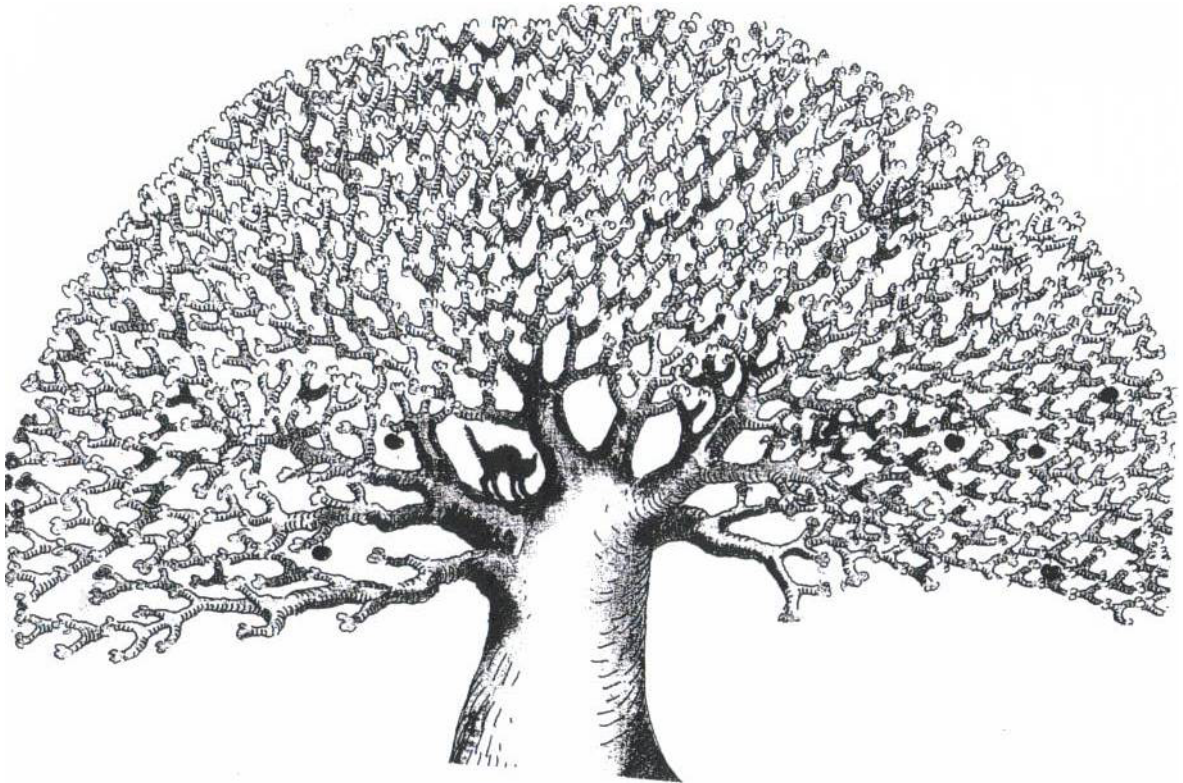


YORKEYS KNOB COMMUNITY KINDERGARTEN

FAMILY HANDBOOK



"OUR PLACE "

Let us remember that as many hands build a home
so many hearts make a Kindy

Email: info@yorkeysknobkindergarten.com.au

Lisa- Director: director@yorkeysknobkindergarten.com.au

Website: www.yorkeysknobkindergarten.com.au

Tel No: 07 4055 7114

Mobile: 0455 716 008

We pay respect to the Yirrganydji people and their country, on which our kindergarten is placed. We acknowledge the important role of the Indigenous community in the life of the Yorkeys Knob Preschool



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WELCOME TO YORKEYS KNOB COMMUNITY KINDERGARTEN

THE CENTRE

This booklet has been prepared to introduce families to this centre and to give you an idea of how it functions. It not only details the daily requirements of your child, but your obligations in helping run this community-based centre to the benefit of all the children attending, now and in the future.

Our "Community" kindergarten is a non-profit, community-based organisation providing early childhood education for children aged 3½ - 5 years. A publicly elected committee of parents manages the centre. The committee is solely responsible for all aspects of the centre. The Director and Co-educator are responsible for teaching only.

The Childcare and Kindergarten Association, [commonly referred to as C&K] is a State Government approved administrative body responsible for community controlled early childhood education in Queensland. Yorkeys Knob Community Kindergarten is affiliated with C&K to co-ordinate Government funding, and ensures approved standards in our:-

- Constitution and Rules
- Building and Playground design
- Equipment
- Staff Qualifications
- Enrolment patterns
- Educational programs



MEMBERSHIP OF ASSOCIATION

The centre is made up of parents who are Financial Members of the Yorkeys Knob Community Kindergarten and Preschool Association Inc. At least one enrolling parent per child automatically becomes a member. The one-off family annual membership fee of just \$5.00 is to be paid at the time of your child's enrolment.

A BRIEF HISTORY

- 1974 Founded by interested parents, operated part time in the old Progress Hall in Varley Street, Yorkeys Knob.
- 1977 Land in Best Street donated by Mulgrave Shire Council, and building began.
- 1981 Stage 2 completed, playroom extended, office and storeroom added. C&K affiliation achieved.
- 2024 50-year Anniversary



YORKEYS KNOB COMMUNITY KINDERGARTEN PHILOSOPHY

Our community is warm, welcoming and inclusive where there is a strong sense of belonging for all. We place great importance on building relationships that are caring, open, collaborative, respectful and supportive.

