

Our Lady of the Sacred Heart Catholic Kindergarten



Catholic Education
Diocese of Rockhampton



Our Lady of the Sacred Heart Catholic Kindergarten

Hours of Operation

Monday – Thursday 8:35am – 3:00pm

Contact Details

Kindergarten Teacher Director: Belinda Smith

Kindergarten Teacher Assistant: Kristie Fletcher

Address: Gap Street

Email: olshs_elc@rok.catholic.edu.au

Website: <https://www.rok.catholic.edu.au/our-schools/kindergarten/>

Phone: 4994 9360 Mobile: 0428 582 173



Early Learning & Care



CATHOLIC EDUCATION – DIOCESE OF ROCKHAMPTON

OUR VISION

*Inspired by the person and teaching of Jesus Christ,
We serve the communities of the Catholic Diocese of Rockhampton*

OUR MISSION

Providing:

- Life-long faith education
- Religious Education
- Relevant, holistic, quality education

Assisting all in their search for meaning for life.

PHILOSOPHY STATEMENT

We believe our environment offers:

- Engagement of the child in meaningful real-life experiences as well as encouraging them to effectively participate in our rapidly changing and globalised world.
- The children engage in contexts that provide for learning about justice, peace and ecological sustainability.
- Opportunities for learners to be actively involved in gathering and processing information about their environment.
- Supportive and respectful contexts where everyone's ideas and misconceptions are challenged.

We believe children:

- Possess a natural curiosity and wonder about their world and their God.
- Are all able and competent.
- Engage with their world through a diversity of learning styles.
- Are unique.
- Are part of a wider cultural community.
- Bring prior knowledge and past experiences to every learning experience to construct meaning.
- Have the right to access an education that provides them with the necessary knowledge and skills to participate fully in their world.



We believe that in our relationship with families:

- Educators should engage in meaningful partnerships.
- That sharing in open communication with parents and carers, allows us to gain an insight into the child as a learner.
- It is important to strengthen connections with families through regular conferencing and interactions.
- We value the contributions of families as it facilitates in the building of partnerships and community.
- Establish cultures where we learn from one another.
- Collaboratively make decisions – shared wisdom approach.
 - Provide professional support to one another.
 - Seek out latest developments and research with regard to early childhood education.



In relationships with community, we believe in:

- A culture of community where all members' contributions are valued.
- Deeper understanding and relationship building with the extended community.
- Involving community members in decision-making therefore providing multiple perspectives and insight.
- An essential connection with the diocese, parish and school.

Therefore, we see our role as educators, to:

- Respect the integrity of every child and family.
- Form positive relationships with children and their families.
- Acknowledge and partake in inclusive practices that are responsive to the diversity of learners.
- Offer a multiplicity of rigorous experiences that challenge and inspire the learner.
- Provide well-informed learning practices that are reviewed regularly to ensure relevance.
- Build positive and meaningful relationships with every child and family.
- Allow time to wonder and build a relationship with God.
- Nurture the innate spirituality of all those who are members of our centre community.
- Ensure the wellbeing and holistic development of the child.
- Co-create playspaces where the contributions of children are given priority.
- Encourage learners to express their ideas, ask questions and offer responses.
- Actively respond to those contributions.
- Respect every child's history, culture and community.
- Provide continuity and routine.
- Provide an extensive range of teaching and learning principles where children are challenged and supported to deepen their understandings.
- Ensure safe and ethical practices are in place.
- Model and engage in reflection with children.
- Commit to ongoing critical analysis of practice and professional development.

In this document, when we refer to 'parents', this also includes 'carers' and extended family who have the responsibility of primary care of their child.



STATUTORY AUTHORITY – ACECQA

Email: enquiries@acecqa.gov.au Phone: 1300 422 327

ACECQA's office is open Monday–Friday 9am–5pm AEST.

Address: Level 6, 175 Liverpool Street
Sydney, NSW 2000

Postal Address: PO Box A292
Sydney, NSW 1235

CENTRAL GOVERNING BODY – QCEC

As we are affiliated with Catholic Agencies across Queensland, our Governing Body for kindergarten centres is the Queensland Catholic Education Commission (QCEC) in Brisbane. In addition, all our charity-based kindergartens are managed through our Rockhampton Catholic Education Office (RCEO).

QCEC

Penola Place
Level 3/143 Edward Street
Brisbane QLD 4000

Postal Address
GPO Box 2441
Brisbane QLD 4001

Phone: (07) 33165800
Web: www.qcec.catholic.edu.au/

Catholic Education – Diocese of Rockhampton

143 West St
Rockhampton QLD 4700

Postal Address
PO Box 524
Rockhampton QLD 4700

Phone: (07) 49948000
Email: kindergarten@rok.catholic.edu.au
Web: www.rok.catholic.edu.au

REGULATORY AUTHORITY

Department of Education Early Childhood Education and Care contact details:

PO Box 15033
CITY EAST QLD 4002.
ecec@qed.qld.gov.au
13 QGOV (13 74 68).

GOVERNANCE

Welcome to Our Lady of the Sacred Heart Catholic Kindergarten

Kindergarten centres are managed by the Rockhampton Catholic Education Office (RCEO) for and on behalf of the Approved Provider – The Roman Catholic Trust Corporation for the Diocese of Rockhampton. The teachers working closely with the Early Learning & Care Coordinator and Assistant Director: Administration are responsible for the overall operation and management of the centre. Additionally, centres and families are provided with ongoing support through the Catholic Education Office.

