation for every child in the class, staff will gladly hand these out. If you only have a few please send us an email or Storypark conversation with the invite attached and we will send out to the appropriate families.



TOYS AT KINDY

Please leave toys at home. We have a wonderful array of toys here at Kindy. They can get broken and can cause conflict between other children.

Even though we don't have a set show and tell time, we encourage children to bring items of nature or photos of holidays or a special family event. These can be sent in via our Storypark platform,



HOUSEHOLD ARTICLES AND JUNK

Don't throw it away-ask if we want it first! If you think that something may be useful, please talk to staff.

For hygiene reasons we cannot accept toilet rolls and for medical reasons such as anaphylaxis we cannot accept items such as nut boxes, (please check with educators regarding any cardboard packaging).

We would love any kitchen items, books, if in good used condition.



EXCURSIONS/INCURSIONS

We recognise that excursions/incursions and special events are a worthwhile extension to the educational program and provide children with opportunities to be involved in the broader community. Prior to any excursion or event, where children are taken outside of the kindergarten, a risk assessment is completed by educators.



CHILD SAFETY

KEEPING CHILDREN SAFE

At Tarragindi War Memorial Kindergarten, the safety, protection, and well-being of every child is our highest priority. We are committed to providing a nurturing and child-safe environment where all children are respected, valued, and supported to thrive.



No adult or child to attend the service if they are unwell or have an infectious illness.



Please close the gate upon arrival and departure at Kindy. Please do not let children climb on the gates and handrail.



**NO Smoking OR Vaping
WITHIN 10 Metres
of our service**



**NO PHOTOS OR VIDEOS
of children to be taken inside
or outside at our centre.**



**DO NOT leave children
unattended in the car.**



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Our Commitment

We are committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and well-being concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or diverse backgrounds, and to providing a safe environment for children with a disability. We are committed to being a child safe and child friendly organisation that recognises, respects and promotes children's rights. We recognise our responsibilities in keeping children safe from abuse from those associated with this organisation and will ensure that the safety of children is always our first priority.



Our team is so excited to get to know you and your child! If you ever have any questions or concerns about your child or our policies and procedures, please don't hesitate to chat with one of our staff members. Please note, policies, procedures and risk managements are available for you to view at our office or via the QR code displayed outside the office on the noticeboard. We can't wait to share a wonderful learning journey with your family.