We conduct our kindergarten with an ongoing cycle of planning and review, engage parents, and the community, to create a climate for continuous improvement and promote a positive organisational culture.

We want our children to have a strong sense of identity. We are passionate about the importance and power of play and through play children will extend their understanding of language and engage with texts, symbols and numeracy concepts discover and connect with and act responsibly in the natural and built environments.

We want children to grow in confidence, resilience and independence, taking increasing responsibility for their own and others health and wellbeing, develop empathy and form trusting relationships with adults and other children. We will offer children new learning experiences and these experiences will be represented and reflected in the kindergarten program daily.

Children will also be encouraged to understand and recognise social justice and fairness, embrace diversity using their own ways of expressing themselves that will be celebrated within the group.

The development and delivery of a high-quality early learning curriculum which considers and responds to the social context, interests, experiences and individuality of each child corresponds to C&K's philosophy that every child deserves access to quality early education and care within a supportive, local community. This is evident in C&K's approach to learning, which is based on:

- Rich and responsive relationships
- Competent and capable children
- Equitable and inclusive learning opportunities
- Collaborative and lifelong learning
- Partnerships with families and communities and
- Listening, dialogue and critically reflective teaching practices.

Our curriculum is guided by the C&K 'Listening and Learning Together' - Curriculum Approach. These teaching and learning guidelines are based on, contributes to and ties in with, the five key learning outcomes of Belonging, Being and Becoming: The Early Years Learning Framework for Australia and the QKLG.

We, the educators and staff will welcome and encourage all of our parents to be actively involved in our community, by contributing ideas and sharing information about their skills and experiences.

The educators will facilitate learning about the community and surroundings through incursions and discussions. Staff will provide a service which best meet the needs of the parents and children and provide support systems for families.

We aim for each child to feel empowered to play, work, think, and learn independently of adults. Children are the focus of the program and the teachers are seen as the facilitators available to provide support, guidance, encouragement and a stimulating variety of resources. In the time spent with us, children will be free to observe, to question, to experiment, to explore without fear of consequence.

We aim for each child to have the freedom to interact within the environment; a child-centred program will enable children to make decisions and self-select materials, equipment, and resources from a well-planned stimulating environment. A child comes to their own conclusions if they have been allowed to work things out for themselves.

We aim for the children to feel empowered with self-protection skills, including independence and self-respect, and to respect the rights and feelings of others.

There are two simple principles...

- (1) Be Kind
- (2) Be Safe

A limited number of guidelines and expectations mean that they are easily remembered and the children encourage their peers to work together. The children are encouraged to develop skills necessary to solve their problems independently where developmentally appropriate. They shall be encouraged to verbalise their needs and feelings and think through positive solutions to their problems.

We aim for each child to have the time to initiate and develop their play, placing them in control of the program. With a flexible program to accommodate each child's needs, moods and unplanned experiences and the teacher to recognise and appreciate the need to build upon the "teachable moments".

By facilitating safe play guidelines, educators empower children to confidently make decisions on the level of risk they are prepared to take, as well as the level of risk that is acceptable in the learning environment.

We aim to create an environment that is inclusive, promotes competence, independent exploration and learning through play and where outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both the built and natural environments.

EDUCATIONAL PROGRAM

When you visit Yorkeys Knob Community Kindergarten you will see many activities and learning experiences occurring throughout the session, though not necessarily at the same time each day. Ours is a "Play-Based" program where a variety of thoughtfully considered learning experiences are offered for children. We strive to see an increase in confidence and independence where children are not afraid to try out their own ideas or have their own thoughts. Children are encouraged to learn at their own pace with freedom to choose a task and complete it to their own satisfaction. We provide the opportunity for the children to experience limits and interact with concerned adults, who constantly extend on children's learning, respecting them as developing individuals.

C&K's Curriculum Approach "Listening and Learning Together" has been created around five Learning Outcomes - belonging, connecting, well-being, exploring and communicating. The learning outcomes are interconnected with human qualities of:

Respect	Trust	Honesty	Integrity
Compassion	Courage	Resilience	

The learning outcomes in our curriculum approach align with both The Early Years Framework for Australia (EYLF), and the Queensland Kindergarten Learning Guideline in (QKLG).

- ♦ 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 learners
- ♦ Children are effective communicators

How will children learn about literacy and numeracy?

Our program will immerse children in opportunities for literacy and numeracy learning. Educators purposefully point out letters, numbers and symbols in the environment, play with sounds, rhymes, introduce new words, count, sing and play games at every opportunity. Reading picture books and sharing stories are a big part of our program. There will be many opportunities to construct, manipulate and build as children learn about space, height, weight, number and patterns.

The environment is rich with opportunities to explore and enjoy a broad range of written, spoken and digital texts and the visual arts. There will be tools for representing ideas, writing messages and making signs and plans.

