



Information Handbook 2025

Whitfield Community Kindergarten Association Inc

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C&K Whitfield Community Kindergarten acknowledges and pays respect to the Yidinji and Yirriganydji people who are the Traditional Custodians of Cairns, which includes the Land on which our Kindergarten is located, in the suburb of Whitfield. We pay our respects to the Elders past and present and acknowledge that this was and continues to be a place of learning for the future Elders of this Land.

This booklet is designed to provide parents or guardians with relevant information on the policies, procedures, and expectations of the Whitfield Community Kindergarten Association Incorporated. The Management Committee encourages all parents and guardians to become familiar with these policies and procedures. Any queries about the contents of this booklet should be directed to the committee, administration, or the teachers.

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Vision for Reconciliation

We believe that the future wellbeing of all Australians depends on respectful and positive relationships and co-existence of rights between Aboriginal and Torres Strait Islander people and non-Indigenous people. To achieve this, we must engage with current social justice and equity issues and how they have impacted on our shared histories, and how colonisation as well as policies and practice impact on Aboriginal and Torres Strait Islander children and families today.

We are committed to ensuring that our program has a strong emphasis on social justice, and reconciliation-based education. Everyone involved in our Kindergarten, Educators, families, children, and community members now represent a future of hope and potential for a truly reconciled society. We know the benefits of high-quality early childhood programs for children and families and understand our role and responsibility to provide a program that is culturally safe for Aboriginal and Torres Strait Islander children and families.

Whitfield Community Kindergarten is on Yirrganydji Country. We want to learn about, acknowledge and where appropriate, respectfully share the stories, songs and sites which are particular to this area. We also respect and celebrate the diversity of Aboriginal and Torres Strait Islander knowledge, cultures, languages, customs, stories, and connections to place and Country. Aboriginal and Torres Strait Islander knowledge is valued here, and we have a responsibility to support our Educators and families to develop a deeper understanding and awareness of this knowledge and reclamation of rights in our community. We seek partnerships which allow us to learn and grow and recognise that we have much to learn from our families, community, children and staff - we are a community of learners.

1. Introduction

1.1 Welcome

Welcome to the Whitfield Community Kindergarten. The Staff and Management Committee hope your time with us is enjoyable for both you and your child.

Whitfield Community Kindergarten was established in 1994 and the present building was completed in June 1995. 2005 & 2016 saw celebrations for our 10 & 21 year anniversary. The volunteer committees and local businesses have in the past, and continue to, generously contribute to the establishment and on-going maintenance and improvements. The logo – cassowary and chick – was selected because the Whitfield Range was a known habitat for cassowaries.

This handbook is designed to provide parents and guardians with some information about our Kindergarten, and so is divided into the following sections:

- Starting at Kindergarten.
- Information on how the Kindy runs, and some policies and procedures that help the Kindy operate successfully to the high standard that we are so proud of at Whitfield Kindergarten.
- Information about the roles and responsibilities of staff at Whitfield Kindy.
- Information about the roles and responsibilities of parents, including information about the Parent Management Committee

List of child's requirements – the things your child will need to bring with them when they start at kindergarten.

1.2 Centre Philosophy

Our aim is to create a warm, welcoming, and inclusive environment where there is a strong sense of belonging. We place great importance on building relationships that are caring, open, collaborative, respectful and supportive. We want families and children to feel a sense of ownership where their 'voice', culture, identity, and experiences are reflected in all aspects of our Kindergarten.

We value an enriching, aesthetically pleasing learning environment which is both natural and sustainable where children can grow and thrive. In the warmth of this home-like setting we develop and nurture values of responsibility, trust, respect, resilience, creativity, curiosity, and wonder.

We view children as curious and capable co-contributors to their own learning. They are unique and special with their own strengths and interests. We strive to ensure that their ideas, interests, and questions are explored, validated, and responded to. We acknowledge that children are risk takers, and we support their need for agency,

choices, and independence, always with an emphasis on safety and consideration of others.

We are passionate about the importance and power of play - we are committed to providing ample time, space, and quality resources to support children's learning through play. Our philosophy, practice and program reflect the National Quality Framework and the Early Years Learning Framework and is implemented through C&K's Curriculum Approach. We believe that educating children is a partnership built on trust, mutual respect, and shared goals. Educators document each child's learning and share it with families in meaningful ways.

Our educators demonstrate an ongoing commitment to reflective practice and strive to achieve continuous improvement through reflection, evaluation, and collaboration. We provide our educators with professional learning which enhances teaching teams shared understanding and knowledge of current theories of learning and child development.

We continually seek to make connections and reach out to our local community to deepen the children's participation in learning. Whitfield Kindergarten has a long history of sustainable practices and strives to embed sustainable thinking into our everyday experiences. We acknowledge and respect the rights of children, families, teachers, and the traditional custodians of this land, the Yirrganydji people.

1.3 Administration

The Whitfield Community Kindergarten is owned and run by an association consisting of the parents or guardians of every child attending the kindergarten. It is affiliated with the Crèche and Kindergarten Association Limited ABN 59 150 737 849 (C&K) and assessed and licensed under the National Quality Framework.

C&K was established in 1907. C&K has over 330 kindergartens and childcare centres around Queensland. One feature that is common to all, is the sense of community. Being affiliated with C&K means the kindergarten needs to comply with, and continually update, standards in teacher training, equipment, facilities and policies and procedures that reflect "best practice" in early childhood education. We regularly share key policies via Storypark. <https://www.candk.asn.au/policies>

The Whitfield Community Kindergarten Association is run by a Management Committee, made up of volunteer parents or guardians, which is responsible for employing all staff, maintaining the building, playground, and facilities, developing new facilities, and formulating and reviewing policies.

Volunteering to be on the parent management committee is something valuable and important you can do for the kindergarten, and ultimately for your child. The kindergarten cannot function without these vital voluntary committee members.

Licensing and National Quality Framework

C&K Whitfield Community Kindergarten is licensed by the Office for Early Childhood Education and Care for places for children from 3 years to school age.

The National Quality Framework (NQF) supports centres to provide a high quality and consistent standard of early childhood education and care across Australia.

The NQF includes:

- A national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- A National Quality Standard (NQS)
- An assessment and ratings system
- A regulatory authority in each state and territory which has responsibility for the approval, monitoring and quality assessment of centres
- A national body responsible for providing oversight of the new system and ensuring consistency of approach – the Australian Children’s Education and Care Quality Authority (ACECQA)

Centres are assessed and rated against seven quality areas of the NQS. The standards cover children’s development and education as well as relationships with families, educator qualifications, and the centre environment.

Our Kindergarten holds the highest rating of ‘Exceeding National Standards’ across all areas of the National Quality Framework.

1.4 Our Program/Curriculum

Our service offers a Queensland Government-approved kindergarten program provided by a qualified early childhood teacher who is registered with the Queensland College of Teachers. Each of our kindergarten groups have a maximum of 22 children.

A C&K inclusive educational program will honour every child’s right to play, build on their existing learning from home, and provide foundations to be a successful, lifelong learner. Your C&K centre is a place where your child will belong, engage, and contribute to a community of learners. Teachers/Educators are open to your child’s ideas and will foster their social and emotional growth and provoke their curiosity.

What Does Play-Based Learning Look Like?

