

## TABLE OF CONTENTS

<u>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 TURBAL 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.</u> .....	3
<b><u>1. WELCOME TO TARRAGINDI KINDY</u></b> .....	<b>3</b>
<u>PHILOSOPHY</u> .....	3
<u>MANAGEMENT COMMITTEE</u> .....	4
<u>C&amp;K AFFILIATION</u> .....	6
<b><u>2. ABOUT OUR SERVICE</u></b> .....	<b>7</b>
<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
<b><u>3. ABOUT OUR EDUCATION PROGRAM AND STAFF</u></b> .....	<b>12</b>
<u>CURRICULUM</u> .....	12
<u>AIMS &amp; OBJECTIVES</u> .....	12
<u>NEGOTIATING BEHAVIOURAL BOUNDARIES</u> .....	13
<u>SUSTAINABILITY</u> .....	13
<u>MEET THE TEAM</u> .....	14
<u>STUDENT PLACEMENTS/VOLUNTEERS</u> .....	15
<b><u>4. FINANCES AND FEES</u></b> .....	<b>16</b>
<u>KINDERGARTEN FINANCES</u> .....	16
<u>ACCEPTANCE FEE/ROSTER BOND</u> .....	16
<u>FEES - 2022</u> .....	16
<u>FEE POLICY</u> .....	17
<u>FUND RAISING</u> .....	17
<u>CHILD CARE SUBSIDY</u> .....	18
<u>HEALTH CARE CARDS</u> .....	18
<b><u>5. PARENT INVOLVEMENT AT OUR SERVICE</u></b> .....	<b>19</b>
<u>PARENTS' RESPONSIBILITIES</u> .....	19
<u>PARENTS' RESPONSIBILITIES - ADDITIONAL NEEDS CHILDREN</u> .....	20
<u>WORKING BEES</u> .....	20
<u>COMMUNICATION WITH PARENTS</u> .....	21

## **6. OUR POLICIES ..... 22**

<b><u>POSITIVE EXEMPTION NOTICE/BLEU CARD</u></b> .....	<b>22</b>
<b><u>WAITING LIST</u></b> .....	<b>22</b>
<b><u>HOW TO PROVIDE FEEDBACK AND GRIEVANCE PROCEDURE</u></b> .....	<b>23</b>
<b><u>EXCURSIONS</u></b> .....	<b>23</b>
<b><u>RISK MANAGEMENT</u></b> .....	<b>23</b>

## **APPENDIX - WORKPLACE HEALTH AND SAFETY ..... 24**

<b><u>INTRODUCTION</u></b> .....	<b>24</b>
<b><u>RESPONSIBILITIES</u></b> .....	<b>24</b>
<b><u>POLICY AREAS</u></b> .....	<b>24</b>
<b><u>ACCESS AND EGRESS</u></b> .....	<b>24</b>
<b><u>ALCOHOL/SMOKING/ILLEGAL DRUGS</u></b> .....	<b>24</b>
<b><u>AMBULANCE TRANSPORTATION</u></b> .....	<b>24</b>
<b><u>ANIMALS</u></b> .....	<b>24</b>
<b><u>DUTY ROSTERS</u></b> .....	<b>25</b>
<b><u>ELECTRICAL EQUIPMENT</u></b> .....	<b>25</b>
<b><u>EMERGENCY EVACUATION</u></b> .....	<b>25</b>
<b><u>EMERGENCY LOCKDOWN</u></b> .....	<b>25</b>
<b><u>EXCLUSIONS (FROM INFECTIOUS DISEASES)</u></b> .....	<b>26</b>
<b><u>FIRST AID</u></b> .....	<b>26</b>
<b><u>HAZARD REPORTING</u></b> .....	<b>27</b>
<b><u>HOURS OF OPERATION</u></b> .....	<b>27</b>
<b><u>ILLNESS AND DEALING WITH SICK CHILDREN</u></b> .....	<b>27</b>
<b><u>IMMUNISATION</u></b> .....	<b>27</b>
<b><u>INDUCTION AND TRAINING</u></b> .....	<b>28</b>
<b><u>INJURIES</u></b> .....	<b>28</b>
<b><u>INSPECTIONS AND AUDITS</u></b> .....	<b>28</b>
<b><u>MANUAL HANDLING</u></b> .....	<b>29</b>
<b><u>MEDICATIONS</u></b> .....	<b>29</b>
<b><u>RECORDING OF ACCIDENTS OR INJURIES</u></b> .....	<b>29</b>
<b><u>SAFETY AT THE SERVICE</u></b> .....	<b>29</b>
<b><u>SECURITY OF CHILDREN</u></b> .....	<b>29</b>
<b><u>SIBLINGS</u></b> .....	<b>30</b>
<b><u>SUN CARE</u></b> .....	<b>30</b>
<b><u>POLICY FOR NON-COMPLIANCE WITH WORKPLACE HEALTH AND SAFETY</u></b> .....	<b>30</b>

