

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.



TABLE OF CONTENTS

OUR STORY.....	5
OUR PHILOSOPHY.....	7
ABOUT US	9
HOW TO KEEP IN TOUCH.....	11
PARENT MANAGEMENT COMMITTEE	13
2026 KINDY TERM DATES	14
FUNDING, GOWRIE & NQF.....	16
OUTSIDE HOURS CARE	19
PREPARING FOR KINDY	21
EDUCATIONAL PROGRAM & CURRICULUM.....	22
STARTING THE DAY	25
AT DAYS END.....	29
FOOD & NUTRITION.....	30
OPPORTUNITIES FOR REST	34
DRESS.....	35
SUN SMART POLICY	36
SUSTAINABILITY	38
VISITORS, EXCURSIONS, CELEBRATIONS & COMMUNITY EVENTS.....	41
NATURE PLAY PROVISION.....	43
TWYC.....	44
PARENT'S RESPONSIBILITIES	44
ILLNESS & INJURY	45
CHILD PROTECTION	46
BEHAVIOUR GUIDANCE POLICY STATEMENT	48
CODE OF CONDUCT.....	49
GRIEVANCES	49
FEES, ACCOUNTS & DIRECT DEBIT.....	50
MAINTENANCE & ROSTER JOBS	53
BARDON KINDY FUNDRAISING	54
KINDY POLICIES	54
KINDY COMMITTEE CONTINUED	55
EMERGENCY RESPONSE PLAN.....	57
DIVERSITY & INCLUSION.....	58
COMPLIANCE LOG BOOK	59
PRIVACY & CONFIDENTIALITY.....	60
WORKPLACE HEALTH & SAFETY	60

PUBLIC LIABILITY INSURANCE..... 60

ENROLMENT POLICY..... 61

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 and Yuggera people, the traditional owners of the land, and thank them for taking care of and sharing the beautiful environment where we 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)
- Dianne's Entrance (Dianne Bone – 34 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 First Nations 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 8:00am

Kindy: 8:00am till 3:30pm

After Care: 3:30pm till 5:45pm

Thursday

Friday

BARDON KINDY STAFF CONSISTS OF:

1

Director /
Nominated Supervisor

2

Admin Managers

4

Teachers

2

General Assistant /
Float Educator

4

Educators

~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, CPR, 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 help 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 8.00am–3.30pm.

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

NEWSLETTERS & NOTICES

ADMIN OFFICE

Email: info@bardonkindy.com.au

Phone: 07 3369 4697

Mobile: 0491 666 981

If you are unable to reach us via phone, please send an email and we will respond ASAP.

TEACHING STAFF

Email your teacher
anytime

Face to Face chat
(before or after
class)

Request a meeting

Kindy news is a regular newsletter distributed via email by our 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.

SOCIAL MEDIA

Bardon Kindy has a Facebook and Instagram page which is used to share information and insights from our Kindy with our wider 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.

Xap

Xap is a web-based administration database and portal where you can review/update enrolment information, upload important documents, update emergency contact and authorisation to collect information and manage financial details and accounts.



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, go to Kindy Committee Continued in the contents page.

2026 KINDY TERM DATES

WE OPERATE DURING QLD EDUCATION TERMS ONLY

Term	Dates	Length
Term 1	Tuesday 27th January – Friday 3rd April	10 weeks
Term 2	Monday 20th April – Friday 26th June	10 weeks
Term 3	Monday 13th July – Friday 18th September	10 weeks
Term 4	Tuesday 6 th October – Friday 11th December	10 weeks

