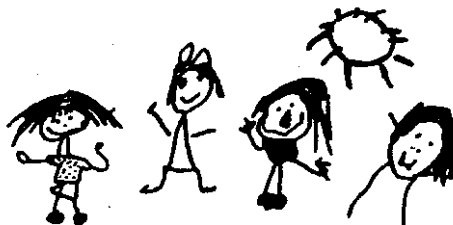


Strathpine C&K Community Kindergarten Association Inc.



• Let the children play •

Handbook 2020

9-11 Brennan Parade, Strathpine Qld 4500

Ph 3205 1447 Fax 3205 1058

admin@strathpinekindy.com

www.strathpinekindy.com



strathpinecommunitykindergarten



Affiliated with C&K



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Welcome to Strathpine Community Kindergarten Association Inc

“We would like to acknowledge the traditional owners of this land where we meet and pay our respects to Elders past, present and future”

We look forward to getting to know you and your child as the year progresses we hope that this handbook helps you to become familiar with our centre and its policies.

Strathpine Community Kindergarten operates under the National Quality Framework. We are assessed and rated using this framework. The NQF is in place to ensure a high quality and consistent standard of early childhood education and care across Australia.

The National Quality Framework includes:

- A national legislative framework that consists of the Education and Care Services
- National Law and Education and Care Services National Regulations
- National Quality Standards (NQS)
- An assessment and rating system
- A regulatory authority in each state and territory who have responsibility for the approval, monitoring and quality assessment of services
- A national body responsible of the overseeing of this system and ensuring consistency of approach – the Australian Children’s Education and Care Quality Authority (ACECQA)

Services are assessed and rated against seven quality areas, standards and elements that make up the National Quality Standard. The standards cover children’s development and education as well as relationships with families, educator qualifications, and the service environment.

For more information regarding the NQF see your service director / nominated supervisor or go to <http://acecqa.gov.au/families>

Provider Approval:	Strathpine Community Kindergarten Ass. Inc
Provider Approval Number	PR-00000238
Approved Service:	Strathpine Community Kindergarten Ass. Inc
Service Approval Number	SE-00001479

2019 NQF Rating Achieved – Exceeding



Contact Addresses

Central Governing Body (CGB)

C & K Association of QLD

257 Gympie Road, Kedron QLD 4031

PH: 1800 177 092

Our regulatory authority is the: -

Early Childhood Education and Care

North Lakes Regional Office

Level 3 – 10 The Corso

North Lakes QLD 4509

PO Box 248

Kallangur QLD 4503

Telephone: 54336129 Fax: 54336106

Email: northlakes.ecec@det.gov.au

Grievance procedure

If parents have concerns with any aspect of the centre's program and/or curriculum, they are encouraged to follow this action plan.

1. Parents are requested to discuss any issues with the teacher in charge of their group outside teaching hours or if related to administration, please see administration staff.
2. Should they need further resolution, parents are requested to make an appointment with the Nominated Supervisor.
3. If a satisfactory outcome has not been achieved, parents are advised to submit an outline of the issue in writing to the Management Committee of Strathpine Community Kindergarten Association Inc. at admin@strathpinekindy.com. In addressing any concerns, the Management committee, in conjunction with necessary staff, may seek support and guidance from C&K, contact information provided above.
4. Once a written letter of complaint has been received our service is required to submit an NL01 form to the Department of Education via the ACECQA portal.

Complaints can be made in writing to Strathpine Community Kindergarten directly or by completing the C&K online Feedback form located on the C&K website (this goes to C&K Central before being passed onto Strathpine Kindergarten).

If you would like further clarification of the centre's policies, constitution or and the complete Centre Handbook other matters pertaining to our Association, then this information is available online, in the classrooms, from the management committee and Centre's Administration Office.

IMPORTANT PARENT RESPONSIBILITIES

It is the parents' responsibility to:

- Read all information in Enrolment Pack including the Handbook, Workplace Health & Safety Booklet (available on our website), in order to be familiar with requirements of this centre.
- Participate in the centre's activities
- Comply with relevant policies of the centre
- Notify the child's teacher of changes to information recorded about your child, such as address and phone number, as soon as possible.