Listening and Learning Together
C&K's Curriculum Approach



Queensland kindergarten learning guideline
2019 | 2024
Nurturing confident and creative lifelong learners



The Early Years Learning Framework for Australia
19.1.2019

The educational program supports our educators to embed literacy and numeracy within the living and learning environment and throughout their interactions with children, so that learning is occurring all of the time.

In this way children and educators create learning together in ways that are meaningful to them, and the community to live in.

At Kindy your child will:

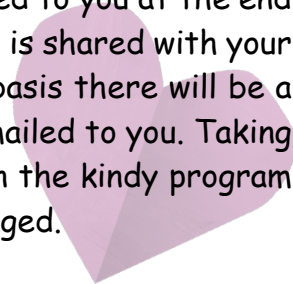
- Engage in a variety of learning experiences developing, practising and fine-tuning different skills,
- Socialise with a new group of children and develop some meaningful friendships,
- Participate in routines,
- Learn about acceptable behaviours in a formal educative setting,
- Spend time away from home and their primary carer (mum and dad),
- Develop a trusting relationship with educators Lisa and Jody,
- Contribute ideas to group activities,
- Contribute to the setting of general rules and expectations at kindy,
- Learn to take responsibility for property and belongings,
- Learn and practise turn-taking and respect for others and their rights,
- Develop their value of being part of a group,
- Develop their communication skills, in listening and talking,
- Be exposed to many, many books, and lots of singing and games.
- Participate in specialised and intentional teaching, enhancing social and emotional developmental skills.



Communicating children's learning

We know how important it is to understand what your child is learning, and the experiences they are engaging in. Educators will reflect on and interpret children's learning experiences adding their professional knowledge for your child and the whole group.

During the year, you will receive a "Mid-Year Learning Statement" of your child's participation and progress in our kindy program. You will be invited to attend a teacher/parent meeting to share ideas and information and develop learning goals and strategies for your child. A "Transition Statement" will be provided to you at the end of the kindy year. We encourage that this "Transition Statement" is shared with your child's school for a successful transition into Prep. On a weekly basis there will be a documented Group Journal of the learning. The Journal will be emailed to you. Taking the time to talk with educators about your child's participation in the kindy program and their learning development is welcomed and regularly encouraged.



POSITIVE BEHAVIOUR GUIDANCE

Just like most skills, behaviour is learned and developed in social situations. Our specially designed early childhood program and resources enable our educators to guide and promote your child's social and emotional wellbeing. Our educators will build a relationship with your child and family to create a safe, supportive environment for learning. We will engage your child in experiences which model positive language and social behaviour. We will offer them the opportunity to develop a positive self-image and understanding of others. If educators feel your child requires further support in building their social and emotional skills, they will work with them and include your family in the process.

PORTFOLIOS

Each child will have a hard-copy portfolio of their time at kindergarten. These are a continuing working document as children are encouraged to add their own pieces of work, photos, learning and stories with contributions and input from parents and educators throughout the year. They are on display for parents and children to share and will be sent home at the end of your child's kindy year.

POLICIES ENSURING YOUR CHILD'S WELL-BEING AND INCLUSION

Our educators follow well-researched, thorough policies, procedures and guidelines to ensure that your child's experiences at the centre are ones that promote and enhance their safety, wellbeing, and inclusion. C&K policies and associated documents address a broad range of issues, and we encourage you to view key policies on our C&K website at www.candk.asn.au/policies. If you don't have access to the internet, key policies are available at the centre. C&K policies are developed and reviewed through a consultative process with input from families and teachers/ educators. We encourage families to contribute to policy review by emailing us at policyfeedback@candk.asn.au

SUN CARE

Our sun care policy recognises that both parents and staff have a shared responsibility in relation to sun care. We recommend that you apply a 30+ sunscreen to your children in the morning. Should you forget sunscreen, it is always available at the centre, please sign the sunscreen section of the sign in/out sheet upon arrival to confirm sunscreen has been applied to your child. We assist your child to reapply sunscreen later in the day with their sunscreen brought from home, and for that reason ROLL-ON sunscreen is best. Children must wear a "sun-smart" hat and clothing that provides adequate protection from the sun and is cool, comfortable and practical for outside play.



RELAXATION TIME - 'Chill out' time

Relaxation time is an essential part of the day's program, giving children an opportunity to meet their body's needs for sleep or rest. After lunch, children prepare their relaxation space, and the environment is comfortable, calm and peaceful (dimmed lighting and soothing, quiet background music). Educators assist children to learn relaxation techniques through simple guided meditation and awareness of breath. A story may be read to the children, or a book or quiet activity provided for those not needing a sleep at this time. Children may bring from home a small comforter toy, or small head cushion to assist their restful needs. Our relaxation period is approximately 20-40 minutes, and we are flexible to the children's needs. A child who has learned to relax will become an adult who is able to deal more adequately with the stress, and strain of normal living.

LUNCHES

Nutritional education is an important part of centre's philosophy.

Please see the "Lunchbox" document for ideas of nutritious and healthy food options for your child. While we respect family's food choices, foods such as sweets, sugary sticky roll ups, chips, chocolate and chewing gum will be discouraged.