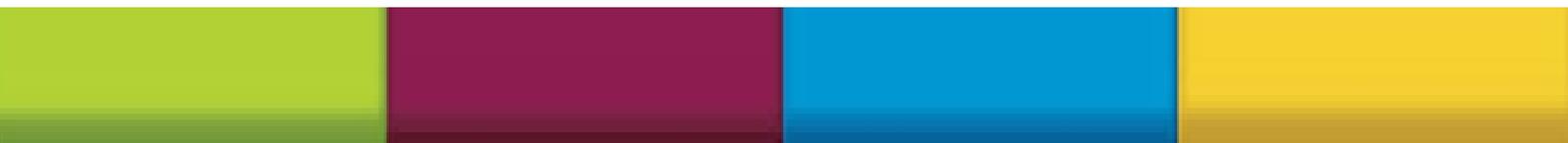
The centre aims to provide play-based learning experiences for children in the year before the preparatory year of schooling. It is through the dedication of our highly qualified staff that we can support every child's spiritual, physical, social, intellectual and emotional abilities.

As an approved kindergarten centre, we are committed to the following:

- Advocating for the rights and best interests of the child;
- Viewing children as successful, competent and capable learners;
- Promoting equity, inclusion and diversity;
- Valuing Australia's Aboriginal and Torres Strait Islander cultures;
- Respecting and supporting the role of parents and families;
- Providing best practice through the provision of a four year University Qualified teacher and qualified educators;
- Communicating regularly with families;
- Providing a program that supports children's early learning with a focus on early literacy and numeracy, building positive relationships with others, emotional well-being, motor development and wonder about their world and God.

(Please refer to our centre's philosophy for a comprehensive statement of beliefs)

Please take the time to read this handbook as the following information has been prepared to assist you and your child's transition into kindergarten.



The centre is required to adhere to a number of guiding documents to fulfil its commitment as an 'Approved Kindergarten' and QCEC affiliated kindergarten. These include: policies and procedures, the 'Education and Care Services National Law and Regulations', 'The Queensland Kindergarten Guideline', 'Spirituality in the Early Years Framework', 'The Child Safety Curriculum (Early Childhood)' and a 'Quality Improvement Plan'. All documents are available to families on request.



Please notify the service if you require an interpreter service to engage with these or any other documents.

SCHOOL BOARD

We believe that parents' contribution to the centre is vital in the ongoing success of the centre's operation and delivery. The School Board plays an important role in providing a parent perspective and offering a voice for families. We have a significant connection with our Catholic School and endeavour to work collaboratively with the school to ensure children and families are part of the wider school community.

The School Board aims to ensure that effective communication exists between all key stakeholders of the centre. Relevant information pertaining to the centre may be tabled at the School Board meetings through your teacher, written correspondence or parent representative. Please contact our kindergarten teacher if you wish to be involved in this body.



FUNCTIONS OF THE SCHOOL BOARD

- To liaise with the centre, school and other relevant bodies so that mutual understanding of the centre exists and opportunities to work together are identified.
- To assist management to identify any particular needs or issues relevant to the centre and assist in the development of solutions.

QUALIFICATIONS

Our centre has one University Qualified Primary Teacher and an Assistant who has a certificate III and Diploma in early childhood education and care. At all times, there will be a nominated supervisor (designated teacher) or delegated experienced educator responsible for the day-to-day operations of the centre. Additionally, information regarding the person who is in the role of the 'Responsible Person' will be clearly displayed for all families to view.

It is a legislative requirement that ratios are maintained at a level of one educator for every 11 children.

FAMILIES AND COMMUNITY

PARENT INVOLVEMENT

Our centre has an 'Open Door Policy' to authorised family members, which means you are most welcome to join in our kindergarten program with your child.

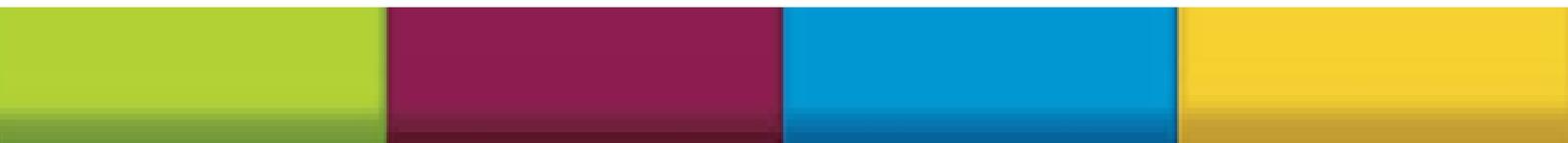
A continuing exchange of ideas and information is important and enhanced with open communication and we welcome any suggestions or comments you may have.

Your involvement in the centre can vary depending on your availability. Any contributions of time or donations (e.g. containers for collage, dress-ups, old kitchen utensils for sand play etc.), will be very much appreciated. Some of the ways you can become involved in your child's kindergarten experience, include: story-telling; assisting with preparation of resources; sharing any talents/interests that you may have; participating in working bees; demonstrating a skill that you may have such as cooking; carpentry etc. with the children; offering your professional knowledge with educators and children; partaking as an active Board member; supporting children in the experiences etc.

As parents of children enrolled at our kindergarten, staff recognise that you are the primary educators and carers of your child. The participation of parents can help ensure that the centre is responsive to the needs and wishes of families.

