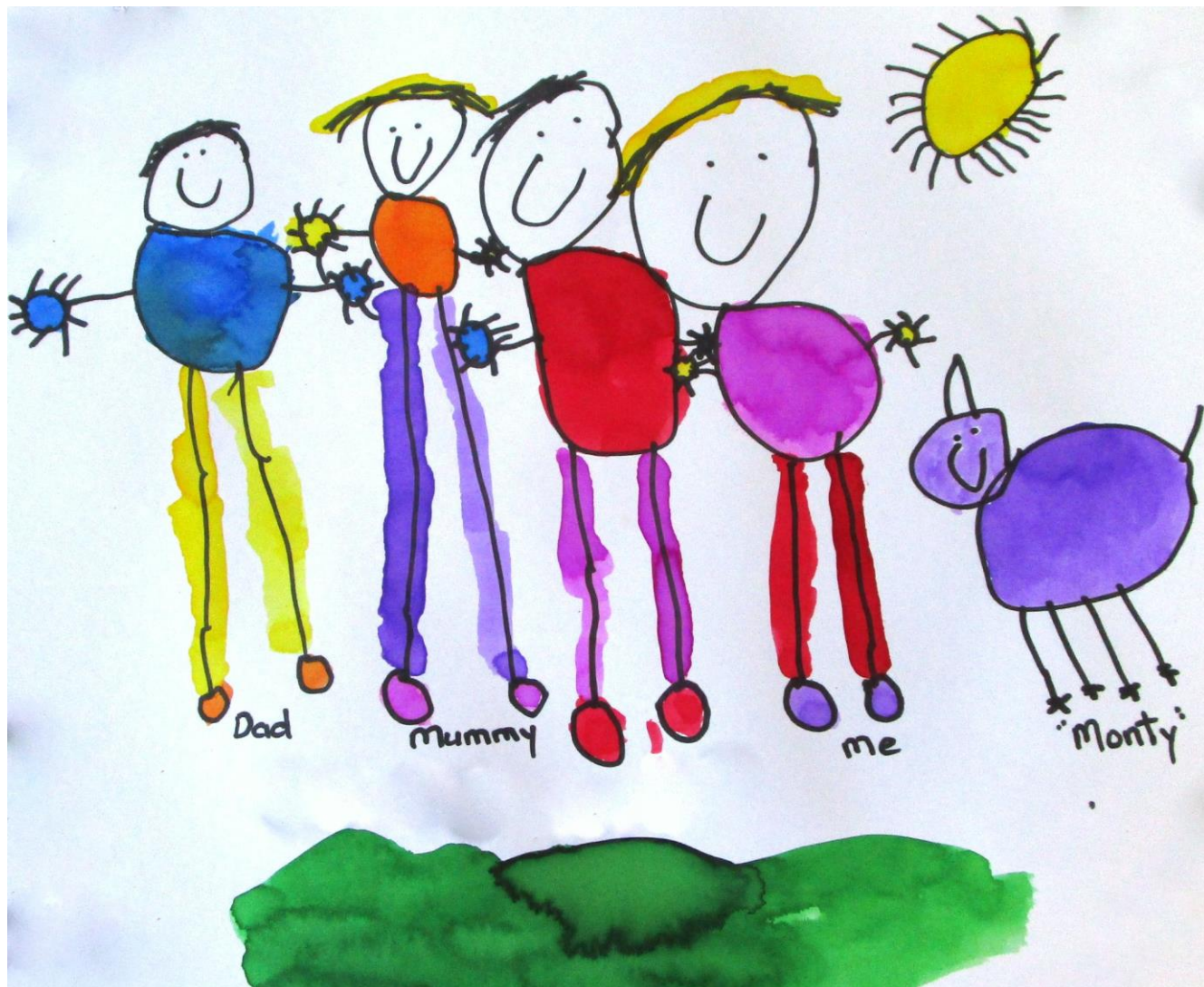


# BARDON COMMUNITY KINDY INC. HANDBOOK



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Welcome to Bardon Community Kindy Inc.

It is our hope that after familiarising yourself with this handbook, you will be well informed regarding the many aspects of our Kindy.

Please make use of the bookmarked links (including table of contents) to easily locate the information you seek.

For further information regarding anything in this document, please feel free to ask a staff member. Additionally, Bardon Kindy Policies can be accessed from the [Parents Page](#) on our website.

We look forward to a happy association with you and your family, and hope that Bardon Kindy will become an extension of your home.

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



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# OUR STORY

For over 70 years, Bardon Kindy has supported and educated children and families in our community. Our rich history is represented by the strong connection generations of Bardon locals have with our buildings and grounds, nestled under the canopy of Bowman Park and known as “Our Place in the Park”. Bowman Park is an important Bardon landmark and social hub, and this sense of place is deeply valued and nurtured and continues to play a significant role in the identity of the Kindy.

We acknowledge the Turribal people, the traditional owners of the land, and thank them for taking care of and sharing the beautiful environment where we are privileged to meet, play and work every day.



Originally opened in a local church with 12 children attending for a two and a half hours a day, the Kindy has grown to become an integral part of the Bardon community, providing learning, care and support to 88 children and their families each week.

For many years the Kindy operated out of the Bardon Community Hall in partnership with the Bardon Community Association. When the number of children grew to 40, the committee decided it was time to expand. In 1964, after much hard work and fundraising by local families, the Mary Streeter Building

(currently Unit 1) was opened in honour of our first Director and her 25 years of service. Expansion continued in 1979 with the addition of the Joyce Hogg annex (currently Unit 1 veranda), named after our second director (22 years of service).

In 1987, the Kindy committee decided to take advantage of the Federal Community Employment Program to construct a new Kindergarten building (currently Unit 2). At this time the Bardon Kindergarten Association ceased its partnership with the Bardon Community Association and the Community Hall, and we began to operate and maintain our own premises on Brisbane City Council lease land.

In 1991 our name changed from Bardon Kindergarten Association to Bardon Community Kindergarten & Preschool Inc. to help reduce some of the confusion with the local state preschool. When Prep was introduced in 2008 our name changed once again, to Bardon Community Kindy Inc. This was chosen to reflect our specialised provision of professional services for kindergarten aged children and their families along with our commitment to our local community. We believe the two cannot exist exclusively.

Bardon Community Kindy first became affiliated with the Creche and Kindergarten Association in 1980 and then became affiliated with The Gowrie Qld in 2011.

Our beautiful play spaces and connection to the natural environment are a fundamental part of the Kindy's identity. Our yard and surrounding bushland environment have grown and evolved over the years into a highly inviting and engaging play-scape and leafy sanctuary. Again, this is thanks to the hard work and dedication of parents and volunteers over the decades including, but not limited to, planting trees, fundraising, building and maintaining structures and even acquiring additional land.



Bardon Kindy has a proud tradition of long service and dedication from its employees, and the contribution of a number of former Bardon Kindy educators is recognised in the Kindy grounds with the following features:

- Carole's Wild Walk (Carole Wild – Our third Director - 30 years)
- Janny's Garden (Janny Boersma – 17 years)
- Heather's Bridge (Heather Humphreys – 43 years)
- Gloria's Water Statue (Gloria Parmenter – 30 years)
- Julie's Creek-scape (Julie Boyd – Our fourth Director - 29 years)



# OUR 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 and celebrating childhood as a valued part of life, rather than a preparation for life.
- 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 and acknowledging their important role, support and guidance in the management and running of the Kindy.
- Reflecting our connection with local community – including networking and transition arrangements with local schools.