We ask that the child's food is sent in one lunch box containing all of your child's food for the day, morning tea, and lunch. We store all of the children's lunches in the refrigerator on our back deck, and this means the size of the lunch box needs to be limited. We ask that children's lunch is **NOT** supplied in an insulated lunch box. With lunch boxes of this type, the food temperature cannot be regulated, and they are too bulky for our refrigerator. Ensure that your child can independently identify their lunchbox, and access and open containers as we will actively be encouraging your child to do so.

** Staff are unable to reheat food or cut up fruit etc for children.*

CELEBRATING CHILDREN'S BIRTHDAYS

Children may like to celebrate their birthday at kindy by bringing in cupcakes (or the like) to share with their kindy friends. We may share this at afternoon tea time. Please see Lisa and Jody if you wish to make this arrangement, and we will notify you of any child with allergies attending the kindy.

ARRIVAL AND DEPARTURE PROCEDURES

As a matter of safety, children must be brought into the centre and collected from the centre by a responsible adult at least 18 years of age.

Our service utilises a digital sign-in and out program 'Konnnect' of Kidsoft. You will be required to create an account in the parent portal of Kidsoft, of which Tina our office administrator will provide support. You will sign your child in on a mounted I-Pad located at the desk before entering the classroom. (A paper hard copy for signing in is always on hand) Upon arrival and pick-up, it requires the responsible adult to enter

their mobile phone number and a PIN code. It is important that this adult notify the teacher that the child has arrived/is departing.

Children can only be signed in and out by custodial parents or people authorised in writing on the child's enrolment form under emergency contact. *Staff must be informed if an adult other than the custodial parent will be collecting the child.*

SETTLING IN TO KINDY

You and your child may be a bit nervous about the first day, and this is completely normal. Your child's educators will be on hand to support you both as you start this new journey together.

These tips will help make the first day as smooth as possible:

- Your child will receive a printed social story - a booklet with photos and pictures of all the things they will see and can expect for their time at kindy. Take time to explore this booklet with your child.
- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable, so give yourselves plenty of time to settle in on that first day - and any day.
- Your child may become upset with a few tears. Prolonged goodbyes can increase anxiety and distress so we suggest "1 Kiss, 1 cuddle and Good-bye." Reassure them that you will be returning later that day, and feel confident knowing our experienced and caring educators will make your child feel safe, secure and comfortable.
- Please speak to the teacher and advise that you are leaving, particularly if you think your child might need some extra support. Never hesitate to ring or text later to find out how your child is feeling, and to put your mind at rest. Staff may send you a reassuring text message to let you know how your child is doing.
- Make sure your child knows where their belongings are - let them see where their bag is, and that their food is in the fridge, and where the toilets are.

Staggered Starts:

At the beginning of your child's kindergarten year, we have modified programming to have shorter days, and smaller groups.

For the first 2 weeks, our programmed hours are 8:15-2:00pm. On your child's very first day of week 1, they will attend with an allocated half of the group (the other half of the group attending the following day).

In week 2, your child will be part of the whole group - still with shorter days (8:15-2pm).

In week 3, our program takes its regular format of 8:15-4pm. We have found this supports children and families to not feel so overwhelmed, explore their new environment, and familiarise and form connections with their educators.

RETURNING FOR YOUR CHILD

Please be on time. A few minutes late can seem like a long time to a child who is waiting for you. We understand that there are many incidents that can impact you being on time for kindy pick-up, so please send a text message letting us know. (We can't always answer the phone at this time, our children are our priority).

Our kindy day finishes with children attending to a group time indoors. We ask that you wait outside our classroom until our kindy doors have opened.

Because children are participating in so many things at kindy, they will often be exhausted after kindy. Allow for some quiet time when arriving home.



EXCURSIONS / INCURSIONS

From time to time, your child might go out into the community on an excursion. Places such as the local school or nearby nature spaces are places where children can have new and different experiences outside their everyday learning. Visitors may also be invited to share experiences and activities with your child. Artistic or musical performances and cultural experiences are some of the events your child may experience. We will always let you know about excursions or visitors to the centre in advance, and you are most welcome to join in the fun with us. We encourage you to share ideas and possibilities for new adventures or suggestions for visitors.

PERSONAL BELONGINGS

Children are encouraged to wear sensible play clothes, and we suggest no 'best' clothes please. We encourage the children to become involved in all activities, some of which are messy as well as fun. All powder paint is easily washed from clothes, but acrylic is not. (Smocks are provided for messy play) Long dresses/skirts can be impractical and dangerous (when climbing / riding bikes)

Please discourage your child from bringing toys from home, as teachers cannot be responsible for them. Children may bring a soft toy or 'cuddly' for relaxation time if required. Jewelry can be hazardous, e.g., long earrings can catch easily and be torn from the ear, and small rings can be swallowed.

Barefooted play is encouraged as it is beneficial to children's safety, growth and development of sensory awareness. Bare feet can grip climbing equipment and promote more effective balance and control. Therefore, shoes may be removed for outdoor play and relaxation times.

All children will have an allocated 'cubby hole' / locker for their personal belongings.

MEDICATION

Your child may need medication (such as anti-biotics) during the times they are at their centre, even though they are well enough to attend. If this circumstance arises, please let educators know when you arrive, and they will show you where the medication is to be stored, the procedure they will follow to administer it to your child, and the form you need to complete and sign. It is important that the medication is prescribed by a doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration.