Play-based learning is a dynamic approach that engages children in hands-on experiences, fostering their natural curiosity and creativity. In our program, you will see children exploring, experimenting, and discovering through play, which is essential for their development.

1. **Exploration and Discovery:** Children engage in activities that allow them to investigate their environment, using their senses to learn about the world around them.
2. **Imaginative Play:** Through role-playing and storytelling, children express their ideas and emotions, developing social skills and creativity.
3. **Collaborative Play:** Working together in groups encourages teamwork and communication, helping children to build relationships and share ideas.
4. **Problem-Solving:** Play-based activities often present challenges that require children to think critically and develop solutions, enhancing their cognitive skills.
5. **Real-World Connections:** Activities are designed to connect with children's interests and experiences, making learning relevant and meaningful.

Our approach aligns with the Early Years Learning Framework (EYLF) and the Queensland Kindergarten Learning Guideline (QKLG), which emphasize:

- **Holistic Development:** Recognizing the interconnectedness of physical, social, emotional, and cognitive growth.
- **Child-Centred Learning:** Fostering an environment where children feel safe and valued, encouraging their individual learning journeys.
- **Learning Through Play:** Understanding that play is a primary means through which children learn and develop essential skills.

For more detailed information on how our practices align with these frameworks, you can explore the following links:

- Early Years Learning Framework (EYLF)
- Queensland Kindergarten Learning Guideline (QKLG)
<https://www.qcaa.qld.edu.au/kindergarten/qklg>

Learning Cycles

Cycle 1

Our first cycle of learning develops in your child an awareness of themselves as an emotional being - emotions, mindfulness, growth mindset as a member of a community - families, culture and the Kindy community as a physical person - anatomy and senses.

Cycle 2

Our second cycle focuses on supporting your child to build a strong foundation for ecological literacy. We also begin to shift our lens to the wider Kindy community beyond our fence by appreciating the Indigenous culture of our land and the diversity of our community.

Cycle 3

Our final cycle for the year introduces your child to the intricacies of our world. They will learn about the habitats and natural ecosystems that we share with plants and animals. We foster an active involvement in learning about the world through a basic grounding in scientific concepts, thinking and skills.

Communicating Children's Learning

We provide regular updates on your child's progress through observations and learning stories, which are essential for understanding their development. This continuous feedback allows families to stay informed about their child's achievements and areas for growth. It also fosters meaningful conversations

between educators and families, creating a shared understanding of your child's learning journey. Families have opportunities to share insights about their child's interests and experiences at home, which can enrich the learning process and make it more relevant to the child.

We use StoryPark to create an ongoing dialogue about your child's learning and development. When the term commences, you will receive an invite to download the StoryPark app and access your child's profile.

This partnership between educators and families is crucial in supporting children's growth, ensuring they thrive in their early years. Your involvement and feedback are invaluable, and together, we can nurture a love for learning in your child.

Transition Kindy

We believe that we are best prepared to support you and your child to navigate the challenges that a transition to Kindy may present when we know your child well. We dedicate the first five weeks to establishing warm and caring relationships with your child. Our program focuses on supporting their growing independence and early social skills.

Transition to School

Children enrolled in November will have a Transition Statement prepared by their teacher/educator, with input from you and your child. This statement provides a snapshot of your child's learning across their kindergarten year and contains valuable information for you and your child's Prep teacher; it explains what sort of learner your child is, their strengths and interests, and ensures your child's school knows how to support your child from the moment they arrive.

Before a Transition Statement can be shared, parents need to review and agree to share this information with your chosen school. We strongly encourage you to share your child's Transition Statement and to talk with your school if your child may need additional support.

During the last five weeks of the year, Educators draw from a variety of resources to support your child's transition to school based on their unique learning style. In addition, we prepare the children for their transition to school by hosting visits from Prep teachers from local schools and also by visiting our neighbouring school, Whitfield State School.

1.5 Fees

FREE KINDY - QLD KINDERGARTEN FUNDING 2025

Kindy is 15 hours per week, 40 weeks per year (600 hours per year) and is currently free for families with eligible-aged children who attend a government-approved program delivered by a qualified early childhood teacher. We are pleased to be a kindergarten that meets these criteria and able to offer free kindy. Please visit the Early Childhood website www.qld.gov.au/freekindy for updates and FAQs.

Fees and Discounts are reviewed by the committee annually and are subject to change each year. Currently, for 2025, fees are as follows:

DAILY FEES

Standard fee; \$0 per day (\$72 subsidised for families meeting criteria for Free Kindy).
Unfunded fee; \$90 per day (non-eligible children who do not meet criteria for Free Kindy eg early entry or additional days).

ADDITIONAL FEES NOT COVERED BY FREE KINDY

1. Annual Enrolment Acceptance Fee - **\$95** per child. This fee is paid to secure a position for the child and is non-refundable. Enrolling children is an administrative process that Queensland Kindergarten Funding does not cover. Enrolment fees minimise the risk of children being enrolled at multiple centers, which can provide a false impression of available places and covers the cost for the administrative costs involved in the enrolment process.

Families with children attending kindy for a second year will also need to pay the annual enrolment fee upon acceptance of re-enrolment.

2. Annual Financial Membership to the Whitfield Community Kindergarten Association is **\$5 per family, per year**. As this is a community kindergarten, all parents/guardians are required to be members of the Incorporated Association, for their children to attend the kindergarten.
3. Late collection Fee - **\$20 for the first 10 minutes or any part thereof, for each minute after this another \$1.50 will be charged**. We prefer not to do this so ask that families to be here on time. We do not have outside school care available.

FEES FOR 'UNFUNDED' POSITIONS i.e., additional days or Early Entry

We can only offer unfunded positions, if we have no children on our waitlist after 28th February of the year your child attends. If a new waitlist application for a child not accessing a C&K program is received, they take precedence over a child already accessing the program and your second place will be forfeited. This is a funding guideline and is to ensure all target aged children can receive places in a government funded kindergarten program.

Historically, we have been unable to offer unfunded places as we have always maintained a waitlist.

For full fee-paying families, fees are charged upfront for each term enrolled and fees are to be paid within two weeks of the date of issue. If families wish to setup a payment plan, they can request a direct debit authority form and fortnightly payments can be deducted from their nominated account.

Each year there will be 2 pupil free days per group. **Fees are charged for Public Holidays and Pupil Free Days, closures due to natural disasters and holidays taken during term time.** Fees are not charged for school holidays.

A \$30.00 levy is payable for late payment of fees after the stated due date – unless alternative arrangements have been made with administration. A child may not commence another term if the previous term's fees have not been paid. All fees must be paid in full by the end of term, regardless of payment plans/arrangements made with administration. **Non-payment of fees will result in your child's place being cancelled.**

2. Starting at Kindy

2.1 Arrivals and Departures

It is the parent's responsibility to ensure that the child is delivered and collected by a responsible adult of at least 18 years of age. They must be an authorised contact as provided upon enrolment. Each authorised contact will use their own unique phone number and pin to sign in and out. Please ensure that all persons their mobile with them the first time to set the pin. Staff must be informed in writing if an adult, other than the custodial parent, will be collecting/delivering the child. Under special circumstances, such as emergencies, a phone call will suffice. In all other cases, an Additional emergency contact form must be completed to add an authorised person.