## PHILOSOPHY STATEMENTS

*A concerted and continuous commitment toward the following statements is nurtured at all times by all involved within our organisation.*

- 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.





# ABOUT US

## CLASSES AND STAFF OF BARDON KINDY

### 2 Classrooms

Bardon Community Kindy operates two self-contained Units. Unit 1 and Unit 2 each accommodate 2 classes across the week (Group 1 and Group 2), each with 22 members

Outside Hours Care Service is available before and after Kindy Classes.

### Unit 1 & Unit 2

#### Monday

#### Tuesday

#### Wednesday

#### Group 1

Before Care: 7:15am till 8:30am

Kindy: 8:30am till 2:40pm

After Care: 2:40pm till 5:40pm

#### Group 2

Before Care: 7:15am till 8:15am

Kindy: 8:15am till 3:45pm

After Care: 3:45pm till 5:45pm

#### Thursday

#### Friday

## BARDON KINDY STAFF CONSISTS OF:

1

Director /  
Nominated Supervisor

4

Teachers

2

Educators

2

Admin Managers

1

General Assistant /  
Float Educator

~3

OHC Educators

The children at Bardon Kindy 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.

## READ BELOW FOR MORE INFORMATION ABOUT STAFF ROLES

### **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**

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

### **General Assistant/Float Educator**

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

### **Inclusion Support Educator**

Inclusion support educators helps facilitate the inclusion of a child with additional needs into the Kindy environment.

### **Administrative Manager**

The administrative managers maintain the daily business operations of the centre. An administrative manager is based in the Unit 1 office (Monday – Thursday) from 8.30am–4pm.

### **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. Pupil-free Days allow the staff to undertake Professional Development and Critical Reflection collaboratively as a team.

# HOW TO KEEP IN TOUCH

## ADMIN OFFICE

**Email:** [info@bardonkindy.com.au](mailto:info@bardonkindy.com.au)

**Phone:** 07 3369 4697

**Private second phone line:** 3368 2310

*....for use during an emergency if main line is not reachable.*

## TEACHING STAFF

**Email your  
teacher anytime**

Face to Face chat  
(before or after  
class)

Request a meeting

# KEEPING UP TO DATE

## PARENTS PAGE

Bardon Kindy Parent's page is a private password protected webpage that can be accessed from our website and provides access to the following:

- Kindy Calendar and Important events  
*Paper copies are available on request*
- Roster Jobs and Maintenance Sign up
- Time with Your Child (TWYC) Sign up:
- Policies and Information for families

*Login information will be distributed to enrolled families prior to 2019*

## NEWSLETTERS & NOTICES

**Kindy news** is a regular newsletter distributed via email by our admin team that will help you keep up to date with what is happening at Kindy and around the Community.

**Class specific newsletters** are emailed from your teacher and provide program insights, conversations starters, reminders and discussions on elements of the curriculum and pedagogy.

Keep an eye on the **notice board** above the sign-in area for information regarding the day or up-coming events and projects.

**Family information and Community information folders** are displayed in the foyer. These are on offer to families as a source of early childhood specific information and local services.

## KINDY PORTAL

Kindy Portal is a password-protected web-based app that provides families with access to photographs and written documentation related to their child and the educational program.

Kindy Portal also provides a forum for parents and teachers to collaboratively reflect and 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 from our Kindy 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.



# PARENT MANAGEMENT COMMITTEE

Bardon Kindy is managed by a volunteer parent committee who work alongside staff to ensure quality operation, maintenance and improvement of our:

**Our exceptional service**

**Facilities and environment**

**Strong community reputation for the highest quality education and care**

## WE ARE RUN BY FAMILIES FOR FAMILIES

Parent Committee are elected by Kindy Association members at the Annual General Meeting (February)

All enrolled families are members of the Kindy Association (*membership fee included in enrolment deposit, however, is shown on first term invoice*).

All financial members are welcome to attend Committee meetings (dates advertised in newsletters) and eligible to vote in General Meetings, including the AGM.

Under the NQF the Volunteer Parent Management Committee are the Approved Provider of the Service.

## VOLUNTEER MANAGEMENT COMMITTEE POSITIONS:

President

Vice President (WPH Officer)

Treasurer

Assistant Treasurer

Secretary

Minutes Secretary

*For more information, including committee role descriptions, [click here](#)*

# KINDY TERM DATES

WE OPERATE DURING QLD EDUCATION TERMS ONLY

Term	Dates	Length
Term 1	Tuesday 29th January – Friday 5 <sup>th</sup> April	10 weeks
Term 2	Tuesday 23rd April – Friday 28th June	10 weeks
Term 3	Monday 15th July – Friday 20th September	10 weeks
Term 4	Tuesday 8th October – Friday 13th December	10 weeks
Total		40 weeks

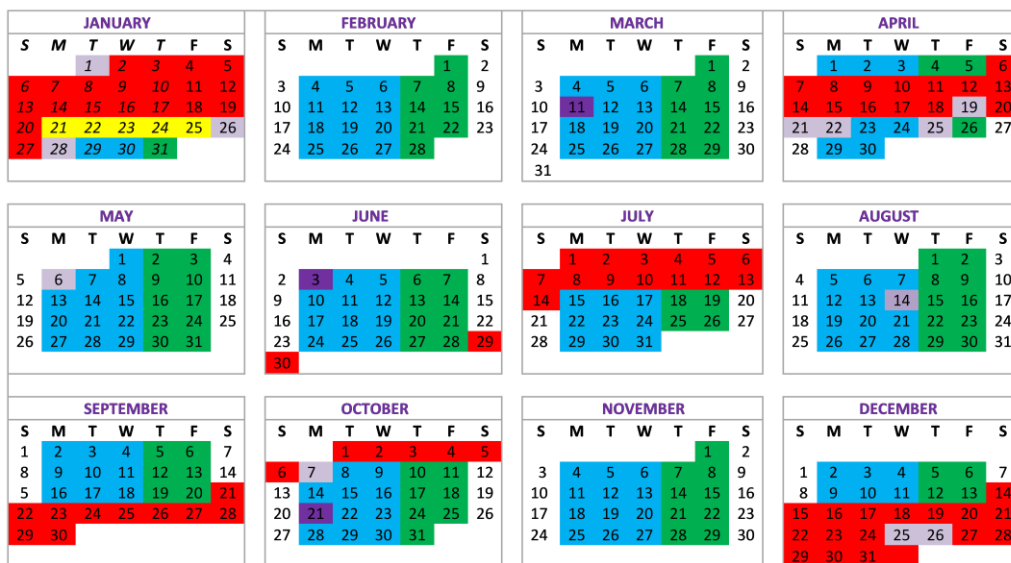
## BARDON KINDY OBSERVES:

Public Holidays

Education Queensland  
Holidays

Pupil Free Days  
(as notified on the Kindy  
Calendar)

