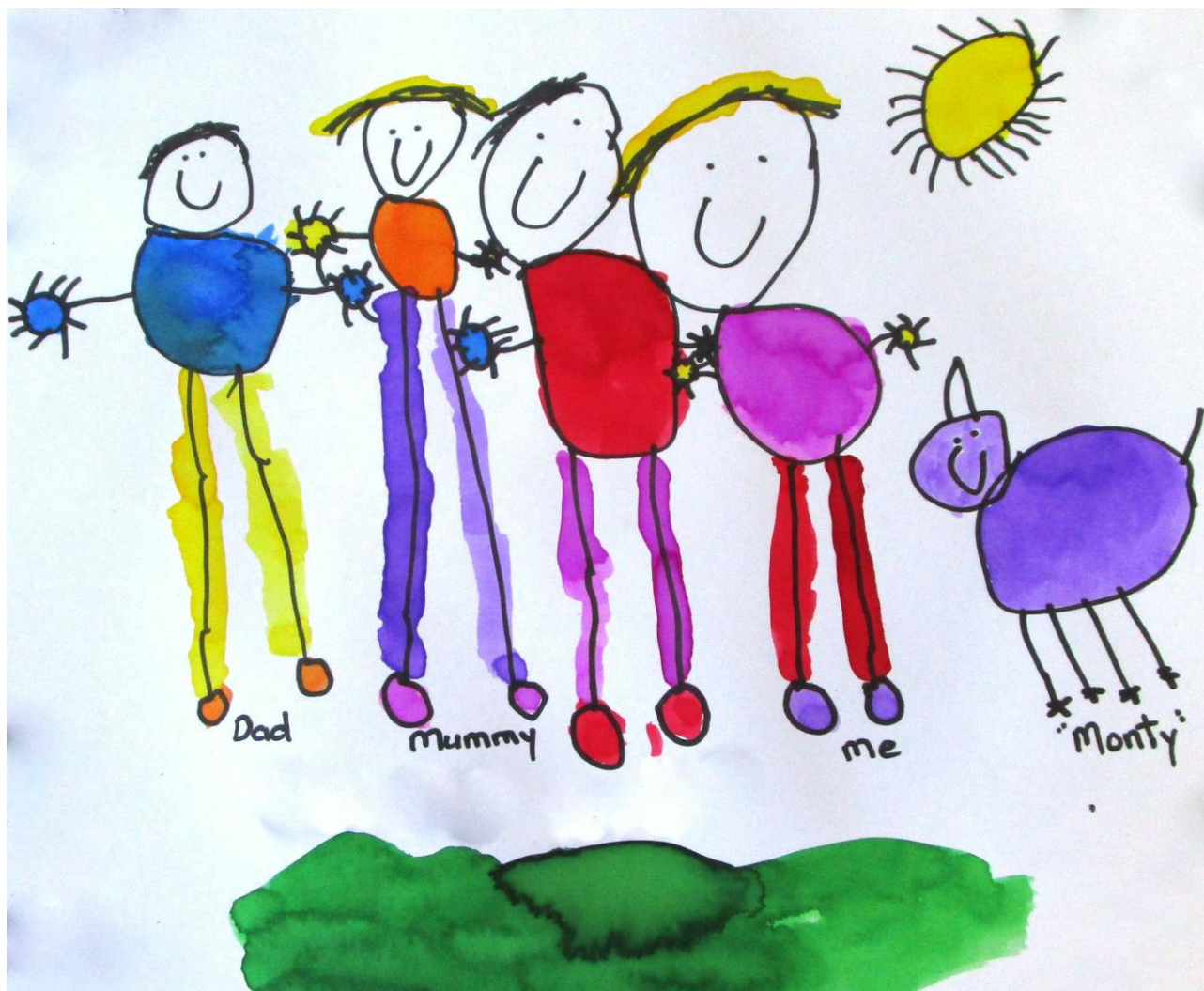


BARDON COMMUNITY KINDY INC. HANDBOOK



247 Simpsons Road, Bardon Q. 4065
Telephone (07) 3369 4697
ABN 69 983 960 374
Mailing address: P.O. Box 16 Ashgrove
Q 4060
Bardon Community Kindy Inc.
info@bardonkindy.com.au
www.bardonkindy.com.au

**Bardon Community Kindy Inc.
National Quality Standard
Quality Area rating**

QA 1	Educational program and practice	Exceeding National Quality Standard
QA 2	Children’s health and safety	Exceeding National Quality Standard
QA 3	Physical environment	Exceeding National Quality Standard
QA 4	Staffing arrangements	Exceeding National Quality Standard
QA 5	Relationships with children	Exceeding National Quality Standard
QA 6	Collaborative partnerships with families and communities	Exceeding National Quality Standard
QA 7	Leadership and service management	Exceeding National Quality Standard
Overall rating Exceeding National Quality Standard		

Summary comments: The Regulatory Authority congratulates Bardon Community Kindy Inc’s achievements in providing high quality outcomes for children, families and educators by exceeding the National Quality Standards in all of the seven Quality Areas. The holistic approach to teaching and learning, and the shared understanding of educators, enables children to be competent and capable learners. The sense of community and involvement of parents and children as active decision makers in the service contributes to the high level of quality at the service. The strong partnership between educators and families build on children’s sense of belonging, being and becoming. Bardon Community kindy Inc. is commended for achieving a rating of Exceeding National Standards overall.



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For simplicity the term 'parent' is used throughout this handbook. For our service this is inclusive of guardians, foster and kinship care arrangements.

INTRODUCTION

Welcome to Bardon Community Kindy Inc. We have prepared this handbook to acquaint you with the many aspects of our Kindy. We look forward to a happy association with you and your family, and hope that the Centre will become an extension of your home.

BRIEF HISTORY OF THE CENTRE

Bardon Kindy has been in existence for over 70 years. The Kindy opened in a local church hall with 12 children for a two and a half hour day, and some years later was moved to the Bardon Community Hall the building next door. When the number of children had grown to 40 and the length of day to five and a half hours, the management committee decided that it was time for a special building.

Extra land was leased from the Brisbane City Council and parents 'bought' better blocks to help finance the building project. An Art Union was also organised and the prize offered was a 'Golden Holden'. It took a lot of hard work by the committee over the next three years to pay off the debt. This building, now called Unit 1, was named after Mary Streeter, the first director, who devoted 25 years to the Kindergarten before retiring. The Centre then operated out of both buildings: the hall and the new building.

Early in 1979 a veranda was added to the main building. This was named after the second director, Joyce Hogg, who retired in 1981 after 22 years with the Kindy. The annex was officially opened on the 14th October by the then trustees Judge Viv Milne and Mr Bill Siller. Further expansion occurred in 1987 when the committee decided to take advantage of the Community Employment Program instigated by the federal government to provide work for the unemployed. Under this program a new Kindergarten building (Unit 2) was constructed to be used in place of the Community Hall. This building was opened in 1988 and named after the then trustee and local Member of Parliament, Col Miller. The Community Hall no longer has any association with the Centre.

In 2004 our third director Carole Wild retired after 30 years at the Centre, and in her honour our bushwalk was revamped and named 'Carole's Wild Walk'. Following Carole's retirement, Julie Boyd was appointed director. In 2016, after 29 years of association with Bardon Kindy, Julie retired. The natural water course or 'creek' in our yard is dedicated in honour of Julie's service. After working alongside Julie as co-director since 2015, Matthew McCartney took over as director in 2017.

Bardon Kindy has a proud tradition of long service from its employees. The contribution of a number of former Bardon Kindy educators has been recognised in the Kindy grounds. In 2006, a garden was built to acknowledge Janny Boersma's 17 years of service when she retired as educator in Unit 1. In 2013, a suspended bridge was built to honour Heather Humphreys' 43 years of service as an educator, and a statue was placed in the garden to honour Gloria Parmenter who also retired at the end of 2013 after 30 years as a general assistant to the Kindy.

