

GOONDIWINDI *Kindergarten*

A horizontal line is drawn across the page. Six cartoon children are hanging from this line by their arms. From left to right: a boy with a white face and blue shirt, a girl with red hair in pigtails and a green shirt, a boy with a white face and yellow shirt, a girl with orange hair in pigtails and a purple dress, a boy with a white face and blue shirt, and a girl with blonde hair and a red dress.

Parent Handbook 2022



Lady Gowrie^{QLD}
Community
Kindergartens

2022 Kindergarten Staff

**Co-Director/Teacher:
Educational Director
Nominated Supervisor**

Mrs Nancy MacDonald
Associate Diploma of Education (Childcare)
Bachelor of Teaching (Early Childhood)
Bachelor of Education Studies
(Thursday & Friday)

**Co-Director/Teacher:
Nominated Supervisor**

Mrs Kathryn Webb
Bachelor of Education (Primary)
Bachelor of Teaching (Early Childhood)
(Monday & Tuesday)

**Educator:
Certified Supervisor**

Mrs Kerri Nosworthy
Certificate III in Community Services (Children's
Services)
(Thursday & Friday)

Educator:

Mrs Sara Robinson
Diploma of Early Childhood, Education & Care
(Monday & Tuesday)

Educator:

Mrs Belinda Cairns
Certificate III (Education Support)
(Monday & Tuesday)

Educator:

Mrs Andrea Slack-Smith
Currently studying: Certificate III (Early Childhood
Education & Care)
(Thursday & Friday)

Office Manager:

Mrs Danielle Stephenson
Monday and Thursday 8.30am to 3pm

Lady Gowrie
Goondiwindi Kindergarten

**Acknowledges the Traditional
Custodians of the land on
which our centre is located,
and their continuing
connection to land and
community.**

**Lady Gowrie Goondiwindi
Kindergarten also pays respect
to all Elders – past, present
and emerging.**

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Section 1: Welcome

Where Children Come First

Welcome to Goondiwindi Kindergarten Association Inc. and congratulations on choosing an affiliated Lady Gowrie community centre. Your family is now part of a long tradition in quality early childhood education and care.

To build genuine partnerships we believe it is important that staff value children and their families. Staff listen to parents* and appreciate the ongoing support of families who give their time and skills generously. We encourage you to become actively involved in this centre. Your involvement will enrich your child's learning experiences and promote positive self-esteem. Current research confirms what Lady Gowrie has always advocated, that the experiences of young children have a profound effect on their future.

* Goondiwindi Kindergarten Association Inc. recognises that families are as individual as the people in them. For brevity's sake we use the term "parents" to encompass all primary caregivers.

Program times

The Kindergarten provides two full-day groups – Group A and Group B. Each group caters for twenty-two (22) children. We exceed the minimum ratio of 1 teacher to 11 students by employing 3 teachers to each group of 22 children.

The Kindergarten operates under a shared-teaching arrangement.

Group	Days	Times	Teacher
Group A	Monday & Tuesday	8:00am – 3:30pm	Mrs Webb
Group B	Thursday & Friday	8:00am – 3:00pm	Mrs MacDonald

About Lady Gowrie

Lady Gowrie is one of five Central Governing Bodies recognised by the Office of Early Childhood Education and Care. It is a voluntary, non-profit organisation responsible for monitoring standards in community kindergartens and childcares. As such, Lady Gowrie distributes the Queensland Kindergarten Funding Scheme (QKFS) throughout the state, to all approved affiliated community kindergartens, which meet specific requirements. This funding contributes to each child within the eligible age cohort and the management committee is responsible for the remaining operational costs. These costs are covered by fees and fundraising, and the committee rely upon the personal commitment of the parents to become involved in these efforts.

Lady Gowrie enjoys a strong heritage in early childhood education in Queensland and celebrated 75 years of operation in 2015.

In that time the organisation has evolved to where it is today which helps over 3000 families and their children all over Queensland in a variety of services and programs.

Goondiwindi Kindergarten Philosophy

Philosophy - We believe that childhood is a unique time of life, to be valued and enjoyed in its own right. This is the time where foundations are laid for future health, learning and wellbeing.

We value children growing up with the understandings, skills and dispositions to be caring people and effective learners, able to contribute to their world and to enjoy rich and successful relationships with others. This journey starts at babyhood.

In this Centre, we believe that children come first. Children are viewed as competent, capable learners, and as such, their needs and rights should be respected. Children have the right to play, to explore and investigate, to question and challenge, to build on their unique capabilities and to express, explore and share their culture.

“Children have the right to be active participants in matters affecting their lives.”
(UN 1989)

In our centre, each child’s learning is encouraged and supported by educators, in partnership with families and the wider community. We strongly believe at this service in inclusive approaches and celebrate diversity.

We believe that by promoting understandings of and communication and relationships with both the natural and built environment, we will foster the development of the whole child.

We acknowledge the traditional owners of the land, the Bigambul people, and the children will explore and learn about the history and culture of the First Nations people through our daily practices, underpinned by our Reconciliation Action Plan.

Our centre aims to provide a place of wellness, wellbeing and protection for the children, staff and their families and that learning is seen as a lifelong experience that can be fun.

Curriculum

Lady Gowrie kindergartens base their education program on the Queensland Kindergarten Learning Guideline developed by the Queensland Studies Authority.

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government which provides Kindergarten to Year 12 syllabuses, guidelines, assessment, reporting, testing and certification services for Queensland schools.

The QCCA was established on 1 July 2014, replacing the Queensland Studies Authority (QSA).

Lady Gowrie support

A Lady Gowrie Early Childhood Education Consultant (ECEC) visits Lady Gowrie affiliated centres on a regular basis to support the staff, families and children.

The role of the ECEC is a valuable one, as they act as an advisor and mentor to staff and the Volunteer Management Committee. The ECEC is available throughout the year for advice on any matter related to the functioning of the centre.