Bardon Community Kindergarten 2019 Calendar Overview



Group One	Public Holidays
Group Two	Non Contact Preparation
School Holidays	Pupil Free
Regional Show Holiday	

# FUNDING, GOWRIE & NQF

## QUEENSLAND KINDERGARTEN FUNDING SCHEME

Bardon Community Kindy Inc:

- is a community owned not-for-profit organisation
- is an Approved Kindergarten Provider under the QKFS
- recognises the guidelines of the QKFS
- acknowledges the Queensland Government for supporting Early Childhood Education & Care



*Click the logo for more information about the QKFS*



**Lady Gowrie<sup>QLD</sup>**  
Community  
Kindergartens

*Click the logo for more information about the Gowrie Qld*

## GOWRIE QLD

- Bardon Community Kindy Inc is affiliated with Gowrie Qld
- Gowrie are our Central Governing Body (CGB)
- They provide professional support and distribute QKFS funding to Kindergartens that meet the relevant requirements

## OPERATIONAL COSTS

- Volunteer Parent Committee is responsible for the financial operation of our Kindy
- Operational Costs are covered by a combination of QKFS, Kindy Fees & Fundraising
- Our Primary Fundraising event is our Annual Kindy Fair which is run by our parents.



# NATIONAL QUALITY FRAMEWORK (NQF)



Australian Children's Education & Care Quality Authority™

Click the logo for more information about the NQF

Bardon Community Kindy holds Provider and Service Approval under the NQF which incorporates:

- Education and Care Services National Law Act (2010)
- Education and Care Services National Regulations (2011)
- National Quality Standard (2018)

Provider Approval Number: PR 00000418

Service Approval Number: SE 000001269

## RATED EXCEEDING THE NATIONAL STANDARD

In 2014, Bardon Community Kindy was assessed by an Authorised Officer and Rated Exceeding the National Quality Standard in all 7 Quality Areas.



	Significant Improvement Required	Working Towards National Quality Standard	Meeting National Quality Standard	Exceeding National Quality Standard	Excellent
<b>1</b> Educational program and practice	Service does not meet one of the seven quality areas or a section of the legislation and there is an unacceptable risk to the safety, health and wellbeing of children.	Service provides a safe education and care program, but there are one or more areas identified for improvement.	Service meets the National Quality Standard. Service provides quality education and care in all seven quality areas.	Service goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.	Service promotes exceptional education and care, demonstrates sector leadership, and is committed to continually improving. This rating can only be awarded by ACECQA. Services rated Exceeding National Quality Standard overall may choose to apply for this rating.
<b>2</b> Children's health and safety					
<b>3</b> Physical environment					
<b>4</b> Staffing arrangements					
<b>5</b> Relationships with children					
<b>6</b> Partnerships with families and communities	The regulatory authority will take immediate action.				
<b>7</b> Leadership and service management					

READ BELOW FOR MORE INFORMATION REGARDING THE NQF




All Australian education centres and care services are assessed under the National Quality Framework (NQF). 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.

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.

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 via the Policies and Info page on the parent website. Enrolled families are encouraged to provide feedback to the service at any time.

Service Approval Number: SE-00001269  
Assessment and Ratings ID: ASR-00007035



QUEENSLAND  
GOVERNMENT

## Bardon Community Kindy Inc

has achieved the following ratings:


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

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at  
**Exceeding National Quality Standard**

Department of Education, Training and Employment  
Date of issue: 8 August 2014



# OUTSIDE HOURS CARE

OHC IS AVAILABLE TO ENROLLED FAMILIES DURING KINDY TERM

## OHC Hours:

	<b>Monday - Wednesday</b>	<b>Thursday-Friday</b>
<b>Before Care</b>	7:15am – 8:30am	7:15am – 8:15am
<b>After Care</b>	2:40pm – 5:40pm	3:45pm-5:45pm

OHC is a flexible service run by specially employed qualified staff and is designed to meet the diverse care needs of families within our community.

It provides engaging yet relaxed care that is distinct from the Kindy program and allows children more time to expand on play and social opportunities that develop throughout their days.

A nutritious afternoon tea snack is provided at Aftercare.

## OHC FEES

Can be accessed on a casual or permanent booking basis

Families who know they will require the service on specific days each week can make a permanent booking for the term to access the discounted rate.

<b>Before Care Casual Rate</b>	<b>Before Care Permanent Booking Rate</b>	<b>Aftercare Casual Rate</b>	<b>Mon – Wed Permanent Aftercare Booking</b>	<b>Thurs – Fri Permanent Aftercare Booking</b>
15	\$10	\$15	\$30per day	\$20 per day
Per Morning	Per Morning	Per Hour	Full Afternoon	Full Afternoon

Permanent Bookings will be issued an OHC Term Invoice at the beginning of each term.

Casual Booking Invoices will be issued at the end of week 5 and week 10 each term.

OHC does not operate during Kindy holidays, public holidays or pupil-free days.

# OHC – HOW IT WORKS:

## BEFORE CARE

Before Care operates prior to the commencement of the Kindy Program.

Children are signed into Before Care by their parents and are then signed into the Kindy Program by the Before Care Educator.

No children are to be dropped off before the commencement of Before Care for insurance reasons.

Any child who is not accompanied by a parent or guardian at the Centre before 8.30am (G1) and 8.15am (G2) will be considered to be using the service.

The Kindy outdoor environment is used by Before Care prior to 8:30am (G1) and 8.15am (G2) and we therefore ask that any families wishing to play outdoors before Kindy starts make use of Bowman Park. This avoids supervision issues for the OHC staff.

## AFTER CARE

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 writing AC 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 (G1) and 3.45pm (G2) 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 following goodbyes all families vacate the yard by **3.00pm (G1) or 4.00pm (G2)**. This avoids supervision issues for the OHC Educators.

Children are given a substantial and nutritious afternoon snack at the commencement of aftercare.

After Care offers a relaxing, fun and interesting afternoon in both the playground and a classroom (in the later afternoon). In the case of inclement weather, the program is moved indoors or under the building.

Educators support children to design the program based on their interests and motivations.

**A late arrivals fee** will be charged at \$10 per five minutes for pickups after the close of aftercare.



# PREPARING FOR KINDY

## HOW TO SUPPORT 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 towards Kindy prior to starting 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, 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 Kindy 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.

Attending the orientation morning allows you and your child an opportunity to experience the Kindy learning environment, meet your teachers and connect with other peers from the class.

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.



# EDUCATIONAL PROGRAM & CURRICULUM

## PLAY, INTRINSIC CURIOSITY AND INQUIRY ARE ESSENTIAL

The children and teachers make up a learning community that through a foundation of meaningful relationships engage in curriculum design on a daily basis. This curriculum is supplemented by the Queensland Kindergarten Learning Guidelines, along with the Early Years Learning Framework and the National Quality Standards which have been specifically designed to promote and enrich learning for Kindergarten aged children.

The environment, routine and rituals are intentionally constructed to respond to the diverse interests, knowledges and experiences of the core protagonists of the educational program – the children. This ensures that all children are empowered to engage with intent and purpose in all elements of the day and provides the vehicle through which skills, processes, knowledge and dispositions are promoted through intentional teaching and co constructed social learning.