BARDON COMMUNITY KINDY INC.

As an Approved Kindergarten Program Provider under the Queensland Kindergarten Funding Scheme, Bardon Community Kindy recognises the guidelines under which our funding is received. The Kindy acknowledges the Queensland Government for this support in Early Childhood Education and Care.

Bardon Community Kindy Inc. is a community owned not-for-profit Centre affiliated with Gowrie who may be contacted on ph 3252 2667. Gowrie is our Central Governing Body, (CGB) and distributes funding throughout the state to affiliated community kindergartens that meet specific requirements. This funding contributes to approximately 40-50 per cent of the overall costs of each individual Centre, and the parent-run management committee is responsible for the remaining operational costs. These costs are covered by fees and fundraising, and the Centre relies upon the personal commitment of parents to become involved in these efforts. Our primary source of fundraising is our Annual Fair, which is an enjoyable community event, and is run by our parents.

NATIONAL QUALITY FRAMEWORK

Bardon Community Kindy operates and holds Provider and Service Approval under the National Quality Framework (NQF), which incorporates the Education and Care Services National Law Act (2010), Education and Care Services National Regulations (2011) and National Quality Standard. The NQF has recently been updated and includes changes and amendments to the NQS, Education and Care Services National Law Act and Regulations. These changes took effect in October 2017. (Provider Approval Number: PR 00000418; Service Approval Number: SE 00001269)

All Australian education centres and care services are now assessed under the National Quality Framework (NQF). NQF information is entered into the national database – the National Quality Agenda IT System (NQA ITS). Each Centre must meet requirements of curriculum and program, staff to children ratios and staff members' qualifications according to the legislation. All children's education and care services approved under the NQF are working to meet the standards under the National Quality Standard (NQS).

The NQS sets a high benchmark for all children's education and care services across Australia. Services are assessed and quality rated against the NQS by regulatory authorities in each state or territory. Services receive an overall quality rating, as well as a rating for each of the seven quality areas in the NQS, which are as follows:

- Quality Area 1 – Educational program and practice
- Quality Area 2 – Children's health and safety
- Quality Area 3 – Physical environment
- Quality Area 4 – Staffing arrangements
- Quality Area 5 – Relationships with children
- Quality Area 6 – Partnerships with families and communities
- Quality Area 7 – Leadership and service management

Details about each of the seven quality areas can be found on the [ACECQA \(Australian Children's Education & Care Quality Authority\) website](#). The Australian Children's Education and Care Quality Authority is the national body that oversees the implementation of the NQF. The Regulatory Authority in Queensland is the Office for Early Childhood Education and Care.

An authorised officer from the Office of Early Childhood Education and Care visited our service in June 2014 to assess and rate our performance against the NQS. **Bardon Kindy achieved the highest rating of 'exceeding' in all the seven Quality Areas in the National Quality Standards.** The Office for Early Childhood Education and Care may be contacted on 137 468. ACECQA Australia Children's Education & Care Quality Authority can be contacted at 1300 422 327.

Bardon Community Kindy continues to undertake ongoing self-assessment with reference to the legislation and National Standard in the form of a Quality Improvement Plan (QIP). The QIP is available to families at all times by request, and families are encouraged to participate in the reviewing process or provide feedback to the service at any time.

ABOUT THE CENTRE

The Centre operates two self-contained units. Unit 1 and Unit 2 each accommodate 22 Kindy-age children (3½ to school age) – a total of 88 children over the week. Kindy hours are from 8.30am to 2.40pm. Children attend a five-day fortnight. This is in keeping with the requirement of 30 hours per fortnight of Kindy per child under the Queensland Kindergarten Funding Scheme.

The Centre staff consists of a director/teacher, three teachers, two educators, two administrative managers, and a general assistant.

Out of Hours Care program (OHC) operates from 7.30am to 8.30am and 2.40pm to 5.40pm each day. It is operated by separate qualified staff and is supplementary to the Kindy program

CONTACTING THE KINDY

If you need to contact the Kindy, the best way to do this is either via phone or email. In an emergency during Kindy program hours (8:30 – 2:40), if the main phone line is busy or goes to voice mail, please call our second private number – **3368 2310**.

The best way to contact teaching staff is via email, or to speak face to face before or after the program. You can also organise a time for a meeting outside of Kindy program hours.

Our Administration staff are available Monday to Thursday.

KINDY PARENT WEBSITE

Bardon Kindy Parent's page is a private password protected webpage that provides access to the following:

- Kindy Calendar: Outlines all important dates across the year, including Kindy days specific to group (long and short weeks), holidays, pupil free days, excursions, incursions, maintenance days and committee meetings.
- Roster Jobs: Parents can sign up to volunteer for roster jobs and maintenance days.
- Time With Your Child (TWYC): Parents can sign up.
- Links: Useful links for families.

Login information will be distributed to enrolled families prior to 2018.

BARDON COMMUNITY KINDY PHILOSOPHY

'Our Place in the Park'

'We are nurturing the life and growth of our community'

Meaning behind our Purpose Statement:

Nurture: to support/build with professionalism/love/compassion

Nurturing: the 'ing' represents the ongoing nature of our Kindy and our position in the community – acknowledging our history

Life:

- *To reflect the 'now' – living in the moment*
- *To live is to learn (education)*
- *Intentionally chosen to reflect all elements in life from the happiest times to the most challenging times.*
- *To reflect the holistic experiences (living), learning, life skills & processes that are promoted and celebrated.*

Growth:

- *Holistic - not just physical growth – intellectual, social, spiritual*
- *Lifelong learners*
- *Reflecting awareness and progressive approach to the complex and rapidly evolving world and technologies in our future.*

Community:

- *Encompassing all citizens who are members of our Kindy, past, present and future*
- *Reflecting our connection with community – including networking and transition arrangements with local schools.*

Philosophy Statements

A concerted and continuous commitment by all involved with the Centre toward the following statements is nurtured at all times.

- *We are early childhood education teachers, specialists and professionals.*
- *We support, celebrate and advocate for play and hands on inquiry across multiple languages/intelligences as essential and meaningful means for learning and living.*
- *We acknowledge children's innate passion for learning and strive to empower their curiosity across all times and contexts.*
- *Our Place is an important part of who we are and what we do.*
- *We acknowledge, respect and celebrate the historical and cultural significance of our place and those who we share it with or have been here before us.*

- We strive to authentically embed indigenous knowledges and perspectives across all elements of our organization.
- We view and value our environment (natural and constructed) as the third teacher.
- We strive to support and promote people's (children and adults) right to be healthy and safe (from a holistic perspective).
- We value nature play provision as an essential element of childhood.
- We respect children's rights as competent, autonomous and intelligent citizens of our Kindy, our community and our world.
- We strive to empower children's autonomy by promoting fundamental life skills and processes.
- We strive to approach our work through a lens of compassion, inclusiveness, sustainability and understanding.
- Positive, meaningful and inclusive relationships are the foundation and priority of our work.
- We believe engagement with parents, families and our wider community is essential to the provision of high quality education.

MANAGEMENT COMMITTEE

Bardon Community Kindy is run by a voluntary parent committee elected by Kindy Association members at the Annual General Meeting (AGM), which is held in February. All families must become members of the Kindy Association for their child to attend the Centre. The membership fee is included in the enrolment deposit paid prior to commencement.

The management committee consists of a president, vice-president (WHS officer), secretary, treasurer, assistant treasurer and minutes secretary. Other important roles such as honorary solicitor, auditor, and fair convenor are appointed at the AGM, but these roles are not part of the management committee. A copy of the committee role descriptions may be obtained from the main office in Unit 1.

As Bardon Community Kindy is an incorporated body with certain powers and membership requirements, the role of the committee is of vital importance. All financial members of Bardon Kindy Association are welcome to attend monthly management committee meetings. Additionally, all members are eligible to vote at general committee meetings, including the AGM.

