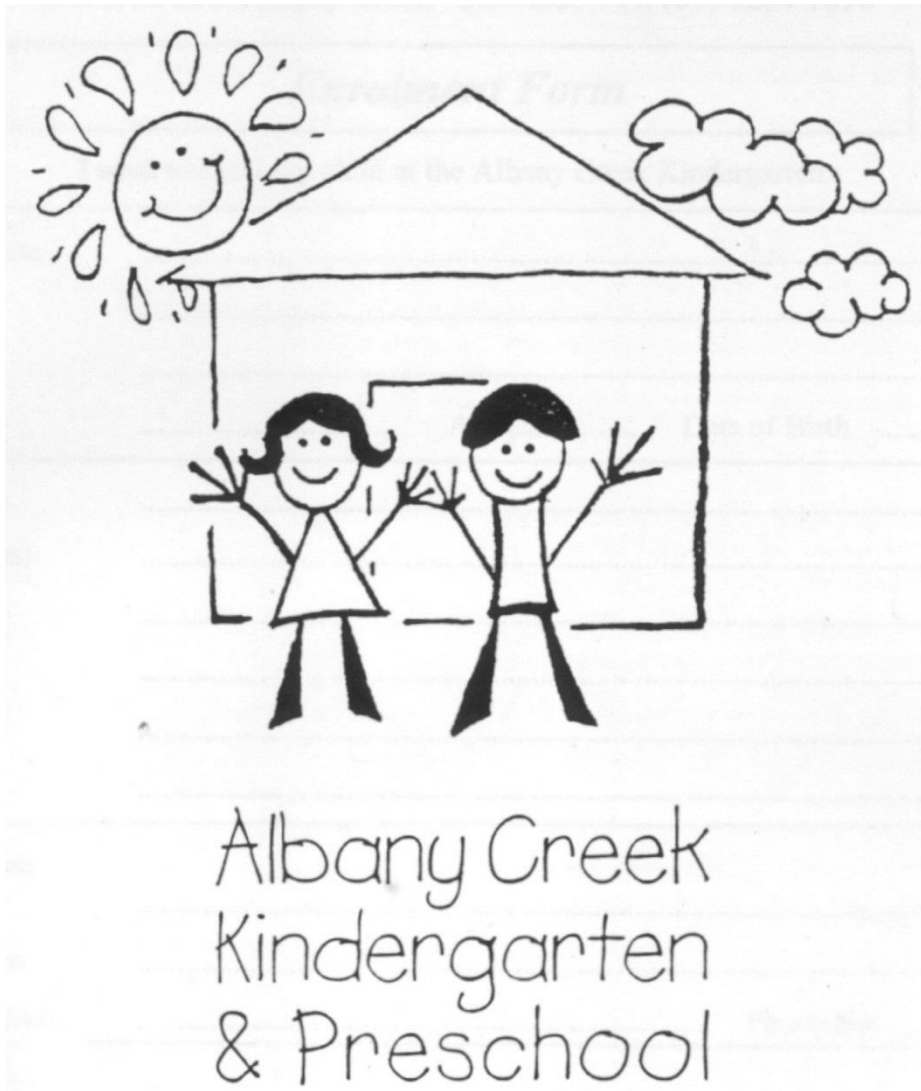



# Information Booklet 2020



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P: 3264 1838

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 Albany Creek Kindergarten



## C&K Parental Code of Conduct

### Aim

Our aim at C&K is to work together, with each other and with our families, to provide the best possible education and care for the children in our centres in accordance with the C&K values.

C&K is committed to protecting the safety and wellbeing of all centre stakeholders - the children, their families, employees, volunteers and visitors. C&K encourages families to actively participate in our education and care programs, and we aim to engage in constructive and co-operative working relationships.

### Application

This Code applies to all parents / guardians and families of children enrolled in a C&K centre and to any invitees (including nominated emergency contacts). The Code must be observed in all conduct and interaction with C&K, including attending a C&K centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of C&K.

### Conduct

1. Comply with the law and C&K Policies and Procedures (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Be respectful of the privacy of children, their families, C&K employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage C&K's reputation.
5. Comply with the reasonable directions given by C&K employees to foster a safe and welcoming environment within C&K centres.
6. Raise concerns in accordance with C&K's Complaint Management Procedure.
7. Use C&K's centres and property appropriately.
8. Refrain from smoking at or within 5 metres beyond the boundary of C&K centres or at C&K events.
9. Not be adversely affected by alcohol or other substances.
10. Familiarise all family members and emergency contacts associated with a child's enrolment with this Code and commit that they will comply with the Code.

### Consequences of Non-Compliance

Not complying with this Code may have serious consequences. C&K will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is serious or if, in the opinion of C&K, there is a risk of future non-compliance, C&K may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a C&K centre.

This Code was approved on May 2, 2019.

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## Section One

### Welcome to Albany Creek Kindergarten

Welcome to Albany Creek Kindergarten and congratulations on choosing an affiliate C&K Community Kindergarten. Your family is now part of a long tradition in quality early childhood education and care. C&K has been advocating for young children and providing community based early childhood services since 1907.

Albany Creek Kindergarten has been serving the local community for over forty-five years. It originally operated in the local Salvation Army Hall in 1972 and moved to its present site in 1979. We become incorporated on the 16th August 1984. Our land and building is leased through the Moreton Bay Regional Council.