Where a child requires a dose of paracetamol through the day, we consider them unfit to be at kindergarten, and the kindy does not supply or store this.

SICK CHILDREN / INJURIES / INFECTIOUS DISEASES

- Parents will be contacted promptly should a child be injured and the Director or person in charge will take whatever steps are necessary.
- In the event of a child taking ill in the centre, the parent will be contacted, therefore, it is imperative that the parent ensures the current phone numbers are with the person in charge at all times.
- Children with contagious illnesses will not be admitted to the centre.
- Parents must contact the centre to report contagious illnesses.
- In the event of a parent or contact not being available, the Director or person in charge will take whatever steps are considered to be necessary to ensure the child's wellbeing.
- The Director or person in charge will call an ambulance if necessary.
- All staff hold current First Aid Certificates.

An incident file is kept to comply with WPHS. It is anticipated that children may have minor incidents, trips and bumps resulting in minor scrapes of which we will inform you at the end of our day at the Director's discretion. For more significant incidents, we will contact you immediately, and educators will continue to monitor and care for your child until they are collected. A detailed incident record will be completed in preparation for you to review and sign. A copy can be provided if requested.

- Children attending with **Medical Conditions such as with Asthma, Anaphylaxis Diabetes or Epilepsy**, will be required to provide a comprehensive current medical management plan that is signed and dated by your child's medical practitioner.

Common illnesses	Exclusion periods
Chickenpox	Until all blisters have dried
Conjunctivitis	Until the discharge from the eyes has stopped unless a doctor has diagnosed as non-infectious
Covid-19	Until symptoms have resolved
Diarrhoea	Until there has not been a loose bowel motion for 24 hours
Fever (above 38°C)	24 hours after the fever has stopped without the administration of fever-reducing medication
Gastroenteritis – Exclusion	As advised by Queensland Health, a single case (no other cases within three days at a centre) of gastroenteritis (children and adults) should be excluded from a centre until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a centre, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the centre
Human parvovirus B19 (slap cheek)	Not excluded, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing
Influenza and influenza-like illnesses	Until child is well
Pertussis (whooping cough)	from the onset of coughing
Roseola	Not excluded, however, the child should stay at home until they are feeling well
Vomiting	Until 24 hours after vomiting has stopped

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 exclude children and teachers/educators who are 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 if advised by the Public Health Unit. We ask you to indicate your child's immunisation status in their enrolment booklet and provide evidence (Australian Childhood Immunisation Register Record or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the centre.

EMERGENCY AND EVACUATION PROCEDURE

The children participate in emergency evacuation fire drills and lockdown drills every 12 weeks in a calendar year. In the case of an actual emergency, the staff will evacuate all children to the parkland adjacent to the kindergarten. The roll will be called and the appropriate emergency services contacted. You will be notified of these 'drill / practices' occurring via a display poster and in the weekly journal emails.

OUR TEAM

<i>Director/Teacher Nominated Supervisor Educational Leader</i>	Lisa Cornish	Bach Teaching, Grad Dip Special Ed, Grad Cert (Early Childhood)
<i>Co-Educator</i>	Jody Styles	Cert. III Childcare
<i>Co-Educator</i>	Tomomi Brown	Cert. III Childcare Studying Diploma
<i>Co-Educator</i>	Tammy Searle	Cert. III Childcare
<i>Office Manager</i>	Tina Horsfall	(Wed, Fri) 8:00am - 4:00pm



All educators hold a current Senior First Aid Certificate as required by Child Care (Child Care Centres) Regulations 1991.

Staff also hold current **Blue Cards** and completed mandatory **Child Safety Training**

CENTRE CONTACT INFORMATION

Postal Address: 35 Best Street Yorkeys Knob 4878
Email: info@yorkeysknobkindergarten.com.au
Websites: www.yorkeysknobkindergarten.com.au
www.candk.asn.au/yorkeysknob
Committee President president@yorkeysknobkindergarten.com.au

Tel No: 07 4055 7114 Mobile: 0455 716 008

EARLY CHILDHOOD EDUCATION MANAGER/ CONSULTANT

The Early Childhood Consultant (representative of the C & K Association) provides local support for committees, staff and parents. This consultant also handles licensing and affiliation requirements.

Suzy Stephens | Early Childhood Education Manager (Central & North)

1-Level 2 189 Abbott St, Cairns QLD 4870

Mobile: 0400 597 358

Email: s.stephens@candk.asn.au | W: www.candk.asn.au

C&K Head Office (Brisbane) 1800 177 092

GROUPS

Each of our groups have a 22 child place capacity.

Kookaburras (Group 1)

Tuesday and Wednesday
8.15am to 4.00pm



Geckos (Group 2)

Thursday and Friday
8.15am to 4.00pm



*During the Kindy contact hours (as above) the children are in the care of the educators. Before Kindy starts and when Kindy finishes, is the Educators non-contact time when they prepare the environment for the children, document the children's learning and complete other administrative tasks as necessary to the provision of a quality program for your child. Once your child is signed out, your child is under **your** supervision and is **your** legal responsibility. If you choose to stay and play for a short time after the session, please respect that we have packed away equipment and activities, and to observe safe and appropriate play in our playground.*

During busy arrival and departure times, we ask all adults to responsibly supervise the children's siblings as visitors to the centre.

