

ALBANY CREEK KINDERGARTEN ASSOCIATION

BY - LAWS



Albany Creek
Kindergarten

ALBANY CREEK KINDERGARTEN ASSOCIATION INCORPORATED

BY – LAWS

1. APPLICATION

The following By-Laws have been adopted by the Committee under the relevant Clause in the Constitution of the Kindergarten Association.

- (i) These By-Laws shall be binding on all Members of the Association and any persons participating in services provided by the Association.

2. OBJECTS OF THE ASSOCIATION

- (i) To promote a knowledge of the Kindergarten principles
- (ii) To establish and maintain a Kindergarten
- (iii) To provide opportunities for community endeavour for the welfare of Kindergarten children
- (iv) To take any action deemed advisable in furtherance of above objects

3. MANAGEMENT

The general control and management of the administration of the Association is vested in a “Committee of Management” which is elected by and from members of the Association at an Annual General Meeting each year

Some of the functions and duties that arise from this responsibility are:-

- (a) To ensure that appropriate staff are employed at all times
- (b) To ensure the proper maintenance of building, grounds and equipment
- (c) To ensure proper control is maintained over the finances of the Association, not only for the present but for the future.
- (d) To be aware of the needs of the children and the community at large and ensure this knowledge is reflected in its decisions.
- (e) To encourage community participation in Association’s activities and to ensure the community is aware of what the Kindergarten is doing.
- (f) To initiate fund raising and social activities.
- (g) To ensure through the Director that the Kindergarten programme benefits the children.
- (h) To review regularly the progress of the Association.

4. ATTENDANCE AGE GROUPS

The following Attendance Groups shall be provided by the Kindergarten.

- 1 x Monday, Tuesday and alternate Wednesday Kindergarten Age 8.40am to 2.45pm
 - 1 x Thursday, Friday and alternate Wednesday Kindergarten Age 8.40am to 2.45pm
 - 1 x Tuesday and Wednesday group Kindergarten Age 8.30am to 4.06pm
 - 1 x Thursday and Friday group kindergarten Age 8.00 am to 3.36pm
 - 1 x Young Kindy Group (must be 3 years old at commencement) operating Mondays 9.00am – 2.30pm
- (i) Or some other classes as the Committee may from time to time decide
 - (j) Children must be at least 3 years of age to be eligible for enrolment in the Kindergarten.

5. NOTICES IN WRITING

- (i) All matters relating to bookings, enrolments and attendances at the Kindergarten shall be detailed in writing.
- (ii) An application for enrolment shall only be received in writing on the prescribed form provided that the completed form is returned.
- (iii) No verbal application for enrolment shall be accepted.
- (iv) Notice shall be deemed to have been properly given if posted/emailed to the last recorded address of the parents/guardians, or members, recorded in the Kindergarten Files.

6. BOOKINGS

- (i) **Records**

The Director/ Administrator shall be responsible for receiving all Applications for Enrolment, maintaining the prescribed records and advising the Fees Treasurer of all alterations to the records.
- (ii) **Application for Enrolment**
 - (a) Any application for Enrolment must be made in writing by the parent or guardian on the prescribed form and forwarded to the Director/Administrator.
 - (b) The form shall be dated when received and that date shall thereafter be used to determine priority of booking. The Director/Administrator shall list the booking in order of date received and filed in appropriate file. Applications will be acknowledged in writing.
 - (c) Parents of children who are attending the Kindergarten must be members of the Association.
 - (d) Each child in the one family shall be required to pay an initial fee at the time of enrolment. This payment will be set by the Committee and is non-refundable.

- (e) All children or member whose full details are given on the application shall be automatically enrolled or put on the Waiting List as the case may be. The names and dates of birth of any other children plus fees shall be notified in writing to the Director who shall place them on the appropriate list.
- (f) Where two or more Applications for Enrolment are received on the same date and other considerations being equal, preference will be given when a vacancy occurs, to children whose parents are longer standing members of the Association prior to the vacancy occurring.
- (g) The sole means of determining priority of enrolment in any case shall be the order of receipt by the Director of appropriate notification, either on a completed application form together with the current enrolment fee or on written notification of additional children.
- (h) All members' children shall be enrolled until the quota for the year/s they are to attend is/are full. The quota shall be determined from time to time by the committee. Other children may be put on the Waiting List for that year and when a vacancy occurs it shall be filled from the Waiting List.
- (i) The receipt of an Application of Booking for Enrolment fee by the Director shall not be taken or deemed to be a guarantee of enrolment at a particular time in the future.
- (j) Enrolment fees are non-refundable except in exceptional circumstances as determined by the Committee.
- (k) Under no circumstances shall information be given about relative waiting list positions.