PARENT/CARER RIGHTS

- To know that your child is in a safe and welcoming environment
- To visit the centre prior to your child commencing, during the child's attendance and at other times to discuss your child's progress with educators
- To expect support in your role as the primary educator and carer of your child;
- To view and contribute to the centre's philosophy and goals
- To view and contribute to the review of Policies and Procedures that oversee the operation of the centre
- To be involved in the growth and development of the centre and provide feedback;
- To receive regular information from the centre, be it by print, electronic media or other means that are deemed appropriate for individual family's needs (e.g. where English is a second language)



- To collaborate and consult with staff regarding your child in a confidential environment
- To be provided in the enrolment package, the centre's contact details, opening times, grievance procedures and any relevant governing authority information
- To receive information on workshops, functions and any other information which may be of benefit to your family or impact on care practices
- To receive updates on current research regarding health and safety practices (e.g. immunisation, sun safety, nutrition, best sleep practices etc.), child development and play, as made available to the centre
- To express concerns according to centre Policies and Procedures, and have these addressed in a timely and respectful manner
- To be informed of contagious diseases that may have been identified at the centre;
- To be informed of emergency, lock-down and evacuation procedures
- To access current information about community services and resources to support parenting and well-being
- To have access to the records and planning kept in relation to your child
- To receive the 'Dealing with Medical Conditions Procedure' if your child has a medical condition that requires a management plan
- To view up-to-date information on staff qualifications, the name, contact details and position of the responsible person on duty, Nominated Supervisor, Approved Provider and Educational Leader
- To view and contribute to centre programs
- To be involved in the ongoing 'Quality Improvement Plan' process and view the outcome of this cyclic review process incl. the centre's Assessment and Rating



PARENT/CARER RESPONSIBILITIES/CODE OF CONDUCT

Parents/carers

- Have a personal responsibility to enrich the centre by their support and cooperation, utilising the structures offered for parental participation, and to assist the centre in remaining faithful to the principles of Catholic Education
- Have a responsibility to support the efforts of staff in maintaining a safe and respectful environment for all children
- Support the Christian ethos and values of Catholic Education – Diocese of Rockhampton
- Respect and accept the individuality of all children attending the centre
- Engage with other children and all attending the centre in a friendly and respectful manner

- Avoid inappropriate use of language, tone/volume of voice and physical contact whilst at the centre
- Follow the centre's Policies and Procedures e.g. Child Protection and Health and Safety Procedures
- Ensure the confidentiality and respect of children, educators and families as they engage in experiences at the centre
- Follow the Family Grievance Procedure and/or Volunteers notification of any incidents/concerns at the centre
- If requested to leave the centre by the Nominated Supervisor or delegate, please do so in a timely and respectful fashion
- Work cooperatively with staff in developing and implementing a Resolution Management Plan, as required
- To sign children in and out on a daily basis and to make sure no unauthorised person is sent to collect a child without first providing written approval
- To notify the centre of any contagious disease or illness that your child may have been in contact with or has contracted
- To keep your child home if you are aware or ought to reasonably know that your child has, or may have, a contagious condition (Public Health Act s 161)
- To value the individuality and uniqueness of your child and other children attending the centre
- To approach the teacher if there is a concern involving another child;
- To collect children by the centre's closing time
- To notify staff of any medical/dietary or personal needs of your child through regularly updating your child's enrolment information in writing
- To notify the staff in writing of changes to or cancellations of bookings
- To make regular payments of fees and to ensure accounts are settled in full (and if applicable, pay any outstanding fees e.g. a late fee)

With regard to the above Rights and Responsibilities, all stakeholders are encouraged to sensitively address any concerns, whilst respecting the dignity and well-being of all involved. The Early Learning & Care Coordinator is also available to support children, families and educators through this process – 07 49948095.

It is essential that all such processes be undertaken in a respectful and professional manner. Signed and dated hard copies of all letters, meeting notes and records of conversations will be kept on file.

The Nominated Supervisor has authority to address behaviours and conduct which may include the decision to suspend or terminate an enrolment for any cause judged to be sufficient.

PARENTS CONCERNS AND FEEDBACK

The centre welcomes family feedback and ideas for the future development of the program. Upon enrolment, parents are given written information encouraging them to develop open communication with staff. If parents wish to raise a concern, please advise the teacher as soon as possible so that all those involved can work together to find positive solutions. The teacher will organise a time that is convenient for all involved to discuss any concerns or feedback. If necessary, the teacher will arrange for an investigation into any complaint and take reasonable actions to resolve issues raised.

It is a parent's right to contact the centre's management and the relevant government agencies if they have any concerns. All those involved in any grievance procedure are expected to behave in an appropriate manner. In order to ensure confidentiality and to respect the dignity of those involved in the process, discussions relating to a grievance should not be discussed within the vicinity (hearing distance) of children or parents and staff not directly involved.