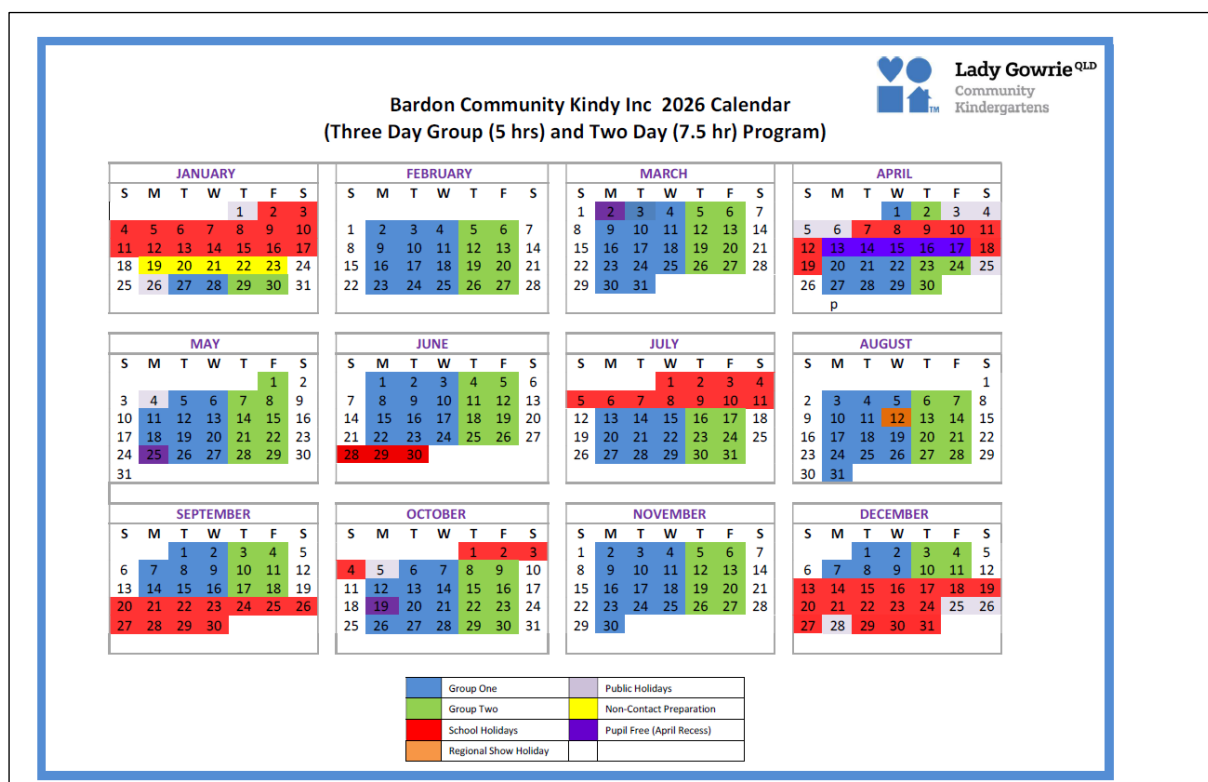
Total 40 weeks

BARDON KINDY OBSERVES:

Public Holidays

Education Queensland
Holidays

Pupil Free Days
(as notified on the Kindy
Calendar)



Why are Pupil Free Days all on Mondays?

Bardon Kindy cannot schedule pupil-free days at the end of the week due to the Kindergarten Funding Scheme requirements. To qualify, we must provide at least 600 hours per child annually (15 hours per week).

The 2 long day program operates for 7.5 contact hours per day to ensure it meets the required minimum 15 hours per week. The 3 day group operates for 18.5 contact hours per week (the finish time is extended from 2:30 till 2:40 to provide an additional .5 hours per week), which exceeds the KFS requirement. Therefore, we can only schedule pupil free days during the start of the week.

Bardon Kindy has four separate teaching teams as well as our outside hours care team. The pupil free days are an incredibly valuable opportunity to bring everyone together for professional development and planning. Additionally, the term 4 pupil free day allows us to engage in transition statement discussions and moderation.

We understand that these days impact working families and we publish the dates on our public website at the start of the year to give plenty of notice. We really appreciate your support and understanding.



Kindy Funding, Gowrie & NQF

KINDY FUNDING SCHEME - KFS

Bardon Community Kindy Inc:

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



Click the logo for more information



Lady Gowrie^{QLD}
Community
Kindergartens

Click the logo for more information

GOWRIE QLD

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

OPERATIONAL COSTS

- Volunteer Parent Management Committee is responsible for the financial operation of our Kindy
- Operational Costs are covered by a combination of KFS, Bardon Kindy Fees and Fundraising
- Traditionally, we have one primary social fundraising event each year, which is run by our parents.