(iii) Waiting List Files

The staff shall maintain a separate file for each year. Each file shall list all bookings for each group in order of date received and shall contain original Application for Enrolment form for each booking.

7. ENROLMENT

(i) Vacancy

- (a) When a vacancy occurs, the staff shall select the top name on the Waiting List for the particular group and contact the parents re the vacancy.
- (b) If no reply to the notice is received within a reasonable time (i.e. 7 days) and providing an attempt has been made to contact the parents by telephone (number detailed on Application form) the staff may by-pass the booking and select the next name on the list.
- (c) Any by-passed booking shall remain on the Waiting List in the original position and shall be eligible for consideration when further vacancies occur.

(ii) Initial Interview

A parent or guardian shall be present with the child to the staff and complete the enrolment at such time as agreed with the staff, prior to the child commencing attendance.

(iii) Indemnity

Before a child first attends the Kindergarten a parent or guardian shall agree to make the indemnity declaration provided under by-law 8(ii) (f) hereof.

(iv) Withdrawal/Suspension of Enrolment

The Committee may, in consultation with the staff, suspend or withdraw the enrolment of a child if:

- (a) Any fees, levies or subscriptions remain unpaid after the due date;
- (b) There is any breach, or other failure to comply with the Constitution/Rules or By-Laws of the Kindergarten (Association);
- (c) A child has failed to adequately cope with attendance at the kindergarten;
- (d) A child with a disability has failed to be properly integrated with the other children in the group;
- (e) In such a situation the staff shall in the first instance seek an interview with the parents/guardians to fully discuss the circumstances.
- (f) The Notice of suspension or withdrawal of enrolment shall be given in writing by the Management Committee.
- (g) The Notice shall detail the date of cessation or suspension of enrolment and shall be binding on the parents/guardians.
- (h) One week's notice must be given before a child is withdrawn from the kindergarten.
- (i) If a child is absent from the Kindergarten for longer than a fortnight without notice being given to the staff or Committee, the cause to be stated, his or her name may be removed from the roll. (Note: Please notify the Director if a child is to be absent even for a day – as this helps in planning the children's work).

8. ATTENDANCE

(i) Attendance File

- (a) The staff shall maintain an Attendance File in which shall be listed all children attending each Group and which shall also contain the original Application for Enrolment for each child.
- (b) At the end of each year the Attendance File shall be transferred to the permanent records of the Association.
- (c) Teachers shall be notified promptly of the reason for any child being absent from the Kindergarten.

(ii) Conduct of Children Attending Kindergarten

- (a) Delivery of Children – Children must be personally given to the care of the staff of the Kindergarten and must not be left at the gate.
- (b) Parents must sign on and off in the Attendance Register provided at the Kindergarten. This is a requirement of the Child Care Act.

- (c) Children shall only be delivered into the custody of the parent/guardian who arranged enrolment or delivered the child into the care of the Kindergarten UNLESS PRIOR ARRANGEMENTS HAVE BEEN NOTIFIED TO THE STAFF AND CONFIRMED BY THE PARENT/GUARDIAN.
- (d) Picking up of Children – Children must be picked up no later than the session finishing time. The person picking up a child must notify the Teacher that they have the child in their care and sign out on the Attendance Register.
- (e) Illness or Accident – If, in the case of sudden illness or accident the parent or guardian cannot be contacted, the Director, as agent for the parents, shall have discretionary power to seek medical attention. Children suffering from a cold or other contagious illness shall be kept at home.
- (f) Indemnity of Association – The parent/s or guardian/s of any child attending kindergarten shall be deemed to have agreed, to indemnify and to keep always indemnified, the Kindergarten Association and employees of the said Association or Committee jointly and severally from and against all liability, damages and expenses whatsoever for or in respect of any injury, accident or illness which the child may suffer while attending or going to or returning from the kindergarten, other than such claims, damages or expenses for which the Association is indemnified by its insurer.
- (g) The Kindergarten shall not be responsible for any child before and after the designated attendance times except in cases where the children are travelling as a group outside of the set times on excursions.

9. EXCURSIONS

- (i) The Child Care Act require that parents give written permission for children to be taken on Excursions/Outings which may be arranged by the Kindergarten from time to time.
- (ii) The Regulations also require that if children are taken in cars they be properly restrained and that an adult other than the driver also be present.