Under the National Quality Framework the Management Committee are the Approved Provider of the Service.

STAFF

The children at the Centre are in the loving, capable hands of dedicated, professional and qualified staff. All staff members hold current blue cards and teaching staff (teachers, educators and OHC staff) have up to date first aid, advanced asthma and anaphylaxis training.

Notices stating current information about staffing are displayed at the centre.

Roles and Responsibilities

Director (Nominated Supervisor)

The Director supervises and collaborates with staff, liaises with the management committee, Gowrie and authorised officers from the office of early childhood education and care regarding the management of the Centre and the educational program.

Educational Leader

The educational leader has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families

Teacher

The teachers develop and implement the educational program and curriculum in collaboration with the Educators, children and their families.

Educator (Co-teacher)

Educators support the teachers in implementing the educational program in collaboration with children and families.

General Assistant

General assistants work across both units to support the smooth operation of the educational program and maintaining the environment.

Inclusion Support

The inclusion support educator helps facilitate the inclusion of a child with additional needs into the Kindy environment.

Administrative Manager

The administrative manager maintains the daily business operations of the centre. The administrative manager is based in the Unit 1 office, and works 8.30am–3.30pm four days per week (Monday – Thursday).

Responsible Person

The Responsible Person is the person who is placed in charge of the centre in the absence of the nominated supervisor (director)

Professional Development

Bardon Kindy actively supports the on- going professional development of all staff members through their attendance at courses, seminars, workshops and conferences. Staff members are encouraged to develop an on- going approach to planning for their professional development. Pupil-free Days also allow the staff to undertake Professional Development or to work as a staff on a Centre based initiative.

TERMS

There are 41 weeks of Kindy in 2018. This is divided into two semesters each of two terms (i.e. four terms of approximately 10 weeks each). All public, and Education Queensland holidays, as well as pupil-free days are observed at the Centre.

Queensland Kindergarten Funding Scheme (QKFS) funds all Centres that provide 600 program hours per child per year. We operate a five-day fortnight program starting at 8.30am and finishing at 2.40pm. Pupil-free days (2 per group across the year) are advertised on the Kindy online calendar and in newsletters.

Queensland term dates 2018		
Term	Dates	Length
Term 1	Monday 22 January - Thursday 29 March	10 weeks
Term 2	Monday 16 April- Friday 29 June	11 weeks
Term 3	Monday 16 July-Friday 21 September	10 weeks
Term 4	Monday 8 October-Thursday 13 December	10 weeks

OUT OF HOURS CARE

Out of Hours Care (OHC) is run by specially employed qualified staff, and is available to all children enrolled at Bardon Kindy. As staff are on duty each day there is no need to book in advance, however, in 2018 we are introducing a discounted rate for permanent OHC bookings. Out of hours care is available every day except during Kindy holidays, public holidays and pupil-free days. All OHC staff hold a certificate III or higher qualification.

Before Care

This program operates from 7.30am to 8.30am. No children are to be dropped off before 7.30am, as they are not covered by the Centre's insurance. Any child who is not accompanied by a parent or guardian at the Centre before 8.30am will be considered to be using the service. The Kindy outdoor environment is used by before care prior to 8:30 and we therefore ask that any non-before care families wishing to play outdoors make use of Bowman Park. This avoids supervision issues for the OHC staff.

After Care

This program will operate from 2.40pm to 5.40pm in 2018. It may be used any day of the week either on a permanent or casual basis. If you intend for your child to use the Aftercare service on a casual basis, we ask that you inform us prior. This can be done by signing on the sign-on sheet or by ringing the Centre. If due to unforeseen circumstances, you are unable to pick up your child from Kindy at 2.40pm and you are unable to contact us, your child will be considered to be using the Aftercare service.

As the program operates in our grounds, we ask that non-after care families vacate the grounds by **3.00pm**. This avoids supervision issues for the OHC staff.

At 2.45pm the children are given a substantial and nutritious afternoon snack and then take part in a relaxing, fun and interesting afternoon in the playground. In the case of inclement weather the program is moved indoors or under the building.

After Care finishes at 5.40pm. A **late arrivals fee** will be charged at \$10 per five minutes for pickups after 5.40pm.

Fees

Out of Hours Care fees are invoiced twice a term. Invoices will be issued 14 days prior to fees being debited from your bank account. Any queries on receipt of invoices must be directed to the office immediately.

KINDY AND YOUR CHILD

It is important to remember that your child is a unique individual – there is no one exactly like them. No two children are ever at exactly the same level of development in all areas at any one time. Further to this, children's development and learning is cyclical and does not progress in a linear way. Each child brings a wealth of knowledge, interests and skills that is unique to them when starting kindy. This is what makes our learning communities so rich and full of potential.

Developing a positive attitude before starting Kindy is imperative. To this end we encourage all children to visit the Centre in the term preceding commencement. Once you accept your child's position and have paid your enrolment fee and signed the Enrolment Agreement your family is welcome to play in our secure yard on weekends. This not only helps with familiarisation, but also assists with our security.

Talking about the Centre at home, helping to prepare a bag especially for Kindy, choosing sheets and a library bag, and even having picnics using their easy-to-open lunch boxes and water bottles are all helpful preparations.

We support the children being autonomous within our learning environment. Therefore, the ability to self-toilet is vital to the children's self-esteem and our bathroom facilities are designed as such. Clothes that are easy to remove and replace independently are essential. We discourage children from wearing costumes or impractical clothing.

THE EDUCATIONAL PROGRAM

Bardon Kindy's play-based curriculum is negotiated and developed cooperatively with input from the children, families and staff. This promotes the opportunity for children to demonstrate and extend their skills, knowledge and dispositions across the learning and developmental areas in authentic and intrinsically meaningful ways. Our staff design pedagogical styles, curriculum and documentation that reflect their professional knowledge and shared philosophy of our Kindy, along with the Queensland Kindergarten Learning Guidelines, Early Years Learning Framework, and the National Quality Standards.

Partnerships with families are an integral component of the curriculum, and families are invited to contribute across many facets of the program. Open communication between parents and staff facilitates positive home–Centre relationships.

More detailed insights into the educational program are provided at the parent information evening and throughout the year through weekly emailed newsletters and documentation. We encourage you to attend meetings, read emails and notices throughout the year and ask for information at any time.

DAILY ROUTINE

There are two parking options when driving to Bardon Kindy. In the interest of safety, we recommend parking at the rear of the Centre. Access is via the road that enters Bowman Park opposite the Simpsons Road corner. If parking on Simpsons Road, children should always leave the car on the footpath side. **It is illegal to leave young children in cars unsupervised.**

Children must be brought to and from the Centre by a responsible adult of **at least 18 years of age**. This applies to the Out of Hours Care program as well. Individual cases can be discussed with the Nominated Supervisor.

Prams are best left at the front gate or under the building.

We ask for your cooperation in keeping a close eye on toddlers in the morning and at pick-up time to prevent them from interfering with the room set up.

Arrival

1. On arrival everyone, including adults and siblings, must follow the hand-washing routine, which assists in protecting our children with allergies and reduces cross infections.
2. You (or the custodial adult) must sign the roll (signature and time) and tick the column if sunscreen has been applied. In the 'Comments column' note if Outside Hours Care will be required. As this is an official document, please ensure that only adults have access to it.
3. Next, assist your child to complete their morning jobs. These jobs include, placing water bottle, food (**non-insulated** lunchbox), library bag, sheets and Kindy bag into their correct locations.
4. After your child has completed these tasks, take them to greet the staff.

Saying Goodbye

As a general rule we find that the majority of children settle fairly quickly, even if they are upset initially. This settling-in can often be delayed when a parent stays too long. In our experience, It is far better to leave in the knowledge that, should your child be too distressed, you will be phoned. You are more than welcome to phone to check on your child's progress.