On arrival, please assist your child to wash their hands at the basin. Parents/guardians are responsible for applying sunscreen to their child prior to arriving or on arrival using the communal sunscreen provided in the foyer. The time of application must be recorded on our sunscreen register located at our sunscreen station. **Please ask the Director or Administration for a copy of our Sun Care & Protection Procedure/Policy.**

Adults and children are requested to wait in the front area at the entrance to the building, until session times commences at 8am. Parents and siblings are **welcome into the classrooms at drop-off** however, to minimise distractions before the program has ended, **the classrooms are not open to parents and siblings in the afternoons**. At pickup, parents are asked to advise a staff member of their arrival and their child will be brought out by a staff member who will relay any messages. Pick-up is between 3:00pm - 3:40pm or earlier upon arrangement. Parents are requested to be at the Kindy to pick up their **child five minutes prior to the closing time of 3:45pm**. It is important that parents and guardians adhere to the pick-up and drop-off times for each unit. If a parent is late to collect their child, a late fee will be incurred. **Please ask the Director or Administration for a copy of our Arrivals and Departure Procedure/Policy.**

Due to the limited time staff have at the end of the day to pack-up and prepare for the following day, we ask that messages are primarily shared at drop-off or via 'conversations' in the storypark app.

Parents or guardians **must notify** the staff if their child is to be absent through illness or for any other reason. Notification of the reason for an absence for any period is required. This should be done by telephone, email or in person to administration. For unfunded places, fees are still payable for any absence unless prior arrangements have been made with and approved by the Management Committee.

When entering and leaving the kindergarten please ensure that gates are closed behind you.

2.2 Communication

Parents or guardians are encouraged to speak with their child's teacher about their child's progress or about any concerns or queries they may have. Private messages can be sent to teachers using 'conversations' in the Storypark app or delivered at drop-off. For longer conversations, appointments can be made outside session times. To make an appointment, contact the teachers using the Storypark App. An appointment will be scheduled for a non-session time to avoid disruptions to the children. The office will normally be attended between 8:15am – 4.15pm on days of operation however, if unattended, you can leave a message on the answering machine and your call will be returned promptly. Please do not leave urgent messages on the answering machine. Please email absences or admin messages to admin@whitfieldkindy.org.au.

2.3 Group Session Times

Session times may vary from year to year according to demand. For 2024, session days and times are as follows for the two units

Unit 1 & 2	Full Days	8.00am – 3.45pm	Monday Tuesday
Unit 1 & 2	Full Days	8.00am – 3.45pm	Thursday Friday

2.4 Birthdays

We enjoy celebrating the children's birthdays at kindergarten; Each class will develop different traditions to celebrate in a way that reflects their unique group. There is no need to organise anything additional to make their day at kindy feel special – we have it covered! We ask that you **do not send in any cakes, cupcakes or food products** as these cannot be shared with the class. Any cooking or food shared at kindy is first risk assessed with consideration to our current centre food intolerance and allergy register.

We cannot always invite the entire group to a party. If this is the case and you are only inviting a select number, please do not use mail pockets for birthday invitations. We ask that you instead enclose invitation in an envelope with the recipient's name. These may be handed directly to parents or to office staff to distribute.

3. Information, Policies and Procedures

3.1 Positive Behaviour Guidance

Just like most skills, behaviour is learned and developed in social situations. Our intentionally designed early childhood programs and resources enable our educators to guide and promote your child's social and emotional wellbeing. Our educators will build a relationship with your child and family to create a safe, supportive environment for learning. Our educators will engage your child in experiences which model positive language and social behaviour and offer them the opportunity to develop a positive self-image and understanding of others. If educators feel your child requires further support in building their social and emotional skills, they will work with them and include your family through this process. **Supporting Children's Behaviour Policy can be found on the C&K website <https://www.candk.asn.au/policies>**

3.2 Confidentiality and Privacy

Whitfield Kindy seeks to maintain confidentiality and to always respect and be sensitive to the rights of children and their families. **Privacy Policy can be found on the C&K website <https://www.candk.asn.au/policies>**

3.3 Concerns Procedure

Where a parent or guardian has any concern or issue relating to the program offered at the kindergarten, the parent or guardian in the first instance should make direct contact with their child teacher to seek clarification. Such appointments should be made outside of session times to avoid disruption to the children's educational program.

If parent or guardian feels the concern is not resolved, the parent or guardian may wish to contact the co-director or committee president. If any matter cannot be satisfactorily resolved after discussion with the Kindergarten, the Crèche & Kindergarten Association of Queensland's Early Childhood Education and Care Advisor may be asked to assist.

Where a parent or guardian has any query relating to the payment of fees, or any other concern or issue relating to the kindergarten's management or administration,

the parent or guardian should discuss this with the President or attend a management committee meetings where general issues can be raised.

The Complaint Management Policy and Procedure can be found on the C&K website <https://www.candk.asn.au/policies> or displayed in the compliance folder at the front office.

**Suzy Stephens, Early Childhood Education Manager (Central & North)
C/- The Creche & Kindergarten Association Limited
2/37 Pease Street, Manoora QLD, 4870
M: 0400 597 358 | Email: s.stephens@candk.asn.au**

3.4 Collection and access

We are committed to always ensuring your child's safety, and when you enrol your child, we ask that you provide the name and contact details of any adults who will drop off and collect your child. If an adult arrives to collect your child and educators do not know who they are, they will be asked for photo identification. This allows educators to confirm in Kidsoft, that this person is someone you have nominated to pick up your child. If you need someone, who is not listed in the enrolment booklet, to drop off and pick up your child, please ask administration for an additional contact form.

If there are any court orders, parenting plans, directive orders, or other official documentation relating to your child, you must provide a copy to the service upon enrolment or as soon as the documents are issued. Court orders must be stamped with an official seal. Having copies of the documents will allow your educator/s to respect and adhere to the requirements of the orders, including access to your child and receiving information about your child from the service.

3.5 Evacuation and Lockdown Procedures

Evacuation and Lockdown Procedures and Plans are in place for the centre. Drills are held each term to ensure that the children are familiar with these procedures. These drills ensure the safe evacuation of the children from the centre. Please ensure you are following the arrivals and departures routine and signing your child in/out so that all children can be accounted for. You will be informed when a drill has been conducted.

3.6 Excursions

Excursions out of the kindergarten are limited as children only attend on a part-time basis. Parents or guardians will be notified of any planned excursions. Children will

leave the kindergarten only if ratios can be met and a full risk assessment conducted. On an excursion, children must wear shoes and a hat.

Regular excursions that occur annually are our visits to Whitfield State School library in term 2 and the Nature Playground excursion in term 3. Children transitioning to Whitfield State School will be invited for HPE excursion in term 4. A permission slip will go out early in the year for these reoccurring excursions which must be signed by the parent for a child to attend. Additional details and reminders will be provided closer to the date. Parents are invited to attend however will need to read and complete a parent helper permission form and sign in on the day. Children who do not have permission or wish to opt out will remain at the kindy with the other class group.