The EEC will have significant face-to-face contact, as well as, regular phone and email contact. Few early childhood services in Queensland have such a resource readily available to them.

The ECEC for this region is Debra Verstege and she can be contacted on

0488 031 046 or by email: debra.verstege@ladygowrie.com.au



Lady Gowrie^{QLD}
Community
Kindergartens

Section 2: Our Programs

Making learning fun and meaningful

Our approach to curriculum (educational program) is born out of a long held tradition of early childhood philosophy and practice, and is supported by contemporary international and national research and theoretical perspectives around children's learning, health and wellbeing. In our services children are valued and respected as competent and capable co-contributors in the learning process. Our teachers work alongside your child to actively encourage and support them in the learning process.

Staff members regularly undertake professional development to ensure the most up-to-date research is used as a basis for shaping curriculum decisions.

The curriculum offered is a collaborative venture, negotiated with children and developed by fully qualified early childhood professionals. The physical environments and mood and feel of the centre are designed to support and enhance your child's learning. Staff will continually encourage your child's curiosity, enthusiasm and love of learning. As teachers and children engage in inquiry together, children are learning to observe, ask questions, reflect on their actions, and engage in meaningful and self-directed activity.

Our well respected tradition of encouraging family and community involvement ensures that our curriculum:

- supports and affirms parents in their parenting role
- acknowledges the individuality of family aspirations and traditions
- optimises learning for children
- engages parents in cooperative decision making
- is relevant to the children, families and community
- facilitates networking among families within the local community.

The essence of our role as educators is to add complexity to children's thinking by posing a question: "What do you think?" In doing so adults provide the child with a possibility, acknowledge them as a thinker and constructor of knowledge and at the same time, indicate to the child that they are ready to listen.

Carla Rinaldi 2005

Daily Routine

- 8:00am - Children Arrive – Inside / outside play
- 8:45am – 8:55am - Brain Break – Piece of fruit / yoghurt
- 8:55am – 9:30am - Inside / outside play
- 9:30am – 10:15am - Mr Jessen Music / group time / language / discussion time – Inside / outside play
- 10:15am – 10:30am - Morning tea
- 10:30am – 12.30pm - Pack up inside / group time
- 12:30pm – 1.15pm - Lunch
- 1:15pm – 2:15pm - Rest/relaxation and / or group time
- 2:15pm – 3:00pm - Outside play (weather dependant)
- 3:00pm – 3:10pm - Afternoon tea – Fruit / yoghurt / cheese & biscuits
- 3:10pm – 3:30pm - Circle group / discussion / events / show & tell.
- 3:30pm - Home time

Please note, due to this being a new daily structure, this is subject to change.

Documenting your child's learning

When we stop to ask children what they think, the possibilities abound. Not only are they active seekers of knowledge but also ardent, and sometimes surprising, carriers of knowledge. At Goondiwindi Kindergarten Association Inc. our university qualified teachers and educators strive to make this knowledge visible to you by capturing your child's learning and thinking in portfolios, a daily whole group communication book and on the Kindy Facebook page. (Goondiwindi Kindergarten)

Portfolios are more than a memory or keepsake of your child's time at Goondiwindi Kindergarten Association Inc. Not only do they provide an insight into your child's learning, they also make the quality of our teaching practice visible to you. Portfolios provide children with an opportunity to revisit and reflect on past experiences; record their learning, including their emerging literacy and numeracy skills as it occurs in our rich, socially responsive and interactive learning spaces; and provide our teachers with the knowledge they need to ensure your child's time with us is full of wonder and possibility.

Through careful observation and documentation, teachers gather information to determine the appropriate amount of challenge to offer your child in order to further enhance their skills, abilities and comprehension.

Observation and documentation forms the foundation for additional experiences to be planned, and provides crucial information for the environment to be arranged to extend learning. As an understanding of your child grows through observation, teachers are able to plan for interactions that best support your child's interests, needs, ideas and questions.

The use of documentation methods, such as individual child portfolios and project books, allows teachers to gain an in-depth understanding of your child's development in action. The use of concrete illustrations through the inclusion of photos and work samples provides a unique opportunity for focused discussion between you and the teachers. This allows for deeper partnerships to grow and for shared goal setting to occur.

Learning through play

Much of the debate in early year's education focuses on how educators should be teaching our children. Research has shown play is the best exercise for the brain because it provides the perfect stimulus needed for brain development. Children must be allowed to naturally progress through their own unique stages of learning. A curriculum that features child-initiated experiences ensures young minds continue to develop. To make sure we nurture and develop our future generations of thinkers, play is an essential component of a quality early childhood educational experience. The Canadian Government's *Early Years Study* (McCain & Mustard 1999) concluded:

"Play based problem solving with other children and an adult is an early learning strategy that has a crucial effect on early brain development and should be the format for children entering the school system."

Play that encourages problem solving offers children an array of opportunities to explore, discover and create. Play fosters qualities such as curiosity, perseverance and risk taking, to name a few. It is believed these qualities motivate lifelong learners but are difficult to invoke if not self-discovered when young.

If we remove play from children's lives we remove a possibility for learning.

Carla Rinaldi

The role of The Arts

The Visual Arts are an essential part of children's educational experiences and an integral component of the curriculum in C&K kindergartens. Drawing, painting, collage, playdough work and construction are some of the most effective ways children have to construct and convey their understanding of the world in which they live.

We make use of a wide range of junk material for collage etc. e.g. small cardboard boxes, margarine & ice cream containers, material and wool scraps, all items are useful. If you have any of these materials at home, please bring them in. No Styrofoam or toilet rolls please.

"Rather than thinking of children's image-making as 'art', it may be more helpful to see it in a different light. Just as adults use notes and diagrams to assist understanding, so do children use images to make sense of things and play with ideas."

Rapunzel's Supermarket (2001)

Ursula Kolbe

The Music Program is also regular part of the Kindy curriculum. Each group will experience a 45-minute lesson each week with Mr Jessen, contracted by the Kindy. This program allows the children to express themselves through music, learn about musical instruments, be introduced to rhythm, beat and learn new songs. This program is funded by each parent and is listed on your term fees invoice. This is another session to have a group time and focus on concentration and following instruction.