Library Books

Tuesday and Thursday are library days. Library books are placed in the library basket as part of the morning jobs.

Sheets

Sheet bags are brought on the first day of your child's week and remain on the bed until your child's last day of the week when they are taken home to be washed

Child-free Time

We appreciate the value of non-contact (child-free) time before and after the daily program. During this time the teachers prepare the environment, design curriculum, engage in critical reflective discussions, complete documentation, conduct staff meetings and attend professional development and regional network meetings. These additional duties serve to enhance the quality of the program offered. These times are also available for parent meetings when arranged or required.

Program Start

The program begins at 8.30am when parents/guardians say goodbye. Children arriving after this time miss out on important settling-in and social bonding time, often causing them to take longer to adjust to their day. Late arrivals can disrupt the entire group. Where possible please notify staff of any absences or late arrivals prior to 8.30am.

Show and Tell is not a regular part of our program, although occasionally items of general interest may be brought to the Centre. Our general rule is that 'Home toys stay at home and Kindy toys stay at the Kindy'. Sometimes puzzle or game pieces may inadvertently find their way into pockets. Please return them discreetly.

Program Finish

The program finishes at 2.40pm. You may collect your child before this time, but we request that you do so with as little disruption to the program as possible. In the afternoons each child must be signed out and staff members must be made aware the child is leaving. Washing hands before leaving is recommended.

Please notify a staff member, and follow up with an email, if your child is to be collected at the end of the day by a person other than yourself or an authorised person. Authorised persons are those nominated on the enrolment form. Others can be added to our records database throughout the year if needed. Children will not be released without parental notification.

Once children are signed out they are considered to be in the care of the signing out adult so that use of playground and/or other equipment is at their own risk. **We ask that non-Outside Hours Care families vacate the grounds by 3.00pm so that the After Care group can begin their afternoon's supervised activities.**

FOOD BREAKS

We follow and support Queensland Health's motto for meals, 'fresh is best' and the drinking of fresh water. For nutritional and environmental reasons, we discourage pre-packaged foods and drinks. In line with nutrition advice that suggests children should have access to regular food breaks, we facilitate 3 breaks across our day. Great lunchbox ideas can be found at [Nutrition Australia](#).

Recycling

We operate a very productive recycling system at our Centre. The majority of all food scraps are recycled through our chicken coop and compost bins. We recycle where ever possible and educate the children which materials are accepted for reuse or recycle. We utilise [REDcycle's](#) service for the recycling of soft plastics, however plastic wrap is discouraged. Our waste paper is shredded and/or recycled. We aim for as little unrecyclable material as possible. We also encourage families to bring in their recyclable items for use at the centre. To assist with the saving of water and hydration each child is asked to bring their own water bottle each day.

Peanut and Nut-free Policy

We are a **peanut and nut-free Centre**. Anaphylaxis has become part of our Centre's life and due to this life-threatening condition we have become a **peanut and nut-free Centre**.

Fruit Break

Fruit and raw vegetables remain one of the best foods for young children. It is an excellent source of a large range of vitamins and minerals. Chewing hard fruits and vegetables are essential for the normal development of a healthy mouth and palate, so please keep tins and tubs of processed fruit as a special treat for home.

Please send a selection of raw fruits or vegetables as a part of your child's lunch.

Morning Tea/Lunch Box

Lunchboxes that are made up of several compartments are best for sending a varied, balanced and healthy meal selection. Children are supported in making choices about which foods, in which order, they would like to eat at different breaks and ensuring that they save enough food for lunch. We aim to send uneaten food home to show how much has not been eaten. Change in the amount or type of food offered may be required. Lunch boxes are stored in the fridge, kept at below 5 degrees; please **do not send insulated** lunchboxes.

No glass containers are to be brought to Kindy

Please consider nutrition when providing lunches – for example, sandwiches, sultanas and dates, yoghurt, cheese, salad, fruit/vegetables are most suitable. Creamy, sugary cakes, lamingtons and biscuits, muesli bars and roll-ups are best eaten at home, where teeth can be cleaned.

Please check pre-packaged foods – they may contain nuts, an excess of sugar, artificial colourings and/or flavourings and high levels of salt – none of which are good for young children. Consider all the excess packaging as well as the expense! **Food that does not comply with the Centre's peanut and nut-free policy will be sent home.**

We encourage and promote the benefits of drinking water by facilitating regular, scheduled water breaks and water consumption is both modelled and monitored by the staff; poppers are discouraged. They are not a good option for your child and add to our unrecyclable items. To assist dental care, after each food break the children are encouraged to 'swish and swill' their mouths with water.

Additives

Some foods can influence children's behaviour, such as sugar and certain food colourings and preservatives. Below is a quick reference guide outlining some of the colours and preservatives (and some of the foods that contain them) that can cause problems in some children. Further information is available in a number of books, including *Fed Up*, by Sue Dengate and her [website](#).

COLOURS:

102, 104, 107, 110, 122, 123, 124,127, 129, 132 133, 142, 151, 155, 160b

PRESERVATIVES:

200–203 Sorbates in processed fruit, vegetables and cordial.

210–213 Benzoates in soft drinks, cordials and juice drinks.

220–228 Sulphites in many foods including cordial, processed fruit and vegetables, sausages and bread.

249–252 Nitrates, nitrites in processed meats like ham, Devon and salami.

280–283 Propionates in bread, crumpets, some buns and whey powder.

310–312 Antioxidants in vegetable oils, chips and fried foods.

319–321 in soy milk and biscuits.

FLAVOUR ENHANCERS:

620–635 Glutamates in tasty foods (621 is MSG)

ADDED FLAVOURS:

In many foods such as children's medicinal syrups.

REST TIME

Bardon Kindy ensures that children's sleep and rest needs are met. We provide each child with a bed at rest time. We ensure that rest time is a positive experience for children, and one that reflects individual, group and cultural needs.

Rest time is an essential part of the full day program. Establishing a pattern of rest and relaxation, like good eating habits, benefits a child throughout their life. Sleep is not essential at rest time. Rest time is a quiet time to think and plan, and reflect on experiences without the 'doing'.

Each child requires custom-made fitted sheets, a small pillow if required and a small blanket (for winter only). All items, including a drawstring bag in which sheets are kept, should be clearly named with a permanent pen. Sheets are available for sale at the Administration Office or at the Parent Information Evening in November. Alternatively, instructions are available if you wish to make your own. Brightly coloured, crease-resistant material, which is easily identified, is ideal. Please clearly name the sheets to assist staff.

DRESS

At Bardon Kindy children explore, create and have fun during their day, and they should be dressed accordingly. Impractical clothing or costumes are not appropriate from a safety point of view or an educational perspective.

It is vital that children wear clothing they can easily take off and put on themselves. Elastic waisted pants, short skirts and shorts are ideal. Long shorts, long dresses and long skirts are discouraged as they are problematic when climbing/crawling. At all times a change of clothing should be kept in a separate bag in the child's bag. Please make sure **all belongings** are **named** for easy identification.

Bare feet are safer for running and climbing at Kindy. Bare feet can sense the variety of different textures and grip climbing equipment while promoting more effective balance and control. Walking shoes and/or gumboots are necessary for incidental park and creek excursions. If no visit

to the park or creek is planned for the day, we will ask children to take off their shoes and leave them in their locker.

SUNSMART POLICY

As part of our philosophy of nurturing the life and growth of our community we actively strive to implement sun protection initiatives to ensure that all staff and children are protected from harmful effects of the sun throughout the year.