Children are encouraged to explore and communicate their thinking, curiosities, experiences, knowledges and delight through diverse expressive languages and media. They are valued as autonomous and competent members of our learning community and are supported to manage their own needs and belongings throughout the day.



*Click the image for more information about the QKLG*



Our learning environments, both indoors and out, are thoughtfully designed and set up as active participants in the dynamic interactions, learning and play that happens within them– they are the third teacher. We intend for our place to be warm, inviting, safe, stimulating and filled with infinite possibility. Our spaces (or studios) are open ended, equipped with rich and diverse resources, including loose parts, and are constantly taking on new and original purpose as directed by children’s creativity and play.

The environment and program are designed with intent to promote holistic learning, including social, physical, emotional and cognitive which provides strong foundations for successful transitions to Prep and a lifelong love of learning.

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–Kindy 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.

The following page describes the elements that are offered within a day at Bardon Community Kindy. The stability and continuity of our teaching staff and class groups allows us to develop strong routines, rituals and learning cultures that permeate across the program. However, the timing of these elements is flexible and is influenced by the focuses and direction of the educational curriculum which is constantly being informed and refined by the teaching staff, children and families.



# ELEMENTS OF OUR DAY

## Arrive and complete morning jobs

### Gather and greet

#### Class meeting (may include):

- Literacy session (reading and exploration of literature drama)
- Whole class projects
- Group science experimentation and discussion
- Yoga/physical movement
- Music and Dance
- Knowledge sharing and research

## Transition games and challenges

### First meal

### Outdoor work/play session

### Tidy up

### Physical Challenge and transition

### 2<sup>nd</sup> meal break

#### Transition work (may include):

- Puzzles
- Drawing
- Scientific exploration
- Board Games
- Design and construction
- Quiet reading

### Class meeting (as above)

### Planning meeting

### Indoor project work/play session

### Tidy up

### Gather - reflection/relaxation

### 3<sup>rd</sup> meal break

### Rest

*(Sleep is not essential at rest time. Rest time is a quiet time to think, plan and reflect on experiences without the 'doing'. Children may engage in individual quiet activities such as reading, writing/drawing or busy bags).*

# STARTING THE DAY

## THE RITUALS OF EACH MORNING

### WHERE TO PARK.....?

#### CAR

##### **Rear car park**

(accessed via the driveway that enters Bowman Park)

*Recommended as the safest option. Access the Kindy via our back gate.*

##### **Simpsons Rd street parking**

*We recommend that children leave the car on the footpath side for safety.*

#### BIKE

A bike rack is located in the Kindy yard at the bottom of the central stairs.

#### PRAM

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

### **IT IS ILLEGAL TO LEAVE YOUNG CHILDREN IN CARS UNSUPERVISED**

#### TEACHER'S NON-CONTACT TIME

Bardon Kindy teachers highly value non-contact (child-free) time before and after Kindy program hours.

During this time, teachers and educators 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 education and care offered.

These times are also available for parent meetings when arranged and/or required.



# MORNING JOBS

## Wash Hands

Everyone, including adults and siblings.

This assists in protecting our children with allergies and reduces cross infections.

## Sign In

You (or the custodial adult) must sign the roll (signature and time).

Tick the column if sunscreen has been applied.

Note if casual Outside Hours Care will be required by writing AC in comments next to child's name .

## Complete Jobs Routine

Support your child to independently complete their morning jobs:

- Kindy bag into locker
- Library bag into library basket (located at the sign on desk)
- Drink bottle onto drink bottle table
- Food into fridge
- Sheets into sheet storage area

## Greet Teachers

Support your child to enter the room, greet teachers and friends and engage in available elements of the program.

## Saying Goodbye

As a general rule we find that the majority of children settle fairly quickly, even if they are upset initially.

Please say goodbye to your child and tell them when and who will be picking them up. DO NOT sneak away.

Settling-in may be complicated or delayed when a parent stays too long.

In our experience, it is far better to leave in the knowledge that, should your child remain distressed, we will contact you. You are more than welcome to phone at any time to check on your child's progress.

Children must be brought to and from the Kindy (including OHC) by a responsible adult of **at least 18 years of age.**

*Individual cases can be discussed with the Nominated Supervisor.*

We ask for your support in keeping a close eye on toddlers in the morning and at pick-up time as our environment/resources may not be safe for them.

## PROGRAM START

We encourage parents/guardians to say goodbye from the Kindy start time or when the class gathers. Children arriving after this time may miss out on certain elements and/or find it more challenging to settle. Where possible please notify staff of any absences or late arrivals prior to 8.30am (G1) and 8.15am (G2).

## LOCKERS

Each child has their own locker. 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 throughout the day. Please empty the locker each day. If belongings are clearly named, mislaid items will be placed in the lockers when found.

## BORROWING LIBRARY

Tuesday and Thursday are library days. Children may borrow one book per week. A library bag is required (approx. 30cm x 30cm). Place library bags into the library basket.

## SHEETS

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

## HATS

In line with our Sun Smart Policy, hats are compulsory when outdoors at Kindy. A Bardon Kindy legionnaires cap is provided for each child by the Kindy. Your child's hat will have their name painted on the front and back for easy identification and promoting name recognition. Kindy hats remain at Kindy all year to ensure they are always available. They are washed regularly.

## BRINGING THINGS FROM HOME – SHOW AND TELL?

Show and Tell is not a regular part of our program, however, we welcome interesting and relevant items being brought from home to present.

Did you find it?  
*(natural items that spark  
intrigue and wonder)*

Did you make it?

Is it a book or resource that  
relates to Kindy  
discussions/play/research?

Our general rule is that 'Home toys stay at home and Kindy toys stay at the Kindy'.

## LOST PROPERTY

Sometimes Kindy resources may inadvertently make their way home. Please return them discreetly.

Each Kindy Unit has a lost property basket where unnamed mislaid items are placed.

All lost property will be stored in the basket until the end of term. If items remain uncollected they will be donated to charity.

## PUZZLE LIBRARY

The puzzle library contains a diverse range of puzzles that families can borrow from.

It is in a locked cupboard below the sign-on desk. The key is located in Unit 2.

Puzzles need to be signed for when borrowing.



# AT DAYS END

## PICKING UP YOUR CHILD

The Kindy Program finishes at 2.40pm (G1) or 3.45pm (G2).

If required, you may pick up your child before this time. If possible, please notify us in advance so that we can help your child be ready to go.

At Pick-Up, each child must be signed out.

Please support your child to say goodbye to the teachers to ensure we are aware of their departure.

Washing hands when leaving is recommended to limit cross-contamination.

Once children are signed out they are then in the care of the signing out adult and under their supervision.

**After saying goodbyes, we ask that families vacate the grounds promptly – 3.00pm (G1) or 4.00pm (G2). This avoids supervision issues for the OHC Educators.**

## SOMEONE DIFFERENT PICKING UP?

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 authorisation.