Family Grievance Procedure:

- If you, as a parent/carer have concerns pertaining to the centre, you are encouraged to raise the matter with the kindergarten teacher.
- If your concern is not resolved, you can contact the Early Learning & Care Coordinator at:

Address: 143 West St, Rockhampton, QLD 4700

Postal Address: PO Box 524, Rockhampton, QLD 4700

Email: kindergarten@rok.catholic.edu.au

Phone: 07 49948095

- If you consider that the Early Learning & Care Coordinator did not adequately address the concern, you can contact, in writing, the Assistant Director: Administration, at the above address.
- In the event that you are not satisfied with the outcome, the following authorities may be of assistance:

Department of Education Early Childhood Education and Care

PO Box 15033

CITY EAST QLD 4002.

ecec@qed.qld.gov.au

13 QGOV (13 74 68).

Australian Children's Education and Care Quality Authority

Address: Level 6, 175 Liverpool Street, Sydney
NSW 2000

Postal Address: PO Box A292, Sydney NSW 2000

Address:

Email: enquiries@acecqa.gov.au

Phone: 1300 422 327

METHODS OF COMMUNICATION

Where possible, it is valuable for families and teachers to share in regular communication about a child's learning and development. It may also be necessary for educators and families to meet to discuss confidential and sensitive matters. The centre values the contributions of families and their knowledge of their child and meeting times will be organised at a parent or teacher request to engage in quality dialogue about a child.

The centre may use a variety of media every term to keep parents informed of changes happening in relation to legislation or centre operations, introducing new staff, updating information on staff professional development as well as any other information relevant to the children and the centre.

From time to time, important information will be displayed for families at the centre, associated school, Catholic Education or parish newsletters. In our designated parent information area you will find a selection of brochures and fact sheets on various topics relating, but not limited to, child development, child protection, health and nutrition, bullying, inclusion, diversity and community resources.

All families have access to our online Family Portal where relevant information is available regarding parenting, child development, environmental considerations etc.:

<https://sites.google.com/a/rok.catholic.edu.au/rok-elc-family/>

We also encourage parents to look at our collections of pictures and other items of interest created by the children and displayed throughout the centre.



COMMUNITY INVOLVEMENT

Where possible, our program includes events, celebrations, knowledge and cultural experiences from the wider community. We are very excited about exploring the unique cultures of all our families.

Families are also asked to share their understanding of their local community with the centre so that these can be embedded into the daily program.

EARLY LEARNING LANGUAGES AUSTRALIA PROGRAM

The kindergarten participates in an Ella, this is a Japanese Language Program where children are encouraged to learn this language as part of the everyday kindy program. Learning a language from an early age has many benefits, including:

- development and strengthening of literacy skills that are transferable across other areas of learning
- enhancing communication and social skills
- improved critical thinking and problem-solving skills

- becoming aware of and developing an understanding of other cultures and peoples
- preparing children for positive language learning experiences at school.

OUR CHILDREN

RESPECT FOR CHILDREN

Our Kindergarten is a place where the children, teachers and parents are respected for their individual differences and the unique qualities each and every one of them make to our community of learning. Our daily programmed-experiences focus on the learning and development of each child and acknowledge that all children are on their own journey.

The dignity and rights of the child are respected at all times. The centre promotes positive relationships and citizenship and therefore supports children in making responsible decisions and choices.

Physical, verbal or emotional punishment including corporal punishment or discipline that humiliates, frightens or threatens a child is totally unacceptable and is not permitted or justified as a means to guide behaviour at our centre.

Educators endeavour to:

- Provide an environment that enhances the mental and physical health of the child, stimulates the child's involvement in experiences and encourages self-esteem and a sense of achievement
- Provide support for children to make responsible choices through a decision-making process
- Provide children with uninterrupted play periods where they can become fully involved in and complete their projects
- Ensure that interactions with the children are always genuine, equitable and sensitive.
- Encourage the child to learn about their own rights and develop a respect for the rights of others including showing empathy towards others
- Ensure instructions are age appropriate and from a strengths-based approach e.g. "Please walk," instead of "Don't run!"
- Provide security by displaying a collaborative routine
- Ensure confidentiality when discussing children's learning and development
- Follow the Policies and Procedures of the centre



We ask that families support these approaches whilst at the centre.

INCLUSION AND DIVERSITY

Educators endeavour to:

- Provide a variety of experiences that encourage the participation of all children
- Support each child's social and emotional well-being through the provision of responsive and genuine interactions with educators and peers
- Offer opportunities for success and also challenges in the kindergarten environment
- Cater for children from all cultural backgrounds including any routine considerations, food provisions and additional communication requirements
- Provide a wide variety of educational resources to support learning and development
- Support the inclusion of children with disabilities and learning support requirements to ensure the child's best interests are central to all decision-making (parents are also asked to work collaboratively with the kindergarten teachers to provide an opportunity for their child to engage in a positive kindergarten experience)
- Liaise closely with families, and with permission, associated professionals, to provide appropriate adjustments where necessary to ensure all children have access to experiences



CHILDREN'S RIGHTS

- To a supportive environment where they are seen as unique as well as part of community
 - To have fun and feel comfortable in expressing themselves so that they have a voice
 - To be treated justly and with courtesy and respect
 - To be connected with and contribute to their world
 - To be seen as capable of succeeding
- To be treated equitably
 - To play and be challenged in a safe environment
 - To contribute to and be involved in the program and the centre's environment
 - To be offered learning experiences that allow them to explore, create, develop, imagine, share and reflect

CHILDREN'S RESPONSIBILITIES

- To interact with others in a courteous, respectful and empathetic manner

- To show care for their own belongings, those of others and of the centre
- To cooperate within the community of learning to contribute as an active member and citizen
- To be active agents of change where they contribute to the program and offer suggestions to inform learning (with teachers embedding appropriate learning and development considerations into the experiences)
- To follow, with the guidance of educators, the legislative requirements whilst at the centre e.g. health and safety procedures

CHILD CONCERNS

The centre respects and supports all children's rights to express their concerns and grievances. Staff will actively listen to and encourage the children to express their likes, dislikes, concerns or feedback regarding any aspect of the centre's operation during planned and spontaneous activities.