Australian Children's
Education & Care
Quality Authority™

*Click the logo for
more information*

NATIONAL QUALITY FRAMEWORK (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 2021, Bardon Community Kindy was assessed by an ACECQA Authorised Officer and Rated as Exceeding the National Quality Standard in all 7 Quality Areas.



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.

Bardon Community Kindy Inc.
SE-00001269

Quality Area 1	Educational program and practice Exceeding NQS
Quality Area 2	Children's health and safety Exceeding NQS
Quality Area 3	Physical environment Exceeding NQS
Quality Area 4	Staffing arrangements Exceeding NQS
Quality Area 5	Relationships with children Exceeding NQS
Quality Area 6	Collaborative partnerships Exceeding NQS
Quality Area 7	Governance and leadership Exceeding NQS

Overall



RATED
EXCEEDING
NATIONAL QUALITY STANDARD



Department of Education

Date of rating: 3 August 2021
Date of issue: 3 August 2021
Assessment and Rating ID number: ASR-00033852

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011

OUTSIDE HOURS CARE

OHC IS AVAILABLE TO ENROLLED FAMILIES DURING KINDY TERM

OHC Hours:

	Monday - Wednesday	Thursday-Friday
Before Care	7:15am – 8:30am	7:15am – 8:00am
After Care	2:40pm – 5:40pm	3:30pm-5:45pm

OHC is a 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

Accessed on a casual (subject to availability) 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 a discounted rate. A survey will go out at the beginning of each term.

Before Care Casual Rate	Before Care Permanent Booking Rate	Aftercare Casual Rate	Mon - Wed Permanent Aftercare Booking	Thurs - Fri Permanent Aftercare Booking
\$17.50	\$12.50	\$17.50	\$35per day	\$25 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 monthly during the term.

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

Please note that Bardon Kindy does not receive any funding to subsidise our OHC program.

OHC – HOW IT WORKS:

BEFORE CARE

Before Care operates prior to the commencement of the Kindy Program. No booking is required to access Before Care on a casual basis.

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 8.00am (G2) will be considered to be using the service.

The Kindy outdoor environment is used by Before Care prior to 8:30am (G1) and 8.00am (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

Aftercare starts at the end of the kindergarten program. Permanent bookings ensure that your child will have a regular booking. Casual bookings are subject to availability. More information on casual bookings will be provided at the start of the kindergarten year

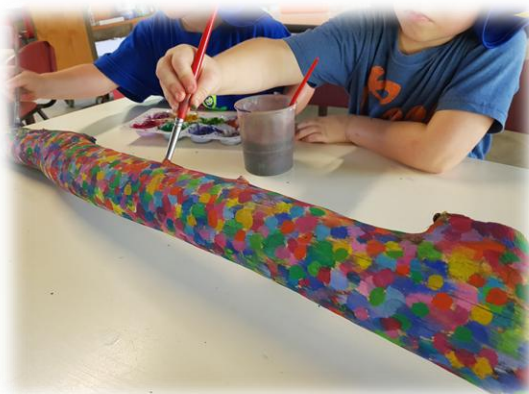
If due to unforeseen circumstances, you are unable to pick up your child from Kindy at 2.40pm (G1) and 3.30pm (G2) and you are unable to contact us, your child will be considered to be using the Aftercare service if possible.

As the program operates in our grounds, we ask that **following goodbyes, families vacate the Kindy yard promptly to avoid supervision issues for the OHC Educators.** Bowman Park and playground is a great place for an afternoon play and social catch up.

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 TO SETTLE IN

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. We will work with you to support your child's transition to kindy if they are expressing any worries or concerns and we encourage families to email or phone to discuss strategies with the teachers and educators.

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 of the outdoor environment, but also assists with our security.

Talking about Kindy at home, driving and walking past, buying a kindy t-shirt (optional), 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 QKLK



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

Outdoor work/play sessions

Meal breaks (3)

Class meetings (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

Tidy up

Physical Challenge and transition

Transition work (may include):

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

Planning meetings

Indoor project work/play sessions

Gather - reflection/relaxation

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. Hand washing stations are located at the front entrance and at the bottom of the central stairs. This assists in protecting our children with allergies and reduces cross infections.