# FOOD & NUTRITION

## MEAL BREAKS

At Bardon Kindy, we believe that regular access to nutritious and enjoyable food, consumed within a relaxed and social culture is an important foundation for healthy living and growth. We actively promote:

**Fresh, Balanced & Variety  
Is Best**

**Nude Food**  
(waste free)

**Empowered Eaters**

Lunch boxes are stored in classroom fridges below 5 degrees (insulated bags are not suitable for the fridge).

**Compartmented Lunch boxes are best as they promote choice and variety.** Please no glass.

If you pack food that requires **reheating**, we ask that you please either leave a note in the lunchbox, email us, or tell us face to face. We want to avoid the potential for reheating food a second time.

## THREE SCHEDULED MEAL BREAKS EACH DAY

Children are empowered to make decisions about what foods they eat and each break.

We support the decision-making process and forward planning to ensure food is available at each break.

We actively encourage minimising waste and aim to send uneaten food home. This supports discussions at home about eating preferences and required volume.

## KEEPING HYDRATED

**Water is best!** Juice or sugary drinks are strongly discouraged.

Each child has their own **water** bottle that can be accessed at any time.

Water bottles can be refilled from water stations.

We facilitate regular and scheduled drink breaks. Staff both model and monitor water consumption.

To promote dental health, children are encouraged to rinse their mouth after every meal.

## PEANUT & NUT FREE

As we regularly have enrolled children with highly sensitive peanut and tree nut anaphylactic allergy, we actively minimise the risk of reaction by asking all families to withhold all foods and products containing peanuts and tree-nuts.

Any cross contamination from foods containing nuts at Kindy could potentially be life threatening.

If we notice any foods that contain peanuts or tree-nuts that have accidentally made it into lunch boxes, we will remove them and send them home.

The following cards have been published by Allergy and Anaphylaxis Australia and provide guidelines regarding which foods and ingredients to avoid in order to keep Bardon Kindy peanut and tree-nut free.

## TREE NUT Allergen Card



### Ingredients to avoid if you are allergic to tree nuts\*:

Almonds  
Artificial nuts  
Brazil nuts  
Carponata  
Cashews  
Gianduja (a nut mix)  
Hazelnuts/Filberts  
Hickory nuts  
Macadamia nuts  
Marzipan/almond paste  
Nangai nuts  
Non-gai nuts  
Natural nut extract  
Pecans/mashuga nuts  
Pine nuts+  
Pistachios  
Pralines  
Walnuts

\*Pine nuts are also known as: pinyon, pignoli, pignollia, pinon and pignon.

Any food containing nut or nut derivatives must be avoided (eg nut butters, nut meal, nut oil). Seek allergy specialist advice on eating peanuts when tree nut allergic. Around 35% of those with tree nut allergy are also allergic to peanuts.

People with tree nut allergy are very rarely allergic to chestnuts. The protein in chestnuts is similar to the protein in some pollens which cause allergic rhinitis/hay fever. Those with latex allergy can be allergic to chestnut.

### Products which may contain tree nuts include:

African/Asian/Indian dishes  
Baked goods  
Baklova  
Biscuits  
Breakfast cereals  
Cereals  
Chocolate  
Chocolate spreads  
Dips  
Dried fruit mixes  
Dukkha  
Flavouring (natural/artificial)  
Flavoured coffees, drinks  
Frozen desserts (Ice cream)  
Health food bars  
Lollies  
Marzipan  
Mexican dishes  
Nougat  
Nut flavoured alcohol, syrups  
Pastries  
Pesto  
Salads  
Soups  
Stuffing  
Snack foods  
Tea bags  
Turkish delight  
Vegan dishes

\*This is not a complete or comprehensive list of ingredients to avoid but is intended as a helpful aid for living with tree nut allergy. It is NOT meant to replace medical advice given by your doctor.

Those with nut allergy generally do not need to avoid coconut and nutmeg. Remember: Cosmetics, lotions, shampoos, moisturisers and the like can contain food allergens. Some medications (prescribed and over the counter) and alternate therapies can also contain food allergens.

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## PEANUT Allergen Card



### Ingredients to avoid if you are allergic to peanut\*:

Arachis oil  
Beer nuts  
Goober nuts  
Groundnuts  
Madelonas  
Mixed nuts  
Monkey Nuts  
Nu-nuts  
Nut pieces  
Nutmeat  
Peanut  
Peanut butter  
Peanut Brittle  
Peanut Flour  
Peanut Sauce  
Peanut oil  
(cold pressed, expelled or extruded)  
Peanut sprouts  
Renflakes

.....  
*Any products containing peanut or peanut derivatives must be avoided.*

*Seek allergy specialist advice on eating tree nuts when peanut allergic. Those allergic to peanuts are not often allergic to other legumes. However, peanut allergic individuals may also react to lupin. Lupin flour is being used more in Australian foods.*

*Some people without peanut allergy have also developed lupin allergy.*

### Products which might contain peanut include:

African dishes  
Asian/Indian dishes  
Biscuits  
Breakfast cereals  
Chocolates  
Desserts  
Dried fruit mixes  
Gravy  
Health food bars  
Ice creams  
Lollies  
Marzipan  
Mexican dishes  
Nougat  
Praline  
Pesto  
Salad/salad dressing  
Satay  
Sauces  
Snack foods  
Soup  
Vegan dishes

\*This is not a complete or comprehensive list of ingredients to avoid but is intended as a helpful aid for living with peanut allergy. It is NOT meant to replace medical advice given by your doctor.

Those with nut allergy generally do not need to avoid coconut and nutmeg.

Remember: Cosmetics, lotions, shampoos, moisturisers and the like can contain food allergens. Some medications (prescribed and over the counter) and alternate therapies can also contain food allergens.

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# WHAT'S FOR LUNCH?

## LINKS FOR INSPIRATION & IDEAS

### HEALTHY LUNCH BOX

Click for Cancer Council's healthy eating ideas and interactive Lunch Box Builder

### Wipe out Waste

Click for a quick 3-minute video on YouTube with heaps of practical ideas for healthy and waste free lunches



Click for Nutrition Australia's healthy lunch box week article filled with heaps of ideas and further links.



Click for information about food intolerances

## WHICH LUNCH BOX?

*The following are some suggestions of the lunch boxes we think work best.*

*There are many on the market to choose from.*





# NUDE FOOD DAY

## INFORMATION FOR PARENTS

### What is Nude Food?

**Nude Food** is simply food that is not wrapped in foil, plastic or commercial packaging.

The best type of nude food consists mainly of fresh food, so that it is healthy and nutritious PLUS environmentally friendly.

Promoting Nude Food empowers students to make conscious choices about what they eat, and encourages them to think about their impact on the environment (and their health). You might be amazed with how enthused your child can become on this...