We only have to look at the wonderful facilities available to the children at our Kindergarten to realise the achievement of those families and staff who started with nothing but the desire to provide the very best in early year’s education for the children of Albany Creek. The current Committee and Staff strive to maintain this vision and is confident that full enrolments, and the operational viability of the Kindergarten will be maintained.

Albany Creek Kindergarten is a not-for-profit organisation. We are a double unit Centre and follow the State School year with the same holiday breaks. All Kindergarten groups are offered 600 hours from an Approved Kindergarten Program.

### Program Times

Unit 1	Unit 2
<p>Monday</p> <p>9am-2:30pm</p> <p>3-year-old Group (Children must turn 3 by 1<sup>st</sup> March year they attend )</p>	<p>Monday, Tuesday and (alt) Wednesday</p> <p>(5 Day fortnight)</p> <p>8:40am-2:45pm</p> <p>4-Year-Old Kindergarten Program</p>
<p>Tuesday and Wednesday</p> <p>8:30am – 4:06pm</p> <p>4-Year-Old Kindergarten Program</p>	<p>(Alt) Wednesday, Thursday and Friday</p> <p>(5 Day fortnight)</p> <p>8:40am-2:45pm</p>

Thursday and Friday	4-Year-Old Kindergarten Program
8:00am-3:36pm	
4-Year-Old Kindergarten Program	

We ask families to please note these hours as we cannot take responsibility for children outside of these times. The times before and after the program are very valuable to Staff for the planning and preparation of the program.

## Our Mission Statement

Our mission at Albany Creek Kindergarten is to provide children with a **PLAY** enriched environment and build **PARTNERSHIPS** with families and the community. We strive for **HIGH QUALITY** early childhood education and care where we support children to become **LIFE-LONG LEARNERS**.

## Our Philosophy at Albany Creek Kindergarten

### In relation to children:

We believe that each child is unique, with diverse needs, interests and abilities. We endeavour to promote each child's sense of identity and cultural competence. We strive to empower children by using their thoughts and ideas to develop our program and encourage each child to reach their full potential in accordance with their individual ability.

### In relation to families:

We believe that families and carers play a critical role in optimising and enhancing learning. We are therefore committed to connecting with families through open communication and building positive Partnerships. We strive to have empathy and be responsive to families' diverse needs and involve them in cooperative decision making.

### In relation to the community:

We believe in acknowledging the original custodians (the Turrabal people) of the land on which our Centre is situated and where our children play. We acknowledge and pay respect to Elders both past, present and future.

As a Community Kindergarten all community members have the opportunity to provide input into the running of our Centre. We believe in forging relationships with our wider community to network and share resources which enhance the quality of education and care we provide.

### In relation to environment:

We believe our environments are warm, flexible, nurturing, safe and secure where children can belong, grow and learn. We believe children are connected to the natural world through our program and we work towards embedding the principles of sustainability to allow children to become socially responsible and show respect for the environment.

### In relation to our Curriculum:

We believe that PLAY is the most significant means of learning. It allows children to create, discover, problem solve and develop a sense of identity to become confident and involved life-long learners. Therefore, we reflect the shared understandings of the C and K Building waterfalls curriculum and the learning outcomes of the Early Years Learning Framework.

As Educators we respect and advocate for the rights of children. We utilise the knowledge of team members, families, children and the community to assist in reflective practices and strive towards continuous improvement.

### In relation to our Staff

We believe we foster a team approach where staff are valued as individuals, and each come with their own strengths and personal qualities to build an engaging Kindergarten environment.

We strive towards providing ongoing professional development and reflective practises in order to continue to offer a high-quality Kindergarten program for our children, families and community.



## Section Two

### National Quality Framework

In 2009 the Council of Australian Governments (COAG) signed an agreement to unify all states and territories with one early childhood regulatory and quality assurance process. The National Quality Framework (NQF) for early childhood education and care was implemented from 1 January 2012 and governs these national changes.

The NQF recognises the importance of quality experiences for children in the early years to ensure their present and future health, wellbeing, development and learning.

The key aspect of the NQF is continuous improvement. At Albany Creek Kindergarten we are committed to continuous improvement to ensure a quality program is provided and improved outcomes for your child. We use a Quality Improvement Plan (QIP) to detail our strengths, areas for improvement, strategies to improve practice and progress towards achieving goals. Our QIP is always available to families and we welcome your feedback and contributions.

Early in 2014 we were assessed under the NQF and received a rating of EXCEEDING National Quality Standards.

Our provider Approval Number is PR-00000458 and our Service Approval Number is QSA-740002.

### Licensing

All centres and home-based services are governed by the Education and care services National Law Act 2017 and the associated Educational and Care Services national regulations.

All early childhood education and care and home-based services across Australia must comply with this legislation and engage in a rigorous assessment process to achieve and maintain approval. This legislation, the NQS and the NQF are available at the Kindergarten for families and educators to access at any time.

All services (including Albany Creek Kindergarten) must meet legislated requirements for experiences and programs, number of educators and children, educator qualifications.

In QLD, early childhood officers (ECO's) from the Department of Education, Training and Employment Early Childhood Education and Care regularly visit services to monitor compliance with the legislation. All services in QLD are required to maintain a log book of any official compliance notices they receive from the Office. All families have a right to access the log book upon request. Albany Creek Kindergartens Compliance Log Book is kept in the office; if you wish to view this document please see Staff.