All contributions from children are respected and where possible embedded in the centre's program. Children's concerns and feedback will be acknowledged and followed-up respectfully.

ANTI-BULLYING/ HARASSMENT

All children have the right to attend the centre, free from bullying and/or harassment by others. Families of children who are found to be bullying or harassing others will be asked to work collaboratively with educators to form a 'Positive Resolution Management Plan' to support their child to develop socially appropriate behaviours. This may include reviewing the enrolment status at the centre as all members of the community have a right to feel safe within the kindergarten environment.



CHILD PROTECTION AND REPORTING

Child protection is everyone's business. As adults, we all have a responsibility to care for children and young people and to protect them from all forms of harm as well as to positively promote their welfare. Catholic Education in the Diocese of Rockhampton seeks to continue its adherence to legislative requirements and duty of care to children by a commitment to the implementation of child protection strategies and procedures. If families and/or educators have any concerns regarding child protection, they are encouraged to contact the Student Protection Officer at the Diocesan Catholic Education Office: 0749948000.

During our Family Orientation Power Point (please ask for a copy of this Power Point if you are unable to attend our Orientation Sessions), all parents/carers will be informed of our obligation as educators to report any harm or suspected harm of a child to relevant authorities. Additional resources can be found on our Family Portal: <https://sites.google.com/rok.catholic.edu.au/rok-elc-family/home>

All staff at our kindergarten hold a current Positive Notice Blue Card from 'Blue Card Services' (Department of Justice and Attorney-General, Qld) and have undergone a criminal history check.

As part of the Law and employment in Catholic Education, Child Safety Procedures require all educators in kindergartens to report any suspicion or evidence of harm to a child. Under the Law, the Police and Child Safety conduct investigations of this nature. This is not the role of our staff. Therefore, staff will be directed by these authorities in the event of an incident regarding serious child safety concerns.

TOYS & PERSONAL ITEMS

Children and families are strongly requested not to bring toys or personal items to the centre. The staff take no responsibility for loss or damage to personal items.

If children bring items from home for show & share purposes, in consultation with parents, we will endeavour to provide a place for safe storage.

LEGISLATIVE REQUIREMENTS

A National Quality Framework provides guidelines to support kindergartens to achieve the highest of standards in all areas of education and care. Details of The National Quality Framework can be found at www.acecqa.gov.au. The Department of Education Early Childhood has been appointed as Queensland's Regulatory Authority to work closely with centres to ensure the best outcome for families and children.

ENROLMENT

The centre is required to maintain a record of each child's details to ensure the safe and appropriate education of children, and compliance with legislation. Children may enrol into any kindergarten at the commencement of the year a child turns 3 years. However, children who are in the year prior to the commencement of school, will be given priority.

The centre adheres strictly to the Enrolment Procedures priority of access guidelines. Parents are encouraged to request a copy of this procedure if they seek further information regarding enrolment procedures.

SIGNING IN/OUT

- A child may only leave the premises under the following circumstances:
 - a parent or authorised nominee (as identified on the child's enrolment form) collects the child
 - a parent or authorised nominee provides written authorisation for the child to leave the premises
 - a parent or authorised nominee provides written authorisation for the child to attend an excursion
 - the child requires medical, hospital or ambulance treatment, or there is another emergency.
- All children will be signed in and out by a parent or an authorised person (as identified on the child's enrolment).
- In addition, the authorised person (staff member or parent) signing a child in or out on the attendance sheet must:
 - Note the time;
 - Print their name;
 - Sign the entry.
- Responsibility for the child by centre personnel begins when the child is signed in by an authorised person. Responsibility ends when the child is signed out by a parent or an authorised person.

FEES

Our kindergarten is a charity-based kindergarten. This means that all our funds go directly back into the operation of the kindergarten. We receive a small contribution per child from the State Government through the ****Queensland Kindergarten Funding Scheme** as well as family fees. This is the only source of income for our kindergartens and therefore, it is important that families support the kindergarten by keeping up-to-date with fees.

Fees are calculated on an annual basis and a statement is forwarded to families every term. We ask all families to pay via our direct debit plan as our fee collection processes are conducted at the Catholic Education Office in Rockhampton (0749948095) on behalf of the kindergartens. This takes the burden off our kindergartens to implement fee collection. All days booked at the commencement of the term must be paid for regardless of whether your child is in attendance.

Families will be required to pay for all enrolled days, including those that fall on a public holiday or pupil-free day, as these are accounted for in the extra hours offered every day (we are only required to operate for 600 hours and cover all additional closure days over the year).

There is a fee concession for those families who, fall into one of these criteria:

- hold a concession card (with the kindy child's name on the card – a copy of the card must be provided),
- children who identify as Aboriginal, Torres Strait Islander or South Sea Islander
- those children who are triplets (this only applies to children who are kindy-age i.e. children in their year before commencing school)

***QKFS, as outlined by the Queensland Government, only provides fee support to Approved Kindergarten Centres for kindergarten-age children. Children who attend additional days or children who are not of the eligible kindergarten-age are subsidised by the kindergarten. Families contribute less than 1/3 of the loss of funding from the QKFS funding with the centre covering the remaining 2/3 of the loss.*

PRIORITY OF ACCESS GUIDELINES

Priority will be given to children who are of the eligible kindergarten age i.e. children who are at least four years old by June 30 in the year they participate in the program (see diagram for cohorts). Full-time places to kindy-age children may be offered if places are available after all kindy-age children have been placed. Finally, children who are 3 years will be offered a place at our centre.