The Centre operates 40 weeks of the year with the same holidays as the Queensland Education Department. Each group will have 2 scheduled staff professional development days (Pupil Free Days); the dates of these will be advised throughout the year.

FREE KINDY

Our kindergarten program is fully subsidized by the Queensland Government, which means **kindy is free** to eligible children; that is the child turns 4 before June 30th of the year they attend.

***Please note, we are not a Child Care Service, therefore income-based assessments and Child Care Subsidy (CCS) do not apply to your child's enrolment at Yorkeys Knob Community Kindergarten.



Fees:

A \$100 non-refundable enrolment fee is payable to confirm your position; a discount applies to concession card holders.

FUNDRAISING

As we are a not-for-profit organization, throughout the year, we will seek family's support on various fundraising efforts. Money raised, goes towards planned projects, resources and programmed activities. Such fundraising we have done in the past has been Bunnings Sausage Sizzles, Mannings Pie Drive, Jackleys Bakehouse Cupcake Drive, Child art Tea-towels / Plates, Family Portrait Photographs. We reach out to the broader community, and our fundraisers can be rewarding and lots of fun to be a part of. There are many ways you can participate, and we are always open to new and different ideas.

ABSENTEEISM, HOLIDAYS & PUBLIC HOLIDAYS

Parents must notify staff if the child is to be absent for the day, and the reason. Parents must also notify the staff if a mid-term holiday is planned. You may notify the centre via telephone, text message or email.

Ph: 4055 7114 Mb: 0455 716 008 Email: director@yorkeysknobkindergarten.com.au

For a planned mid-term holiday, please email the centre with the dates, and the number of days absent.

Public Holidays

Public Holidays include (depending on the date): Australia Day, Easter, Anzac Day, Cairns Show Day - (Labour Day and Kings Birthday generally fall on Mondays- non kindy days)

CANCELLATION

Cancellation of a placement must be given in writing at least two weeks prior to leaving. A child's place may not be held if they are absent from the centre for longer than two weeks, without any communication from parents.

WAITING LIST PROCEDURE

The waiting list procedure is as follows:

- Enrolment is strictly in accordance with the waiting list
- Waiting lists are open for three years in advance
- Waiting Lists may be completed by phone, in person by visiting the centre, or on our website www.yorkeysknobkindergarten.com.au

PARENT INVOLVEMENT

This centre recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels, e.g., sharing skills and interest in functions, fundraising and becoming involved at committee management level.

MANAGEMENT COMMITTEE / MEETINGS

The Management Committee is responsible for the management and administration of the centre. **Put simply, our centre would not be operational without a Volunteer Management Committee (VMC).** The Parent Committee is elected at the Annual General Meeting, held before the end of March every year. As well as management and administration, the committee may initiate fund-raisers and social activities for parental participation. General meetings are held at the centre every 6-8 weeks, and all parents (and children) are welcome to attend these meetings.

The executive positions making up our VMC are the President, Vice President, Secretary, and Treasurer. Other vice positions may be nominated. There is documentation and C&K specialist people and teams available to parents to support them in their roles of being on the Committee, as well as our Office Administrator Tina.

The purpose of the meetings are to discuss, plan and support the Director in providing a Quality Education Program. For meetings and decision making to be viable, motions are tabled, votes are cast, and a chorus of a minimum 3 Executive members and 2 general members must be present at the meeting.

Many Committee members of the past will assure you that being a part of the management committee is not as time consuming or arduous as you may think, and it is quite rewarding to be a part of your child's early education. If you are interested in being part of our Volunteer Management Committee, please contact the Director.

Minutes of the Committee meetings may be posted on the notice board, and additional information about what's going on at the centre can be found in newsletters and additional memos.

COMMUNICATION

Parents are encouraged to speak with their child's teacher about their child's progress, or any other concerns they may have. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and positive co-operation.

Where discussion is needed, it is important to make an appointment to speak with the teacher outside of session times, rather than take the teacher's attention away from the children. This also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

Email communication is also welcomed.

It is the parents' responsibility to:-

- notify the child's teacher regarding changes in information recorded about the child.
- read all the information pertaining to the centre in order to be familiar with policy information.

We are always consciously aware of our environmental footprint here at the Kindergarten. To ensure that we are 'doing our bit' for the environment we are working towards becoming a paperless Kindergarten, this means most of our communication will be done electronically, you will receive newsletters, and any other general information via email. If you would prefer a hard copy please advise the Director and this can be organised, otherwise the email address you have provided will be our first point of contact.

Each year, we create a private and closed Facebook Group and invite all enrolled families to participate and contribute. This is not for Public domain and serves as a platform to share news, ideas and connection. It is accessed with the provision of respecting all families' privacy as well building our kindy community.



PARENTAL CODE OF CONDUCT

Our aim at Yorkeys Knob Community Kindergarten is to work together, with each other and with our families, to provide the best possible education and care for the children in our centre in accordance with the C&K values. We are committed to protecting the safety and wellbeing of all centre stakeholders - the children, their families, employees, volunteers and visitors. We encourage families to actively participate in our education and care programs, and we aim to engage in constructive and co-operative working relationships. We also understand that there are many diverse family dynamics- some of which may be complex and unamicable.