#### **For more information, contact:**

Dept. of Education, Training and Employment Early Childhood Education and Care  
Metro North Region, Nundah Regional Office

PO Box 3376, Stafford DC, QLD 4053

Phone: 3634 0532

Email: metronorth.ecec@qed.gov.au

## **C&K Support**

C&K representatives visit our affiliated service on a regular basis to provide support to the staff, families and children. We are able to access support across wide topic areas including curriculum; wellbeing and inclusion; policies; marketing; workplace, health and safety; assessment and rating and professional development.

Albany Creek's C&K representatives can be contacted at:

C&K (Central Office)

257 Gympie Road,

Kedron QLD 4031

Phone: 1800 177 092

## **Staff**

Our staff are highly experienced and qualified, to work as a cohesive team. The Centre supports the ongoing professional development of all staff through attendance at courses, seminars, workshops and conferences. All staff hold a current First Aid Certificate and relevant Suitability/Blue cards. Please see office staff for full job descriptions.

### **Director(s)/Nominated Supervisor/ Educational Leader**

The Director(s) facilitates the provision of a high quality early childhood education and care service. This involves, but is not limited to, conducting educator training and professional development, guiding the implementation of the Early Years Learning Framework, Queensland Kindergarten Learning Guidelines and the C&K Curriculum Approach and ensuring that effective day-to-day operations of the service are maintained. Directors hold early childhood qualifications and meet the minimum requirements to hold a nominated supervisors position as outlined in the Education and Care Services National Law Act and the Education and Care Services National Regulations. The Director(s) also keep the management committee (the employer of the Association) informed about the Centre and work closely with the committee giving guidance and advice on professional matters.

### **Early Childhood Teacher(s)**

All Early Childhood Teachers are university qualified and develop and implement an educational program in collaboration with children and families. They get to know your child and assess your child's strengths, needs and interests. The staff then uses this information; combine it with theories of child development and learning and their own professional background, to provide an educational program for individuals and groups of children.



### **Teaching Assistant(s)**

Teaching assistants work within the classroom supporting the teacher in implementing the educational program. Assistants hold an early childhood qualification.

### **Inclusion Support Worker(s)**

C&K is committed to providing inclusive environments and programs to meet the diverse needs of all children and their families. Within each classroom there may be an inclusion support worker working with the teaching team to support children throughout the educational program. These workers may have a variety of qualifications and experiences.

### **Administrators**

Administration staff are responsible to the management committee and attend to the administrative tasks of the Centre to support the Committee and Educators.



## Section Three

### Curriculum

Our quality early childhood programs are based on the C&K Curriculum Approach, the Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guidelines (QKLG). These reflect the latest research in early childhood education.

### C&K Curriculum Approach

Early childhood curriculum has been crafted by C&K educators with and alongside children, families and communities for over 110 years. Curriculum in C&K early childhood centres is shaped by a strong set of shared values, commitments and visions that honour children. A distinguishing feature of curriculum in C&K centres is the way that educators skilfully partner with children and families to create caring and vibrant learning communities. The purpose of the *Listening and Learning Together: C&K Curriculum Approach* is to set out the values, commitments and visions for children's learning that underpin curriculum in C&K centres and to support educators' to bring these to life in ways that realise the expectations described in *The Early Years Learning Framework for Australia* (EYLF), and the *Queensland Kindergarten Learning Guidelines* (QKLG).

There are five key principles in the C&K Approach that shape pedagogy and practice: relationships, partnerships, equity, diversity and professional inquiry. The guiding principles reflect contemporary research and understandings of teaching and children's learning. These five principles are interconnected and inform dynamic practice and decision-making that progresses children's learning. (Extracts from the C&K Curriculum Approach (2019)). The full implementation of the C&K Curriculum Approach took effect as of December 2019 and replaced the internationally recognised C&K Building waterfalls.

### Documenting your child's learning

Educators will document and assess your child's learning through a variety of methods:

- Observations that focus on social interactions, relationships and learning processes
- Writing, drawing and painting
- Sound and image recordings
- Stories and photographs of group and individual projects
- Contributions from families

Each child will have a Portfolio which will document their learning journey. It will include many of the above documenting methods and allow children to have the opportunity to revisit and reflect on past experiences; record their own learning; and share their learning with others. Children and families are encouraged to contribute to these portfolios.

## Section Four

### Initial Separation

Albany Creek Kindergarten provides additional support in each room during the early weeks to ensure a smooth transition for all children.

For the first few days, help your child to find his/her locker and to unpack by placing their lunch box in the fridge, washer in the bathroom and washing their hands. After this initial period the children will be encouraged to do this by themselves to build independence skills in preparation for Prep.

Please allow a little time so your child can show you things and places that interest him/her. When it is time, say goodbye firmly, reassuring him/her that you will be back after lunch and a rest. Don't prolong the farewell. Your child may show emotion at this initial break, but prolonging your departure or having long discussions about his/her crying makes it harder. Always farewell staff, so we know you are leaving. A staff member will quickly step in at this stage. This will enable us to give your child a little extra support should they need it at this time.

If your child is having problems separating it is not a good idea to "socialize" within sight of the children. A wave at the door and then quickly leaving is best on these first days. Most children stop crying within minutes of the parent leaving, so don't focus on tears. Your child's teacher will always contact you if your child continues to be distressed. If you do leave your child crying, please feel free to ring us back in a half hour or so. This applies at any stage throughout the year.