Evidence of your child's date of birth must be provided prior to enrolment.

ORIENTATION

On return of the Enrolment Form and payment of the enrolment fee, the teacher will verbally discuss with each family the general operations of the centre, highlighting various aspects of the program.

This orientation may include information about the following: participation of families in the centre's program, sign in/out procedures, fee payment options, location of the parent area, location of relevant documents, introduction of staff, and the family code of conduct and parent concern procedures.

If required, centre information and other relevant community information can be translated. Please speak to our teachers if you require this for yourself or any member of your family.

HEALTH & SAFETY

The centre's Health and Safety Procedures will be adhered to by everyone entering the premises. The Nominated Supervisor will ensure the centre is a safe and healthy environment. This is in accordance with the Work Health and Safety Act & Regulations 2011.

Families and visitors will be expected to:

- Be accountable for their actions and be willing to cooperate in supporting a healthy and safe environment at the kindergarten.
- Be accountable for the health and safety of children.
- Observe and practise personal safety while at the centre.
- Report any unsafe situations or faulty equipment to the teacher or assistant at the centre.
- Report any serious injury, dangerous occurrence or near miss to the teacher or assistant as soon as practicable.
- Avoid actions that have the potential to place at risk their health and safety or others.

HANDWASHING

Hand washing is one of the most important aspects of "infection control" in all activities of life. Families are welcome to use centre hand washing facilities at any time. Listed are recommendations from 'Staying Healthy 5th Ed' [and the Queensland Government website](#) regarding suitable times to wash hands:

When to wash your hands and/or your child's hands

- When you arrive at the service - this reduces the introduction of germs;
- Before handling food;
- Before eating;
- After removing gloves;
- After going to the toilet;
- After cleaning up blood, faeces or vomit;
- After wiping a nose, either a child's or your own;
- Before giving medication;
- After handling garbage;
- After coming in from outside play;
- Before going home - this prevents taking germs home.



NUTRITION

The centre encourages families to send food and drinks that are nutritious and enjoyed by the children (see <http://www.nutritionaustralia.org/> for further details on healthy eating). Fresh water is available at the centre at all times.

The centre will encourage positive learning experiences during meal/snack times where appropriate food habits are developed in an appealing, social environment. The centre will offer opportunities throughout the year for children to experience food from different cultures through cooking activities. Food from home will not be reheated/cooked by the centre due to health and safety guidelines.

Please see our Nutrition Procedure for further information.

SPECIAL DIETARY NEEDS AND ALLERGY AWARENESS

The centre is supportive of special dietary requirements of children. Parents are encouraged to discuss their child's needs, including but not limited to, any food allergies, cultural or religious beliefs. The centre staff will attempt, where reasonable and practicable, to meet your child's dietary requirements.

A regularly updated list of children who have special dietary requirements will be placed in the food preparation area for staff reference.

Due to the serious allergic reaction that some products pose to some children, we strongly recommend families familiarise themselves with any allergens identified on our Alert Posters (displayed at the entrance to our kindergarten – where applicable). We cannot guarantee that a child will not be exposed to allergens, but we will attempt, where it is reasonable and practicable, to put appropriate controls in place.

FIRST AID FACILITIES AND QUALIFICATIONS

First aid qualified staff and first aid equipment will be available to children, staff and visitors in the event of an illness or accident.

A staff member qualified in first aid, CPR, anaphylaxis and asthma training is on duty at all times children attend the centre.

If an ambulance is required, parents will be contacted when it is safe to do so and as soon as possible. In the event that a medical emergency occurs, a child may need to be transported by ambulance.



REST & RELAXATION TIME

Children at our centre have a planned time to rest and relax in a peaceful and calm environment. Parents are required to provide a sheet (see List of Requirements) to cover mats so that children can take time-out during their busy kindy day. This time may include meditation activities, yoga, puzzles, quiet reflective music, storytelling and/or sleeping time (some children may go off to sleep during this time – parents and educators will negotiate a suitable time for the child to sleep if this occurs).

MEDICATION

Medication will **only** be administered if it is accompanied by an 'Authorisation to Administer Medication Form' signed by a person who is authorised, and is:

- Accompanied by a letter from a medical practitioner/pharmacist stating the time it is to be administered, OR
- In its **original package** with a pharmacist's label that clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date.

•

In addition:

- All medication will be kept by the staff and stored in a safe place.
- Parents are required to provide confirmation outlining when the last dosage of medication was administered.
- All medication will be administered and witnessed by a member of staff.
- All unused medication will be returned to parents (authorised person) on collection of children.
- Should your child require ongoing medication e.g. asthma relief etc. please provide the teacher with a copy of a care plan signed by a medical practitioner.
- Emergency medication such as an auto-injector or asthma puffer is to be supplied by families (spares are kept at the centre for emergency situations only).

ILLNESS AND INFECTIOUS DISEASES

Children, who develop symptoms of an infectious illness or condition, will be isolated from contact with other children as soon as the symptoms are detected. Parents will be contacted for immediate collection. Children will be monitored by staff. Any child with symptoms of an infectious condition, when being signed in by parents, will not be accepted until all symptoms have abated or until a written clearance from a Doctor (in accordance with the National Health & Medical Research Council's Recommended Minimum Exclusion Periods) is sighted.