Strathpine Community Kindergarten Assoc. Inc. CODE OF CONDUCT

This code of conduct sets out the acceptable standard of conduct required from adults towards children at this centre. The code serves to protect children and reduce any opportunity for abuse or harm to occur. It also assists staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are expected to comply with these below:

1. The utmost respect for children, their parents, teachers and volunteers
2. The best interest of the child, listen to and value their ideas and opinions, act to protect their wellbeing
3. Welcome all children and include them in activities, respect cultural, religious and political differences
4. Respect the privacy of the family and work with them in Partnership
5. Diligence and Integrity in a professional and courteous manner
6. Follow the policies of the organisation with commitment to quality and continuous improvement in service
7. Report and act on any breaches
8. Without harassment or abuse (including physical, sexual or verbal abuse, intimidation, humiliation, exclusion of any behaviour regarded as offensive or degrading) of a child in care.

Mandatory Reporting

From 1 July 2017, early childhood education and care (ECEC) professionals will be mandated by law to report child safety concerns to the department, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm.

Staff of Strathpine Community Kindy 2020

Nominated Supervisor

Gabby Holden & Rebecca Stephens

Educational Leader

Rebecca Stephens

Strathpine Community Kindergarten operates an approved Kindergarten program over a period of 40 weeks in accordance with the Education Qld School Calendar.

Unit 1

Kindy Cats Group

Rosetta Holm

Katrina Scriven

rosetta@strathpinekindy.com

Monday Tuesday & Wed 8.45am – 2.30pm

Dip of Teaching – Early Childhood

Assoc Dip of Child Care

Bilbies (Young Kindy)

Melinda Nye

Tanya Henricks

melinda@strathpinekindy.com

Thursday, Friday 9.00 – 2.30pm

Bach of Education – Early Childhood

Cert III – Children’s Services

Unit 2

Kindy Koalas

Gabby Holden

Tracey Pearce

Wednesdays, Thursdays & Fridays

Term 1 & 4 - 3 days at kindy 8.30am to 2.15pm

Terms 2 & 3 – Wednesdays at Bush location 8.45am to 1.15pm

Bachelor of Teaching – Early Childhood

Cert III – Children’s Services

Singing Birds Group

Rebecca Stephens

Hannah May

rebecca@strathpinekindy.com

Mondays and Tuesdays 8am to 3.30pm

Bach of Arts – Grad Dip Ed- Early Childhood

Bachelor of Arts & Grad Dip Education

Administration Monday, Tuesday, Thursdays and Fridays

Sherryn Beidham

admin@strathpinekindy.com

Responsibilities

How you help run the kindergarten

The Centre is owned and managed by the Strathpine Community Kindergarten Association Inc. You, as a parent at the centre, are a financial member of this Association, so you are strongly encouraged to actively involve yourself, whether through a commitment to being part of the management committee or support committee, or through participating in the life of the centre in other ways.

Please remember to notify your child's teacher of any changes to address, telephone numbers and circumstances.

Overall responsibility for management lies with the **voluntary** management committee elected by you at the annual general meeting held in February. All members are invited and urged to attend the Annual General Meeting and any General Meetings held.

The Constitution and Bi Laws are available in the main office.

Working bees

Parents are encouraged to participate in the maintenance of grounds and equipment. Maintenance is necessary to provide a safe and challenging playground.

Dates for all working bees will be advised on notices displayed at the kindergarten

Maintenance

This is a Community Kindergarten and as such, is only partially funded by the Government. All other expenses incurred to run, equip and maintain our grounds, buildings and equipment have to be met from fees and fundraising. To ensure that these facilities are maintained to the highest possible standard of safety for our children, we ask for your co-operation in agreeing to perform maintenance duties throughout the year. We endeavor to keep outsourced maintenance to a minimum and therefore conduct a minimum of 2 working bees a year. There will also a list of other maintenance jobs posted on the notice board out the front that we would appreciate you participating in if you are able to.

A NON REFUNDABLE Maintenance Levy of \$100.00 will be charged to you within your fees. This levy contributes to the cost of hiring outside Contractors to complete any urgent or pressing maintenance work required. You can appreciate the cost of a Contractor can be quite expensive and so we appreciate any assistance you can offer to help keep the necessity of hiring an outside Contractor to a minimum.

Parent participation

Family participation is welcome in the service at any time.

We offer a variety of ways in which parents/carers can choose to be involved with the service. These include parent roster days, home visits, grandparent's days, special occasion lunches and excursions.