## What to bring

**Please make sure all belongings are named, especially clothes, socks and shoes.**

1. A Kindergarten bag which is easy for your child to open by his/her self. This encourages their sense of independence. This bag should be large enough to accommodate lunch box, hat, spare clothes, bed sheets etc
2. A lunch box, which is readily recognized by your child (perhaps with a special sticker). Once again, easily opened by your child. Do not send cooler-bags to Kindergarten as refrigerators are provided. Children need lunch and morning tea to be packed together in one lunch box; the lunch box must be labelled with child's name. We ask that all children bring a litterless lunch box. (This is in keeping with our aim to reduce waste and meet the requirements of our sustainability goals). Children attending the Long Day program will also need an additional healthy snack. We encourage all lunch boxes to contain healthy options and avoid sending sweet snacks and treats. This will assist us in the implementation of our healthy eating program and promote good health, growth and development in future years.
3. A Clear Water bottle suitable for your child to easily access water during the day. (A clear water bottle ensures we can easily monitor how much water your child is drinking).
4. A Face washer with a loop/ring in the middle of the washer so that the washers don't touch each other while hanging (ensure you see the sample). This is used by children to dry their hands after washing.
5. Shoes/Sandals which are taken off for outside play as a safety precaution when children use climbing equipment and to allow children to explore freely and develop sensory awareness.
6. A sun-safe hat. This is essential! The hat must protect the back of the neck as well as the face-wide-brimmed, bucket style or legionnaire hats – no caps. Hats must be worn all year during outdoor play. The Cancer council recommends a brim of 7.5cms. We have bucket style hats and Kindergarten t-shirts on sale at the office all year round.
7. Spare clothes are essential. Water is a valuable play medium and is part of our outdoor program (weather permitting). Children can also become wet and muddy as they dig in the sand. 3-year-old program children may need more than one spare set of clothes.
8. Set of sheets and draw string bag. See pattern available from staff or purchase a set from centre. We also have a second-hand system available.
9. A library bag. Same measurements as the sheet bag. These are also available for purchase through the Kindergarten or Department stores.

## What to Wear

Old/play clothes are a must! It is requested that children dress as simply as possible in sun safe (shoulders covered) clothes they can manage themselves. This will enable freedom of movement and expel fear of becoming dirty. Children will be involved in many valuable play experiences throughout the day, including messy play activities.

## Shoes versus Bare Feet

This centre recognizes the benefits of bare footed play for children's safety, growth, and the development of sensory awareness. Shoes can be a hazard in outdoor play areas. The child needs bare feet to grip as he/she climbs. Nerve endings in the feet can sense the quality of different surfaces, the grass and the concrete, and sand between the toes. Bare feet can also be important for indoor activities, for freedom of movement, for sensory experience detecting different textures on the floor, for better balance and physical control and for lowering noise levels.

Children can be encouraged to remove shoes themselves which is an independence skill to be fostered. Your child is welcome to put their shoes on once inside, if they choose.

## Arrival and Departure

It is required that children be brought to the centre and collected by a responsible adult of at least 18 years of age. The C&K Association recognize the value of childfree time before and after the daily program. During this time the teaching teams prepare the environment, maintain their written program and administrative records, conduct staff meetings, attend regional meetings and tidy up. These additional duties serve to enhance the quality of the program offered to parents and children. In accordance with the Centre's By-Laws (due to insurance purposes) the Centre shall not be responsible for any child outside the attendance hours. Parents co-operation is sought in keeping to the session times as outlined in Section One. Constant disregard of the finishing time will result in the child's enrolment at Kindergarten being re-examined as well as a late fee being charged. Late fees are charged at a flat rate of \$20 for the first 10 minutes or any part thereof, and an additional \$1.50/minute will be charge for any subsequent time.

For safety reasons, it is imperative that parents/ carers:

- Speak with a staff member of the child's unit after signing the attendance book in the morning and again when leaving in the afternoon;
- Notify staff via the sign on book of who is to collect the child. Alternate carers must be noted on the Enrolment Form;
- Provide Temporary Authority to Collect a Child form if someone other than parents or nominated alternate carer is to collect the child. (Form can be found on website or from staff).

In the event of an emergency a parent (or in extreme circumstances, authorised alternate carer) must phone the centre and give the teacher directions about who is authorized to collect the child. Photo

identification will be required if anyone not known to Centre Staff is to collect the child. Signing of attendance records is prescribed by law and must be complied within the terms of our license.

## **Parking**

For the safety of our families always park in the parking spaces provided in Ernie Street. Please do not park in the driveway of the Centre as it is a safety risk to parents and children entering and if emergency vehicles need to be able to gain access. No Parking is permitted in the area marked by the yellow line at the end of the cal-de-sac or in disabled car parks without a permit.

## **Hygiene practices**

The highest standard of hygiene practices is implemented at Albany Creek Kindergarten. These include:

- Parents and children are requested to wash their hands thoroughly when arriving and departing the Kindergarten. This will minimize the risk of cross-infection and maintain good hygiene practices.
- A strict hand washing procedure for staff upon arrival, before and after wiping children's noses, before and after serving food or administering medication and after cleaning equipment.
- Gloves are worn by adults for any bodily fluids, and children are to wash their hands after blowing noses, toileting, eating etc.
- The use of separate sheets, beds, washers and tissues for each child encourages children in keeping the environment clean, tidy and hygienic.
- A professional cleaner is employed by the Kindergarten to clean at the end of each day.

## **Rest and Relaxation Time**

After a very busy program of physical and mental stimulation, a necessary and important element of the program is an opportunity for the children to rest, relax and reflect on their day. The room is darkened and some quiet music and/or stories help to set the mood. The children are encouraged to rest and relax their bodies. It is not mandatory for them to sleep. Some children feel more comfortable with a sheepskin or teddy bear from home. Please discuss your child's needs with your teacher.