Such symptoms may include the following:

- Elevated temperature, flushed colouring, unusual pallor
- Coloured nasal discharge or repeated, severe coughing
- Stomach ache, vomiting or diarrhoea
- Red or discharging eyes or ears
- Undiagnosed skin rashes, sores or swellings
- Unusual activity levels, irritability, restlessness or fussy listless behaviour.

At all times, the confidentiality of medical information about a child will be observed and only available to those personnel who are directly responsible for the welfare of the children.

MEDICAL PLANS

If a child enrolled at the centre has a specific health care need, allergy or diagnosed relevant medical condition, parents will be provided with a copy of the 'Dealing with Medical Conditions Procedure'. Medical/Health Care Plans must be signed by the child's medical practitioner and provided by parents/carers.

Where a child has been diagnosed as 'at risk of a medical condition', a notice stating the condition and the management of this condition must be displayed at the centre for educators to follow (National Law: Section 173; National Regulations: 90–91). Parents are responsible for ensuring any updates are provided to ensure the staff are aware of any changes to care plans.

SUN SAFETY

All who work and play at the centre are encouraged to be sun safe. We have in place certain measures to ensure that the children are protected from over exposure to the sun, (such as those outlined on the [Queensland Government website](#)):

Avoiding playing in the sun at high-risk times of the day

- Wearing a hat with a wide brim (provided by parents)
- Applying high protection (30+) sunscreen to skin when exposure to UV is high— instructions on the sunscreen will be followed (the centre provides sunscreen although parents may also choose to supply sunscreen for their child)
- Wearing a shirt, which covers the shoulders and upper back (i.e. collared shirts preferred)

Children are recommended and encouraged to:

- Wear sunglasses with side protection to reduce exposure to reflected UV when UV index is at extreme range (not compulsory)

TOBACCO,



ILLICIT DRUG AND
ALCOHOL-FREE

ENVIRONMENT



Consuming illicit substances and alcohol is not permitted on the centre's premises including entrances and car parks during operational hours.

The centre respects the need to provide a healthy and safe workplace and to ensure that children, staff and families enjoy fresh air. In accordance with legislation (National Law: Section 167; National Regulations: 82–83), this centre is a tobacco, illicit substance and alcohol-free environment and no person may use these substances on these premises.

EMERGENCY, EVACUATION & LOCK-DOWN PROCEDURES

To ensure the health and safety of all those who attend our centre, we will conduct regular evacuation and lock-down training procedures. Part of this process is to empower children to learn about keeping safe in a variety of contexts.

PROGRAMMING

PROGRAMMING

Our Kindergarten is committed to providing a quality program where every child's physical, emotional, spiritual and social needs are met in a safe, caring and supportive environment.



Our centre delivers an Approved Kindergarten Program (Queensland Kindergarten Learning Guideline

developed by the Queensland Curriculum and Assessment Authority:

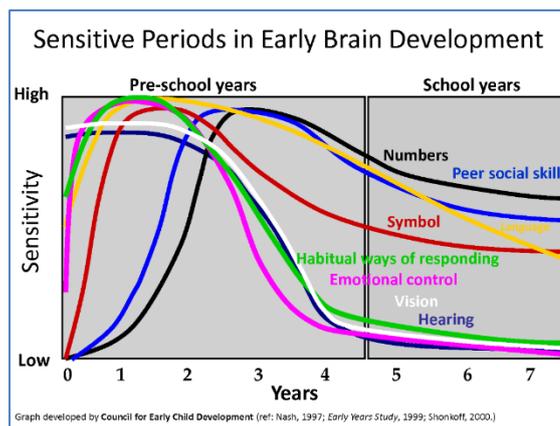
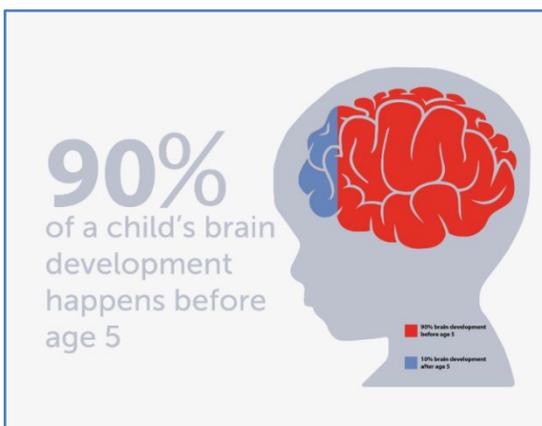
<https://www.qcaa.qld.edu.au/kindergarten>), the leading curriculum development agency in Queensland. The Queensland Kindergarten Learning Guideline aims to maximise learning outcomes for children who participate in kindergarten programs in Queensland and provides specific advice to teachers about the development of kindergarten programs and monitoring of children's progress in their learning and development.





Children at our centre have access to a wide variety of stimulating, developmentally appropriate activities, including indoor and outdoor opportunities. Educators aim to collaborate with children and their families to provide meaningful play and learning opportunities that support their wellbeing, active citizenship and development. Children have choice and control over their learning as they are supported by educators.

Our program reflects an understanding of the importance of brain research and early childhood development. By the time children enter school, 90% of their brains are developed. Therefore, kindergarten is a critical time of learning and is not merely a preparation for school.



