Whitfield Community Kindergarten
Association Inc

Information Handbook 2027

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Whitfield Community Kindergarten acknowledges and pays respect to the Gimuy Walubarra Yidinji and Yirriganydji people who are the Traditional Custodians of Cairns, which included 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 continues to be a place of learning for the future Elders of this Land.

This booklet is designed to provide parents and guardians with important information about 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.

If you have any questions regarding the contents of this booklet, please direct them to the committee, administration, or teaching staff.

2027 e1

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1. Introduction

1.1 Welcome

Welcome to Whitfield Community Kindergarten! Our Staff and Management Committee look forward to sharing this special journey with you and your child, and we hope your time with us is both rewarding and enjoyable.

Whitfield Community Kindergarten was established in 1994, with our current building opening in June 1995. Over the years we've celebrated many milestones, including our 10th anniversary in 2005 and our 21st in 2016. The continued support of dedicated volunteer committees and local businesses has been vital to maintaining and improving our centre. Our logo, featuring a cassowary and chick, was chosen to reflect the Whitfield Range, once a well-known cassowary habitat.

This handbook is designed to provide families with key information about our Kindergarten. Inside, you'll find details about:

- Starting at Kindergarten
- How our Kindy operates, including the policies and procedures that help us maintain our high standards
- The roles and responsibilities of staff at Whitfield Kindy
- The roles and responsibilities of parents, including the Parent Management Committee
- What your child will need to bring with them when they start at Kindergarten

1.2 Centre Philosophy

Whitfield Community Kindergarten Philosophy

At our Kindergarten, we aspire to create a warm, welcoming and homelike environment where every child and family can experience a genuine sense of belonging. Within this space, we uphold a strong child safe culture, ensuring every child is protected, respected and empowered.

Anchored in First Nations knowledge and connection to Country, children are inspired to develop identity, belonging and responsibility. Their curiosity and wonder are nurtured as they are guided to care for the natural world, foster

sustainable practices and cultivate a deep, enduring respect for the environment.

We honour children as capable, curious and active learners in the joyful, purposeful act of play. They explore, imagine and experiment – developing creativity, problem-solving skills, resilience and agency – growing with confidence and developing a deep curiosity about their world.

We value the knowledge, care and dedication of our educators, recognising the vital role they play in shaping each child's learning and wellbeing.

Together, we bring our philosophy to life every day.

1.3 Vision for Reconciliation

Our Commitment to Reconciliation and Cultural Inclusion

At Whitfield Community Kindergarten, we recognise the importance of respectful relationships, social justice and reconciliation in building a more equitable future. We acknowledge the ongoing impacts of colonisation and our responsibility to promote understanding, respect and positive change.

We are committed to embedding Aboriginal and Torres Strait Islander perspectives, cultures and ways of knowing, being and doing into our everyday practices and learning program. We strive to provide a culturally safe, inclusive environment where all children and families feel welcomed, respected and valued.

Whitfield Community Kindergarten is situated on Gimuy Walubarra Yidinji and Yirrganydji Country. We acknowledge the continuing connections of Traditional Custodians to Country, culture and community. Guided by Aboriginal and Torres Strait Islander voices and cultural protocols, we seek opportunities to learn about and respectfully share local knowledge, languages, stories and traditions.

We recognise reconciliation as an ongoing journey of learning, reflection and action. Through genuine partnerships with families, Elders and community members, we continue to strengthen our understanding and practices. We are a community of learners, working together to foster respect, belonging and a shared commitment to reconciliation.

1.4 Administration

Whitfield Community Kindergarten is owned and operated by an association made up of the parents and guardians of children currently enrolled. We are

proudly affiliated with the Crèche and Kindergarten Association Limited (C&K) — ABN 59 150 737 849 — and are assessed and licensed under the National Quality Framework (NQF).

C&K has been a trusted name in early childhood education since 1907 and now supports more than 330 kindergartens and childcare centres across Queensland. A strong sense of community is at the heart of all C&K services. As part of this network, our Kindergarten is committed to maintaining high standards in teacher training, facilities, equipment, and policies that reflect best practice in early childhood education. Families can access key C&K policies at: https://www.candk.asn.au/policies.