✓ **To pack a Nude Food Lunch or Snack, you will need:**

- Cutlery from home is better than throwaway plastic ones
- Plastic or metal drink bottles are recommended for refilling with water
- Reusable containers for putting all of your food, snacks and drinks into
- Lunch boxes that have lots of separate sections can be useful to avoid lost lids or containers

✗ **Try to avoid:**

- Zip lock or plastic bags, plastic wrap or aluminium foil
- Tetra packed drinks, single serve yoghurts and cheese
- Single use plastic forks and spoons
- Prepackaged food, i.e. biscuits, snack bars and chips

**Tips for Packing Nude Food Lunches:**

- Try to involve the kids in helping decide what to take. This will help to avoid uneaten foods being thrown out, plus will save your family money as well. Also, remember to praise your child if they do eat something healthy which is new for them.
- Try to pack the lunches the night before and store in the fridge overnight to avoid the mad rush in the morning.
- If your child normally enjoys chips, yoghurt or other prepackaged snacks, buy these in a larger format and you can decant these into smaller reusable containers or lunchbox.
- If your child does enjoy chips, why not try making your own veggie versions using sliced beetroot, parsnip or sweet potato and baking in the oven?
- Try to use fruit and vegetables that are in season. Seasonal produce is friendly to the environment as well as to your budget, as less fuels are used to transport it into your supermarket.
- Go to [www.nudefoodday.com.au/resources](http://www.nudefoodday.com.au/resources) for Nude Food recipe ideas.



Nutrition Australia

NUDE  
FOOD  
DAY™



# OPPORTUNITIES FOR REST

We recognise opportunities for rest as being an important element in a day at Kindy.

We incorporate diverse strategies for achieving rest and relaxation throughout our days such as deep breathing, yoga, quiet reading, guided meditation and rest time.

We also ensure access to quiet spaces within the learning environment.

## REST TIME

Rest time is scheduled part of the day dedicated on rest and relaxation and is an essential part of the full day program.

We strive to make this time a positive experience that facilitates thinking, planning and reflection without the 'doing'

Our approach to Rest Time is flexible and can be designed to reflect the needs of the group, including individual or cultural preferences.

We provide each child with a bed at rest time. *During the later months of the year, our beds may be phased out.*

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.

New and Second-hand Sheets sets are available for sale at the Admin Office or at the Parent Information Evening in November.

Alternatively, instructions are available if you wish to make your own. Using a unique fabric design helps make them easily identifiable for your child.



# DRESS

## WHAT TO WEAR & BRING

At Bardon Kindy children explore, create and have fun during their day, and they should be dressed accordingly. **They can and will get messy at times.**

**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, shorts or skirts are ideal.** *Long dresses and shorts or skirts that go below the knees 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.

## SHOES

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/Creek shoes are necessary for incidental park and creek ventures.** Therefore, we ask that an **old pair of closed in shoes or crocs be left at Kindy for the year.**

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.

## BARDON KINDY 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.

# SUN SMART 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 50+ has been applied by 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 sunsafe clothing in the outside environment, if not they are to change or a sun safe shirt placed over the top.
- 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 shorts or skirts that 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 assist each child to apply it. *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.



# SUSTAINABILITY

## STRATEGIC PLAN

Bardon Community Kindy is committed to implementing sustainable practices in all its operations, activities and decision-making, and to empowering children and families to act sustainably at Kindy, at home and across the wider community.

The Kindy takes a holistic approach to teaching and learning, and nurtures a strong sense of community and collaboration, involving parents and children as active decision-makers and participants.

Sustainable practices and care for the environment are an important educational focus at the Kindy.

The Bardon Kindy 2019 Sustainability Strategic Plan provides a framework for the continual improvement of a sustainable culture and practices for all members of our Kindy.

[Click here](#) to access the Bardon Kindy Sustainability Strategic Plan and supporting documents.

## SSP GOALS

### A Culture of Sustainable Practice

Develop a strong and embedded culture of sustainable practices within the Kindy, led by Kindy staff.

### Reduce Energy, Water and Waste

Put sustainable practices into action to reduce the Kindy's energy and water consumption by 20% and divert 80% of its waste from landfill by 2020.

### Educate and Lead

Encourage children and their families to adopt sustainable practices at Kindy, at home and across our local community.

## SUSTAINABLE PRACTICES THAT WE MODEL AT KINDY INCLUDE:

Renewable Solar Energy	Rain Water for Gardens & Play	Reusable Hand Towels in Bathrooms
Comprehensive Recycling and Waste Minimisation Program	Native & Vege Gardens, & Natural Shade	Limit Toilet Flushes
Composting Scheme	Use of Recycled Loose Parts and Construction Materials	Waste Collection and Care of our local park and creek



Presented to:

**Bardon Community Kindy**

On the 23<sup>rd</sup> July 2019

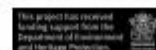
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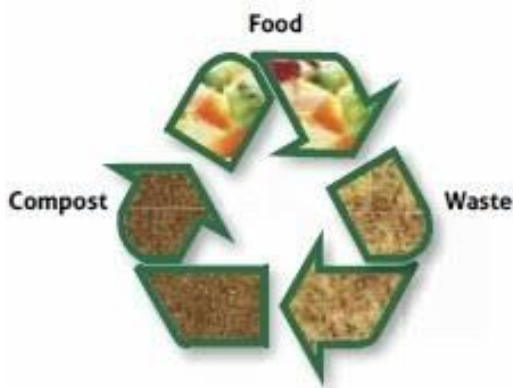
# RECYCLING AT KINDY



Brisbane City Council Mixed Recycling



Soft Plastics Recycling



Food Waste Recycling with Chickens & Worms



Garden Organics Recycling



Terracycle: We currently collect Used Dental Packaging and Used Pens for Recycling

Pre-loved Clothing, Toys & Household Items



Battery Collection for Recycling



We welcome all suitable items for Box Construction & Collage Re-Use

# VISITORS, EXCURSIONS, CELEBRATIONS & COMMUNITY EVENTS

Throughout the year our educational program is further enriched and extended through the facilitation of additional experiences and interactions with members of our community. This is achieved by welcoming visitors into our place or venturing out on excursions.

We strongly welcome contributions from parents and family members to further compliment the Kindy program.

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.

Some additional experiences that hold significance within the traditions of Bardon Kindy include:

## **Fire Brigade Visit**

## **Police Community Officer Visit**

## **Excursion to Balaangala Indigenous Bush Food Garden and Reconciliation Space**

## **Excursion to Bardon State School and St Joseph School Prep Classes**

## **Local Dentist Visit**

## **Sports Day in Bowman Park**

## **Excursion to Walkabout Creek Wildlife Centre and Enoggera Reservoir**

## **Literary or Puppet Performance**

*This list is subject to change and additional experiences are regularly organised in response to specific interests and learning*

*directions of the children.*





## COMMUNITY EVENTS

Throughout the year, Bardon Kindy hosts a number of additional community events that provide opportunities for families to connect. These include:

<b>Meet &amp; Greet BBQ / AGM</b>	<b>Parent Information Evenings</b>
<b>Mothers and Fathers Nights</b>	<b>Anzac Day March</b>
<b>Kindy Maintenance working bees</b>	<b>Bowman Park Bushcare gatherings</b>
<b>Local Excursions &amp; Bowman Park Ventures (families are always welcome)</b>	<b>Grandparents Day</b>
<b>End of year concert and celebration</b>	

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.

## BIRTHDAYS

We welcome children celebrating their birthday with their friends at Kindy.

Cupcakes (smaller size), muffins or ice blocks are a popular option for birthday celebrations as they are easier to share.

Children with allergies provide their own celebration option 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 for your child's birthday celebration.

We occasionally have visitors at Kindy including health and support professionals, trades people, education

## VISITORS

students, work experience students and volunteers.