3.7 Holidays

When holidays are taken during the school term the child's place will be retained. Staff must be informed of the period of absence, and fees must be prepaid where applicable. (Refer to 1.5 Fees)

3.8 Embracing Inclusion and Diversity

C&K embraces and celebrates the diversity that exists within and between our communities. By respecting diversity, children are supported to create positive relationships and a strong sense of identity. Inclusive early childhood programs acknowledge that all children have different life experiences, and such programs support children to value and celebrate similarities and differences.

We invite and welcome you to share your culture, background, and life experiences with us. You will find that our centre will engage in a variety of celebrations throughout the year that value people and cultures from all backgrounds and we encourage you to share and take part in these celebrations.

3.9 Notice of Termination

The Committee requires a minimum of two weeks' notice (in writing) should termination of enrolment be intended. This enables the Committee to notify the next child on the waiting list and have them ready to commence at the kindergarten.

3.10 Placement of Tertiary Students, Work Experience & other Volunteers

The kindergarten periodically may provide a learning environment for tertiary education students who are studying Early Childhood teaching.

The kindergarten may accept placement of volunteers, but only after due consideration is given to the needs of our Kindergarten's children at the time, and after the required safety checks of the person concerned.

All university, TAFE, school students and volunteers over the age of 18 are required to hold a current blue card (Queensland's Working with Children Check) prior to commencement of their practicum/volunteer work at the kindergarten.

Parents of a child who regularly attends the kindergarten may volunteer without holding a blue card unless they are volunteering for a position on the management committee. A parent who has been issued with a negative notice from Blue Card Services is prohibited from volunteering their services.

3.11 Staffing

Staffing levels for each Unit at the Kindergarten is a minimum of one teacher and one assistant for the maximum of 22 children. The amount of teaching time, or staff contact time is legislated by State Government and the Whitfield Community Kindergarten Enterprise Bargaining Agreement. In addition to teaching time, staff require time before and after the kindergarten program to prepare the environment, conduct safety checks, maintain the written program and administrative records, conduct staff meetings and attend regional meetings. These duties serve to enhance the quality of the program offered to parents and children. Therefore, parents are asked to co-operate by keeping strictly to session times and understand that early drop-offs or late pickup requests cannot be facilitated.

3.12 Siblings

We welcome siblings into our centre at drop-off as we are playing outside however at pickup, we ask that older siblings wait in the front play space as to not interrupt the program. If you alert a staff member that you have arrived, we will bring your child out to you. This is especially important for early pickups. Parents are to be aware that many items of equipment are unsuitable for younger children and can be quite dangerous so please keep little ones close. It is important that all children respect our beautiful kindy environment that has been set up ready for learning so please encourage both younger and older siblings to pack up anything they have used before leaving.

3.13 Staff Professional Development

Whitfield Community Kindergarten actively supports the ongoing professional development of all staff members through their attendance at courses, seminars,

workshops, and conferences. The Early Childhood Education State Award requires staff to participate in several Professional Development days each year. Teachers are also required to undertake continual professional learning to maintain their registration with the Queensland College of Teachers. Registration with the Queensland College of Teachers is a C&K affiliation requirement for all teachers and directors in community kindergartens. Pupil free days are used for Professional Development opportunities wherever possible but occasionally Educators may be required to attend PD during session times. They will always be replaced by a suitably qualified person.

3.14 Funded/ Unfunded Positions (QKFS)

Whitfield Community Kindergarten offers funded positions for 2 days per week, 10 weeks per term. The Queensland Kindergarten Funding Scheme, (QKFS), supports centres with the cost of delivering an approved kindergarten program. If your child is of eligible age, that is, turning four by 30 June in the year they attend kindergarten, our centre will be able to claim QKF on behalf of your child. Only one centre can claim QKFS for your child. If your child is enrolled in another kindergarten program in a long day care, the QKFS will be allocated to the sessional kindergarten over long daycare. Please ensure you advise the long daycare that your child will be claiming QKFS elsewhere.

Children cannot access a second sessional kindergarten until after February 28th of their target year and this will be an unfunded position (full fees). **Whitfield Kindy will only offer unfunded positions, that is, children already accessing the QKFS, if we have no children on our waitlist and, from 28th February of the year your child attends. If a new waitlist application for a child not accessing a C&K program is received, they will take precedence over a child already accessing the program (non-funded positions) and your second place will be forfeited.** This is a funding guideline and is to ensure all target aged children can receive places in a government funded kindergarten program. Full fees apply.

3.15 Waiting List

Policy Statement

C&K services offer a foundational play based educational program that is based in the community and complementary to entry into the prep year. C&K services will, in most instances, provide one year of pre-preparatory education and maximise enrolment of the target age group.

Placing your child's name on the Waiting List

To place your child's name on the waitlist, you will need to complete a Registration Form. Parents are encouraged, where practicable, to visit the kindergarten as part of this process.

Target/Eligible Age

Children who turn four years of age by the 30 June in the year they attend, i.e., children in the year immediately prior to the preparatory year. These children represent the target age group for C&K services.

Placement Priority

Children already enrolled in the kindergarten (i.e. delayed exit), and children whose enrolment is deferred to the next year, should have priority of placement. To ensure equity of access to all members of the community, no priority will be given to:

- o Children of committee persons
- o Children of staff
- o Siblings of children previously attending the kindergarten
- o Children of families who live locally

Names must be taken from the waiting list in strict accordance with the child's date of placement on the waiting list.

If vacancies exist in target group and there are no eligible children on the waiting list, the kindergarten may enrol children from the next year's waiting list as they turn 3 years of age.

Notification and Acceptance of Placement

Parents will be notified of their child's enrolment no sooner than April in the year before the child is due to attend. Generally, offers are sent May/June the year prior.

When offered a position at the kindergarten by email, acceptance must be within 2 weeks of the date of letter or the position will be forfeited.

When offered a position at the kindergarten by phone, acceptance must be within 1 week or the position will be forfeited.

If a child fails to take up his/her position at the beginning of the year, without notification to the director, the place will be forfeited after one week.

4. Health and Well-Being

4.1 Toileting

While the majority of children enrolling at kindergarten are toilet trained, we understand that some children will still be working towards achieving continence. This policy outlines how educators and parents can work together to support the toileting needs of these children.

Parents/Guardians will:

- take full responsibility for toilet training. While every effort will be made to support families through the toilet training process, parents need to be mindful that we are a 2-day program and are unable to take responsibility for toilet training. Parents are expected to teach their child how to pull up/down their own pants, how to wipe their bottom and how to flush the toilet.
- provide pull ups or reusable continence training underwear for their child. The aesthetics of our learning environment is a very important part of our program. It includes lots of soft furnishings and rugs which are difficult to maintain hygienically when children are not toilet trained. Wearing absorbent underwear or pull ups minimises the risk of soiling items in the environment and supports us to maintain our strict hygiene standards.
- ensure that their child is wearing clothing that is easily able to be put on and off independently – e.g. no zippers, buttons, or overalls.
- provide the centre with information about their child's toilet support requirements to promote consistency in the toilet training process.
- provide their child with 3 changes of clothes in case of accidents. Children often feel more comfortable to change into familiar clothing that they identify as their own. (We also keep a small supply of spare clothing for emergency situations).

Educators will:

- always support children that have experienced a toileting accident to change their underwear and clothing in a manner that provides privacy, minimises anxiety and encourages independence.
- remind a child to use the toilet and/or support them in the toileting process – dressing/undressing, bottom wiping, flushing toilet and washing hands.
- provide wipes and nappy bags to assist in toileting support needs.