*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 2021, 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.

### Philosophy

At Tarragindi War Memorial Kindergarten, we prepare children for life, not only for school. Our program is play-based as we believe children learn through meaningful play.

We acknowledge that each child's learning journey is different because each child has their own unique background, interests, and needs. We encourage children to make decisions about what they want to play and learn at Kindy, because we believe all children are competent and capable. We respect their ideas and views, which is why play is largely child-led and children's interests and ideas are reflected in our program.

As educators, we want children to feel a sense of belonging, to be heard, to feel safe and to feel loved. Through our interactions and relationships, we build a sense of warmth not only with children, but also with families. Tarragindi Kindy is a special part of the local community and has a long-standing history of families and children who treasure their Kindergarten experience here. We aim to create inviting learning spaces both indoors and outdoors as provocations for imagination, creativity, investigation, critical thinking, problem solving, exploration and collaboration with others. We encourage children to develop confidence and independence by giving them the tools to negotiate challenging social and emotional situations, and by allowing them to take responsibility for their own health, safety, and well-being.

Creativity and imagination is strongly valued at Tarragindi Kindy, and children are given a range of opportunities to create and express themselves. We ensure children have access to a range of loose parts to construct with or use as props in their play. We balance our time outdoors and indoors, as we acknowledge that children can learn effectively in both environments. Our daily routine is guided by the seasons and weather, but most importantly, we are guided by the children's voices and needs, meaning our routine can be flexible each day.

For most of the day at Tarragindi Kindy, children are engaged in child-led free play sessions, where they can interact with their peers and educators, create their own imaginative scenarios, engage independently with learning resources, or participate in planned small-group experiences. We also allow time for yarning circles and whole group sessions indoors for discussions, reading and music.

Nature and sustainability are core elements of our Kindy. Children learn about sustainable practices including recycling, composting, and reusing materials. We use natural materials in play and art experiences, to peak children's interest in nature. Each morning, we take a quiet moment to observe the environment around us and acknowledge the traditional owners of the land on which we play and learn, the Turrbal and Juggera people. Children and educators are dedicated to caring for our land and demonstrate this through planting and caring for our gardens, respecting insects and wildlife and collecting litter in our environment.

Community walks and bush excursions are also a treasured part of our curriculum. We feel lucky to be surrounded by natural bushland, and when possible, children and educators love to explore our local community and natural areas. During our bush sessions, children develop respect for nature and build their understanding of the world around them, as they notice, discuss and learn about plants, weather, animals and natural ecosystems.

Our teaching is guided by the National Early Years Learning Framework (EYLF) and C&K's Approach to Learning, and children's learning is documented, planned for, and shared with families online through Storypark.