Committee Positions

Since the first day Strathpine Community Kindergarten opened its doors in the early 1970's it has relied on the ongoing support of generous parents and members of the community to continue to make it the wonderful centre it is today! Each year around this time the current Committee begins their mission to seek a group of mums and dads to hand over their duties for the following year. Our Committee consists of 4 Executive positions and 4 Sub-committee positions and all have very important roles and tasks which are crucial for the smooth running of our Strathpine Community Kindergarten.

You can devote as much or as little time as you like, you don't need any experience or prior knowledge, you can voice your ideas and have them acted upon, you will meet some new people and have fun in the process. Being part of our Committee is also a great way to be actively involved in your child's education!

If you are interested in nominating yourself for a position on our Committee, you will find a board located at all upcoming events (Play day/information session & interview days) with a description of each position or please feel free to contact Sherryn in our office on any weekday except Wednesday or by phone or email anytime.

Parent/Teacher Communication

The centre relies on open communication between parents and staff. Please don't hesitate to arrange, at a suitable time for yourself and your Teacher if you have any concerns. This must be done prior to, or after kindergarten session times.

Attendance and departure

Please co-operate in the matter of regular attendance of children, in accordance with our stated timetable. Days missed are not refundable. Please contact the centre if your child will not be attending on any given day. Staff members are present from 7.30am.

Please note the finishing time of your child's session and ensure your child is collected on time. Please inform staff if someone different is to drop off or collect your child. Remember to sign your child in and out on the sign-in sheet and read all notices. Encourage your child to unpack and repack their bag, rather than doing it for them, this helps them be independent.

Car parking

Off street parking is provided for staff only.

Please ensure that you do not park behind these cars, even briefly, as it is potentially dangerous for our children and other drivers.

Please park only in the designated clearly marked parking bays.

Parents must park on the street and comply with local council parking restrictions as clearly signed.

Please watch for approaching traffic and nearby children.

Please note that the yellow lines on the road represent **NO PARKING**.

Please be mindful of your children's safety when assisting children from your vehicle, we suggest where possible that children exit the vehicle from the curb side door.

We advise that under no circumstances should children be left in a car unattended.

When parking please be considerate to our neighbours and ensure that you do not park illegally over driveways and yellow lines. The police patrol regularly.

Guiding Children's Behaviour

We have developed a Children's Code of Conduct which provides guidelines around acceptable and safe choices by children to ensure the health, safety and wellbeing of children, staff, volunteers and visitors (and their personal property) attending our service.

In conjunction with parents, guidance may be sought of other educational and medical professionals, in developing strategies and practices that will assist children to follow our code of conduct.

Children's Code of Conduct

I will

1. Treat all with respect and kindness
2. Listen to what other people have to say
3. Not use rude or offensive language
4. Not hurt, abuse, bully, tease anyone else.
5. Listen to all instructions given by adults
6. Tell an adult whom I trust about anything that makes me feel worried, afraid or unsafe.
7. Treat other people's property with respect
8. Always try my best to participate

Confidentiality and privacy policy

It is our policy at Strathpine Community Kindergarten Association Inc. to maintain confidentiality and to protect the privacy of all children and their families at our centre.

During the course of the year, we photograph the children involved in our program and at times photos are taken for promotional purposes. We **will not** include children for whom approval has not been obtained in these activities. The permission form is found in the enrolment booklet.

Surnames will not be provided to the media or students. Names and addresses are treated as confidential information and not provided to any other party without permission of the parents.

Parents using a video camera to record the activities of their children at our centre will be informed of the requirement that other children are not to be included in this activity.

We have policies that provide the guidelines to follow around photographs and video recordings. These can be found in the C&K policies.

Observations parents may make of children at the centre should not be discussed with other parents. This is a requirement of the privacy act.

Coming to Kindergarten

Arrival and departure

Children must be brought to the centre and collected by a responsible adult each day. Parents are required to sign the attendance book upon arrival and departure. Parents need to make sure that staff is aware of their child's arrival and departure. Greeting and farewelling the child's teacher together is a pleasant way of assisting staff to account for each child.

If the person picking up your child is not named as an emergency contact we request that they provide identification before we will release the child.

The Nominated Supervisor/Director has the discretion not to release a child to any unauthorised person. The Nominated Supervisor/Director and staff are responsible for the children in every respect and every care is taken to prevent accidents.

If you need to pick up your child early, please do so after lunch if possible (before 1pm) rather than during REST TIME.

While younger siblings are welcome at the centre, staff are not responsible for their supervision - this is a parental responsibility.