- complete a toilet training log outlining nappy changes and/or use of the toilet.
- regularly touch base with families to ensure that there is consistency of practice between home and Kindergarten.
- send home wet or soiled clothing for washing. Used pull ups will be disposed of by the kindergarten.
- use the shower to wash a child who has soiled themselves and is need of more extensive cleaning.

4.2 Allergies & Anaphylaxis

Anaphylaxis is a severe life-threatening allergic reaction that has been **formally diagnosed** by a registered medical practitioner.

An allergy is a medical condition that has been **formally diagnosed** by a registered medical practitioner. An allergy is an overreaction of the immune system to a protein. Reactions can vary from mild to severe.

If your child has a **medically diagnosed** Anaphylaxis/Allergy, it is essential that you advise us and provide medical documents so that a medical management plan can be implemented. Families with Children with Anaphylaxis must follow our Medical Condition Procedure and Anaphylaxis and Allergy guide. **A current Anaphylaxis Management Form or Allergic Reactions Management Form** authorised by a registered medical practitioner (their name, signature, and date), no longer 6 months old from the time the child is starting, must be provided to the kindy. An EpiPen/Anapen and any additional medication prescribed on the action plan must be provided with a prescription label to be kept at kindy in the child's medical action bag. A meeting will be arranged, and all paperwork/tasks complete before a child can commence.

When a child has anaphylaxis, we will display 'Child/Children with anaphylaxis is enrolled at the centre' poster outlining known allergen(s) in prominent location in our centre entrance. Staff will maintain current first aid qualifications, including emergency management of anaphylaxis. Training outlines how to administer the EpiPen and Anapen.

An Adrenaline Autoinjector is kept at the centre in case of children (undiagnosed) who experience anaphylaxis for the first time whilst attending the centre. As it is impossible to guarantee certain foods will never enter the centre, we do not claim to be a 'nut free centre' however we do ask that you **do not send PEANUT** products. **Anaphylaxis and Allergies Guide can be found on the C&K website** <https://www.candk.asn.au/policies>

4.3 Clothing

As per the C&K Sun Safety Procedure, we ask that you send children in appropriate sun safe clothing (e.g. shirts that cover the shoulder) and a wide brim hat. Kindy shirts are available however these are optional.

To allow the children safe mobility in the playground, especially when climbing, we urge parents to make sure that dresses and skirts are above knee length. Shorts are a preferred alternative.

Ensure that your child is wearing clothing that is easily able to be put on and off independently to assist with independence when toileting or changing out of wet pay clothes etc.

Each child should be wearing sensible play clothes. Please don't dress children in their best clothes as they should feel that they can get involved in all activities. Many activities, such as clay, finger painting, sand, and dirt play feature in the program. They are fun and are supposed to be MESSY! :) All powder paint washes easily from clothes. However, acrylic paint (which is often used) does not.

Please pack at least 2 changes of clothes and wet bags. Finally, please label ALL items!

We ask that dangly earrings not be worn to the kindergarten as they can easily catch on objects and be ripped from the ear, causing serious injury.

4.4 Shoes versus Bare Feet

Our Kindergarten recognises the benefits of barefooted play for children's safety, growth and development and sensory awareness. Shoes are a hazard when climbing in outdoor play areas and we have a few wet play areas. If your child is wearing shoes to kindy (the carpark can be hot in the afternoons!), sandals that can be independently put on in the afternoon are most ideal. Please encourage your child to remove their shoes and place them in their locker on arrival, shoes are often discarded and lost in our playground!

4.5 First Aid

- at least one staff member or one nominated supervisor of the service will hold a current approved first aid qualification
- at least one staff member or one nominated supervisor of the service will have undertaken current approved anaphylaxis management training
- at least one staff member or one nominated supervisor of the service will have undertaken current approved emergency asthma management training.

Our staff undertake training annually to keep CPR and First Aid qualifications current. In the event of a medical emergency, the Co-Director/Educator may call an ambulance. If required, the child will be transported to Cairns Hospital unless alternative instructions have managed to be obtained from a parent or guardian at the time. The health and well being of the children will take priority.

4.6 Food and Nutrition

Our Kindergarten understands that good nutrition is essential for good health, growth and development. A nutritionally balanced diet is one in which foods from the following groups are included in a child's daily intake of food:

- Fruit
- Vegetables, legumes
- Milk, Yogurt, cheese
- Lean meat, fish, poultry, eggs
- Bread, cereals, rice, pasta, noodles

As per our Nutrition and food safety Policies we encourage and promote healthy food choices as outlined in the 'Australian Dietary Guidelines' and 'Get up and Grow'. We encourage you to choose foods from the above list and not to send options such as cakes, sweet biscuits, chips, fruit chew wraps, chocolate or lollies when packing lunchboxes. Water is readily available from the water coolers. Juices are discouraged. We ask that families **pack cold food only** as we don't have a staffed kitchen at lunch with policies and procedures in place for reheating or preparing hot food.

Lunchboxes

Please bring your child's food in a regular lunchbox and **not an insulated lunchbox**. The children's food is stored in the fridge and organised into morning tea, lunch and afternoon tea.

Children will need to bring:

Morning Tea - in a named container/bag

Lunch - in a named lunchbox

Afternoon Tea - in a named container/bag

Sustainability

Whitfield Kindy believes that one of our most significant responsibilities is to help all children appreciate and protect nature, to see the beauty in the world, and to learn to be problem solvers and creative thinkers. We aim to develop your child's respect and love for the natural world so that they grow up with the desire, knowledge, and skills to promote action for sustainability. At kindy your child will learn and play in natural

spaces filled with natural materials. Your child will recycle, garden, learn about their community and may even be involved in caring for chickens or other animals. All waste materials are sorted for recycling or composting at the end of each meal break. Families are also strongly encouraged to support these programs by considering minimising packaging and wrapping for meals they provide. We hope you will join us on this important and exciting journey.

4.7 Cleaning and Hygiene practices

Parents are asked to use the sanitiser located in the foyer area upon arrival. Children will be required to wash hands on arrival & departure at the handwashing sink by the sign in station.

Children will also be guided to wash their hands before and after eating, and after toileting, wiping their nose, playing outside, and caring for/touching animals.

Wet or soiled clothing will be placed in a sealed bag in the child's bag and a note will be left for you to collect at the end of the day. Staff will use gloves in all situations that involve bodily fluids.

4.8 Immunisation

We respect each family's decision regarding immunisation and do not exclude children based on their immunisation status. Services follow strict procedures relating to infection control and exclude children and educators who are diagnosed with an infectious illness.

In the event of a confirmed case of a vaccine preventable disease, and your child is not immunised, or their immunisations are not up to date, they may be required to remain at home if this is the advice provided by the Public Health Unit.

We ask you to indicate your child's immunisation status in their enrolment booklet and provide evidence (Medicare issued Immunisation Statement or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the service. We also ask that if there are any updates to your child's statement, i.e. 4 year old immunisations, that an updated version is provided.