This Code applies to all parents / guardians and families of children enrolled in at Yorkeys Knob Community Kindergarten and to any invitees (including nominated emergency contacts). The Code must be observed in all interactions with C&K, including at our centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of C&K.

Conduct

1. Comply with the law and C&K Policies and Procedures (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Staff **will not** under any circumstances, enter into, or be involved with any mediation, counselling, or argumentative discrepancies between separated family members. It is expected that resolutions or agreements between separated parties are sought away from the kindergarten premises.
5. Be respectful of the privacy of children, their families, C&K employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage C&K's reputation.
6. Comply with the reasonable directions given by C&K employees to foster a safe and welcoming environment within our kindy.

COMPLAINTS PROCEDURE

Where a parent has any concern relating to the program, the waiting list or roll, this Association advocates that the parent make direct contact with the Teacher / Director.

Where a parent has any query of any matter relating to Committee management or administration, this Association advocates discussion with the Office Manager and/or the appropriate committee member.

If the matter cannot be resolved, the C&K Services Manager Suzy Stephens (Mobile: 0400 597 358) or the Department of Family Youth & Community Care, may be asked to assist.

Office for Early Childhood Education & Care
PO Box 6094
Cairns Qld 4870
Ph: 1800 637 711
Regional Office: (07) 4037 3911
cairns.ecec@qed.qld.gov.au

PHOTOGRAPHY, VIDEO AND AUDIO RECORDINGS

Our centre uses photography, video and audio recordings to capture learning that occurs at our kindy. This content is 'personal information', and we manage it in accordance with our Privacy Policy. We primarily use this in the delivery of our education and care programs and to keep you informed of your child's progress. With your consent, we may also use it for other purposes like the promotion and marketing of our centre through our website or social media.

We respect each child's right to privacy and your right to manage personal information on their behalf. When you complete your child's enrolment, you can consent to your child's image being used internally and/or externally by our centre, or you can choose not to give us permission to take images or recordings of your child. You may change your consent at any time by advising us in writing.

TAFE STUDENT PLACEMENT, WORK EXPERIENCE AND OTHER STUDENTS, VOLUNTEERS

Yorkeys Knob Community Kindergarten recognises the importance of student placements as being consistent with the long-term training of staff in the provision of quality education and care for children.

We always consider the needs of the children, centre and community when our kindy hosts students and volunteers. We ensure they hold the required licences and engage them in an induction process to ensure they understand their responsibilities and obligations.

All students and volunteers are supervised and act under the guidance of teachers/educators at all times. We will advise you in advance should a student or volunteer be working in your centre.

OUR COMMITMENT TO QUALITY:

To enable us to consistently provide a high-quality early education and care program that caters to the needs of different families in our community, we are committed to continuous review and improvement. Our educators engage in an ongoing process of reflection, planning and review to ensure that we can build on our strengths and work on areas that need further focus. We strive to involve children, families and the community in this process and encourage and welcome your thoughts, recommendations, and feedback on what are doing well, and the areas we can improve.

National Quality Framework

The National Quality Framework (NQF) encourages centres to provide a high quality and consistent standard of early childhood education and care across Australia.

The NQF includes:

- A national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- A National Quality Standard (NQS)
- An assessment and ratings system
- A regulatory authority in each state and territory which has responsibility for the approval, monitoring and quality assessment of centres
- A national body responsible for providing oversight of the system and ensuring consistency of approach - the Australian Children's Education and Care Quality Authority (ACECQA)

Centres are assessed and rated against seven quality areas of the NQS. The standards cover children's development and education as well as relationships with families, educator qualifications, and the centre environment. Yorkeys Knob Community Kindergarten underwent the Assessment & Rating Process in 2021, and proudly received a "Meeting" Quality Standards Rating.

Quality Area 1 - Educational program and practice

Quality Area 2 - Children's health and safety

Quality Area 3 - Physical environment

Quality Area 4 - Staffing arrangements

Quality Area 5 - Relationships with children

Quality Area 6 - Collaborative partnerships with families and communities

Quality Area 7 - Governance and Leadership

EVERY DAY YOUR CHILD NEEDS:

- Large bag / back pack
- A drawstring sheet bag containing a fitted bottom sheet (mattress size 123 X 60cm should you wish to make a fitted one) and a flat top sheet contained in (A "cot set" fits perfectly (available Kmart / Target)
- Sun hat. Hats must be worn at all times by children when outside. C&K regulations state that hats must be wide brimmed or legionnaire style for maximum protection - caps are inappropriate.

A kindergarten bucket-hat is provided for your child as part of our enrolment package.

- Roll-on sunscreen SPF30+ or higher (roll-ons are much easier for children to apply themselves).
- Roll-on insect repellent
- Spare change of clothes and underwear in case of accidents or wet / messy play.
- Lunch box (Please adhere to the food policy choices).

Kindy T-Shirts will be available for purchase at the Open Day and the beginning of the year.

We encourage children to drink water regularly from our 'water bubblers' and with the cups that we provide for meal times. Your child may also like to bring in an insulated water bottle that can be left in their locker.