Teacher/Educators will:

- Practice Sun protection strategies.
- Ensure sunscreen with a Sun Protection Factor (SPF) of 30+ is applied to every child before any outdoor session. Sunscreen application will be repeated every 3 hours.
- Review weather and UV predictions and schedule outdoor activities appropriately.
- Encourage independence and support hygiene practices by:
 - Encouraging older children to apply their own sunscreen;
 - If supporting children to apply cream wash your hands after each application to reduce cross contamination.
- Ensure children are wearing sun smart hats whilst playing outdoors.
 - Bardon Kindy supplies sun smart legionnaires hats for all enrolled children.
- Ensure that children are wearing sun safe clothing in the outside environment, if not they are to be changed or a sun safe shirt placed over the top of the singlet.
- Encourage children to take responsibility for their own sun protection and to minimise their exposure of the sun.
 - Staff actively model the seeking of shade.
- Direct children to use shaded areas where possible.
- Educate children on the dangers of sun exposure and strategies to minimise the risks.
 - Discussions are authentically facilitated exploring the dangers of sun burn and exposure.
- Set up outdoor activities in shade areas where possible.
- Check often to see that any soft fall area/items (mats etc.) are not **too hot for children's feet**.
- Staff/management will provide information to families regarding sun safe practices during excursions, social or fundraising events.

Parents will be encouraged to:

- Provide clothing that covers the shoulders and arms, preferably with a collar, and longer style shorts and skirts to provide protection from the Ultra Violet rays of the sun. Singlet tops do not offer enough protection and are therefore not recommended.
- Apply broad spectrum sunscreen (SPF 50+) to their child each morning upon arrival at the centre. The Kindy provides sunscreen for families to use if required.
- Where a child has sensitive skin, provide a personal sunscreen. *This sunscreen must be left with a staff member not in the child's bag or locker.*
- Support the **Sun protection** policy by practicing skin protection behaviour as part of the family lifestyle.

- Act as role models by practicing **Sun protection** behaviour and protecting their own skin using provided spare adult hats.
- Wash hands in between application of sunscreen to each child, or have the children apply it for themselves, or use a separate tissue to apply it to each child. *This helps to prevent any cross infection.*
- Provide spare clothes in the summer months for water activities.

Management will:

- Inform parents and staff of the **Sun protection** policy when they enrol their children.
- Provide shade in outdoor spaces using trees, shade cloth and other items.
- Try to ensure that outdoor activities generally take place before 11.00am and after 2.30pm (Please note that whilst the recommendation for sun safe hours are 10.00am – 3.00pm, children & staff in all services outside in our hours of general activities will all have sun protection methods in place – sunscreen on, Sun smart clothing – covered shoulders, hats and shaded areas).
- Provide a **Sun protection** program for children and make up to date **sun protection** information available for parents, staff and carers.
- Supply communal sunscreen. Permission will be sought to apply sunscreen. Families can elect to provide their own preferred sunscreen if they choose.
- Ensure that all teachers/educators act as role models for children in all aspects of **Sun protection** behaviour by:
 - Wearing appropriate hats (broad brimmed or legionnaire styled), shoes and clothing that cover shoulders and upper arms for all outdoor activities.
 - Using SPF 30+ or higher, broad spectrum, water resistant sunscreen.
 - Seeking shade wherever possible.

HATS

Hats are part of our Sun smart policy. Our Bardon Kindy legionnaires caps are a compulsory item and are provided by the Kindy. The child's name is painted on the front and back. These Kindy hats remain at the Centre all year and are washed regularly. This alleviates the problem of hats being lost or left at home.

LOCKERS

Each child has their own locker, which can be found on the veranda outside each unit. A list of names and symbols is situated near the lockers. We ask you to help your child to become familiar with their symbol and locker position. Bags and other personal belongings are stored here and care should be taken to empty the locker each afternoon. If belongings are clearly named, mislaid articles will be placed in the lockers when found.

VISITORS TO THE CENTRE

In keeping with the philosophy that children learn best from experience, visitors are often invited to the Centre. As well as the special days for mothers, fathers and grandparents, people with special skills, community services, such as the fire brigade, and local school groups often come to visit. Puppet shows, storytellers, artists, drama, music and wildlife groups and the Centre photographer may also visit. Charges for such visits may apply and families are invoiced on their term fees account the term following. Charges only apply to children and parents who attend the event.

Our Early Childhood Education and Care Coordinator from Gowrie is a regular visitor as well.

All visitors to the Centre including entertainers and tradespeople (other than a family member or guardian of a child) must hold a current blue card.

Student Teachers

Bardon Kindy recognises the importance of student placements for training in the provision of quality education and care for children. Students from tertiary institutions may visit the Centre for periods of up to four weeks and are supervised by Centre staff. This necessary experience for the students is also of great benefit to the children. All students must hold a blue card.

Work Experience

Young people from local high schools visit usually for a week at a time to gain insights into working with young children. This program is implemented on a limited basis upon request from the school liaison officer and in consultation with the staff.

EXCURSIONS

Regular and at times spontaneous educational ventures to Bowman Park and Ithaca Creek will occur throughout the year with the support of our parents. More information regarding these ventures can be found in the Bardon Kindy Nature Play Provision document.

We undertake whole Centre excursions during the year. Details of excursions will be shared with families as they are organised and will be published in the Kindy calendar (see parents webpage).

Parental participation at these events is essential and we welcome your support to make them possible.

NATURE PLAY PROVISION

Bardon Kindy is strongly aligned with the philosophy of Nature Play Queensland in our advocacy for and understanding that unstructured play outdoors - nature play - is fundamental to a full and healthy childhood.

Nature play provision which is intrinsically inviting and motivating promotes engagement in play that promotes diverse activity opportunities which are essential for healthy physical, social and psychological experience, growth and development.

To read more about Nature Play at Bardon Kindy both within and outside of our gates, please read our Nature Play Provision Guide

LOST PROPERTY

Each unit has a basket for lost property. However, if all belongings are **clearly named**, mislaid items will be placed in children's lockers. All lost property will be held until the end of each term. After that it will be donated to charity.

OTHER ASPECTS OF KINDY LIFE

Birthdays

Traditionally at our Centre, the children bring small cup cakes (which are easier to share) for their birthdays and everyone helps to celebrate by singing 'Happy Birthday'. Children with allergies provide their own cupcakes at the start of the year, which are kept frozen and defrosted when required. Please discuss with your child's teacher if there is an alternative celebration food you would like to provide such as water ice blocks.

Annual Events

Each year we hold a number of special events at the Centre. They may include:

- Annual General Meeting – February
- Mothers' Day Celebration – May
- The Fair – second last Sunday in May
- Sports Day
- Grandparents' Day
- Visits to and from local schools.
- Fathers' Day Celebration – September
- Balaangala Excursion
- Meetings for new parents for the following year – October /November
- Visit by new Kindy children for the following year – November
- End of year Excursion to Walk About Creek - November
- End of Year/Christmas Concert – December
- Many specialist visitors (science, storytellers, indigenous groups etc.)

Libraries

The love of books is an important literacy prerequisite and life skill. You can give your children a wonderful head start as lifelong learners by looking at, reading and sharing books together.

Bardon Kindy has four distinct libraries.

General Library

There is an extensive general library, which is shared by both units. It includes the best of the latest titles for young children, traditional stories, old favourites and a wide selection of non-fiction books.

Lending Library

Each unit has a lending library, which is distinct from the general library. To borrow books, your child requires a library bag (approximately 30cm x 30cm). Children borrow one book at a time, which is changed weekly (Tuesday or Thursday), but should only be kept for a maximum of two weeks.

Parent Library

This is a collection of books and pamphlets relating mostly to young children and families. This library can be found in the Office. Additionally, links to relevant online information sources can be found on the links page of the parent's webpage.

Puzzle Library

The puzzle library is in a cupboard on the veranda, which contains a borrowing register that needs to be signed when borrowing. There are over 300 in our collection ranging in difficulty. This service is offer free of charge.

Toy Catalogues

At the end of the year various educational toy catalogues may be distributed from which parents may purchase quality items. The Kindy receives vouchers to purchase equipment from these sales.