<https://www.health.gov.au/resources/publications/national-immunisation-program-schedule>

4.9 Injuries

A well-equipped first aid kit is held at the kindergarten to treat any minor injuries and staffed trained in senior first aid will be available. A Child/Centre Incident Record will be completed as soon as practical after an incident. Parents/guardians of children

who have been injured will be advised as soon as practical, generally at pick up where we will ask parents/guardians of the child to review, sign and date a completed Child/Centre Incident Record. If an incident/injury relates to a child's head or face, the child's parents/ guardians will be contacted by telephone immediately after an incident. If the incident/injury is serious and/or displays any sign/symptoms of concussion, we will direct the parent/guardian to collect their child immediately and seek medical attention. In the event of a medical emergency, we will immediately telephone 000 or an ambulance. Child/Centre Incident Records are reviewed by our Workplace Health & Safety Officer prior to each committee meeting to reflect on incident trends. This is an important element of continuous improvement and ensuring a safe environment for children.

What constitutes an incident requiring a written incident report?

- Any bump at all to the head area
- Any bump that distresses a child and/or was not witnessed
- Any injury that is bleeding and requires cleaning and dressing

If in any doubt complete an incident form as per *Child/Centre Incident Reporting (Affiliated Centre's)*

A Child/Centre Incident Record will **not be completed for minor incidents** and will instead be reported verbally at collection. All incidents to be verbally reported will be noted on board that will be located at gate entrance during pick up times. Parent may request a written report.

What constitutes a minor incident?

- Minor graze not needing dressing or more than a comfort Band-Aid or wipe with cool cloth to clean
- Minor, witnessed bump (excluding head area) requiring no more than a cold compress cloth
- A previous minor injury (e.g., stubbed toe) that has been bumped again.

Parents are encouraged to approach an educator or the management committee if they have any safety concerns.

4.10 Medication

If a child is administered paracetamol (panadol, cough mixtures, dymadon, etc) at home by the parent before kindy, then the child is not well enough to come to kindy.

Non-prescribed medication: No non-prescribed (i.e. over the counter) oral or topical medication will not be administered by kindergarten staff unless prior written permission and instructions from the child's medical practitioner have been received by the person-in-charge.

Short term prescribed medication: A Medication Authorisation Record must be completed and the NQS2 Children's Health & Safety Procedure Administration of Medication Procedure. Please ask admin if you would like a copy of this procedure.

Prescribed medication will be administered as directed by the child's medical practitioner and as set out on the original bottle label by the pharmacist. This must clearly state the medical practitioner's name. If directions given by the medical practitioner differ from those on the bottle label, written clarification must be received from the medical practitioner, and given to the person-in-charge by the parent or guardian. Staff will not administer medication not in its original container (with its pharmacist's directions and the child's name on the label). No medication will be administered by staff solely on the instructions of a child's parent, without the preceding requirements being stringently met. At no time will medication provided for one child be administered to another child.

The exception to the above will apply to paracetamol (Panadol, Dymadon, etc), where one initial dose can be administered for high fever if prior written consent has been obtained from the parent or guardian in the enrolment book. In saying this, we **will always endeavour to phone parents/guardians to first seek additional verbal permission.** After administration of this initial dose, the parent, guardian or contact person is required to take the child to a medical practitioner if the fever continues. Medical clearance is required before the child will be readmitted to the kindergarten.

A written record will be kept at the kindergarten of all medication given to children by staff while at kindergarten. All unused medication will be returned to the parent of the relevant child. Under no circumstances will a child be permitted to administer oral medication to themselves.

4.11 Illness & Infectious diseases

Parents must keep children at home for 24 hours after fever, vomiting, diarrhea, conjunctivitis and must comply with government regulations. See the Time Out poster displayed at the kindy which lists the exclusion periods.
https://www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf

Children displaying signs of illness e.g., cough, runny nose, fevers etc. are requested to remain at home to avoid the spread of illness to other children and staff. Children with infectious illnesses will not be admitted to the kindergarten, and the staff has the authority to refuse admission to any child whom they feel is too ill to attend Kindergarten.

In the event of a child becoming ill at the kindergarten, the parent or guardian will be contacted, it is therefore imperative that current contact telephone numbers are always with the staff. If a parent, guardian, or contact is not available, the Co-Director

or person-in-charge will take whatever steps necessary to ensure the child's well-being. It is always at the discretion of the Co-Director to re-admit a child after sickness. Parents or guardians must contact the kindergarten to report infectious illnesses.

4.12 Medication Storage

Any medication is stored in a place inaccessible to children.

4.13 Asthma/Wheeze Guide

Families with Children diagnosed Asthma or long-term Pre-School Wheeze must follow our Medical Condition Procedure and Asthma guide. A current Medical Management Plan (this may also be called Medical Action Plan or Emergency Action Plan) authorised by a registered medical practitioner (their name, signature, and date) must be provided to the kindy along and medication to be kept at kindy. A meeting will be arranged, and all paperwork complete before a child can commence.

Post viral Pre-school wheeze with short-term action plans for will be treated as a short-term illness and the administration of medication procedure will apply. Please speak to your GP. Prescribed medication with instructions will need to be given to a teacher on arrival and a medication authorisation form will need to be completed.

Medical Condition Procedure, Administration of Medication and Asthma Guide can be found on the C&K website <https://www.candk.asn.au/policies>

4.14 Rest/Relaxation Time

Physical and mental rest and relaxation are vital for healthy growth and development. Children need to be given the opportunity to rest their bodies, be alone with their thoughts and let their minds wander and reflect. Setting the scene for rest and relaxation is essential in achieving positive experiences for children and staff. It is a requirement of C&K services to provide the opportunity for children to rest and staff will make allowances for each child's individual styles and preferences. All parents are encouraged to discuss the specific needs of their child in relation to rest time to ensure this is a positive part of the learning environment.

Child Safe Sleep and Rest Procedure can be found on the C&K website <https://www.candk.asn.au/policies>

4.15 Skin Care and Sun Safety

Children and adults are required to wear hats whilst outdoors. Each child must have his or her own hat clearly named and made easily distinguishable from other hats. It is recommended that children wear appropriate clothing also, such as t-shirts and

shorts. Singlets (spaghetti strap) tops or dresses will need to be worn with a shirt underneath to protect shoulders. Refer to 4.2.

It is the responsibility of parents and guardians to apply sunscreen (broad-spectrum water-resistant sunscreen 50+) before or upon arrival at the kindergarten; this must be noted on the sunscreen register. Sunscreen and Insect repellent is provided at the sunscreen station and available throughout the day. Permissions for sunscreen and insect repellent are recorded on the enrolment booklet. Families can complete the 'Sunscreen Form' if they would like to supply their own. Educators will reapply sunscreen every 2 hours when outside as per NQS2 Children's Health and Safety Procedure 'Sun Safety'. Insect repellent will be applied upon request or when deemed necessary by staff.

Staff and parents may consider the use of wrap around sunglasses. Sunglasses must meet the Australian Standard 1067-2003 and should also not pose a safety hazard to children as they play. Toy and fashion labelled sunglasses which do not meet the standard are not permitted.