Our Kindergarten is overseen by a volunteer **Management Committee**, made up of parents and guardians. The committee is responsible for employing staff, maintaining and improving our buildings and playground, and developing and reviewing policies.
Volunteering for the committee is one of the most valuable ways you can contribute to your child's Kindergarten experience. The Kindergarten cannot

operate without these dedicated volunteers, and your involvement helps ensure the continued success of our community.

1.5 Licensing and the National Quality Framework

C&K Whitfield Community Kindergarten is licensed by the Office for Early Childhood Education and Care to provide places for children aged three years to school age.
The National Quality Framework (NQF) was introduced to ensure a high and consistent standard of early childhood education and care across Australia. It includes:

- A national legislative framework (Education and Care Services National Law and Regulations)
- The National Quality Standard (NQS)
- An assessment and rating system
- A regulatory authority in each state and territory to oversee approvals, monitoring, and assessments
- A national body — the Australian Children's Education and Care Quality Authority (ACECQA) — to ensure consistency across Australia

Services are assessed and rated against seven quality areas covering children's learning and development, relationships with families, educator qualifications, and the learning environment.
https://www.startingblocks.gov.au/resources/choosing-a-service/understanding-the-national-quality-standard

We are proud to share that Whitfield Community Kindergarten holds the highest rating of "Exceeding National Standards" across all seven quality areas.

2. Program & Learning

2.1 Our Program and 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) https://www.education.gov.au/early-childhood/resources/early-years-learning-framework
- Queensland Kindergarten Learning Guideline (QKLG) https://www.qcaa.qld.edu.au/kindergarten/qklg

2.2 Learning Cycles

Our Learning Cycles

Across the kindergarten year, there are **three learning cycles**, each involving the following stages:

Engagement: Educators observe and record children's play, conversations, and interests to build a picture of their learning.

Observation and Analysis: Educators take a closer look at significant moments in a child's learning. Using the Queensland Kindergarten Learning Guideline (QKLG), they analyse what the child is learning and where they may be heading next.

Planning and Implementation: Educators plan meaningful follow-up experiences that extend each child's interests and skills through intentional teaching and play-based opportunities.

Reflection: Educators reflect on each child's engagement and progress to inform future planning.

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.

2.3 Transition to 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.

2.4 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.

2.5 Excursions

Excursions outside the kindergarten are limited due to part-time attendance. Parents and guardians will always be notified of any planned excursions. Children will only leave the kindergarten if **staff-to-child ratios are met** and a **full risk assessment** has been conducted. On excursions, children are required to wear **shoes and a hat**.

Regular annual excursions may include:

- **Whitfield State School Library visit**
- **HPE excursion for children transitioning to Whitfield State School**
- **Nature Playground excursion**

A permission slip will be sent out early in the year for these recurring excursions and **must be signed** by the parent or guardian for the child to attend. Additional details and reminders will be provided closer to the date.

Parents are welcome to attend excursions but must complete a **Parent Helper Permission Form** and sign in on the day. Children who do not have permission, or choose to opt out, will remain at the kindergarten with another class group.

3. Enrolments & Fees

3.1 Enrolment & Waitlist Policy

Policy Statement
C&K services provide a **play-based, community-focused educational program** that prepares children for entry into the preparatory year. In most cases, children will attend for **one year of pre-preparatory education**, with a focus on enrolling those in the **target age group**.

Placing Your Child on the Waiting List
To add your child to the waiting list, please complete a **Registration Form**. Parents are encouraged, whenever possible, to **visit the kindergarten** as part of this process.

Target / Eligible Age
Children must **turn four years of age by 30 June** in the year they attend, representing the **year immediately prior to preparatory school**. These children form the target age group for C&K services.

Placement Priority
Priority is given to:

- Children whose enrolment is **deferred** to the following year

To ensure equity, **no priority** is given to:

- Children of committee members
- Children of staff
- Siblings of former students
- Local families

Children are placed strictly according to the **date their name was added to the waiting list**.

If vacancies exist in the target age group and the waitlist is empty, children from the **next year's waiting list** may be offered places as they turn 3 years old.

Notification and Acceptance of Placement

- Families will generally be notified **no earlier than April** of the year before their child is due to attend.

- **Offers** must be accepted within **1 week**, or the position will be forfeited.
- If a child does not commence at the start of the year **without notifying the director**, the place will be forfeited **after one week**.