Behaviour guidance

Goondiwindi Kindergarten Association Inc. and Lady Gowrie have worked with qualified and experienced behaviour change experts to develop our Guiding Children's Behaviour Policy and staff practices.

Our teaching staff analyse children's behaviour to attempt to understand their needs. Our practice is guided by our philosophy, which is based on the internal control psychology of Choice Theory by Dr William Glasser.

Staff members use strategies such as directional language, guidance and behaviour teaching processes to encourage children to understand and choose appropriate behaviour.

The concept of guidance is an important one in the area of behaviour. A guidance approach to behaviour teaching and management requires the interactive participation of the child and adult. The goal of the guidance process is for the adult to interact with the child in a caring and understanding way, empowering and enabling the child to develop self-respect, self-responsibility and self-control. When staff observe challenging behaviours, they make notes for the child's records so that a clearer picture can be obtained. Staff members try to establish reasons for a particular behaviour and plan experiences and activities, which will assist the child to:

1. meet their needs in other ways
2. learn the appropriate behaviour.

Families are consulted about any issues or problems regarding their child's

behaviour. Family input is sought, where possible, for a solution in guiding the child.

If very challenging behaviours continue and staff members have demonstrated that all steps possible have been taken to assist this child with their behaviour, then the child's placement at the centre may need to be reviewed by the director, committee and the Lady Gowrie early childhood education consultant.

Environment & Sustainability

Goondiwindi Kindergarten Association Inc. actively promotes environmental and sustainability awareness and encourages children and families to protect the environment through modelling and education. We strive to cultivate a lifelong respect of environmental awareness and care. We encourage the parents, children and community repurpose materials and toys for the kindy.

Native wildlife is treated with care and respect and is allowed to remain free while appropriate observation for children's information is made.

The permaculture program run in both groups shows children how to plant and grow their own food. It helps children learn where different foods come from, how to prepare these foods for eating and what they taste like. We also have a bee hive with native stingless bees.

Where practical and possible, hygienic composting of lawn clippings and fruit waste is practised, along with recycling of plastic, paper, metal and glass materials.

Goondiwindi Kindergarten Association Inc. has a policy on "minimising harsh elements in early childhood settings" which encourages hygiene practices without the use of harmful chemicals.

Rest, relaxation and sleep

We believe it is important to incorporate a balance of experiences for your child, including opportunities for rest and relaxation. There are many ways a rest/relaxation time can be incorporated into the day. These may include resting on a bed or a variety of quiet experiences such as reading, drawing, puzzle work, as well as other relaxation techniques.

Consideration is given to creating a restful atmosphere, which is flexible and responsive to each individual's needs.

You are encouraged to discuss the specific needs of your child, in relation to rest/relaxation time, with your child's teacher.

Excursions

From time to time excursions are held. These may include visits to a farm, theatre, factories or other local businesses. A Risk Assessment is carried out at each location prior to the excursion going ahead and parents notified about the excursion. This allows the teachers to identify any risks present and how these will be minimised or removed, for the safety of the children.

We endeavour to give you at least four weeks' notice so that you can make arrangements to join us, if possible. Although spontaneous experiences are arranged from time to time. Children will only leave the centre if there is one adult to every two children.

Children must wear closed in footwear that provides adequate protection (not thongs) and a broad brim or legionnaire's style hat.

A parent must sign the permission slip prior to their child attending the excursion. Excursion fees usually cover the cost of hiring a bus to transport the children and must be paid by the due date.

Section 3: A place where your child is happy, healthy and safe

Protecting our greatest asset

As most parents are well aware, a healthy child is a happy child and at Goondiwindi Kindergarten Association Inc., we do everything we can to make sure children in our centre are happy, healthy and most of all, safe. Whether this is helping them cope when Mum or Dad drop them off in the morning, making sure they have their hat on when going outside, or knowing what to do if they have an allergic reaction. Don't hesitate to tell your teacher about anything that will make your child's day happy and safe.

Initial separation

Some children become distressed when their parent/s leave, which is quite normal at first. Separation anxiety usually disappears as the child becomes familiar with the surroundings and staff. Often the tears stop as soon as the parent/s leaves and, therefore, a swift departure (after saying good-bye and reassuring the child that you will be back soon) can avoid prolonged stress.

To assist your child in the adjustment period, try and arrange for some time when you and your child can be together at the Centre. Staff will always offer extra support during these difficult times. As your child becomes more secure in the knowledge that you will return, separation becomes less stressful.

Please feel free to ring the Centre at any time to reassure yourself that your child has settled.

What to bring to Kindy

Please mark all your children's belongings clearly

- A suitable bag/port (to hold **all** your child's belongings)
- A broadbim hat that gives shade to the face, neck and ears is essential, no caps please as we are a sunsafe centre. A child will not be able to play outside if they don't have a hat
- A plastic mug (with a handle) clearly named
- A library bag
- Morning Tea and Lunch should be brought in separate bags or lunch boxes with your child's name clearly marked on them. The Kindergarten provides 2 refrigerators to store your child's Lunch and drink bottle. If you wish to send perishable foods for Morning Tea please pack in cool bags or with ice bricks. Milk and water are provided by the Kindergarten. Please promote healthy eating habits by only sending healthy food (i.e. No lollies, chips or rollups). Term 3 & 4 we transition to the one lunch box.
- A sheet bag with a drawstring top containing two (2) cot sized sheets. These stay at Kindy and are taken home fortnightly for washing, unless accidents occur. **Please mark both the sheets and the bag with your child's name.**
- A complete set of spare clothes (**each item clearly marked with your child's name**) placed in a plastic bag with name clearly marked on bag as well. Clothes are to be kept at Kindy for use if accidents occur or your child gets wet. Please store spare clothes in their bag.