## 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 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) 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 timetable. Our service caters for pre-prep children as follows:

	<b>Bottlebrush</b>	<b>Banksia</b>
<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>	7:48am – 3:30pm	8.22am – 2.30pm
<b>Classroom Staff</b>	<p><b>Belinda Paech - Teacher</b> Bachelor of Education (Early Childhood), Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis</p> <p><b>May Johnson - Assistant</b> Certificate III in Early Childhood Education and Care, Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis</p> <p><i>Inclusion Assistants as required.</i></p>	<p><b>Hayley Brown- Director/Teacher</b> Bachelor of Education (Early Childhood), Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis, Fire training</p> <p><b>Tracey Martin – Assistant</b> Advanced Diploma of Children’s Services, Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis</p> <p><i>Inclusion Assistants as required.</i></p>
<b>Wattle Room (Pre-Kindy) Staff</b>	<p><b>Nicole Collett – Pre-kindy Educator</b> Working Towards Bachelor of Primary Education majoring in Special Needs Education, Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis</p> <p><b>Sarah Cusack -Assistant</b> Working Towards Master of Teaching (Early Years) &amp; Working towards Certificate III of Early Childhood Services, Bachelor of Business (Marketing, Blue card, vaccinated against COVID First aid: resuscitation, asthma, anaphylaxis</p>	
<b>Office Staff</b>	<p><b>Amanda Carlyon – Administration (Mon – Wed (9am – 2:30pm)</b> Bachelor of Business Communication (Marketing), Blue card, vaccinated against COVID, First aid: resuscitation, asthma, anaphylaxis.</p>	

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

### Pre – Kindy Class

We are also running a class every Wednesday out of the Bottlebrush classroom called “Pre-Kindy”.

“Pre-Kindy” is a pre-kindergarten class that is filled with fun age- appropriate learning experiences. Your child must be at least 3 years of age, toilet trained and enrolled at Tarragindi War Memorial Kindergarten for their Kindergarten year. The aim of the program is to help the child become familiar with our kindergarten before their actual kindy year.

The program is run by a Qualified Early Childhood Educator. The class runs on a Wednesday during school terms from 8:22am – 2:30pm. The fees are \$470.00 per term.

Please note this program is not subsidised by the Queensland Government and does not form part of our official Kindergarten Program.



## 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. On arrival, the authorised adult must sign 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 the Banksia classes and 3:30pm for the Bottlebrush classes.**

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 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).

**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 or hand sanitise too upon arrival to the service.**

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

## 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.

**Please note that nuts and nut-based products (e.g., 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.

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.

If your child is attending the Unit 1 kindergarten program, please back an extra piece of fruit or small snack for afternoon tea.



## 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*.

Our well-established environment stimulates and fosters children’s interest and curiosity. The beautiful outdoor setting, sheltered by our well-established trees, provides a diverse combination of spaces to run, climb, dig, explore, and reflect. Qualified Early Childhood Staff provide high quality care and foster the development of your child.

Parental involvement is a fundamental part of our program and is always welcomed and encouraged. This consistent collaboration helps to steer the educational content of the curriculum.

#### Portfolios

In line with embedding sustainability in our everyday practises, we now offer a digital portfolio through Storypark. Storypark is a secure, private online space to ensure your child receives the best support possible and that you are involved and up to date with your child’s development.

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.

Content we add will only be shared with our teachers and the family members you choose to invite. No personal information is shared with any third party.

#### 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.

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 (e.g., 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.

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.

## **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".

## Meet the Team



**Position:** Director and Banksia Room Teacher

**Qualifications:** Bachelor of Education (Early Childhood)

**Workdays:** 8:00 – 3:30pm Monday to Friday

**My story:** Hayley is the Director at Tarragindi Kindy.

Hayley is the Director/Teacher in the Banksia room. Hayley holds a Bachelor's Degree in Education and is registered with the Queensland College of Teachers (QCT). Hayley offers experience teaching in Early Childhood Education in both Australia and New Zealand.