3.2 Delayed Exit – A Second Year of Kindergarten

At Whitfield Community Kindergarten, we recognise that every child develops at their own pace. In some circumstances, a child may benefit from an additional year of kindergarten before transitioning to Prep. This is referred to as a *delayed exit*. A delayed exit applies to a child who has already participated in their funded kindergarten year and whose family is considering a second year of kindergarten rather than commencing Prep.

Considering a Second Year of Kindergarten
Decisions regarding a second year of kindergarten are made collaboratively with families, educators and, where appropriate, other professionals involved in supporting the child.

Consideration is given to the child's individual learning, development, wellbeing, participation and the likely benefits of an additional year of kindergarten. This may include:

- Social and emotional development, including confidence, independence and self-regulation.
- Communication and language development.
- Social relationships, friendships and participation in group experiences.
- Independence in daily routines and self-care.
- Learning and developmental needs, including the level of support required to participate in the kindergarten program.

A delayed exit is not determined by a single measure of whether a child is considered 'ready' for school. A formal diagnosis is not required.

Requesting a Second Year of Kindergarten
Families considering a delayed exit are encouraged to discuss their child's needs with their kindergarten teacher as early as possible.
Families wishing to request a second year must submit a **Second Year of Kindergarten – Family Input and Expression of Interest Form by the end of July**.

The following timeline applies:

- **End of July:** Expressions of Interest close.
- **August:** Applications are assessed, taking into consideration each child's individual needs, educator observations, family input and relevant supporting information.
- **Beginning of September:** Families are advised of the outcome and offers of second-year placements are made.

Availability and Assessment of Places
A second year of kindergarten is not automatically guaranteed. The number of places available for children seeking a second year is considered annually as part of the kindergarten's enrolment planning.

Where requests exceed available places, applications are assessed using the kindergarten's Second Year of Kindergarten Enrolment Assessment Rubric to support fair, consistent and evidence-informed decisions. Priority is given to children with the greatest demonstrated educational need, while also considering equitable access for children undertaking their first funded kindergarten year.

Applications are considered according to each child's individual circumstances and likely benefit from an additional year, rather than the order in which requests are received. Children currently attending Whitfield Community Kindergarten are not automatically given priority over children applying from another kindergarten service.

Late Requests and Exceptional Circumstances
Applications for delayed exit close at the end of July, with the assessment and offer process completed in Term 3. **Term 4 is ordinarily closed to new delayed exit applications.**

Requests received after the deadline will not ordinarily be considered. However, requests involving special or extenuating circumstances may be referred to the Management Committee to determine whether an exception to the submission deadline is appropriate.

Assessment of the child's educational needs and recommendations regarding a second-year placement remain the responsibility of the Teacher, Educational Leader and Director.
Consideration of a late request does not guarantee approval or the availability of a second-year placement.

Families considering a second year of kindergarten are strongly encouraged to connect with their preferred school early to discuss their child's individual needs and explore appropriate transition-to-Prep options. This is encouraged regardless of whether a second-year kindergarten placement is ultimately undertaken.

For further information or to discuss a possible delayed exit, please speak with your child's kindergarten teacher or contact the kindergarten office.

3.3 Queensland Kindergarten Funding Scheme (QKFS)

Whitfield Community Kindergarten offers **funded positions for 2 days per week, 10 weeks per term** through the **Queensland Kindergarten Funding Scheme (QKFS)**, which supports centres in delivering approved kindergarten programs.

Our kindergarten program runs **15 hours per week for 40 weeks per year (600 hours total)** and is **free for families whose children meet the government-funded eligibility criteria**. We are proud to be an approved provider offering free kindy places.

For the latest updates and FAQs, please visit the Queensland Early Childhood website.

Free Kindy Eligibility

- Your child must be turning **four by 30 June** in the year they attend.
- Our centre can claim QKFS funding on your child's behalf.
- **Only one centre can claim QKFS per child.**
- If your child is also enrolled in a kindergarten program within long day care, the funding will be allocated to the sessional kindergarten. Please inform your long day care that QKFS is being claimed elsewhere.