Clothing and Shoes

Your child should wear comfortable clothing and shoes, appropriate to the weather and activities during their day at kindergarten.

Clothing needs to be sun safe (i.e. shirts and dresses need to have sleeves to protect their shoulders). They also need comfortable clothes that allow them to develop independence when dressing and undressing and allow easy access to the toilet.

Shoes must be safe for your child to run and climb in. Although children are encouraged to wear no shoes while playing in the Kindergarten playgrounds, at times it may be necessary to wear shoes. Shoes need to have a good grip so there is no risk of tripping or slipping.

Staff will try to ensure children are dressed appropriately for the weather at all times. Your child will be encouraged to wear protective clothing for messy activities such as painting.

For specialised clothing requirements for your child, please talk with your Director.

T-shirts with the Kindergarten logo printed on the front are available for purchase from the Kindergarten.

Hats and shoes are compulsory items to be worn to Kindy each day.

Birthdays

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at Goondiwindi Kindergarten Association Inc. Should you wish to do this, please provide a large, suitable cake or enough patty cakes for all the children to share. Your family is more than welcome to join us.

Library borrowing

Your child will have the opportunity to borrow a book from our library each week. Children **MUST** have a library bag to borrow books.

We also operate a parent library containing a variety of books. Please ask if you are interested.

Interviews

Our Centre offers the opportunity for formal parent/teacher interviews at the end Term 4. At any other time, parents are also welcome to discuss their child's progress and the program with their teacher.

Any queries about the management of the Centre should be discussed with the VMC.

Authority for Emergency treatment

A child may only be enrolled at Goondiwindi Kindergarten Association Inc. when the parent has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent.

If the Director authorises ambulance attention, transport or medical treatment, a staff member will notify the child's parent as soon as possible.

Injuries

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

In the case of an incident requiring an ambulance or doctor, the Director will immediately authorise such help. Parents **must** agree to this upon enrolment.

All incidents are recorded and parents are asked to sign these forms when the staff members have informed them of the incident. 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.

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.

Sun protection

The staff will attempt to protect children from the damaging effects of the sun during their attendance at the Centre. To achieve this, the staff will:

- try to ensure that all children wear an appropriate wide brimmed hat at all times during outdoor activities
- request children and staff to wear clothing with sleeves while outdoors.
- request that all children are covered with a broad spectrum sunscreen lotion rating not less than 50+
- include in the program discussions about sun protection and encourage children to be independent in sun safe behaviour
- model sun-protective behaviour.

We ask you to:

- provide appropriate protective clothing for your child's use
- shirts/dresses with sleeves – hats with a broad-brim
- apply sunscreen to your child 20 minutes before arriving at the Centre
- or apply sunscreen at sign-in; otherwise your child will be restricted to play in shaded areas.

Emergency and fire procedures

Fire and other emergency evacuations (e.g. Lock Down) are practised once a term by staff and children at the Centre.

The fire evacuation procedure is displayed in the room along with an emergency evacuation map. Parents are encouraged to familiarise themselves with this information. If parents are in the Centre at the time of an emergency evacuation drill, it is essential they cooperate with the staff and follows directions to ensure a quick and safe evacuation.

Fire extinguishers and fire blankets are located in easily accessible places in the centre and are maintained accordingly. Refer to our Emergency Evacuation Plan for details of exact locations. All staff members undertake fire safety training. We also have lock down practises as well.

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 diarrhoea, vomiting and bad colds are sick. They should not be brought to the Centre. It is a condition of enrolment that you have alternative care arrangements when your child is sick.

If your child becomes ill at the Centre, staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child.

Common concerns

Vomiting

If your child is suffering from vomiting, regardless of the cause, they must be kept at home for 24 hours after the last occurrence of the vomiting.

Diarrhoea

Regardless of the cause, children must be kept away from the Centre for 24 hours, from the last occurrence, and have a normal bowel motion before they return.

Conjunctivitis

Children must be kept away from the Centre from the time medical treatment has started and until the discharge has stopped.

Ear infections

If there is a discharge, the child will need to be excluded.

Colds

If children are still able to cope with and enjoy a normal day, the child will not be excluded. In the case of more severe symptoms developing such as:

- thick green discharge
- persistent or deep cough
- wheezing
- fever
- listlessness or lack of appetite the child must be kept away for a minimum of 24 hours or until well enough to cope with a normal day.

The Lady Gowrie policy on giving of medication

Prescribed medication

Prescribed medication will **only** be administered as directed by the child's doctor or as set out by the doctor on the original medication bottle label issued by the pharmacist. The label must include the following information: name of the child, name of the drug, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label **we will not** administer the medication.

The dosage and time to be given must be entered into the medication register by the parent. Staff **will not** administer medication unless the parent indicates specific time/dosage. Recording "as required" will not be accepted.

Non-prescribed medication (including alternative therapies)

Non-prescribed medication (i.e. over the counter medications and alternative therapies) **will not** be given to any child unless prior written permission and instructions from your child's doctor have been received by the director/person-in-charge.

Paracetamol

Prior written consent is required for **one** initial dose of liquid paracetamol to be administered when the temperature of a child has exceeded 38°C.

Following the administration of only one dose of paracetamol, the parents/contact person of the child will be notified as soon as possible to collect the child. **No further doses will be administered without a doctor's written instruction.**

The parent is required to take the child to a medical practitioner for diagnosis if the fever continues.

*Authorisation for the initial dose is included in the enrolment booklet.

Please note:

All medication must be left in the designated areas for medication storage and a staff member informed. For the safety of children, under no circumstances is medication to be left in the child's bag, on top of lockers or any other unsecured location.

Clearance letters

A clearance letter may be required if the Centre staff are in doubt as to whether a child's health is of a suitable standard to return to the centre. We are at liberty to ask for a second opinion if we are concerned. A clearance form is available from the Centre to simplify matters for the doctor.