T-shirts

Bardon Kindy t-shirts with the Centre logo and name on the front may be purchased at the Parent Evening or Orientation day in November or from the office all year round.

Plates and Tea Towels

Each year parents are invited to purchase melamine plates and/or tea towels featuring their child's artwork. The Centre receives commission from these purchases. These are not compulsory.

Christmas Giving

In keeping with Community and the importance of giving a charity is chosen each year to which the families may donate goods and gifts.

FEES AND ACCOUNTS

Fees are paid in advance and are calculated at a daily rate. Payment of all fees and levies is compulsory. In order to simplify our Account Payment process, Bardon Community Kindy Committee accepts payment of all accounts by Ezidebit Direct Debit from Credit Card or Bank Accounts only.

Payment by Direct Debit offers you the convenience of ensuring that your Account is paid on time, without the hassle of having to manually process the payment yourself. Bardon Community Kindy is a not for profit organisation and on time payment is essential for cash flow management. Additionally, this improves payment security for our Kindy, whilst making our administration processes more efficient. *Further, it will allow more flexible payment options than previously, as Credit Card will now be an option.*

Direct Debit of fees is compulsory

Following your completion of the online enrolment process, Bardon Kindy, via Ezidebit, will email you an Ezidebit registration form that can be completed online. Once registered, Bardon

Community Kindy will email your invoice 14 days prior to the Debit date. This will provide each family adequate notice to review the invoice, make a query and ensure successful payment.

Ezidebit's service incurs a registration fee of \$2.20 per family, payable with the first term fees, and a transaction fee of \$0.88 per transaction from a bank account. If you choose to pay via credit card, a fee of 2.2% for Visa/MasterCard and 4.4% for AMEX/Diners per transaction (minimum of \$0.88). Dishonoured payments will incur a fee of \$14.80 charged to you by ezidebit and an additional transaction fee of \$0.88 that will be added to your next invoice. *Note, these fees are subject to change and are a direct fee from Ezidebit.*

If at any stage you have financial difficulties, please contact us as we may be able to **negotiate a payment plan**. Additionally, transaction details can be altered simply by phoning the centre if your circumstances change.

Bardon Community Kindy has partnered with Ezidebit to provide you with this service. Ezidebit Pty Ltd is a fully compliant Direct Debit service. Ezidebit is an Australian Financial Services licensee (AFSL 315388) and has a stringent set of compliance and quality assurance measures in place.

Please note, for those paying by Credit Card, "Ezidebit Childcare" will appear on your statement. "Bardon Community Kindy" will appear on those paying from their bank accounts.

Overdue Fees

Dishonoured payments will incur a late/redebit fee.

If accounts are not settled on the due date, committee will consequently take action up to and including the suspension of the child's enrolment.

Cancelling Enrolment

In the event that a child's enrolment needs to be cancelled, four weeks' written advice is required. All outstanding fees and levies must be paid in full prior to the child's last day.

Other Fees

Association Membership Fee

The association membership fee of \$11 is included in the \$250 paid to secure the child's position at Kindy.

Maintenance Levy

A maintenance levy of \$150 is charged to each family at the beginning of each kindy Semester (January and July). Families, who complete an allocation of maintenance duties during Semester 1, will be credited the maintenance levy for Semester 2. Families who complete a full allocation of maintenance/roster duties across the year will have their levy (\$150) refunded at the end of the year. Those who choose not to or are unable to volunteer for maintenance/roster duties will be charged a total of \$300 across the year (\$150 per Semester). This money is used to fund the contracting of professional tradespeople.

Building Fund Contribution

A 'building fund' contribution is payable each term. The building fund contribution is tax deductible and is used solely for the maintenance of the buildings.

Family Assistance Claims – Registered Care.

Bardon Community Kindy is registered with the Family Assistance Office as a registered carer. Claims may be made through Centrelink, the Family Assistance Office (Medicare) or Taxation Office. Receipted invoices suitable for claiming are issued upon payment of invoices. Full details of the Childcare Benefit Rebate are available [here](#).

MAINTENANCE AND ROSTER

The Centre employs a maintenance officer and a part-time gardener to help maintain the Centre's clean and tidy appearance. With your help on maintenance rosters we can keep running costs to a minimum.

Families are asked to volunteer for 2 allocations of maintenance or roster duties each Semester (for example, one per term). Roughly four hours constitutes a single maintenance/roster allocation. Families can peruse the Maintenance and Roster list and dates, and sign up for jobs on the parent website. This allows families to plan in advance to attend one that best suits them. Once signed up, staff will advise on how to complete the task.

Maintenance Days

At the beginning of each term, two Maintenance dates (Saturdays or Sundays) are shown on the calendar (displayed on the parent website). The maintenance mornings are organised by the maintenance officer and run from 8.00am to 12.00 pm. Maintenance at the Centre includes gardening, painting, mending of equipment and cleaning. No one will be asked to do a job that they don't feel comfortable doing.

Parents can sign up to attend maintenance days on the parent website.

Roster Jobs

In addition to Maintenance Days, there are a variety of class specific or Kindy wide roster jobs available. These include, weekly washing, sewing, painting of equipment, weekend yard blowing etc. During the year, additional roster jobs may arise and will be advertised in newsletters. You can sign up for Roster Jobs on the parent website.

Parents are asked to sign on at each maintenance roster including sweeping rosters for our record of attendance, WHS and insurance. Sign on sheet is in the garden shed. Please contact staff in regard to the security code for the locked up garden shed. Children are not permitted on maintenance rosters. The very nature of the work being carried out, the inability of busy people to supervise young children and the ready access to areas normally securely locked makes their presence too hazardous.

TWYC (Time With Your Child Days)

By visiting the Kindy during program time you have an opportunity to familiarise yourself with the group, staff and the learning environment while observing your child in a group situation away from home. Attending TWYC also gives you an opportunity to informally discuss your child's progress with their teacher. Mums, Dads or Grandparents are welcome. We require you to bring your own hat.

TWYC days operate five days per week between 8.30am and 10.30am or part thereof. One parent may attend per day per unit. Simply sign up for an available date on the parent website to spend time with your child (please ensure you sign up for the correct Unit and Group). TWYC is a voluntary system.

Younger children are welcome to come on TWYC. It is an excellent introduction to the Centre for them, and the Kindy children enjoy having a younger child at the Centre. We value getting to know all members of 'our' children's families. However, we do ask for your cooperation, as the Centre is not geared to younger children. The toddler may need extra attention from you so that there is as little distraction as possible for the other children. Please understand if a staff member finds it necessary to send your little one back to you occasionally or for you to be asked to leave early.

KEEPING IN TOUCH

Email is our primary source of communication. Centre newsletters provide important information, dates, reminders and items of interest. These are emailed to all enrolled families and a hard copy is filed on the sign-on desks.

Similarly, teachers email weekly reports to families that provide program insights, conversations starters, reminders and discussions on elements of the curriculum and pedagogy.

The Kindy calendar outlines all holidays, pupil free days, special events, excursions, meetings, special visitors, maintenance rosters etc. and can be accessed at all times on the parents webpage. Paper copies will be displayed on the sign in desks and are available from the office during office hours on request.

Notice boards are situated above each sign-on table to advertise the dates and times of excursions, visitors to the Centre and social events, as well as requests and reminders. There is also a community notice board that features information for parents.

Kindy Portal

Kindy Portal is a password-protected online program where teachers publish photographs and written documentation related to the educational program. Kindy Portal provides families with web-based access to their child's documentation and a forum for parents and teachers to communicate. Families will be invited to register with Kindy Portal via email during the first few weeks of Term 1.

Facebook

Bardon Kindy has a Facebook page which is used to share information and insights regarding our organisation with our community. We intentionally ensure that no faces of children are clearly displayed or personal information is communicated through our social media posts.

We ask that families respect other children and families by refraining from sharing any photos or Bardon Kindy related content on social media. This includes photos taken within the Bardon Kindy environment or at Bardon Kindy events.