Unfunded or Additional Sessions

- Children cannot access a **second sessional kindergarten** until after **28 February** of their target year, and these sessions are considered **unfunded (full fees apply)**.
- **Unfunded positions** are only offered if there are **no children on the waitlist** after 28 February.
- If a **new waitlist application** is received for a child not currently enrolled in a C&K program, they take priority over a child already

attending in a non-funded capacity. In this case, the second place may be forfeited.

These guidelines ensure that **all target-aged children have access to government-funded kindergarten programs**.

3.4 Fee's & Charges

Fees and discounts are reviewed annually and may change each year.

Daily Fees for 2027:

- **Eligible for Free Kindy:** $0 per day (subsidised value $80.80 per day)
- **Unfunded/Extra Days:** $100 per day (for children not eligible for Free Kindy, including early entry or additional days)

Additional Fees:

- **Enrolment Acceptance Fee:** $95 per child, paid once per year to secure your child's place (non-refundable). Returning children pay this fee again upon re-enrolment.
- **Whitfield Community Kindergarten Membership:** $5 per family, per year. Membership is required for all parents/guardians.
- **Late Collection Fee:** $20 for the first 10 minutes late, then $1.50 per additional minute. We kindly ask families to be on time, as we do not offer outside school care.

Unfunded Positions (Additional Days or Early Entry)
These are only available if there are no children on the waitlist after 28 February of the year your child starts. Priority is given to new applicants not already enrolled in a C&K program. Historically, we have limited availability for unfunded places.

3.5 Payment Information (unfunded sessions only)

- Fees are charged per term and must be paid within two weeks of invoicing. Payment plans via direct debit are available on request.
- Fees apply for public holidays, pupil-free days, closures due to natural disasters, and holidays taken during term time, but **not** for school holidays.

- Late payment incurs a $30 levy unless alternative arrangements are made. Children may not start a new term if previous fees are unpaid, and unpaid fees may result in the cancellation of your child's place.

3.6 Termination of Enrolment

If you intend to withdraw your child from the kindergarten, we require **a minimum of two weeks' notice in writing**. This allows us time to notify the next child on the waiting list and ensure they are ready to start at the kindergarten.

4. Starting at Kindy

4.1 Arrivals and Departures

It is the responsibility of **parents/guardians** to ensure their child is delivered and collected by a **responsible adult aged 18 or over**. This person must be an **authorised contact** listed on the child's enrolment form. Each authorised contact will use their own **unique phone number and PIN** to sign the child in and out. Please ensure your mobile device is available the first time to set up your PIN.

If someone other than the custodial parent will be collecting or delivering your child, staff must be **informed in writing**. In urgent situations, a **phone call** is sufficient. For all other cases, an **Additional Emergency Contact Form** must be completed to add an authorised person.

Arrival Procedure

Session Start:

- Families should arrive from 8:00 am, sign their child in, and wait in the front entrance area until the session begins.

Sunscreen:

- Apply sunscreen before arrival or upon arrival using the communal sunscreen in the waiting area.
- Record the time of application in the sunscreen register.
- Our full Sun Care & Protection Policy is available from the Director or Administration.

Handwashing:

- Assist your child to wash their hands on arrival.

Joining the Day:

- Bring your child through the classroom to the veranda or playground to meet their teachers.
- Siblings are welcome to come through with you and stay close by as you settle your child, noting that classrooms are set up for the day and contain many resources not safe for children under 3.

Pick-Up Procedure

Pick-Up Times:

- Families should arrive during pick-up times (3:00 pm – 3:40 pm) or earlier by arrangement, ideally five minutes before the 3:45 pm closing time.

- Adherence to these times is important. Late collection fees apply if a child is collected after the scheduled time.

Afternoon Handover:

- Notify the office staff upon arrival; **your child will be brought to you** in the front waiting area, and any messages will be passed on. **We ask that guardians and siblings wait in the front play area** so the program can continue without interruption.

- Afternoon handovers need to be quick so teachers can remain focused on the children still in care.

- If you would like a more in-depth conversation, you are always very welcome to make a time to speak with your child's teacher.

- Our full Arrivals and Departures Procedure/Policy is available from the Director or Administration.

Authorised Contacts

- Provide the names and contact details of **all adults authorised** to drop off and collect your child.

- If an unfamiliar adult arrives, educators will request **photo identification** to verify authorisation in Kidsoft.