## **Lost Property**

Please see your child's teachers if any personal belongings are misplaced. We are very keen to find the appropriate owners, so please name everything!

## **Toys and Treasures from Home**

The centre provides a great variety of developmentally appropriate play equipment. The children are not encouraged to bring toys or other "treasures" from home, such as jewellery, as they may become lost or damaged. This only causes heartache. We do, however, encourage the children to bring natural, interesting items such as shells, flowers, insects and other special finds, as these add to our program. These items can be left on our interest tables.

## **Children's Lending Library**

We have a library day for each group each week. We rely on parents to assist in teaching children to take proper care of the books. Books must be carried in a special library bag. Reading is a special time that parents and care givers can spend with their child and encourages children to develop an interest in language, and a love of books. Please notify us if you find a problem with any book borrowed.

## **Parent's Library**

We have a number of very worthwhile books and videos to lend. These may be borrowed for one week. Please make a note in the book if you require an extension.

## **Environmentally Friendly**

We strive to promote conservation and sustainability. Children are encouraged to care for animals and to protect their environment. The use of fresh food is encouraged for lunch and morning teas to reduce the overuse of packaging. Please limit the use of plastic bags within your child's kindergarten bag e.g. cloth bag to contain spare clothes. This is a health and safety issue to reduce children's exposure to plastic.

We encourage the collection of junk to be recycled as art materials in the centre. Please see the staff for a list of preferred items. Please let us know if you have access to supplies of paper that we could use for the children's art work (as you can imagine how much we go through!) supplies of pine off –cuts suitable for carpentry would also be appreciated.

Pest control is carried out annually during vacation times.

## **Students, Work Experience Visitors and Volunteers**

This centre recognizes the importance of University and TAFE student placements as being consistent with the long term training of staff in the provision of quality education and care for children. However, acceptance of placement of students must be determined upon consideration of the children's needs at the time.

During the year, students from surrounding high schools complete work experience time at the centre. This is implemented on a limited basis upon request from the school liaison officer and in consultation with the teachers.

This centre may accept placement of volunteers but only after the commitment to students has been met and after full investigation of the person concerned. Volunteers will work under the guidance of qualified staff. All students/work experience visitors must carry a current "Blue Card".

On arrival, all visitors MUST sign the visitor's book in the foyer, and peruse the folder entitled "Visitors Log." This is a regulation of the Workplace Health and Safety Policy of this kindergarten. This policy can be found in the foyer, and should be read by all visitors.

## **Entertainment, Excursions, and Escorted Journeys**

The teachers at this Centre prefer to invite performers and visitors to the centre, thus cutting down on costs and maximizing the chance of all the children being able to participate. Four-Year-Old kindergarten

class fees cover the costs for approximately four visitors to our Centre per year. These groups and people are carefully screened and are only chosen if they are relevant to the needs and interests of the children.

Families will be notified if the children are to go on an excursion or outing. Permission slips for each excursion must be signed by the parent or guardian prior to departure.

These will have details of:

- Purpose of the excursion
- Time of departure and proposed time of arrival;
- Mode of transport;
- Destination;
- Adult: Child ratio

## SECTION FIVE

### **Policies: Keeping our children happy, healthy and safe.**

Albany Creek Kindergarten, in conjunction with C&K, has developed a range of policies to support educators and families to deliver the highest quality education and care. These policies address a broad range of issues and we strongly encourage you to access the C&K policies available at the Kindergarten or via [www.candk.asn.au](http://www.candk.asn.au) and follow the “Kindergarten” links to the “C&K Policy” tab.

C&K policies are developed and reviewed using a thorough process of consultation with input from families, C&K policy reference group and relevant agencies including government departments and health officials.

Current legislation, as well as information and advice from recognized authorities and feedback from educators, are all used during policy review and development. We encourage all families to contribute to policy review and invite you to share your thoughts and feelings through suggestion boxes, feedback forms, committee meetings, surveys and day/reflection books.

### **Child Protection**

C&K has developed comprehensive and detailed policies and procedures to ensure your child is safe in a C&K service. C&K practices comply with all relevant state / territory and federal legislation. C&K demonstrates its commitment to child protection with a dedicated early childhood advisory team to support educators, children and families in the areas of child protection and children with additional needs and the NQS. All Albany Creek Kindergarten educators are trained in child protection procedures annually and are provided with a variety of resources and development opportunities. All C&K educators and employees are mandated to report suspected child abuse. The policy can be found on the C&K website or by following this link:

[https://www.candk.asn.au/sites/default/files/Policies\\_Procedures/CP01%20Policy%20Child%20Protection\\_0.pdf](https://www.candk.asn.au/sites/default/files/Policies_Procedures/CP01%20Policy%20Child%20Protection_0.pdf)



## Workplace Health and Safety

Albany Creek Kindergarten has policies and procedures in place to ensure the optimal level of safety is maintained and relevant legislation is complied with. Professional cleaners are employed to clean our centre daily when children are not present. An experienced maintenance employee maintains the outdoor area and maintenance tasks. The Albany Creek Kindergarten elects a Workplace Health and Safety officer at the AGM to oversee WH&S in our service, and works in conjunction with the elected Maintenance officer and staff to continually monitor and ensure a safe and healthy environment.