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

All visitors to the Centre who interact directly with the children (other than a family member or guardian of a child) must hold a current blue card.

# 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.

We strive to facilitate regular opportunities for our classes to venture outside our gates to access, explore and play in Bowman Park and adjacent sections of Ithaca Creek.

These environments provide infinite and rich provocations that are unpredictable, fluid and open ended in nature and promote authentic and organic learning dispositions and opportunities.

For more information about Nature Play Provision at Bardon Kindy, including an outline of where we go and how we manage reasonable risk, please read our [Nature Play Provision Guide](#).



# TWYC

## TIME WITH YOUR CHILD AT KINDY

TWYC provides you with an opportunity to spend time within the learning environment and join in the Kindy program with your child.

TWYC also provides an opportunity for you to informally gain insights regarding your child and the curriculum from the teachers.

TWYC sessions are available each day and usually operate for the first couple of hours of the Kindy program, however, this can be negotiated with your teacher.

You can sign up for a TWYC session via the parent's website. Sessions are limited to 1 spot/1 person per day. Please ensure you select the correct Unit and Group for your child's class.

Any nominated family member is welcome to attend. Please bring a hat.

Younger siblings are welcome to attend TWYC, however, as elements of environment and the day may not be suitable for toddlers, we recommend you discuss this with us prior.

## PARENT'S RESPONSIBILITIES

It is your responsibility to notify the Kindy of any changes to information recorded about your child. This includes addresses, phone numbers, emergency contacts, carers, issues concerning family status, illnesses, immunisation updates, absences, deaths (of pets too), and if the child is attending professional 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 Kindy in order to be familiar with policy and program information.**

All Kindy Policies, the Centre Quality Improvement Plan, the National Quality Framework and the Kindy's rating document are available to peruse either on the [Parent's Page](#) or on request at the Admin Office.

It is your responsibility to comply with relevant Kindy health and hygiene policies.

It is your responsibility to be aware of and participate in Kindy activities and/or events.

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

# ILLNESS & INJURY

## WHAT IF MY CHILD IS SICK?

A child suffering from a contagious illness should not be at Kindy. We ask for your cooperation in keeping sick children at home until symptom free to prevent the spread of illness to other children and families.

Coughs and runny noses are generally highly contagious and often young children are still learning how to appropriately manage such symptoms.

Some infectious diseases require exclusion periods from Kindy. Queensland Health advice on exclusion periods for infectious conditions are available on the [Queensland Department of Health website](#) and on the [Time out Poster](#). If an infectious disease is reported that requires an exclusion period, we are required to enforce the exclusion period for the infected child unless written advice from a medical professional states otherwise.

It is your duty to report infectious disease so that we can inform relevant people, including vulnerable members of our organisation.

If the Teachers/Responsible Person in charge consider your child is too unwell for Kindy, we will contact you. We may request your child be collected.

## INJURY OR ILLNESS INCIDENT AT KINDY

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 always therefore imperative that phone numbers held at the Centre be current.

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, injury, trauma and illness record 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, the Nominated Supervisor in conjunction with the Management Committee will notify the Office of Early Childhood Education and Care, AECEQA, Gowrie and Bardon Kindy's Insurance Company.

## 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 relevant medications.

These backpacks go with each class whenever they leave the classroom.

All Educators at Bardon Kindy maintain up to date first aid training qualification.

## MEDICATIONS

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. Staff follow strict guidelines as outlined in the Administering Medication Policy.

All medication is kept either in a locked container or in the First Aid backpack on an out of reach hook and if required, in a refrigerator.

If a child is prescribed a medication that they have not previously taken, they are not allowed to attend Kindy until at least 3 doses of this medication have been administered. This is in case of any unforeseen reactions to the medication.

In cases where your child's temperature exceeds 38.5 degrees, a single dose of paracetamol will be

## MANAGING A HIGH TEMPERATURE

administered (if parent/guardian or emergency contact consent is provided over the phone). If we are unable to make contact with any authorised contacts, and consent was previously provided in the enrolment process, we will administer Panadol at the advice of a medical professional. If no prior consent was provided, we are unable to make contact with any authorised contacts, and your child's temperature reaches 39 degrees or higher, an ambulance will be called.

This is in accordance with our Managing A High Temperature Policy.

Children experiencing high temperatures will be required to be collected as soon as possible.

# CHILD PROTECTION

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 and our community.

A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time.

Child Protection is everyone's business.

The Child Protection Policy is available for families' reference along with a range of information on the parent website.



**NAPCAN**  
PREVENT CHILD ABUSE & NEGLECT

# BEHAVIOUR GUIDANCE POLICY STATEMENT

## AT ALL TIMES WE AIM TO:

Teach children appropriate ways to manage both positive and negative behaviours by empowering them with a range of strategies.

Encourage children to take responsibility for their own actions.

Provide each child with the guidance that helps them to acquire a positive self-concept.

Provide behaviour guidance that is constructive, positive, age appropriate, respectful and is designed towards developing self-regulation.

## WHEN UNACCEPTABLE BEHAVIOUR IS ABOUT TO OCCUR OR 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.



# 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 has 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.

# GRIEVANCES

We have grievance and investigation procedures to deal with complaints, concerns or reports of inappropriate behaviours by any Kindy community member: adult or child.

Any reports of alleged inappropriate behaviour will be treated seriously and investigated promptly, confidentially and impartially.

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.

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

# FEES, ACCOUNTS & EZIDEBIT



## Term Fees

Group 1: \$1275

Group 2: \$950



## Government Funding

Subsidies term fees

\$2796 per child

\$4.66 per hour (15 hr a week)



**Building Fund Contribution of \$60 per term.**

Tax deductible



**Maintenance Deposit: \$150 per Semester**

Refundable if maintenance hours completed.



Fees are debited via EziDebit

Fees are paid in advance. Payment of all fees and levies is compulsory. In order to simplify our Account Payment process, Bardon Community Kindy Committee **ONLY** 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 \$1.18 per transaction from a bank account. If you choose to pay via credit card, a fee of 2.5% for Visa/MasterCard and 4.4% for AMEX/Diners per transaction (minimum of \$1.18). Dishonoured payments will incur a fee of \$14.80 charged to you by ezidebit and an additional transaction fee of \$1.18 that will be added to your next invoice. *Note, these fees are subject to change and are a direct fee from Ezidebit.*

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.

## PAYMENT PLANS

We welcome the **negotiation of a payment plan** and will invite interested families to contact us regarding their preferences at the commencement of each term. Additionally, transaction details can be altered simply by phoning the centre if your circumstances change.

## DISHONoured PAYMENTS

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.

## ADDITIONAL FEES

### **Association Membership Fee**

The association membership fee of \$11 is included in the \$250 paid to secure the child's position at Kindy, however, will appear on your term one invoice.

### **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.



# MAINTENANCE & ROSTER JOBS

The Centre employs professional cleaners, a part-time gardener and a maintenance officer to help maintain the Centre's clean and tidy appearance.

With your help with maintenance and rosters jobs, we can keep additional running costs to a minimum.

Families can peruse and sign-up for Maintenance & Roster Jobs on the [parent page of our website](#). This allows families to plan in advance which job best suits them. Once signed up, staff will advise on how to complete the task.