Absences

Parents are asked to notify your child's staff of a child's absence and/or the incidence of infectious diseases in the family. Staff are present from 7.30am.

There is no refund of fees when a child is absent.

Clothing

Children should dress in **sun safe, older, comfortable play clothes** so that they can confidently join in all activities without worrying about their clothes. Strathpine C&K t-shirts and hats are available for purchase from our administration office. Remember, children will get dirty as they play. Also, it's a good idea to dress your child in clothing that they can easily undo when toileting. We recommend clothing that offers protection from the sun, ie preferably sleeved shirts or dresses.

Remember to bring along a named spare set of clothing for your child(ren) to be left in their bag.

Lost property

Every possible care is taken of children's belongings and the children are encouraged to take care of their own things. Items clearly marked are most easily found.

PLEASE NAME ALL BELONGINGS!!

Sometimes a motif or sticker enables a young child to recognize their own belongings as distinct from another child's belongings.

Toys

It would be appreciated if children **do not** bring their own toys to the centre as this can lead to jealousy among other children, possible breakage and lost property.

Birthdays

Children can bring along a birthday cake or small individual cakes to share with the other children on their birthday. If your child has food intolerance you may like to send a batch of your child's substitute early in the year to be kept in the freezer and produced when needed.

Drinks

The children are encouraged to have a drink of water whenever they wish, particularly whilst playing outdoors. They will also have a drink of water at morning tea and lunchtime.

Cool water is always available for refilling water bottles. Only water in drink bottles please.

What to bring

Case or bag	Big enough for all your child's belongings. One that they can open themselves.
Hat	We recommend a wide brimmed hat or a legionnaires cap. Sporting caps are not suggested.
Change of Clothes	For wet pants, messy play, etc to be kept in the child's bag. Strathpine Community Kindergarten Association Inc T-shirts are available for purchase.
Sheet Set	One flat sheet with 40 cm elastic sewn diagonally across each end to secure the sheet to our beds and one flat sheet (130cm long x 90cm wide), contained in a drawstring bag (40cm x 40cm)..
Library Bag	Drawstring bag 40cm x 40cm. Sheet sets including library bags are available through the centre.
Water bottle	A sports style bottle with a pullout sipper is best. It must be clearly named on the outside. It can be filled at home, and should be taken home daily for washing. Cool water is available at all times for refilling as needed. Water only please.
Morning tea & lunch	In one lunch box, NO INSULATED COOLER BAGS PLEASE

Sheets Sets

Children are required to have
 Bottom Sheet , Top Sheet
 1 Library Bag, 1 Sheet Bag, washers for hand drying

To Purchase:

You are able to purchase sheets through Linique. Sheet sets (top, bottom and bag) are priced at \$32.00. Linique are also able to provide washer sets. Please fabric choices at the Information Night. Payment is directly to Linique via Direct debit or through their easy online ordering.

To Make:

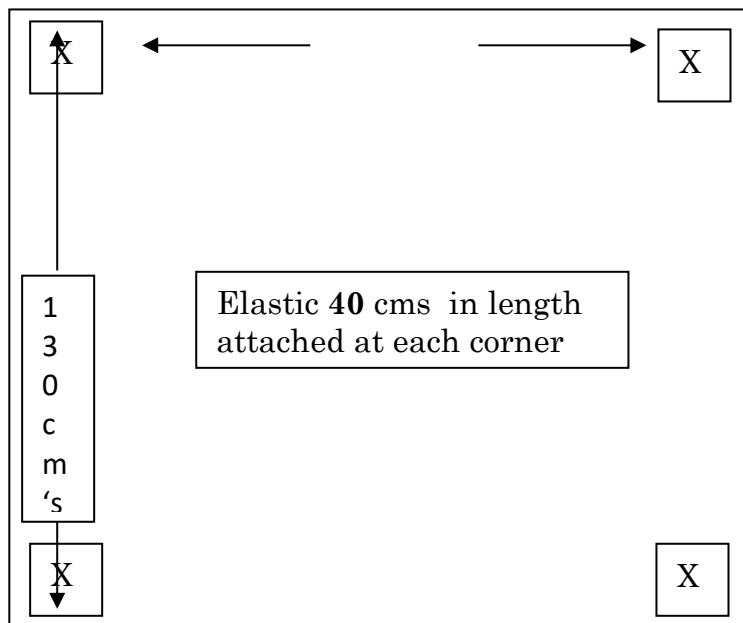
Bottom sheet 130cm X 90cm with two loops of **elastic, width of elastic to be 4cm X 40cm long** and sewn at the two corners, at both ends of the sheets. see diagram

These are finished measurements (please allow for hems)

Top sheet to be same size as bottom sheet (no elastic required)
 All sheet bags and Library bags should also be 40cm X 40cm.