- If someone not listed on the enrolment form needs to drop off or collect your child, complete an **Additional Contact Form** through Administration.

- If there are **court orders, parenting plans, directive orders, or other official documentation** concerning your child, a copy must be provided to the service upon enrolment or as soon as the documents are issued.

- Court orders must bear an **official stamp or seal**. Providing these documents ensures educators can comply with all legal requirements,

including **who may access your child and receive information** from the service.

4.2 Communication and Absences

Communication

- Due to **limited staff availability at the end of the day**, messages are best shared at **drop-off** or via the **'Conversations' feature** in the Storypark app.
- **Parents/guardians must notify staff** if their child will be absent, including the reason, by **phone, email, or in person**.
- 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.

Staying in Touch About Your Child

- Parents and guardians are encouraged to **discuss their child's progress or any concerns** with their teacher.
- **Short messages** can be sent via the Storypark app or delivered at drop-off.
- For **longer discussions**, appointments can be arranged **outside of session times** to avoid disrupting the children. To book an appointment, contact your child's teacher through the Storypark app.

Office Hours and Contact

- The office is normally attended **8:00am – 4:15pm** on operating days.
- If the office is unattended, **please send messages to Teachers via Storypark.**
- For **absences or administrative messages**, please email: admin@whitfieldkindy.org.au

4.3 Centre Closures

Certain extreme weather events such as a cyclone or other natural disaster 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.

4.4 Group Session Times

Session times may vary from year to year according to demand. For **2027**, the session days and times for our two units are as follows:

Unit 1

- Monday & Tuesday: 8:00am – 3:45pm
- Thursday & Friday: 8:00am – 3:45pm

Unit 2

- Monday & Tuesday: 8:00am – 3:45pm
- Thursday & Friday: 8:00am – 3:45pm

Important:

- There is **no care available** before or after session times.
- Families are asked to **strictly adhere** to these hours to ensure children are **not delivered or collected outside of session times**.

5. Health Safety and Wellbeing

5.1 Child Safety

As a C&K affiliate centre, we are committed to creating and maintaining safe, supportive and respectful early learning environments where every child feels valued and protected. Our child protection policies follow Queensland's legal and ethical frameworks and ensure all staff are trained to identify, report and prevent harm or abuse. When your child attends a C&K kindergarten, you can trust that their wellbeing is at the heart of everything we do.

For the C&K Child Safety Commitment, Child Safety Standards and full list of child safety Policies and Procedures at C&K, please visit https://www.candk.asn.au/child-safety

5.2 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.

5.3 Allergies & Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction diagnosed by a registered medical practitioner.

An **allergy** is a medical condition diagnosed by a registered medical practitioner, where the immune system overreacts to a protein. Reactions can range from mild to severe.

If your child has a medically diagnosed **anaphylaxis or allergy**, it is essential that you:

1. **Notify the kindergarten** and provide supporting medical documentation.
2. Provide a current **Anaphylaxis Management Form** or **Allergic Reactions Management Form** completed and signed by a registered medical practitioner, **no older than six months** from the child's start date.
3. Provide all prescribed medications, including an **EpiPen or Anapen**, with prescription labels, to be kept in the child's medical action bag at the kindergarten.

A meeting will be arranged with families, and all paperwork and procedures must be completed **before the child can commence**.

For children with anaphylaxis:

- A poster outlining the **known allergen(s)** will be displayed in a prominent location at the centre entrance.
- Staff maintain current **first aid qualifications**, including emergency anaphylaxis management and training in the administration of EpiPen and Anapen.
- An **adrenaline autoinjector** is kept on-site for any children who experience anaphylaxis for the first time while attending.

While the centre cannot guarantee a completely "nut-free" environment, families are **asked not to send peanut products**.

The full **Anaphylaxis and Allergies Guide** is available on the C&K website: https://www.candk.asn.au/policies

5.4 Medications

At Whitfield Kindergarten, the health and safety of all children is our priority. Children who have been given paracetamol (Panadol, Dymadon, etc.) at home are not well enough to attend. Non-prescribed medication will only be administered with prior written consent from a parent or guardian, including clear instructions on dosage, timing, and suitability.