10. MEMBERSHIP OF ASSOCIATION

No one family, irrespective of the Association, but for the payment of one subscription only one parent is entitled to vote at meetings or to be elected to Committee. However, it is not necessary to nominate which of the two parents this will be: whichever of the two attend a meeting at any time is entitled to cast the family vote, and if both attend it will be understood that only one vote is to be cast.

11. FEES

- (a) The membership subscription is payable on enrolment and is required to be paid once per family.
- (b) Subscriptions are non-refundable except in exceptional circumstances as determined by the Committee.
- (c) The membership subscription is intended to cover costs associated with the administration of the Association.
- (iii) **Kindergarten Tuition Fees**
 - (a) The fees payable by parents of children attending the Kindergarten shall be determined by the Committee.
 - (b) Fees shall be payable whether or not the child attends the Kindergarten once the child has been accepted and until the child is formally withdrawn. Pro rata fees shall be payable in the event of a child either entering or leaving the Kindergarten during a term.
 - (c) Where a family has two (2) or more children in attendance during the one (1) year a 10% discount for the second and subsequent children will apply.
 - (d) One (1) weeks' notice of intent to withdraw a child must be given or one (1) weeks fees in lieu will be charged.
 - (e) The Committee shall be empowered to determine the amount of any additional subscription fees or levies which may be necessary from time to time.
 - (f) The Committee reserves the right to terminate enrolment at its discretion on the recommendation of the Staff.

(iv) Fees in Arrears

- (a) Any parent or guardian who fails to pay the prescribed kindergarten fees for a child attending kindergarten, or any other fees, levies or subscriptions and is one or more months in arrears may be asked to withdraw their child accordingly.
- (b) Payment of fees is required by the last working day in the first week of each term or payment plan set up. The Administrator and/or Management Committee will follow-up late fees either by verbal and correspondence.

12. BANKING AND ACCOUNTS

- (i) The Treasurer shall ensure that all accounts are regularly paid and shall submit such accounts to the Committee for authority for payment of same.
- (ii) The Treasurer shall submit a record of all payments to the next regular Committee Meeting for ratification.
- (iii) All Association Staff shall be paid fortnightly.

13. CORRESPONDENCE AND RECORDS

- (i) All correspondence relating to the administration of the Association shall be issued under the name of the approved delegates.

- (ii) A copy of all such correspondence shall be kept in the Association's records.
- (iii) All Association accounts and receipts shall be issued by the Administrator.
- (iv) The staff shall maintain all booking, enrolment and attendance records prescribed by these By-Laws. The Director/Administrator shall have authority to issue correspondence relating to the operation of the Kindergarten and booking lists and shall advise the Management Committee of all changes in bookings, mailing and attendance lists.
- (v) The Administrator shall maintain all historical records of the Association including records of all office bearers, members, children attending and the staff each year.

14. HEALTH

- (i) No child suffering from an infectious complaint may attend the Kindergarten, but must remain at home for the period specified by the Health Department.

15. PARENT'S ROSTER

A Parent's Roster system operates at the Kindergarten to give parents the opportunity to participate in the program. Parents may also assist with some of the domestic duties and for the maintenance of buildings, grounds and equipment.

- (i) A parent can voluntarily serve on roster duty while the Centre is in operation.
- (ii) A Parent can voluntarily assist in the maintenance of the grounds and buildings upon request.

Parent Involvement

Parent Involvement at the Kindergarten is essential. You can feel free to participate in the Kindergarten program at a mutually convenient time to view and take part in your child's progress. If you have any special talents which may enrich the overall programme e.g.; music, puppetry, ballet, story-telling, please make it be known.

17. COMMUNICATION WITH THE ASSOCIATION

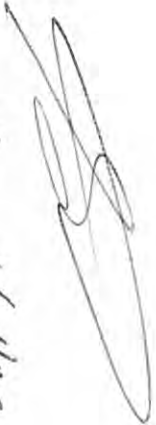
There are generally two areas of communication:

(i) Education Matters Concerning your Child

On these matters parents should communicate directly with the Director and/or Teacher involved and vice versa. These are normally confidential discussions. In the event of a dispute arising between a parent, a teacher and/or a child, the Director has, if it is necessary, the responsibility of addressing any such dispute to the Executive Committee. Only in extenuating circumstances should the Committee be contacted in regard to education matters.

(ii) General Matters and Administration Matters

On these matters teachers (through to Director) and parents should communicate directly with the Committee or Management and vice versa. If you have any problems, ideas or thoughts relating to the management of the Kindergarten please contact a member of the Committee, or write a note or letter to the President or Secretary.



Greg Woolley
21/2/2017



Rachelle Bowen
21/2/2017