Other safety procedures include:

- Staff conducting daily Safety Checklists
- Ensuring all hazardous materials are kept in locked cupboards
- Filling out incident report forms to document injuries
- WH&S checks carried out monthly
- Training staff in accident and emergency procedures
- Ensuring that all safety devices are installed and maintained
- Requiring all permanent staff hold a current First Aid aid certificate.

Should you have a concern about any safety issue please see your teaching team. Please access and read our Workplace Health and Safety booklet in the resources section of our website-

[www.albanycreekkindy.com.au](http://www.albanycreekkindy.com.au)

## Lock Down/Evacuation / Fire Drill Procedures:

Lock Down, Evacuation and Fire drills are regularly carried out according to regulations and all staff are given adequate instructions in the use of fire safety equipment and lock down procedures.

- Please sign your class daily sign-in sheet immediately on arrival;
- If in the building when the alarm sounds, EVACUATE with the class, and follow staff instructions;
- If the alarm is sounding at any time DO NOT ENTER the building; and
- Read the Workplace, Health and Safety booklet on our webpage.
- Plans of evacuation procedures are located in both units and throughout the centre.

## Sun Protection

Albany Creek Kindergarten is a recognised by the Cancer Council as a Sun Smart Centre and we have procedures and policies in place to ensure children are protected from the damaging effects of the sun during their attendance at the centre.

Sunscreen is provided in the dispensers installed near the sign in areas. It is the parent's/ carers responsibility to apply sunscreen to their child each morning and sign the related documentation forms.

**Educators will ensure that children are:**

- Wearing an appropriate wide brimmed hat or legionnaire's style cap at all times during outdoor activities. The hat must ensure your child has clear vision and cords do not pose a safety risk.
- Ensure from the sign in sheet that all children have been covered with water-resistant sunscreen rating no less than 50+.
- Include in the program discussions about sun protection and encouraging children to be independent in sun safe behaviour.
- Model sun-protective behaviour.

**Health Information**

As most parents are aware, it is best to keep your child home when ill. Parents are asked to remember that colds and flu are contagious. When unwell, children are not able to concentrate or participate in the program and may present a risk to themselves and others, including staff.

The last occurrence of vomiting/diarrhoea must be at least 24 hours prior to the child re-attending the environment. Children who have had paracetamol for a temperature must not re-enter the centre until 24 hours without a temperature or any paracetamol to reduce the temperature. Children who are over tired or who have been sick during the night (eg vomiting and diarrhoea) should not attend the centre the following day.

The final decision for the daily attendance of a child rests with the staff. The director/s are authorised to refuse admittance to a child showing symptoms of an illness, which may affect the health of other children attending Kindergarten.

Whenever your child comes into contact with an infectious or contagious disease, please notify staff.

In the event of a child becoming ill in the centre, the parent will be contacted. Therefore, it is imperative that the parent ensures the current telephone numbers, including mobiles, are with the staff at all times. In the event of a parent or contact not being available, the staff will take whatever steps are considered necessary to ensure the child's wellbeing. If deemed necessary, the teachers will contact ambulance transportation or medical assistance. Parent and emergency phone contact numbers are kept on a readily accessible register. Parents of an injured child will be contacted promptly. An Incident Register is kept at the centre to comply with the Workplace Health and Safety Regulations.

Please refer to the "Time out" brochure in the Resources section of our website

[www.albanycreekkindy.com.au](http://www.albanycreekkindy.com.au) and "Procedure SO:01.06- Exclusion due to illness procedure" [CandK Policy and Procedure- Exclusion due to Illness](#) for further information.

## Immunisation

As part of the C&K enrolment procedure, parents/guardians are required to provide evidence of their child's immunisation status. Parents/guardians are also required to update the service's record at the time of each immunisation thereafter. If unsure of immunisation history, the parent / guardian must seek advice from your child's registered medical practitioner or the Australian Childhood Immunisation Register ([my.gov.au](http://my.gov.au))

C&K recognises that not all parents/guardians can or wish to have their child immunised. Parents/guardians of non-immunised children must detail this in the enrolment booklet. Parents/guardians of non-immunised children must be aware that in the event of an outbreak of a vaccine preventable infectious disease their child may be required to remain at home if this is the advice provided to C&K by the Public Health Unit. Full fees are payable during this time. The immunisation schedule is available in the resources section of our website [www.albanycreekkindy.com.au](http://www.albanycreekkindy.com.au) .

## Medication

All families, visitors and staff must abide by the Workplace Health & Safety Policy SO:1, and the procedure O:1:8 Administration of Medication. The staff will administer prescribed medication **only** when it is absolutely necessary and essential for the child's wellbeing. Prescribed medicines must carry the prescribed child's name on the medication and the doses prescribed for that child by the Doctor. In such circumstances medical and legal forms must be completed by the child's Doctor and both parents. A daily medication book must be signed and to ensure the safety of children, parents need to set out clear dosages and times.

**We cannot give non-prescribed medicines such as cough medicines or analgesics. However, if you feel your child needs medicine such as this, you are welcome to come to the centre and administer it yourself to your child. Please speak to your child's teacher if you have any concerns regarding this, including creams and insect repellent.**

Prior written consent by the parent is required before one (1) initial dose of paracetamol. Paracetamol will only be administered if parents or the authorised emergency contacts cannot be contacted and the child's temperature has reached or exceeded 38.5 degrees Celsius. When a child is unwell and a fever is present the parent or emergency contact will be required to collect the child from Kindergarten. When there is no fever apparent, **paracetamol cannot** be administered, even on request of a parent/guardian as a precautionary measure. Children are not allowed to bring cough lollies or lip balm of any kind. Staff will store medication in a tamper proof box.