Prescribed medication must be in its original container with the child's name, dosage, frequency, and expiry date clearly labelled, and administered exactly as directed by the medical practitioner and pharmacist. Any discrepancies

must be clarified in writing. Medication for one child will never be given to another.

With prior written consent in the enrolment book, staff may administer one initial dose of paracetamol for high fever or pain, endeavouring to contact parents or guardians beforehand. If symptoms persist, the child must be taken to a medical practitioner, and medical clearance is required before returning to kindergarten. Children are not permitted to self-administer oral medication except in exceptional cases, such as asthma puffers, with written permission and under supervision.

Staff maintain a written record of all medication administered, including time, dose, staff initials, and any observations, and all unused or expired medication is returned to parents or safely disposed of.

5.5 Illness & Infectious Diseases

Parents are asked to keep children at home for at least **24 hours** following fever, vomiting, diarrhea, or conjunctivitis, and must comply with government regulations. The **Time Out poster** displayed at the kindergarten lists all exclusion
periods: https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf.

Children showing signs of illness, such as cough, runny nose, or fever, should remain at home to prevent the spread of illness to other children and staff. Children with infectious illnesses will **not be admitted**, and staff may refuse admission to any child deemed too unwell to attend.

If a child becomes ill at kindergarten, the parent or guardian will be contacted. It is therefore essential that all contact numbers are **current and accessible**. If a parent, guardian, or emergency contact is unavailable, the Co-Director or person-in-charge will take the necessary steps to ensure the child's well-being. Re-admission after illness is at the discretion of the Co-Director. Parents or guardians are also required to **notify the kindergarten of any infectious illnesses**.

Medication Storage
All medication brought to the kindergarten must be **stored securely**, out of reach of children, and in accordance with C&K procedures. This includes refrigeration for medications requiring cold storage and safe storage for all other medications. Staff will ensure that medication is **clearly labelled with the child's name, dosage, and expiry date**, and will be administered only as authorised.

5.6 Immunisation

Whitfield Kindergarten **respects each family's decision regarding immunisation** and does not exclude children based on their immunisation status.

However, the service follows **strict infection control procedures** and may exclude children or educators diagnosed with an infectious illness to ensure the safety of all.

In the event of a **confirmed case of a vaccine-preventable disease**, children who are **not immunised** or whose immunisations are **not up to date** may be required to **remain at home** if advised by the **Public Health Unit**.

To assist us in maintaining accurate records, we ask that families:

- Indicate their child's immunisation status in the **enrolment booklet**
- Provide evidence of immunisation, such as:
    - **Medicare-issued Immunisation Statement**
    - Letter from a **recognised General Practitioner or immunisation nurse**
- Provide **updated statements** whenever immunisations are completed, for example, at the 4-year-old check

For more information, please refer to the **National Immunisation Program Schedule**: https://www.health.gov.au/resources/publications/national-immunisation-program-schedule

5.7 First Aid and Medical Emergencies

At Whitfield Kindergarten, we prioritise the **health and safety of all children**. To ensure this:

- At least one staff member or nominated supervisor holds a current approved First Aid qualification**.**
- At least one staff member or nominated supervisor has completed current approved anaphylaxis management training**.**

- At least one staff member or nominated supervisor has completed current approved emergency asthma management training**.**

All staff maintain **annual training** to keep their CPR and First Aid qualifications up to date.

In the event of a medical emergency:

- The Co-Director or educator may **call an ambulance**.
- If required, the child will be transported to **Cairns Hospital**, unless alternative instructions have been provided by a parent or guardian at the time.
- The **health and well-being of the child** will always be our top priority.

5.8 Injuries

A well-equipped first aid kit is available at the kindergarten, and staff trained in Senior First Aid are always on hand to respond to minor injuries. When an incident occurs, a Child/Centre Incident Record is completed as soon as possible. Parents and guardians are informed, usually at pick-up, and are asked to review, sign, and date the record.

If the incident involves a child's head or face, parents or guardians are contacted by telephone immediately. Where an incident is serious or shows any signs of concussion, parents or guardians will be asked to collect their child promptly and seek medical attention. In the event of a medical emergency, staff will call 000 or request an ambulance without delay. All incident records are reviewed by the Workplace Health and Safety Officer prior to each committee meeting to monitor trends and ensure continuous improvement in maintaining a safe environment for all 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.