Sign In

You (or the custodial adult) must sign your child in.

Support your child to apply sunscreen and mark the sunscreen register.

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 stays in locker
- Food into fridge
- Sheets stay in locker until the children make their beds

Greet Teachers

Support your child to 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. We are here to help. 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 8.00am (G2).

LOCKERS

Each child has their own locker. A list of names and symbols is situated near the lockers to know which is their locker. 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 kindy library days. Children may borrow one book per week from kindy.

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 hat is provided for each child by the Kindy.

Your child's hat will have their name written 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'. Please speak to your teacher if your child benefits from a transitional support object (soft toy).

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 3.30pm (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 by a nominated person on your child's enrolment form.

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 Kindy yard promptly to avoid supervision issues for the OHC Educators. Bowman Park and playground is a great place for an afternoon play and social catch up.

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 via Xap.

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.

ALLERGIES AND LUNCH BOXES

Please be aware that that we are an allergy aware kindergarten. As we regularly have enrolled children who have life threatening allergies to 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. There may be other food allergies in the class which we will notify you about if necessary.

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
Baklava
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.

A&AA© 2015



Allergy & Anaphylaxis Australia
Your trusted charity for allergy support

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.

A&AA© 2015



Allergy & Anaphylaxis Australia
Your trusted charity for allergy support

WHAT'S FOR LUNCH?

LINKS FOR INSPIRATION & IDEAS

**HEALTHY
LUNCH
BOX**

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



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 for Nude Food recipe ideas.



Nutrition Australia

NUDE FOOD DAY™

OPPORTUNITIES FOR REST

We recognise opportunities for rest and relaxation as being an important element for children in a day at Kindy and provides children time to recharge so they can begin new adventures.

We incorporate diverse strategies for achieving rest and relaxation throughout our days such as deep breathing, yoga, quiet reading, guided meditation and rest time. Teachers/educators plan and create a quiet, peaceful environment with soft lighting, music and ensure access to quiet spaces within the learning environment.

REST TIME

Children are supported throughout the program day to access spaces for rest as needed. However, rest time is a scheduled part of the day dedicated to 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 that fit our beds, a small pillow can be brought in if required and also 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.**

Second-hand Sheets sets may be available for sale at the Admin Office or at the Parent Information Evening in November or online.

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 with arrange of materials like paint, sand and mud play.** Children will be physically active and climb, run and dance and require clothes that are safe and suitable.

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** to build their independence.

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.**

Bardon Kindy will provide reusable wet bags for wet/dirty clothing. Please ensure these are cleaned and returned to Kindy following use.

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 January, 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. This policy has been developed for Bardon Community Kindy Inc (standalone service affiliated with Gowrie Qld) in collaboration with all educators and is informed by published best practice and service experience.

Teacher/Educators will:

- Comply with Gowrie Qld Sun Safety Policy and Guidelines.
- Practice the following Sun protection strategies all year round (advised for QLD).
- Ensure sunscreen with a Sun Protection Factor (SPF) of 50+ has been applied by every child 20 mins before any outdoor session (incorporated into transition practices). Sunscreen application will be repeated every 2 hours when engaged in extended time in the outdoor learning environment.
- Review weather and UV predictions (BOM). Sun protection strategies are to be promoted throughout the day for consistency, however, must be practiced when UV index is +3.
- 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 bucket hats for all enrolled children.
- Ensure that children are wearing sun-safe 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. **Bardon Kindy outdoor environment has comprehensive shade cover (>80%) made up of trees, shade sails and building structures.**
 - 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. These are incorporated into regular routines, notably when preparing for regular nature play excursions.
- 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 Ultraviolet 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 – with a pharmacist name label applied.*
- 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, Staff and management have made this judgement based on an assessment of the physical environment, and consideration of the high amount of shade , and the sun protection methods in place – sunscreen on, Sun-smart clothing – covered shoulders, hats etc.).
- Provide a **Sun protection** program for children and make up to date **sun protection** information available for parents, staff and carers via the Kindy handbook and parents information webpage.
- Conduct regular reviews of environment shade, including trees and shade sails to ensure ongoing coverage and identify future needs.
- 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 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 5% and divert 80% of its waste from landfill compared to 2018. Become energy neutral by 2026.