Administering puffers, spacers and nebulisers

Lady Gowrie policy in relation to puffers, spacers and nebulisers

- Parents must provide an Asthma Management Plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques.
- The individual spacer or nebuliser is to be supplied by the parent.
- A spacer must be used with a puffer for all children and a facemask is also required for children under three years.
- Nebulisers will not be administered more often than four-hourly. If more frequent use is required the child should not be attending the centre.
- The doctor's letter must be renewed every six months, if ongoing use is required.
- In the case of the child having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted or the child will be taken to hospital.
- You are required to show the staff member the procedure for using the nebuliser so that both staff member and child feel secure in using the machine.

Immunisation

Immunised children

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's vaccination certificate or personal health record is required for your child's file.

Please note that it is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation.

Non-immunised children

C&K requires a non-immunised child to be withdrawn from the Centre, in the event of an outbreak of a vaccine preventable disease, until the outbreak has cleared.

If your child is not immunised, you will be required to complete an agreement to "Withdraw a Non-Immunised Child" form stating that you will comply with this policy in the event of an outbreak of a vaccine preventable disease.

National Immunisation Program Schedule

From 1 July 2018



Age	Disease	Vaccine Brand
Childhood vaccination (also see Influenza vaccine)		
Birth	<ul style="list-style-type: none"> Hepatitis B (usually offered in hospital)^a 	H-B-Vax [®] II Paediatric or Engerix B [®] Paediatric
2 months Can be given from 6 weeks of age	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) Pneumococcal Rotavirus^b 	Infanrix [®] hexa Prevenar 13 [®] Rotarix [®]
4 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) Pneumococcal Rotavirus^b 	Infanrix [®] hexa Prevenar 13 [®] Rotarix [®]
6 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) 	Infanrix [®] hexa
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA) and medically at-risk children ^c	<ul style="list-style-type: none"> Pneumococcal 	Prevenar 13 [®]
12 months	<ul style="list-style-type: none"> Meningococcal ACWY Measles, mumps, rubella Pneumococcal 	Nimenrix [®] M-M-R [®] II or Priorix [®] Prevenar 13 [®]
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA)	<ul style="list-style-type: none"> Hepatitis A 	Vacqa [®] Paediatric
18 months	<ul style="list-style-type: none"> <i>Haemophilus influenzae</i> type b (Hib) Measles, mumps, rubella, varicella (chickenpox) Diphtheria, tetanus, pertussis (whooping cough) 	ActiHB [®] Priorix-Tetra [®] or ProQuad [®] Infanrix [®] or Tripacel [®]
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA)	<ul style="list-style-type: none"> Hepatitis A 	Vacqa [®] Paediatric
4 years	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), polio 	Infanrix [®] IPV or Quadacel [®]
Additional vaccines for medically at-risk children ^c	<ul style="list-style-type: none"> Pneumococcal 	Pneumovax 23 [®]

If you have any questions contact your GP or local Child Health nurse. For more information go to: www.beta.health.gov.au.

Exclusion times for communicable diseases

Queensland Health produced a 'Time Out' Poster for communicable diseases. This is the guide Lady Gowrie Goondiwindi Kindergarten Inc. uses for exclusion periods for a child with a communicable disease at our kindergarten.

Please refer to the exclusion guidelines in the 'Time Out' Poster if your kindergarten child or an immediate family member contracts a communicable disease. (See email attachment 'Time Out Poster')

You **MUST** notify the Kindergarten if your child contracts a communicable disease.

Food and nutrition

We encourage children to eat healthy foods. Fruit, vegetables, yogurt, cracker biscuits, cheese and sandwiches are suggested as appropriate morning tea snacks. We suggest a healthy lunch of sandwiches, salads, pita bread, fresh/dried fruit, pasta, rice or yogurt. No lollies or soft drink please.

Safety at the centre - workplace health and safety

The safety of your child is of paramount concern to us. On a daily basis staff carry out routine procedures to ensure an optimal level of safety is maintained. Such procedures include: raking sandpits to check for foreign objects or animal faeces, 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 a syringe and/or packaging found discarded on centre grounds or within close proximity to the service, as per Lady Gowrie'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 staff to hold a current senior first aid certificate.

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

Persons authorised to collect children

Children must be collected and signed out of the centre by an adult. At the time of enrolment, you must provide the names, addresses and telephone numbers of persons authorised to collect your child. It is your responsibility to notify the centre of any changes in this authorisation. The centre requires the signature of all persons authorised to collect your child. Children will only be released to the authorised signatories nominated on your child's file. Your child will **not** be released on your verbal instruction (i.e. telephone) to any adult.

Delivering and Picking up your child

Arrival

Children will only be received into the care from a responsible adult.

All children must be signed in on the Sign In/Out Register next to their child's name – noting the time of arrival and responsible adult's **printed** name and signature. Please ensure you print your name, as some signatures are illegible.

ON ARRIVAL, Parents please

1. Make contact with staff. **Parents are to ensure that a staff member is aware of the presence of their child.**
2. Discuss special instructions with the teacher present e.g.
 - . departure arrangements
 - . medication
 - . health of child overnight
3. All relevant information including medical/Food requirements; variation to time of departure and Authorised adult to collect child, must be conveyed to staff and documented in the comments column of the Sign In/Out Register or to other relevant records.
4. Parents are to encourage the child to
 - . place morning tea in the appropriate box
 - . place lunch in the refrigerator
 - . place hat onto child's head or in hat basket
 - . place unpacked bag and other belongings in child's locker
 - . proceed to bathroom to **wash hands.**
5. Sign in child and note in comments column any special instructions.
6. Farewell child and staff.

Please make some form of farewell to the staff member to acknowledge the child is now in the care of the centre staff.

No home toys should be brought to the Kindergarten. Loss or damage to such is the responsibility of the family **NOT** the Kindergarten or staff.

Departure

Children will only be given into the care of an appropriate and responsible adult (over the age of 18 years) listed with full details in the authority to collect section on the child's enrolment form and who is recognised as such by a staff member.