Hayley strongly believes that the environment is the third teacher in the room, allowing children to develop a connection to the natural environment and develop an independent identity. Hayley feels that children specialise in their own learning outcomes, demonstrating these through the use of "real" materials in a way that they choose to express.

In Hayley's spare time she enjoys attending local markets, heading out to a nice restaurant, or watching the local footy games.



**Position:** Assistant Banksia Room

**Qualifications:** Advanced Diploma of Children's Services

**Workdays:** 8:00 – 3:30pm Monday to Friday

**My story:** Tracey is the Assistant in the Banksia Room. Tracey has been working in education since 2000 in various roles that included Teachers Assistant. For the last 8 years, Tracey has held the position of Coordinator of a before-and-after school program. Tracey is passionate about supporting children's social and emotional as well as their physical development within the education framework.

Tracey believes in supporting children's different needs and developing their inner voices. This provides for children's varied strengths and interests as the driving source for their learning adjustments and processes to ensure support is meaningful and purposeful. 'When learning is purposeful, creativity blossoms.'



**Position:** Wattle Room (Pre-Kindy) Assistant and Inclusion Support Teacher

**Qualifications:** Working Towards Master of Teaching (Early Years) & Working towards Certificate III of Early Childhood Services, Bachelor of Business (Marketing)

**Workdays:** 7:30 – 4:00pm Monday to Friday

**My story:** Sarah has a Business and Marketing Degree, along with her Certificate III in Education Support. For the past 4 years, Sarah has enjoyed working as a Teachers Assistant in both Kindergarten and Primary School settings.

Sarah is a Tarragindi local and has three daughters who have attended/are attending the Kindy. Sarah herself attended Tarragindi Kindy in 1988 and 1989. Sarah has always loved working with children, watching them grow and learn, and loves working in a natural setting.

Sarah loves to spend her time camping and enjoying the outdoors. Sarah enjoys sport and promoting active health, she shares this ethos in the classroom. Sports and groups activities promote children social development and help drive their self-efficacy and self-esteem as they reach milestones and overcome hurdles. As children learn how to use their bodies and develop their gross motor skills they are drawn to explore nature and enjoy the outdoors. Sarah is passionate about helping children to develop these skills. 'Nature is a tool to get children to experience not just the wider world, but themselves.' Stephen Moss



**Position:** Teacher – Bottlebrush Room

**Qualifications:** Bachelor of Education Early Childhood

**Workdays:** 7:48am – 3:30pm Monday, Tuesday, Thursday, Friday

**My story:** Belinda holds a Bachelor's degree in education and is registered with the Queensland College of Teachers (QCT). Belinda offers over 25 years' experience in teaching in Early Childhood Education in both Australia and the United Kingdom.

Belinda is passionate about early years literacy and enjoys sharing her love of books with the children. *'The more that you read. The more that you will know. The more that you learn, the more places you will grow.'* Dr Seuss.

She enjoys outdoor walks and travelling which has provided her with a deep appreciation for different cultures, ecosystems, and people. Belinda has a talent for immersing children in a world where they become their inner master. Where they are free to grow, learn and create their dreams.



**Position:** Assistant Bottlebrush Room

**Qualifications:** Certificate III in Early Childhood Education and Care

**Workdays:** 7:48am – 3:30pm Monday, Tuesday, Thursday, Friday

**My story:** May is the Assistant in the Bottlebrush Room. May has her Certificate III in Early Childhood Education and Care.

May has a love for digital arts and is passionate about supporting children art development and creativity. As May shares her passion for art with the children, they learn to appreciate the world around them through observation of art activities, critical thinking, and fine motor development.

*'Art has a role in education of helping children become like themselves instead of more like everyone else'.*



**Position:** Wattle Room (Pre-Kindy) Educator

**Qualifications:** Working Towards Bachelor of Primary Education majoring in Special Needs Education.

**Workdays:** 8:22am – 4:00pm Wednesdays

**My story:** Nicole is the Educator in the Wattle Room (Pre-Kindy). She is currently studying for her Bachelor of Primary Education Majoring in Special Needs Education. She has a passion for inclusive education that supports all children and recognises children's differentiated needs and abilities.