Educate and Lead

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

SUSTAINABLE PRACTICES THAT WE MODEL AT KINDY INCLUDE:

Renewable Solar Energy	Rain Water for Gardens & Play	Individual 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

30th April 2024

In recognition of your achievement

ecoBiz 2-Star Partner



Heidi Cooper

Chief Executive Officer

Business Chamber Queensland



Business Chamber Queensland ecoBiz program is proudly supported by the Queensland Government

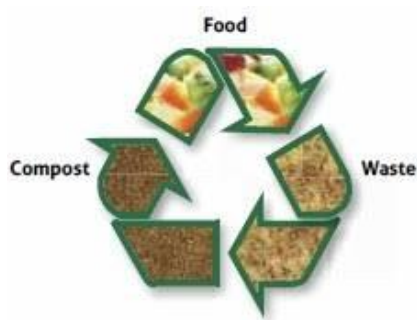
RECYCLING AT KINDY



Brisbane City Council Mixed Recycling



Soft Plastics Recycling (paused)



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 First Australian 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 Botanical Gardens and Planetarium

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 (when possible) that provide opportunities for families to connect. These include:

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

BIRTHDAYS

As an important milestone in one's life, we like to support children to celebrate their birthday with everyone within their learning community.

Each of the classes has their own unique rituals for birthday celebrations. Teachers will provide information about how birthdays are celebrated in your class at the parent information evening and email correspondence. Please let us know if you have any questions.

VISITORS

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

Please email your teacher to arrange a date for TWYC. Sessions are limited to 1 spot/1 person per day.

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 your 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 three 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.

MANAGING A HIGH TEMPERATURE

In cases where your child's temperature exceeds 38.0 degrees, a single dose of paracetamol will be 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 and Child and Youth Risk Management Strategy is available for families' reference along with a range of information on the parent website.



NAPCAN
PREVENT CHILD ABUSE & NEGLECT

7 Steps 2 Safety

1 **COMMUNICATION**
talking in good times & bad

2 **CIRCLE OF TRUST**
the people in my life

3 **TRUST YOUR FEELINGS**
not-so-basic instincts

4 **FEEL, DO, TELL**
make it a habit

5 **BUDDY SYSTEM**
more than holding hands

6 **BODY PARTS**
I have a name - please use it!

7 **PARENTS NEED HELP TOO**
don't keep it to yourself



www.insafehands.net.au
1300 794 644

We promote the 7 Steps 2 Safety philosophy and strategies for empowering children and keeping them safe.

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.

Bardon Kindy staff are guided by the Circle of Security philosophies of relationships



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. Please be aware that smoking/vaping is banned at early childhood education and care services and for 5 meters beyond the boundary.

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 & DIRECT DEBIT



Group 1 Mon – Wed

18hrs Per Week

15hrs per week Gov funded

Additional Hours Levy - \$30 per week



Group 2 Thurs – Fri

15hrs Per Week

FREE!!



Building Fund Contribution
of \$60 per term.

Voluntary donation

Tax deductible



Family Membership Fee

\$11.00

Annual fee at start of year.



Outside Hours Care
(see OHC section)

Permanent - Invoiced at term start.

Casual - Invoiced monthly.

*** KFS can only be accessed once per eligible child. If KFS is assigned to another Early Childhood Education Service your child attends, then the KFS amount will be charged in addition to your Term Fees – Full Fee.*

[For more information about subsidy eligibility click here to view the Queensland Kindy page.](#)

Please note that Bardon Kindy is not registered with Centrelink for the Child Care Subsidy (CCS). Families will not receive any Centrelink Child Care Subsidy (CCS) rebates on Bardon Kindy Term Fees or Outside Hours Care Fees.

Payment of all fees and levies, with the exception of the building fund tax deductible contribution, is compulsory. In order to simplify our Account Payment process, Bardon Community Kindy Committee ONLY accepts payment of all accounts by Direct Debit from Credit Card or Bank Accounts only (Quickpay via Xap).