4.15 Child Safety & Protection

Safe, protective, and healthy environments are fundamental to every child, giving them the opportunity to learn and grow to their full potential. C&K's commitment to the care and protection of children emphasises the importance of early intervention, prevention, and advocacy. C&K educators advocate for and protect children's safety and wellbeing in a variety of ways, including reporting suspected cases of child abuse. From 1 July 2017, all C&K educators are required by law to report child protection concerns to the relevant authority. Staff annually complete the C&K Child Protection Training module. If you would like to know more about C&K's commitment to child protection, please ask your service Director or visit the C&K website to view our key child protection policies.

4.16 Policies ensuring your child's wellbeing

C&K educators follow well-researched, thorough policies, procedures, and guidelines to ensure that your child's experiences at the service are ones that promote and enhance their safety, wellbeing, and inclusion. C&K policies and associated documents address a broad range of issues, and we encourage you to view key policies on the website at www.candk.asn.au.

5. Roles and Responsibilities

5.1 Parents' or Guardians' Responsibilities

Parents are vital to the successful running of the kindergarten, and as such, have a few responsibilities, including the following.

It is the parent's responsibility to:

- Ensure all relevant documentation; (Enrolment booklet, proof of birth, immunisation statement, medical documents etc.) are provided on enrolment.
- Pay fees on time in accordance with the kindergarten's policy (see Section on Fees).
- Notify the child's teacher or administration officer regarding changes in information recorded about the child at time of enrolment, such as a new address, emergency contact numbers, changes in custodial arrangements, health issues, etc.
- Comply with relevant health and hygiene policies of our Kindergarten and to participate in the activities.
- Read all the information relating to the kindergarten, to be familiar with policy information including parent code of conduct.

The code of conduct applies to parents, carers, guardians, and family members of children enrolled in a C&K program and community visitors to the centre **Current Code of Conduct- Parents can be found on the C&K website**

<https://www.candk.asn.au/policies>

CYCLONE /NATURAL DISASTER

Certain extreme weather events may mean local authorities, Emergency Services or the QFES, will advise if our centre needs to be safely evacuated and closed early.

This could be due to risk to the centre, a power outage, impending cyclone, rising flood waters or road access restrictions, which would prevent employees and families from getting home safely.

Please ensure that current telephone numbers are always with the staff. In the event a decision has been made to close the centre, an SMS will be sent to families to collect their child. A follow up phone call will be made to families with a child in attendance.

A roster of volunteers from the Committee or other parents will be created delegating the responsibilities of preparation for and cleaning up after the cyclone or other natural disasters. The kindergarten is fully insured for such events.

Families will be notified once the decision has been made that it is safe to reopen the centre.

5.2 Parent Involvement

Whitfield Community Kindergarten relies on the parents and guardians of the children attending the service to be on the Parent Management Committee to oversee the running of our Kindergarten. The Committee is well supported by our wonderful teaching and admin staff as well as the C&K team. Without the substantial parent involvement, the kindergarten is unable to function effectively.

The committee is elected in February each year at the Annual General Meeting. Any interested parent/guardian is encouraged to nominate for any of the positions. All parents who completed the application for membership and paid the \$5 annual membership fee upon enrolment (all families) are eligible to vote at the Annual General meeting. Once elected, only the 4 management committee members: President, Vic President, Treasurer & Secretary are eligible to vote at the regular management committee meetings which are held every 6-8 weeks.

No previous committee experience is necessary. For quorum reasons, at least 3 of the 4 management committee members must attend meetings. The subcommittee, and any interested members, are encouraged to attend wherever possible however this can be negotiated with some positions. Current committee members will do a handover at the AGM or schedule a time shortly after.

A Blue Card & PRODA ID is required for the Management Committee. The kindy will assist in the application for these items.

5.3 Committee Positions

MANAGEMENT COMMITTEE (VOTING)	
President	Chairs monthly meetings. Oversees and co-ordinates the running of the Association and community relations.
Vice President	Assists and fills in for the President. Fills the role of Staff/Committee liaison person.
Secretary	Prepares the meeting agenda and records the minutes. Deals with any correspondence.
Treasurer (Qualified Accountant/ Bookkeeper)	Oversees the approvals of bills, wages and payments prepared by the administration officer. Prepares financial reports for committee meetings and provides financial advice based in on the kindergartens financial position. Prepares the annual budget and with the support of admin staff, ensures audited financial reports are lodged and Annual Information Statement completed with (ACNC). Bookkeeping/accounting background required and confident in accounting programs (xero).
SUBCOMMITTEE (NON-VOTING)	
Grants Officer	To actively search for grants relevant to the kindergarten, respond to grant applications and, if successful, manage the project to completion including completing all relevant paperwork required by the organisation.
Maintenance Officer (1 position)	Maintenance officer attends to small maintenance tasks or obtain quotes for larger tasks. Handyman skills.
Social Committee (4 positions)	Coordinate and oversee our social events involving the families - Welcome Day, Christmas Party etc. Coordinates and oversees fundraising efforts e.g., Raffles etc.
Workplace Health and Safety Officer	Co-ordinates WHS requirements as laid down by C&K and in line with statutory requirements.
Newsletter/Publicity Officer	Compiles and distributes a newsletter for each term. Assists in arranging publicity for the Kindy as necessary.
Web/Computer Officer	Updates and maintains Kindy website and provide IT support.
Sustainability Officer	Facilitate and oversee sustainability focused initiatives and contribute to the newsletter and kindergartens sustainability plan.

5.4 Maintenance & Visitor Requirements

To maintain our centre as a community kindergarten model, parents/guardians are asked either nominate to be on our parent committee or contribute the equivalent of 3 hours maintenance per term/per family. Jobs include gardening, cleaning, equipment maintenance, yard maintenance, cleaning, sewing, fish tank cleaner and more. Notices will be put up on the maintenance board at the entrance to the kindy requesting volunteers for jobs that need to be done.

Any families visiting the kindy for maintenance will need to sign in as a visitor at the iPad check-in station. This must be filled in by anybody visiting the kindergarten for any other reason than to drop off or collect their children for more than 15 minutes. This also applies to parents attending an excursion. This procedure is required for insurance purposes.

5.5 Fundraising

Successful fundraising relies on the efforts of all families enrolled at the kindergarten and the local community. Fundraising events can be a way to meet other families at the centre and gain valuable support and friendship with other parents. They can also be used to promote the kindergarten to prospective families, local politicians, and the general community.

There are also social events held each year including a Welcome Day Celebration at the beginning of the year and an End of Year Celebration in November.

5.6 The Kindy Team

The Centre Leadership Team

The Nominated Supervisor (usually the centre Co-Director) is responsible for the overall operations at the centre, including the education program, staff management, and compliance with regulations and C&K policies and procedures.

The Educational Leader provides curriculum direction and guidance to all teachers/educators at your child's centre. For more details regarding this role, please approach the Educational Leader at your centre or visit www.acecqa.gov.au/resources/educational-leadership.

The Designated Supervisors (Responsible Persons) are Teachers/ Educators with appropriate experience and qualifications. These Teachers/ Educators have agreed to be placed 'in charge' when the Nominated Supervisor/Director is not at the centre.

Qualified Teachers, Educators and Employees, work together at your centre to provide your child with a high-quality, play- based early education program.