Parents are to ensure that a staff member is aware they are taking a child/children from the Kindergarten.

AT DEPARTURE, Parents please

1. Make contact with staff.
2. Greet child.
3. Assist child to collect belongings from
 - Locker, ensuring locker is cleared.
 - Staff – any medicines.
4. Sign out child taking note of anything in the comment column.

The responsible adult must print name and sign the child out of the Kindergarten in the appropriate Signing In/Out Register. Once a child has been signed out they then become the responsibility of the authorised adult. Staff cannot leave other children unsupervised. The Kindergarten's notice board and both pockets are to be checked by an adult for information regarding the child and the child's day.

5. Farewell staff.

Custodial and resident conflict

Parents who wish to restrict another parent or family member from collecting their child must provide a certified copy of any court order (stamped with an official seal) to the centre upon enrolment or immediately following issue by a law enforcement agency.

Staff will respect and adhere to the restrictions stated in the order while respecting each individual's right to privacy. Should a restricted person attempt to collect the child, the director will secure the safety of all children, staff, parents and visitors, and notify the police. The resident parent will then be contacted.

Should a resident parent not have a court order and a restricted adult attempts to collect the child, every effort will be made to delay the restricted adult while the resident parent is contacted.

Keeping animals

When keeping animals as pets in a kindergarten environment, careful consideration of Lady Gowrie's policy regarding the keeping of animals must be given to ensure the safety, health and hygiene of children, adults and pets.

Pets must be kept in a secure and appropriate surrounding that allows for supervised child access only. Strategies and practices should be discussed between parents and staff. These include:

- safe and hygienic handling and feeding of animals
- strict hand washing guidelines
- hygienic handling of animals' food and drink containers and bedding
- daily cleaning of cage/enclosure.

Section 4: Embracing Diversity

Our Diversity Philosophy

Goondiwindi Kindergarten Association Inc. appreciates respects and encourages individuality and interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with a disability or additional needs. Please see our philosophy on page 7.

Children with additional needs

Goondiwindi Kindergarten Association Inc. provides an inclusive environment and program to meet the different and diverse needs of all children and their families accessing our service.

Following an interview with the parent and child, the Director, together with the parent/s, will collaborate to make program plans and modifications where appropriate. The Director will communicate with the Early Education Consultant (EEC) and related services in order to make an appropriate decision regarding funding requirements and any environmental alterations required.

The centre will arrange appropriate additional support and training for the staff, families and children as the need arises. The sharing of information between the teaching team and the child's medical and support services is encouraged in order to support the child's total inclusion.

Cultural diversity

Goondiwindi Kindergarten Association Inc. recognises and celebrates the multicultural nature of our community and aim to create an environment and curriculum that embraces cultural diversity. We value each child and family's culture and beliefs. All parents are encouraged to communicate any concerns or considerations with staff upon enrolment and on a daily basis.

The Centre has a Reconciliation Action Plan (RAP) in place. The RAP lists the actions that the Kindergarten, as a whole, would like to complete throughout the coming year. It lists how the staff, committee and local elders will ensure students have an understanding of the local traditional owners of the Goondiwindi area and gain a understanding of how aboriginal people have a connection to the land in their local area.

Alongside these programs/plans, children will learn how, as a student of the Kindergarten, they can acknowledge the traditional owners of the land on which they learn in many ways, which begins the reconnection and reconciliation process between local traditional owners and our local community.

Equity

Goondiwindi Kindergarten Association Inc. is committed to and firmly believes that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to improve life, education and career choices for all children, we encourage them to participate in a range of activities, which will promote their optimal development.

Section 5: Family Involvement and Communication

We value your input

Our centre values your involvement. We have an “open door policy” which means you are welcome to visit and spend time with your child throughout the day, in consultation with the centre staff.

Ways parents can be involved include sharing your skills (cooking, storytelling, music, woodwork, puppet making, art), helping with excursions, fundraising or social functions. Please feel free to offer suggestions or ideas of how you would like to be involved.

Family information nights and morning teas provide other opportunities for involvement and are a great way to meet with other families.

Once your child begins the kindergarten program, please feel free to spend time settling your child in and becoming familiar with the staff and program.

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

When you bring your child to the Centre at the start of each session, please bring your child into the room and sign them in. This also gives you a chance to pass on information to the teacher (e.g. tired, birthdays, family upsets etc).

When you pick your child up from Kindergarten it is essential that you sign them out. Signing in and out each session is a requirement of the Crèche & Kindergarten Association. These sign in and out sheets are regarded as a legal document.

At any time please feel free to come and talk to your teacher about any concern you have about your child’s progress and development, or the running of the Centre.

At the end of Term 3, parents are invited to make a time to formally discuss their child’s progress.

Parent responsibilities

It is the parent’s responsibility to:

- notify the Director of any change regarding information recorded about a child
- read all information relating to the Centre in order to become familiar with policy information
- comply with relevant health and hygiene policies of the Centre
- sign all enrolment forms (by both custodial parents), including the indemnity clause (a condition of enrolment) and return these to the director
- update the Director regularly about the immunisation status of their child.

Parent Code of Conduct

Parent Code of Conduct: A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner **and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.**

Voluntary Management Committee (VMC)

Goondiwindi Kindergarten Association Inc. values your involvement and participation. One way you can participate is through the Voluntary Management Committee. Goondiwindi Kindergarten Association Inc. is a community-owned Centre operated by a Parent Committee. It is affiliated with Lady Gowrie. All profits are put back into the Centre, as it is a not-for-profit association.

Our Annual General Meeting will be held on

Monday 21st February 2022 at 7.00pm.

What is the Voluntary Management Committee and what is its' role at the Kindy?