PARENTS' RESPONSIBILITIES

It is your responsibility to notify the Kindy of any changes to information recorded about your child. This includes addresses, phone numbers and emergency contacts, issues concerning family status, illnesses, absences and deaths (of pets too), and if the child is attending support agencies, as these can affect a child's wellbeing. If staff members are aware of such changes they are more able to support the child. All such information is kept strictly confidential.

It is your responsibility to read all the information relating to the Centre in order to be familiar with policy and program information.

All Centre Policies, the Centre Quality Improvement Plan, the National Quality Framework and the Kindy's rating document are available to peruse on request at the Administration Office. Additionally, any changes to Bardon Kindy policies will be communicated through the Bardon Kindy newsletter.

It is your responsibility to comply with the Centre's relevant health and hygiene policies.

It is your responsibility to be aware of and participate in the Centre's activities.

It is your responsibility to ensure all accounts are up to date.

BECOMING PART OF OUR KINDY COMMITTEE

Since the introduction of the National Quality Framework, the management committee has played an increasingly important role. A good relationship between committee members, the director and staff is crucial to the smooth running of the Centre.

Some parents join the Kindy committee because they want to be involved in the first educational institution that their child attends. Others join because they have skills that may be beneficial to the management of the Kindergarten, while others join simply for the camaraderie.

The committee has serious running and legal obligations. Each member of the executive committee has the responsibility, alone or with others and in collaboration with the director and staff, for supporting the delivery of a quality education and care service. It is responsible for ensuring that working conditions are equitable and in accordance with current industrial laws, that government funding and fees are sufficient to cover staff salaries, and that building, grounds and resources are maintained.

Former committee members are proud of their contribution to the Centre.

Committee Roles and Responsibilities

President

The president's role is rewarding, and is a wonderful opportunity to be part of the life of the Kindergarten. The president acts as a point of contact for Kindy staff and the management committee. The president is one of the signatories on the Kindy's account and, as such, is authorised to approve expenses. The president handles complaints and compliments, and speaks with parents about issues of concern. Along with other members of the committee and the director, the president is involved in recruiting new staff. The president also chairs the monthly committee meetings.

Vice President

The vice president is responsible for workplace health and safety (WHS) and maintenance for the Kindy. In this role the vice president must be familiar with the Kindy's WHS legislation and obligations; conduct monthly inspections of Kindy premises for all safety and maintenance matters; prepare and deliver reports to the committee outlining all potential WHS and maintenance issues and the actions taken to address those issues; conduct quarterly audits for Gowrie on WHS and maintenance matters; and ensure that all WHS records are kept and stored appropriately.

Secretary

The secretary manages all inward and outward correspondence and prepares the correspondence list for monthly meetings.

Minutes Secretary

The minutes secretary records, types and distributes the minutes of all meetings.

Treasurer

The treasurer, in conjunction with the administrative secretary, prepares all accounting records, budgets, financial reports and statements. Along with the administrative secretary, the Treasurer supervises the finances of the Kindy Association and provides financial advice to the committee. The treasurer is a signatory on the Kindy's account.

Assistant Treasurer

The assistant treasurer supports the treasurer in all aspects of their role, applies for grants to assist with capital works and major equipment purchases, and is also a signatory on the bank accounts.

Meetings

Meetings are held at 7.00pm once a month and everyone is welcome. Attending committee meetings gives you an opportunity to be involved in the running of the Kindy, which is a non-profit community organisation.

FUNDRAISING AND THE ANNUAL FAIR

Bardon Community Kindy is a not-for-profit community owned organisation which receives a percentage of its funding through the Queensland Kindergarten Funding Scheme (QKFS) in affiliation from Gowrie Queensland. The remainder of the funds comes from fees and fundraising.

Bardon Community Kindy has a fine tradition of fundraising successes. The main fundraiser for the year is the Annual Fair, held in May, which is a highlight of the year both socially and financially.

The Fair has been running for decades and is an important community event. At the AGM a fair convenor is appointed to lead a team of parent volunteers who organise and run the Fair. Becoming involved in the Fair is a wonderful way to contribute to the Kindy, and have a direct impact on its resources and the environment in which your child learns. The profits made from the Fair subsidise Kindy fees and help to fund the ongoing improvement of the Kindy and acquisition of new resources.

CHILDREN'S WELFARE

Centre policies are constantly revised in view of changing trends and research and in accordance with recommendations from Gowrie. The Service operates under the National Quality Framework inclusive of the *Education and Care Services National Law Act (2010)* and *Education and Care Services National Regulations (2011)*.

Hygiene Practices

The Centre observes strict hygiene practices:

- The Centre is cleaned daily by a contractor.
- All spills are attended to immediately.
- Separate mops and separate cloths are used for different cleaning jobs.
- Adults and children are required to wash their hands upon arriving at and departing from the Centre.
- Children routinely wash hands before and after morning tea, lunch time and toileting.
- Hands are required to be washed after coughing and nose blowing.
- Best health practices are adhered to in our kitchens.

Immunisation

Following amendments to the *Public Health Act 2005 (Qld)* which took effect on 1 January 2016, Bardon Community Kindergarten will no longer accept new enrolments of children who are not "up to date" with their scheduled vaccinations. This policy applies to siblings of children previously enrolled at Bardon Community Kindergarten.

Prior to enrolment and attendance at Bardon Community Kindergarten, parents are required to provide an immunisation history statement stating that their child's immunisation status is "up to date" (and an updated statement when their child passes future vaccination milestones if applicable).

Children who have an exemption for a vaccine given by a recognised immunisation provider because of a medical contraindication to a vaccine are considered "up to date".

Similarly, children who are on an approved immunisation catch-up schedule developed by a recognised immunisation provider are also considered "up to date".

It is your responsibility to update your child's immunisation records with the Kindy when they have their 4 year old vaccinations. These updates will be requested in centre newsletters.

[Click here for the Queensland Immunisation Schedule](#)

Sick Children and Incidents

Some medical conditions require exclusion from the Centre to prevent their spread among the children and staff. The recommended minimum exclusion periods for infectious conditions are available on the [Queensland Department of Health website](#) and on the [Time out Poster](#).

A child suffering from a contagious illness will not be admitted to the Centre. It is your duty to inform the Centre and report contagious illnesses. Coughs and runny noses are **highly contagious**. Young children are unable to manage these, so should be kept at home until symptom-free.

Head lice are a continuing problem and are highly contagious. Children found to have head lice will be sent home until the hair has been treated with head lice shampoo. Hair should be free of **lice and eggs** before they return.

If the Responsible Person in charge considers a child at the Centre is not well, they will request that the child be taken home.

In the event of a child being injured or becoming ill at the Centre, the staff will treat where possible and you will be contacted promptly. It is therefore imperative that phone numbers held at the Centre be current at all times. In the event that you and your nominated emergency contacts are not available, the Responsible Person will take whatever steps are considered to be appropriate to ensure the child's wellbeing. An ambulance will be called if necessary.

In accordance with workplace health and safety regulations and policies, all incidents are recorded on a Gowrie incident form. Details of the incident or illness are recorded here, signed by the witnessing member of staff and countersigned by the adult collecting the child, the nominated supervisor and the management committee president. All incidents are reported at monthly committee meetings.

In the event of a more serious incident, a Form SI01 will be completed and uploaded to the Office of Early Childhood Education and Care, AECEQA, Gowrie and AON Insurance Company signed by all parties including parents.

First Aid

The Centre has four well-equipped First Aid kits stored in child-safe cupboards. Additionally, each class has an emergency evacuation backpack that is stocked with first aid supplies. These backpacks go with each class whenever they leave the classroom.

Medication

If your child requires medication while at Kindy, please hand it to the staff on arrival, complete the medication details on your child's medication sheet and sign it. The medication is kept in a locked container and in the refrigerator if appropriate.