All our Teachers/Educators hold or are studying towards appropriate qualifications and licences for their positions, including First Aid, CPR, and asthma and anaphylaxis management. C&K goes above and beyond the national regulations, requiring that all Teachers/Educators are re-certified in asthma and anaphylaxis management every 12 months. You can feel assured they will be ready to act in the event of an injury or medical emergency. We also have a pool of regular relief Teachers/ Educators for times when our Teachers/ Educators are out of the centre for professional learning opportunities, holidays or should they be unwell.

Administration Officer

The role of the Administration Officer is to attend to administrative duties in the office includes but is not limited to;

- Providing support to directors, teachers, and assistants
- Liaising and working with the parent management committee
- Attending to any requests by parents
- Managing placements and enrolments
- Accounts Payable
- Payroll & Employee Administration
- Returns, Statutory, Funding and C&K Reporting

This role is an integral part of the function of the kindergarten, providing a central link between all parties.

5.7 Workplace Health & Safety

Whitfield Kindergarten values the contributions made by students, volunteers and visitors who spend time at the kindy. All visitors to the kindy are required to be aware of their obligations to Workplace Health & Safety, including whilst undertaking voluntary parent maintenance work.

Parents &/or a child's legal guardian who volunteer or spends time at the kindy shall:

- Dress in a practical and appropriate manner for the work they are undertaking. A wide brimmed hat and clothing that offers adequate sun protection must be worn when outside.
- Sign in as a visitor
- Use personal protective equipment, sunscreen, and clothing when it is provided
- Keep all safety equipment in a good condition and report and problems, faults, and wear & tear
- Not use any machinery or equipment unless they are trained and authorised to do so, and then only after it is assessed that no one is in a position of danger
- Not undertake any tasks unless they are authorised to do so
- Ensure electrical equipment does not encounter water
- Always ensure that the power supply is turned off before connecting or disconnecting any electrical equipment.

- Be encouraged to share ideas, suggestions and talents and become involved in the program
- Seek support and guidance if they have a conflict with an educator or any concerns about safety
- Not administer first aid or medication
- Obtain the Director's approval before distributing any correspondence to parents
- Not use mobile phones whilst working with children
- Report any incidents or near misses to the Director or Parent Committee. Incident/Near Miss Investigation forms are available on the Parent Notice Board or from the Whitfield Kindergarten Website.

Adult toilets are located on the left- and right-hand side of the classrooms at entry.

6. Child's Requirements

Every day your child needs to bring a bag/port large enough to hold:

- A **large size** port or bag (named)
- Morning Tea - in a small named container/paper bag
- Lunch - in a named lunchbox
- Afternoon Tea - in a small named container/paper bag
- A labeled non-breakable cup to keep at kindy (water is readily available, no water bottles please)
- At least **two** changes of clothing and underwear (named)
- At least one reusable wash bag which can be left in your child's bag in case of soiling. We have no plastic bags!
- Sun safe wide brimmed hat (no caps). Kindy hats are available for \$25 – please label these clearly and consider tying on some ribbon or ironing on a picture so that kids can identify their own hat easily.
- A clearly labelled custom size **fitted sheet and top sheet/ small blanket** for rest/relaxation as well as a bag to keep all your bedding items together. **Preloved sheets to fit our beds can be purchased for \$10 at the office** or at the Stay & Play Day. A fitted cot bed sheet will also suffice. Sheets will go home with you on the second day of kindy to be washed each week. Bed sheet pattern on next page for those that would like to make their own.

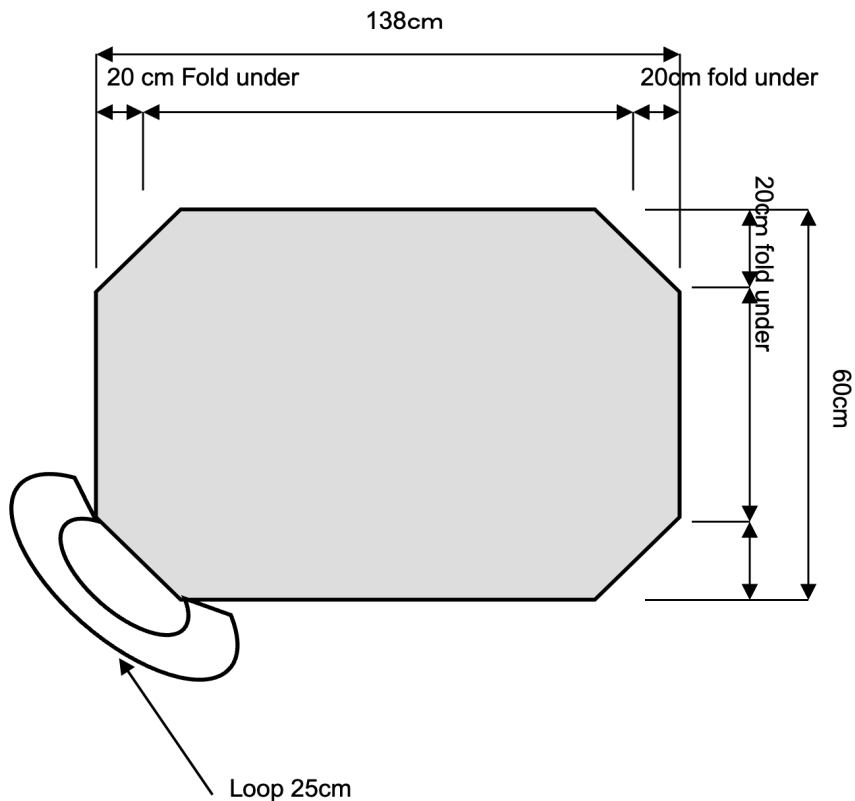
PLEASE NAME ALL ITEMS!

Kindy Hats, T-Shirts and Sheets are available for purchase at the Office and at the Stay and Play Event.

6.1 Bed Sheet Pattern

For parents wishing to make their own fitted sheet to fit our beds.

1. Cut material 60cm by 138cm
2. Hem all four sides with 1.5cm
3. Measure 20cm from all four corners and fold material across and stitch down in order to bypass the 90-degree right angle.
4. Cut 4 pieces of 3cm wide elastic 25cm long outstretched and sew to each corner thus allowing elastic to fit under bedding legs when fitted.



Top Sheet

Top sheet is to be flat with a hem on all four sides.

1. Cut sheet 150cm long by 120cm wide.
2. Hem on all four sides

Bags are required for hygiene reasons, and it keeps all bedding items together. Please name these also. A top sheet may be required in the cooler months. If the child chooses to bring a small pillow this is fine, but not necessary.

7. Compliance

7.1 Policy Library, Quality Improvement and National Laws and Regulations



Policy Library

C&K no longer encourages centres to print the C&K policy library. This supports principles of sustainability and ensures current policy documents are always referenced. However, if you wish to view a particular policy, please let us know and we can provide a hard copy or email it directly to you. You can also view key policy documents on the C&K website – www.candk.asn.au

If you would like to participate in policy review, please email policyfeedback@candk.asn.au

Our Quality Improvement Plan

As part of our commitment to continuous improvement, we document our strengths and goals in a Quality Improvement Plan. We encourage you to read this document to become familiar with who we are, and what we value; and welcome your feedback and ideas. Ask an educator how you can access this document.

National Law and Regulations

These are available upon request from your centre educators, or alternatively, you can access the documents using the QR Codes below, or at www.candk.asn.au



March 2022