The Voluntary Management Committee (VMC) is formed by parents of children currently attending or interested members of the community. There are usually eight positions on the VMC. The VMC meets once a month and are responsible for:

- general management and financial matters of the centre.
- following the rules of the association/constitution lodged with the Department of Fair Trading.
- ensuring the centre is meeting Lady Gowrie affiliation standards so the centre continues to receive QKFS funding.
- the employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements.
- legislative requirements affecting the centre including the Child Care Act (2002), the Child Care Regulations (2003) and other legislation such as Child Protection and Workplace, Health & Safety legislation.
- building and playgrounds.
- promoting the centre within the community.

Elections take place at the Annual General Meeting (AGM) and any decisions made by the VMC are based on a majority vote of the Committee.

The executive of the VMC consists of the President, Vice President, Secretary and Treasurer. Other positions, such as Fundraising Coordinator, OH&S and General Member, that involve varying levels of commitment and specific skills, also play an important role within the Committee.

If you are elected to the VMC, you will be asked to lodge a Blue Card application if you do not already hold one. This cost will be paid by the Kindergarten. All Committee members must pass this suitability check before taking on their role.

Roles and Responsibilities of Office Bearers

President

- provides leadership to the management committee
- liaises with directors & administrator
- acts as chairperson at meetings
- delegates responsibilities
- ensures that decisions are made and carried through
- acts as spokesperson to the public

Vice President

- supports the role of the president and adopts the president's role in their absence
- accepts the delegation for special projects as required (e.g. maintenance, marketing and promotion)

Secretary

- prepares a written agenda for meetings in consultation with the president
- records and distributes meeting minutes
- records all incoming correspondence in a register
- presents actual correspondence to the meeting and responds to correspondence as agreed by the management committee
- maintains official files
- completes all forms

Treasurer

- responsible for maintaining financial accounts of the centre including banking, term deposits, fees, budget etc
- ensures that all accounts are paid
- responsible for presenting monthly bills for payment and financial summaries at each monthly meeting
- together with the committee, develops the budget for the following year
- Goondiwindi Kindergarten Association Inc. currently employs an administration officer who requires the direction of the Treasurer and is directly accountable to the committee

Fundraising Coordinator

- prepares an annual program of fundraising– organising and delegating duties for these functions

Workplace Health and Safety Representative

- Carry out regular safety checklists. Liases with Director on required maintenance tasks
- Prepares monthly report for the committee meeting
- Ensure the centre complies with current regulations

General members

- form part of the management committee and have input into the management of the centre – by attending meetings regularly
- will be involved in the social, fundraising and maintenance activities
- may be part of any necessary sub committee
- advertising Kindy programs and happenings

Communication with parents

Emails/Facebook/Website/Pockets

Daily emails are sent out to each family. These may include reminders of upcoming events, current issues in early childhood, possibly favourite songs, rhymes, stories and other information the staff think may be of interest to you.

Teachers also use Facebook to communicate the events or activities that occurred at Kindy on that day. Please sign up to our Kindy Facebook page so that you can enjoy posts about your child's day.

Our Kindergarten has a website with general information about us. Feel free to have a look.

There are one set of pockets located in the sign in area near the gate. The set of pockets are for the committee and staff to pass on information (e.g. term fees, newsletters, information about events, meetings and programmes). **Please check daily.**

Noticeboards

Information about early childhood issues, theatre productions, parent information nights, community events and other relevant items will be displayed on the noticeboard in the Waiting Area. Please take the time to read notices regularly.

Daily feedback

A daily email is sent with a summary of the days program with a small selection of photos. Staff may also verbally consult with parents at arrival & pick up or by email or phone for private matters.

Concerns and Complaints (Grievance Procedure)

If a parent has a concern or complaint they should first talk respectfully with the person directly involved with the grievance.

If you have any concern relating to the care of your child, a staff member, another child, please see the Director.

Parents and children will not be discriminated against or suffer any repercussions if they make a complaint.

The complainant will be informed of the way the complaint has been addressed and the progress of the resolutions.

Parents who have complained against a staff member will be told of that staff member's response. Staff will be entitled to representation under the applicable Award and will have their rights protected at all times.

The rights of all in the Centre are respected and no visitors or parent/s may reprimand staff or other children.

We hope that all concerns of parents can be satisfactorily met, however, if you are unhappy with the result of the complaint handling you should approach the Early Education Consultant (EEC) and C&K, identifying yourself and the concern you have. The EEC for this region is Debra Verstege and she can be contacted on **0488 031 046** or by **email: debra.verstege@ladygowrie.com.au**

After discussion with the parent, Director, the VMC President and the person whom the complaint is made against, the ECEC will investigate the complaint focusing on the issue of concern.

Finally, if a parent is not happy about the resolution of their complaint, they may contact the Office of Early Childhood Education and Care.

A register of complaints *will* be kept at the Centre, to enable us to review Centre practice and plan better for client needs.

Section 6: Our Commitment to Quality Care and Highly-Skilled Staff Members

Licensing

Goondiwindi Kindergarten Association Inc. is licensed under the *Child Care Act 2002* and follows the *Child Care Regulations 2003*. The Centre must meet the requirements for activities, experiences and programs, numbers of staff members and children, and staff members' qualifications according to the legislation.

The Office of Early Childhood Education and Care (ECEC) for the Darling Downs/South West Queensland region's phone number is **(07) 4616 3791**.

The Toowoomba-based representative of the ECEC monitors the Centre on behalf of the Queensland Government. The ECEC representative for this region is **Amy Cook**.

The regulations are freely available at the Centre for parents and staff to access at any time. The Centre's licence will be displayed in a prominent place. The licence outlines the maximum number of children that can attend the centre at any one time.

Our Teaching Team

A key indicator of a quality early years program is highly qualified staff. All staff directly working with children at Goondiwindi Kindergarten are qualified (or studying towards) an appropriate early childhood qualification.

It is a Lady Gowrie requirement that all permanent staff maintain a current Senior First Aid/ CPR certificate and also have up-to-date training in Asthma and Anaphylaxis management.

All staff working in the Centre will also have a positive notice, more commonly referred to as a Blue Card. These Blue Cards are renewed every two years when a staff member has a clear criminal history check.