In cases where your child's temperature exceeds 38.5 degrees a single dose of paracetamol will be administered if you have granted permission, this is in accordance with our Managing A High Temperature Policy. You will be contacted immediately and required to collect your child as soon as possible.

Child Protection and Child Safety

Bardon Kindy and The Gowrie QLD, promotes the protection of all children and encourages a culture of awareness and education throughout the early childhood education and care sector in Queensland. A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time.

The Child Protection Policy is available for families' reference. A range of information supporting families, including websites and brochures are also available at the centre and on the parent website.

EMERGENCY EVACUATIONS

Fire

Fire exit signs are displayed in the Centre. We undertake fire drills and records are kept in the fire drill book. In the case of fire, we follow the Centre fire evacuation procedure, listed below. If alarm is sounding on your arrival, remain outside of the service.

Fire Evacuation Procedure

When the children hear the alarm they look to the teacher for direction as to which exit to take. The teacher quietly ushers the children and all other adults to the assembly area via the safest exit while the educator checks the toilets, storeroom and kitchen. Once everyone is outside we mark the roll. Fire Evacuation Procedure Plans are situated in each room. Visitors, parents and trades people must also respond to the alarm.

Lockdown

The word 'lockdown' is to be used when a child, a group of children or a staff member's safety is at risk. The term is not to be used at any other time or for any other purpose.

Once a danger is recognised and acknowledged, the word 'lockdown' is voiced around the group and the children are guided to one of the 3 predetermined safest location. Once all are safe, 000 is rung. Visiting parents and trades people must also respond to evacuation procedures.

BEHAVIOUR GUIDANCE

Policy Statement

We aim to teach children appropriate ways to manage both positive and negative behaviours by empowering them with a range of strategies. We encourage children to take responsibility for their own actions. We provide each child with the guidance that helps them to acquire a positive self-concept. The behaviour guidance used by each staff member is at all times constructive, positive, age appropriate, respectful and is designed towards developing self-regulation.

When unacceptable behaviour is about to occur/occurs, we will use:

- Informational statements- guiding attention to an observed behaviour to promote self-regulation.
- Class agreement – democratically formulated list of rules or expectations by the class for the class.
- Redirection – to provide them with alternative behaviours
- Active listening – to determine the underlying source of the behaviour
- Problem solving/reflective meeting – teacher facilitated meeting to actively work towards a resolution.

At all times the children will be treated with dignity and respect. If they are upset, they will be reassured and supported. As per service commitment to communication with families we will have open discussions with you as required.

We have grievance and investigation procedures to deal with inappropriate behaviours by any Kindy community member: adult or child. Any reports will be treated seriously and investigated promptly, confidentially and impartially.

Please refer to the Grievance for Families Policy for further information.

CODE OF CONDUCT

We at Bardon Community Kindy believe that every person, staff member, child, parent, volunteer or visitor:

- is a member of our Kindy community and have a right to be heard.
- is responsible for the wellbeing of each person, adult or child in our community
- is valued and respected for their attributes
- has the right to play, learn and work in a safe and happy environment; therefore, it is the responsibility of each person to have respect and consideration for others
- cares, shares, protects and respects
- has the right to be a member
- is entitled to share what we have
- cares for the buildings, grounds and equipment
- makes each person feel like they belong
- has the right to be spoken to respectfully and treated fairly.

We aim to ensure the staff act with integrity and carry out their responsibilities and duties in accordance with professional principles, guidelines and organisational policies.

ANTI-DISCRIMINATION AND INCLUSION POLICY

When children enter an early childhood setting they bring with them a rich variety of cultural and social backgrounds and experiences. Bardon Kindy recognises the individuality of each child and family, and observes a policy of acceptance regardless of race, creed, gender, disability, ability, class or culture. Each child is encouraged to participate in all areas of the Centre and they may find themselves challenged with material or experiences that are contrary to defined stereotypical roles.

CHILDREN WITH ADDITIONAL NEEDS

Bardon Community Kindy provides an inclusive environment and program to meet the diverse needs of all children and families accessing our service. At all times, the decision in relation to the enrolment of the child in the Kindergarten will rest with the management committee and staff.

When making all decisions in relation to children with additional needs the Kindergarten staff and committee must at all times comply with their obligations under the *Disability Discrimination Act 1992 (Commonwealth)* and the *Anti-Discrimination Act 1991 (Queensland)*. We approach all decisions in keeping with the overriding philosophy that children with additional needs are welcome at Bardon Kindy.

CONCERNS AND COMPLAINTS PROCEDURE

If you have a concern or complaint you should first talk respectfully with the person directly involved with the grievance. The rights of all in the Centre are respected and no visitors or parents may reprimand staff or other children. Parents and children will not be discriminated against or suffer any repercussions if they make a complaint.

If you have any concerns relating to the care of your child, a staff member or another child, please speak with the Director (Nominated Supervisor). If you feel that your grievance has not been resolved satisfactorily at this level, you will be encouraged to address the matter in writing to the president who will bring the complaint/concern to the attention of the committee for noting and action. You may refer to the Centre's Grievance for Families Policy.

All complaints and grievances will be handled with respect for confidentiality, and procedural fairness will be observed in all aspects of handling a complaint. If the Centre is not able to process a grievance satisfactorily to all parties Gowrie will be informed. Gowrie will then discuss their process with all parties.

If you have concerns relating to financial difficulties, please contact the treasurer or administrative secretary.

COMPLIANCE LOG BOOK

Early Childhood Education Services maintain a log book of any formal compliance notice issued by the Office for Early Childhood Education and Care.

A compliance log book is maintained and can be sighted in the Office on request.

The National Quality Framework entitles any member of our Kindy Association to request a paper copy of any of the contents of the book.

PRIVACY AND CONFIDENTIALITY

Our policy is to protect the privacy and confidentiality of individuals by ensuring that sensitive information about individual children, families, teachers/educators and management are kept in a secure place, and are only accessed by, or disclosed to, those people who need the information to fulfil their responsibilities at the Centre or have a legal right to know.

WORKPLACE HEALTH AND SAFETY

The policy of this Kindergarten is to create a safe and healthy environment for our children, staff and visitors. As Bardon Kindy is committed to protecting the health and safety of those who attend the Kindy, it has workplace health and safety policies and procedures in place.

All people involved with the Kindy are required to be aware of and follow these policies and procedures. This is particularly important for parents and other volunteers who assist by doing maintenance and other work at Kindy. All people involved with the Kindy must also accept a general obligation to see that activities under their care or control are carried out in a safe manner.

These obligations are not just Kindy policy, they are also enshrined in law. Under the *Work Health and Safety Act 2011* all persons on the Kindy premises have a legal obligation to follow Kindy safety procedures and take reasonable care of themselves and others.

INSURANCE

The management committee of Bardon Community Kindy ensures that public liability insurance of \$20,000,000 is kept current at all times with AON Insurance Co. The insurance policy is available upon request.

WAITING LIST AND ENROLMENT POLICY

Children are enrolled at the Centre in order of placement on the waiting list. A child's name may be placed on the waiting list from the first of July following her or his birth. As waiting lists are long at Bardon Kindy, we advise placing children on the list as soon as possible.

To place a name on the waiting list prospective parents are asked to fill out a booking form on our website and to make a booking payment via PayPal. A confirmation email will be sent on receipt of payment and the form.

Parents are contacted in the year prior to commencement from May onwards with an enrolment offer. An enrolment fee is then payable, which is deducted from the first term's fees. This is non-refundable if the child is withdrawn from the Kindy.

As part of our waiting list procedure we have a sibling policy, which entitles a registered child to a position if an older sibling attended the Centre – and a position is available. Siblings must be on the waiting list by May 1st prior to the year of entry otherwise a position cannot be guaranteed.

COMMUNITY FEEDBACK 2017



Kindy Hours and Structure Survey