Each job (including maintenance days) has an allocated credit value noted in the jobs list on the parent's page.

Families are asked to volunteer for 2 credits worth of maintenance or roster duties each Semester (for example, one per term).

Families are invoiced \$150 maintenance levy per semester.

Families who earn credits during Semester 1 will be credited the full or part of their paid maintenance levy towards their Semester 2 maintenance levy.

At years end, families who have earned credits during Semester 2 will be refunded full or part of their paid maintenance levy.

Families who complete 4 credits worth of maintenance and roster jobs across the year will be fully refunded and therefore, not forfeit any money towards maintenance.

Funds that are received through maintenance levy forfeits are used to pay for professional contractors to attend to ongoing maintenance beyond the scope of volunteer work.

<b>Maintenance Credits Earned</b>	<b>Maintenance Levy</b>
2 per semester	Full credit - \$0.00 forfeit
1 per semester	\$75.00 forfeit
0 per semester	\$150.00 forfeit
4 across the year	Full refund - \$0.00 forfeit

## 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 managed by the maintenance officer and approximately run from 8.00am to 12.00 pm.

Duties may include gardening, painting, mending of equipment and cleaning. No one will be asked to do a job that they don't feel comfortable doing.

## 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, library book repair, fish tank care etc.

During the year, additional roster jobs may arise and will be advertised in newsletters.

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.

Staff will contact you regarding the security code for the locked-up garden shed.

**Children are not permitted on maintenance rosters.**



# BARDON KINDY FAIR

## OUR ANNUAL FUNDRAISING EVENT

The Bardon Kindy Fair, which is held in May each year, is a highlight of the Bardon Community Calendar.

It is a family friendly event, hosted within our Kindy yard, where our extended community joins together to create a memorable day for our children and all involved. It is a manifestation and living example of the community spirit that is valued and promoted within the culture and pedagogy of our Kindy.

We employ a Fair Convenor who, in collaboration with staff, oversees the organisation of our Fair.

It is our hope that all enrolled families will get involved to help make the day a success.

Families are invited to:

<b>Convene a Stall</b>	<b>Volunteer on a Stall</b>	<b>Bake &amp; Create Goods</b>
<b>Secure Sponsorships</b>	<b>Seeks Auction Donations</b>	<b>Help Manage Logistics</b>

Becoming involved in the Fair is a wonderful way to contribute to the Kindy and have a direct impact on how we can continually improve our education and care services for all families.

## KINDY POLICIES

As part of affiliation with Gowrie Qld, Bardon Kindy adheres to all Gowrie Policies.

Along with Gowrie Policies, Bardon Kindy has developed supplementary policies that apply to our specific Centre.

All policies are regularly reviewed and updated in view of changing laws, regulations, research, community consultation 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).

All Bardon Kindy Policies can be accessed via the link on the [parent page](#).

# KINDY COMMITTEE CONTINUED

## GETTING INVOLVED

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.

## 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. The date for upcoming meetings is advertised in the Kindy News. Attending committee meetings gives you an opportunity to be involved in the running of the Kindy.



# EMERGENCY RESPONSE PLAN

Bardon Kindy undergoes regular fire and building safety audits. We maintain an Emergency Response Plan and comply with all relevant regulations and Gowrie policies.

Fire exit signs and evacuation plans are displayed in the Kindy.

Staff, children and attending families participate in regular emergency response drills and records of these drills are kept.

If the fire alarm bell is sounding upon your arrival, please remain outside of the Kindy.

## FIRE & EVACUATION PROCEDURE

In the event of fire, a staff member will:

- Ring the fire alarm to alert all others in the Centre

### **The Teacher (Lead educator for OHC):**

- Directs the children to the most appropriate exit to get to the designated safe area
- Leads children in a calm and safe manner to the emergency assembly area (Large sheds at back shed or if required, Bowman Park).
- Calls the roll to ensure all children, visitors and staff are present

### **The Educator(s) (Supporting educator in OHC):**

- Checks verandah, all rooms in each building for any remaining people (if safe to do so)
- Collects First Aid Bag, Attendance roll and mobile phone (permanent staff carry a phone)
- Joins the teacher and assists with the children
- Emergency phone contact lists are kept in the back of the attendance rolls, downstairs bathroom, lockdown zones and first aid backpacks.

### **The Director/ Admin Staff:**

- Office staff collects Visitors Sign in and checks visitor attendance.
- Telephones emergency services, executive committee, Families, Gowrie and Regulatory Authority once the evacuation is complete (or when safe to do so). Teachers to contact in absence of Director/Admin.

### **Parents, Volunteers and Visitors:**

- Proceed to designated safe area
- Follow directions from Kindy staff and assist where appropriate and requested.

Kindergarten staff are to confer to ensure all staff, visitors and children are present and accounted for.



## LOCK DOWN PROCEDURE

The word 'lockdown' is to be used when a child, or 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.

During such an incident, once a danger is recognised and acknowledged the words 'lockdown' are used to gain the children's attention and they are guided into one of three lockdown areas as stated below.

*If such an incident occurs while in our yard/ playground then staff may use a whistle blow to gather the attention of the group prior to following this procedure.*

- Teacher (Lead Educator OHC) to lead children into Lock Down Zone
- Educator (Supporting Educator OHC) to sweep area and collect first aid backpack if safe to do so.

**Classroom:** If a situation occurs upstairs the 2 children's bathrooms are the designated safe areas.

Internal locks, phones, pull down blinds, toilets, water, sultanas help to make these safe areas.

**Yard/Playground:** When downstairs, the downstairs storeroom (below central stairs) is the designated safe area.

Internal locks, phones, water, OHC food and phones help to make this a safe area.

Emergency phone contact lists are kept in all 3 areas.

Once all are safe 000 is called.

**Review Environmental Hazards Policy for further information, follow up and de-brief procedures.**



# DIVERSITY & INCLUSION

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.

## INCLUSION POLICY

Bardon Community Kindy provides an inclusive environment and program that aims to meet the diverse needs of all children and families accessing our service, including those who may have additional needs.

Bardon Kindy welcomes, values and accepts children with additional needs. Indeed, Bardon Kindy has a proud history of educating and caring for children with additional needs.

When working with a child with additional needs, Bardon Kindy staff will engage in open communication with families and health/support professionals to determine appropriate additional support arrangements to enable the child to actively and positively participate in Kindergarten life.

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.

# 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 & 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 Kindy or have a legal right to know.

# WORKPLACE HEALTH & SAFETY

Bardon Kindy always strives to maintain a safe and healthy environment for our children, staff, families and visitors.

We comply with all relevant WPHS laws, regulations and Gowrie Policies, Bardon Kindy specific Policies and Procedures.

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.

Regular safety audits are conducted by staff and are reviewed by the management committee.

We ask that all Kindy members remain vigilant regarding health and safety within the Kindy and that any concerns are reported to staff so that we can respond promptly and appropriately.

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.

# PUBLIC LIABILITY INSURANCE

The management committee of Bardon Community Kindy maintains public liability insurance of \$20,000,000 with AON Insurance Co.

The insurance policy is available upon request.