All staff members working in the Centre are trained in Child Protection procedures and are mandated to report suspected child abuse.

Director or Co-Directors/ Early Childhood Teacher

The Director is the person in charge. The Director will hold a four-year university level, Early Childhood Teaching qualification and are registered with the Queensland College of Teachers. All aspects of the effective day-to-day operation of the centre rely on the Director. They have a wide range of teaching and managerial skills in relation to:

- supporting families by providing high quality education and care
- overseeing the development, implementation and evaluation of the curriculum
- implementing sound policies and high quality practices
- supporting, mentoring and managing of staff
- supporting staff growth – professional development
- promoting a sense of community within the centre
- marketing the centre, and C&K, to the wider community.
- Ordering of supplies and equipment

Educators

Under the teacher's direction, Assistants work with all of the children and support the teacher in implementing the care and education program. Educators will hold, or be studying towards, an early childhood certificate/qualification.

Sometimes children that have additional needs require an educator to be employed to help facilitate their inclusion in program. The educator works in cooperation with the teacher, other educators and specialists. The educator may hold or be studying towards an early childhood qualification in addition professional development undertaken in the specific area of additional needs.

Teacher/child ratio

A high teacher/child ratio allows teachers the individual time to spend with your child. Our Lady Gowrie kindergarten has three teaching staff for 22 children.

Staff professional development

Goondiwindi Kindergarten Association Inc. believes that ongoing staff professional development is essential for high quality practice. We actively promote and support the ongoing professional development of all staff members by encouraging their attendance at courses, seminars, workshops and conferences. Staff members at Goondiwindi Kindergarten Association Inc. are encouraged to develop an ongoing approach to their own professional development. Directors are required to do two and half days of inservice. Educators are encouraged to partake in professional opportunities as they present annually.

Student placements

Goondiwindi Kindergarten Association Inc. recognises the importance of contributing to the ongoing training and development of high quality children's services staff by accepting student placements in our centre. Students are supervised by centre staff, the director and by their placement coordinator.

Students (as well as volunteers and other centre visitors) are constantly supervised during their visit to the centre 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.

Work experience and other students

Goondiwindi Kindergarten Association Inc. supports the inclusion of work experience school students in the educational program. This can be arranged upon request from a school liaison officer and in consultation with the director.

Volunteers

Goondiwindi Kindergarten Association Inc. may accept placement of volunteers, following an investigation of their commitment and personal qualities, background and attributes. All volunteers must hold a blue card. Volunteers work under the guidance of qualified staff.

Section 7: Enrolment, Fees and Administration

Fees Deposit prior to Enrolment

A Fees Deposit of \$200 is required at the time of acceptance of your child's position. The Fees Deposit will be refunded to families and will be deducted off fees in Term 4.

Families who leave the centre prior to Term 4 will be eligible for the refund as long as they have provided the centre with two weeks written notice of intent to leave. No refund is available to families who leave the service prior to this period or whose account is in debit.

Giving notice

Parents are required to give two weeks notice in writing to the Director if it is their intention to leave the Centre, otherwise, two weeks fees will be charged in lieu of notice. Where notice is not given, full fees will be charged for the two weeks notice that is required.

Payment of Kindergarten fees

At the end of each term, the Office Manager will email your invoice for the next term fees.

Fees MUST be paid upfront for the full term by the due date of each new term or fortnightly payments can be arranged at the beginning of the year. Failure to make fee payments, could result in the loss of your child's place at the Centre.

A detailed Fee Structure has been posted to you. Please refer to this in relation to the amount each family will be required to pay each term, which takes into account the age of child and rebate entitlements.

The administration procedure for fees in arrears is as follows:

- A reminder invoice will be generated for all accounts that remain unpaid once the invoice due date passes
- Should fees become in arrears by one week with no prior agreement between Parents and Administration Officer, the President in accordance with our Fees Policy will issue a standard letter of demand. This payment must be made within one week of the issue of this demand.
- Should fees become in arrears by two weeks (with no prior agreement), the Enrolment will automatically cease and debt collection procedures put in motion.

Please note: If you are experiencing difficulties making payments, please contact the Office Manager to discuss how your account can be settled.

Fees are payable on all sick days, public holidays and family holidays that occur during the term.

Payment options

You can choose to pay your fees by cheque, cash or EFT to the Kindergarten Bank account. Cheques or cash for the correct amount must be placed in the Fees Box in the front entry. Please do not hand fees to teaching staff.

Waiting List

The Waiting Lists for future years are now open. Children are entered on the Waiting List when a parent signs the form and the waiting list fee of \$5.50 is paid.

Priorities for enrolment at the Goondiwindi Kindergarten are as follows:

1. Children ineligible for the Prep year, already enrolled in the Centre, will have priority of placement in the following year;
2. Kindergarten age-appropriate child (a child turning 4 or 5 from July to June of that cohort year)
3. In **certain circumstances**, a child of prep age, already enrolled, may be considered as a priority placement for an additional year. **This must be discussed with your teacher, ECC, the Office of Early Childhood Education and Care representative and other professionals;**
4. Date of entry to waiting list;
5. Any requests for variation of attendance must be **submitted to the committee in writing** for consideration at the next committee meeting.

Fundraising

Fundraising is vital to the running of our Kindy. The QKFS funding and your fees cover the day-to-day running costs of the Centre. It does not cover the improvements in buildings, grounds and resources, all of which are vital for a vibrant centre.

The Goondiwindi Kindergarten Association Inc. hosts a 'Kindy Dinner' each year. This is our major fundraiser each year.

Other fundraising activities are held throughout the year where the VMC asks for parent helpers.

Notification of sick days

If your child is going to be away from Kindergarten due to illness, please notify the Centre of this absence and the reason for the absence. This helps with awareness of infection risks. Fees are payable on all sick days. Make-up days or swap days are not offered to replace absences for any reasons.

**We look forward to you becoming
part of our Lady Gowrie Goondiwindi
Kindergarten family.**