*'If a child cannot learn in the way we teach...we must teach in a way the child can learn'*

Nicole is a local mum of three children. She loves to explore nature and to support children's innate curiosity about the world around them through adventure and exploration. Nicole brings this love into the classroom through her ideologies, supporting collaboration and play-based exploration to allow children to develop the skills of critical thinking, problem-solving and creativity, allowing them to make meaning and sense of the world around them. 'If we could see the world through the eyes of a child, we would see the magic in everything'.



**Position:** Administration Officer

**Qualifications:** Bachelor of Business Communication majoring in Marketing

**Workdays:** 9:00am – 2:30pm Monday, Tuesday, and Wednesday

**My story:** Amanda lives in the Tarragindi community with her family. Both of Amanda's daughters attended the kindy. Amanda works as the Administration Officer in the Kindy office.

### **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 are required to be fully vaccinated against COVID 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 17 for further information on roster requirements.

### Fees – 2022

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

- **Tuition fees:** It is currently proposed that tuition fees for 2022 (per child) will be \$800/term in the Banksia classes and \$885/term in the Bottlebrush classes. 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 2022 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 \$100 per child is paid \$25 per term to cover the costs of all educational visitors to the service during the year, e.g., 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.

	Bottlebrush classes	Banksia classes
<b>TERM 1:</b>		
Fees	\$885.00	\$800.00
Equipment Levy	\$40.00	\$40.00
Activity Levy	\$25.00	\$25.00
Membership Fee	\$5.00	\$5.00
<b>TERM 2:</b>		
Fees	\$885.00	\$800.00
Equipment Levy	\$40.00	\$40.00
Activity Levy	\$25.00	\$25.00
Building Fund (voluntary/tax deductible)		
<b>TERM 3:</b>		
Fees	\$885.00	\$800.00
Equipment Levy	\$40.00	\$40.00
Activity Levy	\$25.00	\$25.00
<b>TERM 4:</b>		
Fees	\$885.00	\$800.00
Equipment Levy	\$40.00	\$40.00
Activity Levy	\$25.00	\$25.00

## Fee Policy

An invoice for fees is issued via Kidsoft in the last week of term and is due by the first week of the new term. Fees are to be paid by direct deposit and specific dates will be marked on invoices. 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 our Administration team 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 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. We rely on receiving your child's kindergarten funding and this is how we can keep our kindergarten fees so low. If your child is attending more than one service (long day care), please be mindful that they receive childcare subsidies, we would greatly appreciate if you would tick for Tarragindi War Memorial Kindergarten to receive your child's kindergarten funding, as only one service can receive this funding.

## **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 the Administration team 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.

Please note; there is a small fee of \$10.00 per day plus fees and levies for Health Care Card or Pension Concession Card.

**If your Health Care Card or Pension Concession Card expires through the year, you will revert 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

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 working 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

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 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 can be email upon request.

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 asked to complete 2 working bees 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. Dates will be emailed. Please remember to sign in sign out to ensure there is a record of your participation.

Your \$250 will be refunded to you at the end of 2022 should you have completed your 2 working bee requirements.

## **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](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 Sun care 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 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.**

---

### Vaccination requirements

It is a requirement for all staff and volunteers working with children to be fully vaccinated from COVID.

### 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. Our kindergarten's preference would be for children to attend our kindergarten for 5 days per week.

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 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@tarragindikindy.com.au](mailto:hayley@tarragindikindy.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.

## **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 always kept clear.**

### **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 is an integral part of the operation of the kindy. Each person must:

- 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/herself 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 into the kindy.

## **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.

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

## **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.

For your reference below is our Evacuation Diagram.