## Caring for children with chronic conditions

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy please provide the Kindergarten with a detailed medical management plan from your child's registered medical practitioner. Please use the enrolment booklet to detail information and begin conversations with educators. Upon enrolment we will ask you to meet with your child's educator/s to further discuss the Medical Management Plan.



## SECTION 6

### Family Involvement

This centre recognizes the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels e.g. sharing skills and interests in the educational program, joining the daily program, attending parent meetings and social functions and becoming involved at a committee management level.

This is a Community Kindergarten with a voluntary parent participation program giving every parent (mother or father) the opportunity to share their child's experiences during a Kindergarten day.

The aims of the program are:

- To show your child that you are interested in what he/she is doing, thus combining Kindergarten and family interests;
- To enable you to understand and share in your child's learning;
- To encourage common and wider talking points away from Kindergarten;
- To help you understand, more fully, aspects of child development and education; and
- To enable ideas to be exchanged with teachers, advice to be given, and opinions to be shared.

At the beginning of each term parents will have the opportunity to nominate a day on which they wish to attend the Kindergarten for the day or part day and assist the teacher and sit with their own child participating in the learning program. Roster times ensure that there is a comfortable number of adults in the centre at any one time.

### Privacy

Parents please note that parents/grandparents participating on classroom roster should be aware that any information acquired in this pursuit is protected by the Privacy Act and therefore should not be repeated. Please remember that you see only a small section of the ongoing program for the development of all children.

### Toddlers at Kindergarten

Toddlers are welcome to join in all activities with parent supervision. We do ask that you keep them with you during story and music and any other group activity time, as they can be a distraction to the other children. We remind parents that whilst they are at our centre they are responsible for their own children.

## Management Committee

Albany Creek Kindergarten is a Community owned Centre operated by a parent committee. It is affiliated with C&K. All profits are put back into the centre.

The Annual General Meeting of the Kindergarten Association is usually held at the centre in February/March each year. At this, a Management Committee of twelve current members is elected by the Parent Body, to run the kindergarten for the next 12 months. The Executive Committee of four members are elected first as the custodians of the centre for the year and a general Committee of eight to support the Executive Committee.

After this meeting the Management Committee meets monthly during school terms to carry out its functions.

Even for those who have not served on Committees before, much help is available from the staff at the centre, former Committee members & the C&K Association. If you feel you could contribute in this way, please do not hesitate to talk to the Office Administrator, Director or current committee members.

## Committee Position Descriptions

All parents are eligible to nominate for one of these positions

EXECUTIVE COMMITTEE	
<b>PRESIDENT</b>	<ul style="list-style-type: none"> <li>• General Management of the centre as part of the Management committee</li> <li>• Responsible for the staff and employment of staff</li> <li>• Chairs monthly meetings.</li> <li>• Acts as liaison between director/staff /parents and the Committee.</li> <li>• Oversees the management of finances, fundraising activities &amp; public relations.</li> </ul>
<b>VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>• General Management of the centre as part of the Management committee</li> <li>• Responsible for the staff and employment of staff</li> <li>• To share responsibilities with the President and act on his/her behalf in, the absence of the President.</li> <li>• Assist in the application of grant proposals.</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>• General Management of the centre as part of the Management committee</li> <li>• Responsible for the staff and employment of staff</li> </ul>

	<ul style="list-style-type: none"> <li>To record minutes of monthly meetings &amp; present them to each subsequent meeting.</li> <li>To assist with correspondence following Meetings.</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>General Management of the centre</li> <li>Responsible for the staff and employment of staff</li> <li>To present an annual budget and monitor all financial aspects of the Kindergarten.</li> <li>To present the accounts of the kindergarten for the year &amp; liaise with the Auditor.</li> </ul>

<b>GENERAL COMMITTEE</b>	
<b>WORKPLACE HEALTH &amp; SAFETY &amp; CHILD PROTECTION OFFICER (TWO PEOPLE TO SHARE THIS ROLE)</b>	Is responsible for overseeing the relevant policies and building planning and maintenance. Responsible for overseeing Child Protection policies and updates.
<b>MARKETING OFFICER</b>	To promote the kindergarten depending on our requirements each year to ensure we keep our enrolments at the centre full. Ensure website is kept up to date.
<b>NEWSLETTER CO-ORDINATOR</b>	Collates & distributes monthly newsletter. Liaise with community to promote the kindergarten.
<b>MAINTENANCE COORDINATOR (TWO PEOPLE TO SHARE THIS ROLE)</b>	To be responsible for working bees, building improvements and Maintenance.  To assist in the promotion and activities of the Kindergarten driven Community Bush Care Group  Co-ordinate working bees twice a year. Must attend working bees as the Foreman/coordinator of working bee.
<b>SPECIAL EVENTS COORDINATOR (TWO PEOPLE TO SHARE THIS ROLE)</b>	Acts on behalf of the Committee to implement social/special interest activities.  Record all activities and transactions.
<b>BOOK CLUB COORDINATOR (No voting right at meeting)</b>	Collect and distribute book club brochures.  Collate orders and distribute via class teachers.

## SECTION 7

### **Enrolment, Fees and Administration**

This Centre is a non-profit community-based Centre. The management and financial control is organised by the Management Committee of elected parents who oversee the maintenance, finances and educational standards requirements.