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 is now an option.*

DIRECT DEBIT OF FEES IS COMPULSORY

By completing the online enrolment process via Xap, you will register your account details with Quickpay. Once registered, Bardon Community Kindy will email your invoice 7 days prior to the Debit date. This will provide each family adequate notice to review the invoice, make a query and ensure successful payment.

Quickpay's service incurs a transaction fee of \$1.00 per transaction. If you choose to pay via credit card, an additional surcharge of 1.8% for Visa/MasterCard and 3.6% for AMEX per transaction will apply. *Note, these fees are subject to change and are a direct fee from Quickpay.*

Bardon Community Kindy has partnered with Quickpay Pty Ltd, via Xap to provide you with this service

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 may 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 \$100 paid to secure the child's position at Kindy, however, will appear on your term one invoice.

Building Fund Contribution

A 'building fund' contribution is payable each term. The building fund contribution is voluntary, tax deductible and is used solely for the maintenance of the buildings. It ensures we can keep our buildings maintained, safe and current.



MAINTENANCE & ROSTER JOBS

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

As a community Kindy, we rely on the volunteer help of our families to support a variety of small roster jobs and maintenance days. With family help, we can keep additional running costs to a minimum.

Families will be invited to sign-up for Maintenance & Roster Jobs via newsletters and sign-up posters displayed on the veranda foyer. Once signed up, staff will advise on how to complete the task.

WEEKLY WASHING

Families are asked to support the Kindy through participation in a weekly washing schedule. Each class will produce a family washing schedule. The schedule will run in alphabetical order and each family will be asked to take home a small amount of washing two times throughout the year. The washing can be returned the following week. Washing items usually include hand clothes, tea towels and sometimes dress up items. Please **wash in hot water with laundry detergent**.

MAINTENANCE DAYS

At the beginning of each term, two Maintenance dates (Saturdays or Sundays) will be advertised and shown on the calendar (displayed on the parent website).

The maintenance mornings run from 8.00am to 11.00 am. Bardon Kindy employs a maintenance officer to support and supervise maintenance volunteers and delegate jobs.

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

Parents are asked to **sign on at each maintenance roster** for our record of attendance, WHS and insurance.

Children are not permitted on maintenance rosters.

ROSTER JOBS

In addition to Maintenance Days, there are a variety of class specific or Kindy wide roster jobs.

These include, Museum item collection, sewing, puzzle library care, painting of equipment, library book repair, fish tank care etc.

BARDON KINDY FUNDRAISING

OUR ANNUAL FUNDRAISING EVENT

The annual Bardon Kindy Fundraising and Community Event is a highlight of the Bardon Community Calendar.

It is a family friendly event, hosted within our Kindy yard, where our Kindy 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.

Parents volunteer to join our fundraising committee and in collaboration with staff, oversee the organisation of our Fundraising.

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

Becoming involved in Kindy Fundraising 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 twice a term 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,

The staff member who first discovers the fire will blow the emergency whistle in long loud blasts OR turn on the fire alarm bell (whichever is closest) to alert all others in the Centre and activate evacuation procedures.

Other staff members will:

- Upon hearing the whistle signal, proceed to either repeat the signal with whistle OR turn on the fire alarm bell (whichever is closest) and activate evacuation procedures.
- Upon hearing the fire alarm bell, activate evacuation procedures.

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 gate 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 supports the children
- Emergency phone contact lists are kept in the attendance roll folder, downstairs bathroom, lockdown zones, first aid backpacks and Dropbox.

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. Liaise with emergency services personnel.

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

Bardon Kindy has developed a lock down procedure, specific to our unique context. This procedure is practiced several times throughout the year to ensure educators and children are familiar and prepared in the unlikely event a lock down is required.

Review Environmental Hazard and Critical Incident 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

At Bardon Community Kindy our Inclusion and Anti-bias policy underpins the entire service philosophy and we are committed to providing an inclusive environment and program for all children and people regardless of gender, national origin, religion, language, family diversity, age, ability, race or indigenous perspectives.

Bardon Kindy welcomes, values and accepts children and their families and implements inclusive practices and reasonable adjustments when required. Staff collaborate with families, other professionals, therapists or specialists from inclusion/support agencies to determine appropriate support arrangements for all children to foster their active and positive participation in kindergarten life.