PLEASE ENSURE ALL ITEMS ARE LABELED WITH YOUR CHILD'S NAME
(22 lunchboxes, clothing, sunscreens & repellents are difficult for staff to keep track of)

It is preferable that your child is toilet trained, or at least working towards being toilet trained. Please inform educators of your child's toileting needs. We discourage the wearing of Nappies and encourage wearing underpants whilst at kindergarten, as we have limited facilities for nappy changing.

Loose fitting and easy dress clothing is preferred and please avoid zips, buttons, tight fitting leggings or bike pants when learning independent toileting.



FREQUENTLY ASKED QUESTIONS:

- **Can my child do a second year of kindergarten?**

Our centre considers all children's needs individually, as well taking into account a priority of access for enrolment for children of 'target age' [4 before June 30th of that year] Your teacher will have many conversations with you to share any concerns or suggestions. Each year, our program is carefully structured with explicit teaching and practise of expectations and routines. For your child to have a 2nd year, can potentially set them back (they've done this before), create boredom and behaviour challenges. Their peers move on to school, and they question why. It is highly recommended that a child will benefit most, from attending a different service if you wish them to have 2 years at kindy.

- **Where can I park when I drop my child off / pick up?**

You can park in the vacant lot adjacent to the kindy, although this is not a designated carpark. We ask that you are mindful of other children in this space as you back in or out. You may also park on the street, please be aware of some residential driveways that don't actually look like driveways. We don't want cranky neighbours.

- **Where can I get a Yorkeys Kindy T-shirt?**

T-Shirts are available at any time from the kindy. They cost \$20 each and are in a range of colours and sizes for children.

- **How will I know if my child has had a sleep at Chill-Out Time?**

There is a sleep record on a clipboard at the sign-in counter. This register is also kept to monitor a safe sleeping environment.

- **Can my child bring a water bottle?**

Yes. There are a number of ways we encourage your child to remain hydrated - easily accessible water bubbler in the playground, and the cups and cooler on the back deck. Please ensure the bottle is labelled, as it will be kept in the locker, not in the fridge.

- **Who looks after the Guinea Pigs over the holidays?**

Families are invited to look after the guinea pigs if they wish to, and have a safe space for them in their home, [we have a portable enclosure] Just ask us! They are very easy to care for. Jody and Lisa look after the guinea pigs too.

- **What happens to my child's clothes if they are wet or soiled?**

Children have accidents from time to time, both toileting and in play. We will rinse the clothing and place in a labelled plastic bag, and place in a basket on our laundry bench for your collection at the end of the day. Your child will also have a bright coloured paper tag attached to their kindy back, alerting you to collect the wet/soiled clothing.

- **What happens with all the photos that are taken of my child through-out the year?**

Due to Child Safety Regulations, there are strict guidelines around the storage and use of children's images. Educators capture children's learning through photos, and these images may be printed and presented in your child's portfolio as a record / observation of your child's learning. Photo images are safely stored on the Director's password protected laptop, and are deleted intermittently through the year.

- **Does the kindy have professional photos taken of the group and my child?**

We engage Veronica of Blueclick Photography on a designated day towards the end of Term 1 to take a class photo, and individual portrait photos of each child. There is no up-front cost or obligation to purchase, and a reasonably priced package can be arranged after viewing.

- **How about allergies?**

We will notify families of any child attending our that has an allergy where relevant. Otherwise, you may provide foods for your child such as peanut butter, etc. Children do not share food, but in the case of providing cupcakes for birthdays, it is important that we are aware.

- **What are the mosquitoes and sandflies like at kindy?**

As with anywhere in the Tropics, mosquitoes and sandflies can be an issue in Yorkeys. We manage them as best we can with regular 'fogging' of our playground and having an awareness of water vessels left about. We encourage families to apply insect repellent before arriving, and we will assist children to reapply their own roll-on throughout the day.

- **What if I need to pick up my child before 4pm?**

Not a problem at all. Just inform staff. You can let us know in the morning, or via email /text / or phone call.

- **What do I need to know about going to Prep after my child's kindy year?**

It is the family's responsibility to enrol their child in their school of choice. Our kindy can offer support, provide you with the school contacts, and share any information from our local schools about their enrolment process. Many schools begin their enrolment process quite early, so you may wish to explore many options, make appointments with school, and know the catchment areas of our local schools. We encourage and support participation in the schools information and orientation processes

- **What happens when there is lots of rain with access into Yorkeys Knob?**

It may be possible during heavy rains that Dunne Road / and or Yorkeys Knob Rd will close due to flooding. We wish for families, particularly those living outside of Yorkeys Knob, to know the plan if road closure is imminent. *We advise all families to access the Cairns Disaster Dashboard on the Cairns Council website:*

<https://disaster.cairns.qld.gov.au/>

This site provides real time updates on road closures, and is the site that we refer to for information. During heavy rains, we will monitor this dashboard, but ask you to also remain vigilant in checking. It is unknown to us from the kindy whether the water on roads will or will not go over. We will notify you via TEXT message with any information that we do have regarding road closures. For this reason, it is imperative that we have your correct and current mobile phone contact.

- **What are the kindy's Bank Account Details?**

From time to time, you may make purchases through the kindy for fundraising, or to pay the membership fee. Here are our bank details:

Account Name: Yorkeys Knob Community Kindergarten and Preschool
Westpac Bank BSB: 034 193 ***Account:*** 432656