A copy of the Constitution and By-Laws can be found on the parent library stand in the foyer for your perusal or on our website [www.albanycreekindy.com.au](http://www.albanycreekindy.com.au)

### **Funding and Expenditure**

The funding that Queensland Government provides to assist our kindergarten service is received from the Government by our CGB (Central Governing Body) which is C&K Association LTD. The distribution of these funds is on a quarterly basis. Our Centre depends heavily on the funding and the fee charged to parents to operate our not-for-profit Centre.

The Centre has the following expenses:

- employment of staff
- affiliation fees with our CGB
- cleaning
- purchase of new equipment
- maintenance of buildings and equipment
- all other costs associated with the running of the kindergarten.

These on-going costs must be met through the fees and special purpose levies paid by families.

### **Special Events**

The Events Coordinator seeks the assistance and involvement of parents in organising activities to raise money for the Centre. A sub-committee can be formed to plan and co-ordinate the activities for the year. It is this Centre's policy that the Coordinator and their committee handle all events. To ensure that parents only receive what the Events Committee has coordinated we ask that any private businesses advertise via our Community notice board.

### **Fund Raising Policy**

We recognize that many businesses could benefit the Centre in some way. It is our policy that all items for fund raising for that year will be submitted in writing to the events committee prior to the 3rd week of term. These submissions will collate and discuss at the first meeting of the year, after the AGM Meeting, to select the yearly events.



## Maintenance Levy

The Maintenance Levy is vital in ensuring our Centre remains a safe, attractive environment for our children. It is also a way of maintaining community involvement and responsibility.

A yearly NON REFUNDABLE Maintenance Levy of \$100 per family is charged in first term to help cover costs of a contractor to maintain the grounds.

The parents of this Centre can support in maintaining the building, grounds and indoor and outdoor equipment. You are invited to participate in this upkeep through working bees held at least twice a year or through offering your services at a convenient time.

Please raise any maintenance issues you observe at the Centre with staff, so the safety of everyone is ensured.

## Fees –

Fees are structured to allow fund raising to be kept to a minimum and are payable via a Direct debit system called “Child Care Easy Pay. This helps us to streamline how we process fees and make it easier on families. With Direct Debit your kindergarten fees are automatically deducted from your nominated bank account, or credit or debit card on a fortnightly basis. This will be for 22 fortnights starting from week two of Term one. Please read the declaration on the “Direct Debit Request Form” and complete & sign the form in your enrolment pack and we will set up your direct debit charge accordingly. Please note a small fee is charged for credit card or if insufficient funds. If you are needing an alternative Payment Plan please see Office Staff.

Fees are set by the Management Committee. Your fee notice will be emailed to your nominated email address. However, if you prefer a hard copy please advise the office. Any problems or concerns with meeting the fees can be discussed with the Administrator and confidential arrangements will be made. Should an account or fee instalment not be paid by the due date, enrolment can be terminated to allow another child on the waiting list to be enrolled.

Absences due to illness or family holidays are charged at the usual rate. If your child is absent for two weeks and no reason for the absence has been advised, continued enrolment will be re-evaluated. If you wish to terminate the enrolment, you should do so in writing, giving at least two week’s advance notice. A refund of fees paid in advance will be made in respect of a terminated enrolment.

**The Administration staff are responsible for the handling of fees. Teaching staff do not handle fees.**

## Child Care Benefits

From the 2<sup>nd</sup> of July 2018 with the new child care reform introduced by the Australian Federal Government there is no funding available for families to claim when using a stand-alone kindergarten that runs only the “approved Kindergarten Program”.

## Building Fund

The Centre has a registered Building Fund and donations to this Fund (which will contribute toward our building maintenance) are a legitimate tax deduction and would be gratefully received. A receipt will be issued. A request for \$50 per family will be made in fees charged.

## Enrolment and Membership Fee

Enrolment fee of \$40 per child (to cover administration costs)

Membership fee of \$10 per family (to be paid annually), to become financial members of the Albany Creek Kindergarten Association Inc. which then allows you to vote at the Annual General Meeting and all General Meetings.



## SECTION EIGHT

### Communication

Ensuring families are well informed and passing on as much information as possible to support families is a high priority at Albany Creek Kindergarten. We therefore provide open lines of communication through the following mediums:

- Notice boards located in each unit near the sign-in books, in the main foyer of the centre and the main verandah.
- Communication pockets near the entry in each unit.
- Emails from Centre committee, Admin and classroom educators.
- Centre and Class newsletters
- Daily Journals to communicate about the classes' day and learning journey.
- Individual Portfolios
- Formal and informal discussions.

### Concerns and complaints (grievance procedure)

Where a parent has any concern relating to the waiting list, payment of fees or enrolment to this Centre, please make direct contact with the Administration Staff by phone on 3264 1838, email [admin@albanycreekkindy.com.au](mailto:admin@albanycreekkindy.com.au) or in person. If required, the Administration Staff will direct you to the Management Committee who will address your concern.

Where a parent has any concern regarding their child or child's program the first direct contact should be with the Classroom Teacher. If this does not resolve your issue you may contact the Nominated Supervisor of the Centre or the Management Committee, to address your concern. If necessary, a representative from the C&K Association may be asked to assist the Centre with an issue.

Any written concern will be addressed in the strictest of confidence by the Management committee. Submit all written correspondence to:

The President,  
Albany Creek Kindergarten  
16 Ernie Street Albany Creek Qld 4035  
E: [admin@albanycreekkindy.com.au](mailto:admin@albanycreekkindy.com.au)