Diagram of Bottom sheet

X = Elastic to be sewn on each corner



Fees

Our preferred payment method is by Direct Debit. Included in your pack is a fee payment agreement letter as well as a direct debit form to complete and return.

Payments can be direct debited either fortnightly (20 payments) or monthly (10 payments) commencing in February and concluding in November.

As we are “not for profit” organisation, we rely on the prompt payment of all fees

Account Details:

Account Name: Strathpine Community Kindergarten BSB:034 077 Account No: 87 1555

Fees will be charged from the first day of a child’s attendance and no discount is given for a child’s absence for any reason. If you wish to withdraw your child from the kindergarten, you must give two weeks’ notice in writing or forfeit two weeks fees.

Please ensure you have read and signed the Fee Payment Agreement and Payment Plan Options.

Late Fees

“Any family who is in arrears for over one (1) month will have their child(ren) removed from the kindergarten, unless there are extenuating circumstances. The circumstances are to be put in writing to the Secretary, signed and dated, and referred to a management committee meeting”

The committee has developed a step-by-step procedure for late payments

Kindergarten Subsidies

Our Centre is able to offer the QKFS Plus Subsidy details are outlined in your Fee Payment Agreement. This amount applies to:

1. Health Care Card holders – including Pension card, DVA Cards
2. Families that identify as Aboriginal, Torres Strait Islander
3. Triplets attending the centre

Please see Admin for further details.

Levies:

These levies are charged on top of the daily fee for kindergarten and young kindy. They are only charged per family.

Amount	Type of fee	Explanation
\$10.00	Membership fee	Annual membership fee (per family) to remain members of the association and to enable full voting rights at the annual general meeting
\$30.00	Enrolment fee	An administration fee to cover enrolment
\$100.00	Maintenance roster levy per Family	This is non refundable and is issued to meet the costs of any outsourced maintenance required.
\$50.00	Building fund donation	A non-compulsory, tax-deductible donation requested in Term 2.
\$100	Fund Raising Levy	A Fund Raising Levy charged to every family to reduce Fund Raising.
5%	Lump sum discount	Applies to a lump sum payment of annual fees.
15%	Family discount	Applies to twins

POLICIES

Our centre follows all policies issued by C&K which are ratified by our committee

All policies are available for your perusal. C&K no longer encourages services to print the C&K policy library. This supports the principles of sustainability and ensures current policy documents are always referenced. If however you wish to view a particular policy, please let us know and we can provide you with a hard copy of email it directly to you. You can also view a number of key policy documents on the C&K website: www.candk.asn.au or follow the links from our website: www.strathpinekindy.com

Our Quality Improvement Plan

As part of our commitment to continuous improvement, we document goals and strategies in our Quality Improvement Plan (QIP). We encourage and welcome your feedback and ideas with this document. It is available to read anytime in the main office.

Compliance Log Book

In accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 Strathpine Kindy has a compliance log book that logs any compliance notices that are received from the Early Childhood Education and Care Office . You are able to access this document in the main office.

Workplace Health and Safety Compliance

By ticking the box on the attached Consent form, you are indicating that you have read and will abide by the Workplace Health and Safety Policy Booklet (available in Classrooms or online www.strathpinekindy.com). This booklet includes the guidelines and the Code of Conduct; These guidelines are in operation at our centre.

Outlined below are a few of the Parents support services available.

C&K Central: www.candk.asn.au

ACECQA (Australian Children Education Care Quality Authority) www.acecqa.gov.au

Early Childhood Education and Care. www.communities.qld.gov.au

True Org: www.true.org.au

National Association for the Prevention of Child Abuse and Neglect. www.napcan.org.au

Child Safety www.childsafety.qld.gov.au

Early Childhood Australia <https://qed.qld.gov.au/earlychildhood>

KidsMatter: www.kidsmatter.edu.au

Bravehearts: www.bravehearts.org.au

We welcome your family to our Strathpine C&K Community Kindergarten family and look forward to an enjoyable year together