Current research has also confirmed that a child's brain is highly active when engaged in play, active learning and projects of interest. Hence, our programs offer children exciting opportunities to explore their world, through real-life experiences, literacy, numeracy, music, the arts, cultural activities, a languages program etc. You will be invited to participate, contribute, share and follow your child's learning journey at kindy. It is essential that children apply their understandings across a variety of contexts to make meaning. We therefore, encourage families to continue conversations about learning from kindy into the home environment.

A daily program will be displayed within the centre for families to offer their contributions. Centres welcome family contributions to aspects of the programming including: evaluation of the program, through their suggestions, donations of resources, equipment, and participation in experiences.

The programs will be evaluated regularly and will include feedback, suggestions and input from parents, children, staff and the community. Programs are designed to meet the changing needs of the children and are flexible. Included is information collected from

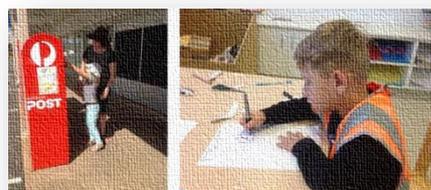
parents via regular and ongoing conversations with families, the Enrolment Form, Family interviews, Child Portfolios, Child Continuums.

At the end of the kindergarten year, families will be asked to contribute to their child's **Transition Statement**. The Transition Statement is a 'point in time' profile developed by educators, families and children outlining the progress and achievements of each child. This statement of your child's learning journey can be shared with the school prep teachers if you elect. Transition Statements are sent out to you in November of your child's kindy year. The statements align with each child's Continuum of learning and development. Families are encouraged to ask about their child's journey on the continuum throughout the year.

EXCURSIONS

Kindergarten programs may at times include excursions into the local and wider community, which extends the program by offering new learning experiences, in differing social contexts and interactions with those in the community.

These excursions will take into account the age, interests and abilities of the children. Going on an excursion is intended to make connections for children with what is a focus in the kindy program.



It is our priority to adequately supervise children at all times during any excursion and therefore the adult to child ratios will reflect this commitment when planning to leave the school campus.

As our centre is located close to our Catholic School, we advise that we will be regularly visiting the school throughout the year. This offers children an opportunity to familiarise with the school and transition smoothly into prep. These visits will include library lessons, liturgies, prep transition, Under 8's etc.

QUALITY IMPROVEMENT PLANS

The aim of the centre is to work through a process of ongoing review and improvement to achieve high quality standards across the kindy. Our Quality Improvement Plan (displayed at the entrance to the centre) is a gathering tool to record all the strengths and areas for improvement in the kindy. We ask that our families participate in the collation of this document by engaging in any way they are able throughout the year.

The regular review and update of policies and procedures, handbooks, the centre's philosophy, the program and various processes involves all our kindy stakeholders.

Current ratings for each Quality Area in the National Quality Standard and the overall rating of the centre will be displayed for families to view at the entrance to the kindy.

Family Website Resources of Interest

Please click on the title and it will link to the desired site.

- [Queensland Curriculum & Assessment Authority – Kindergarten Curriculum](#)
- [Brain development and Well-being](#)
- [Lifting our Game – Latest research on the importance of preschool](#)
- [Parents and Friends Federation](#)
- [Queensland Government Support Page on Raising children](#)
- [Early Childhood Australia Resource Page for Parents](#)
- [Kindy calculator](#)
- [The Early Years Count](#)
- [Foundations for success](#)
- [Triple P Positive Parenting Program \(Free service\)](#)
- [Reading to Children](#)
- [Nature Play Webpage](#)
- [Reading to Children from a Young Age](#)
- [Being sustainable in the home](#)
- [Family and Child Connect is a free service to help you with the challenges of parenthood](#)
- [Child Protection Mandatory Reporting](#)
- [Kidsafe](#)
- [Parents' Rights under the Law](#)
- [Stronger Families Connect](#)
- [1800 RESPECT \(National Sexual Assault, Domestic and Family Violence Counselling Service\) 1800 737 732, 24 hours 7 days](#)
- [You can contact Family and Child Connect on 13FAMILY or call 13 32 64.](#)
- [National Action Against Bullying for Parents of Children in the Early Years & For older children](#)
- [KidsMatter Developing Children's Social and Emotional Skills](#)
- [KidsMatter Creating a Sense of Community](#)
- [Save the Children Website](#)
- [Immunisation App to reminding dates for immunising children](#)
- [Raising Children Network](#)
- [Poisonous plants list - a list of those plants that are not suitable for children as they may prove hazardous/poisonous](#)
- [National Poisons Information Centre 131 126, 24 hours 7 days](#)
- [Healthy Kids Fact Sheets](#)
- [Caring for children's ears](#)
- [MyChild Website](#)
- [Get up and Grow Resources & Family Handbook](#)
- [Lunch Box Ideas - Get up and Grow](#)
- [Sun Safety - ideas to support families in protective behaviours with regard to the sun](#)
- [Nutrition Australia Fact Sheets - healthy food options for children and families](#)
- [SIDS Support Page - latest information for parents on safe sleeping practices for babies](#)
- [ACECQA WEBSITE \(Starting Blocks\):](#)
- [Information for families](#)
- [ACECQA We Hear You Portal](#)
- [Translated Resources – National Quality Framework](#)
- [National Quality Framework](#)
- [Australian Department of Human Services](#)