At all times, the decision in relation to the enrolment of children in the kindergarten will rest with the management committee and Director. When making decisions, we are guided by state and national frameworks and standards which promote high quality, inclusive education and care for all children. These include:

- Queensland Kindergarten Learning Guidelines (QKLG)
- KFS Funding Essentials

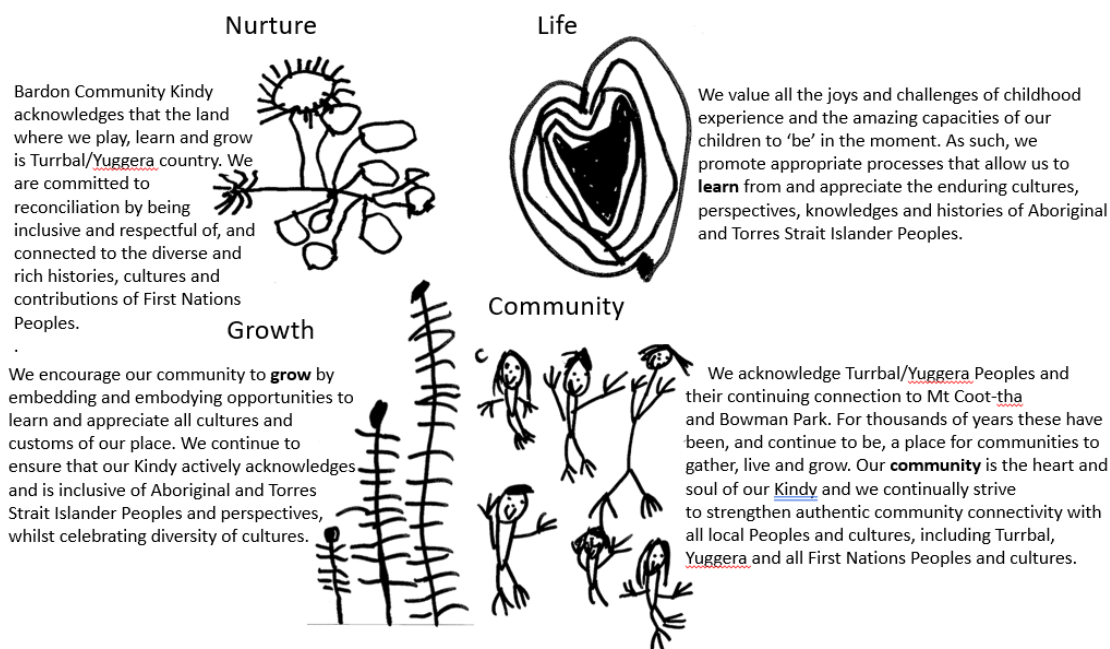
- Early Years Learning Framework V2.0
- National Quality Framework (NQF)
- Disability Standards for Education
- *Disability Discrimination Act 1992 (Commonwealth)* and the *Anti-Discrimination Act 1991 (Queensland)*.

Reconciliation Action Plan

Bardon Kindy's Reconciliation Action Plan was developed through the [NarraGunnaWali](#) framework. It contains a range of goals, actions and strategies that guide our ongoing commitment to Reconciliation.

Bardon Community Kindy RAP Vision

Bardon Community Kindy acknowledges the Turrbal and [Yuggera](#) Peoples as the Traditional Custodians of the lands where we live, learn and play. We pay our respects to elders past and present along with the young members of our community as elders of the future.



COMPLIANCE LOG BOOK

Early Childhood Education Services maintain a logbook 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.

PRIVACY & CONFIDENTIALITY

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

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.

Please ensure that *gates when entering and exiting the kindy* are closed securely behind you.

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 Guild Insurance Co. The insurance policy is available upon request

ENROLMENT POLICY

IMMUNISATION POLICY

WAITLIST & ENROLMENT

DELAYED EXIT & DELAYED ENTRY

SIBLING POLICY

Please see our [website](#) for information regarding enrolments.



COMMUNITY FEEDBACK



We welcome your feedback any time and will also offer formal opportunities such as a survey.