**IN CASE OF FIRE**

**R** **EMOVE PEOPLE**  
from immediate danger

**A** **LERT THE FIRE SERVICE**  
• break manual call point  
• call 000

**C** **ONFINIE FIRE & SMOKE**  
close doors and windows  
(if safe to do so)

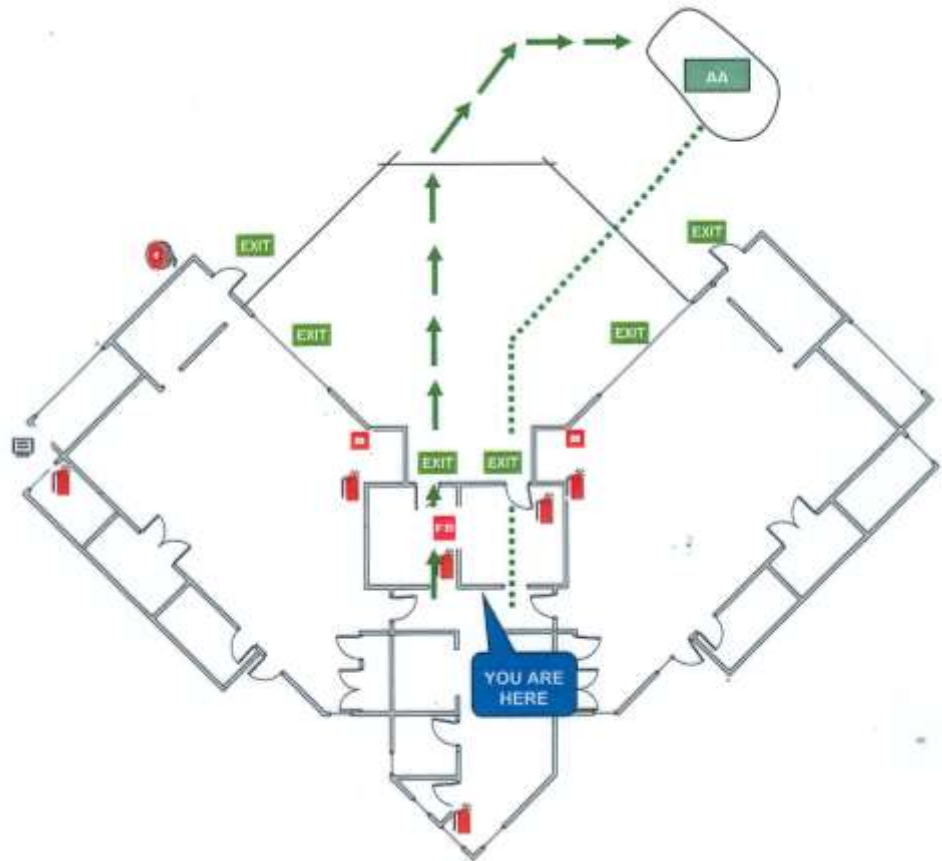
**E** **VACUATE**  
to the ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

**000**  
**EMERGENCY**  
In an emergency dial 000

EXIT	EXIT
ASSEMBLY AREA	AA
PATH OF EXIT	→
ALTERNATE PATH	.....
FIRE HOSE REEL	🔧
EXTINGUISHER (Dry Chemical Powder)	🔥
FIRE BLANKET	🔥
MANUAL CALL POINT	🔔
POWER BOARD	⚡

**EVACUATION SIGN and DIAGRAM**  
Tarragindi War Memorial Kindergarten



**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 in the kitchen, and a first aid bag is located in both kindergarten classrooms. 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**

8.22am - 2.30pm for Unit 2 Banksia classes and 7.48am - 3.30pm for Unit 1 Bottlebrush 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.

---

**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 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 watertight 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 (e.g., 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 (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.

## **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. Daily 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 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 Sun care and Protection procedure provided to you by email.

## 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.

---

### 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 (March 2022), all information in this handout was correct. No responsibility will be taken for errors or omissions.