5.9 Asthma and Pre-School Wheeze

Families with children diagnosed with asthma or long-term pre-school wheeze must adhere to our Medical Condition Procedure and Asthma Guide. A current Medical Management Plan (also known as a Medical Action Plan or Emergency Action Plan), prepared and authorised by a registered medical practitioner (including their name, signature, and date), must be provided to the kindergarten along with the prescribed medication. A meeting will be scheduled, and all necessary paperwork must be completed before a child can commence.

For children with post-viral pre-school wheeze requiring short-term action plans, the Administration of Medication Procedure will apply. Prescribed medication with clear instructions must be given to a teacher upon arrival, and a Medication Authorisation Form must be completed.

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

5.10 Food and Nutrition

At Whitfield Kindergarten, we understand that **good nutrition is essential** for children's health, growth, and development. A **balanced diet** includes foods from the following groups:

- Fruit
- Vegetables and legumes
- Milk, yogurt, and cheese

- Lean meat, fish, poultry, and eggs
- Bread, cereals, rice, pasta, and noodles

As outlined in our **Nutrition and Food Safety Policies**, we encourage healthy food choices in line with the **Australian Dietary Guidelines** and **Get Up & Grow** resources. Families are encouraged to:

- Pack foods from the groups above
- Avoid sending cakes, sweet biscuits, chips, fruit chew wraps, chocolate, or lollies
- Provide **cold food only**, as the kindergarten does not have a staffed kitchen for reheating or preparing hot food
- Ensure **water is the main drink**, with juices discouraged

Lunchboxes
To help us manage meals efficiently, please:

- Bring **morning tea** in a named container or bag
- Bring **lunch** in a named lunchbox
- Bring **afternoon tea** in a named container or bag

All food will be stored in the fridge and organised into morning tea, lunch, and afternoon tea. **Insulated lunchboxes are not necessary**.

5.11 Birthdays

We love celebrating children's birthdays at kindergarten! Each class may have its own special way of marking the occasion, reflecting the unique personality of the group. There's no need for families to organise anything extra—your child's special day at kindy is already taken care of.
To ensure safety and inclusivity:

- Please **do not send cakes, cupcakes, or other food items** from home, as these cannot be shared with the class.
- Any cooking or food shared at kindergarten is carefully risk-assessed and aligned with our food intolerance and allergy register.

If you are planning a birthday party outside of kindergarten and cannot invite the whole class, please avoid using mail pockets for invitations. Instead, place the invitation in an envelope addressed to the recipient and hand it directly to parents or to the office staff for distribution.

5.12 Sustainability

Whitfield Kindergarten is committed to helping children **appreciate and care for the natural world**. Children will learn and play in natural spaces using natural materials and participate in:

- Recycling and composting
- Gardening
- Learning about the local community
- Caring for chickens or other animals (where applicable)

Families are encouraged to **minimise packaging and wrapping** in packed meals to support our sustainability programs. By working together, we aim to inspire children to **grow up as problem solvers and creative thinkers** with a strong sense of responsibility for the environment.

5.13 Sun Safety and Clothing

Hats

- Children and adults are required to wear **hats while outdoors**.
- Each child must have their **own clearly named hat**, easily distinguishable from others.
- **Wide-brimmed hats** are required to protect the **face, neck, and ears**.

Clothing

- Children should wear **sun-safe clothing** that covers the shoulders (e.g., t-shirts). Kindy shirts are available but optional.
- **Dresses and skirts** should be above knee length for safe mobility on the playground; **shorts** are preferred.
- Clothing should be **easy for children to put on and remove independently**, supporting self-care during toileting or changing wet clothes.
- Wear **sensible play clothes** that allow full participation in messy activities (clay, finger painting, sand, dirt play).
- Avoid **dangly earrings** as they can catch on objects and cause injury.

Sunscreen

- Parents/guardians are responsible for applying **broad-spectrum, water-resistant sunscreen (SPF 50+)** before or upon arrival.
- Application must be **recorded on the sunscreen register**.
- Sunscreen is **reapplied by educators every 2 hours** when children are outdoors, in line with the **NQS2 Children's Health and Safety Procedure ('Sun Safety')**.

Insect Repellent

- Provided at the sunscreen station and applied **upon request** or as deemed necessary by staff.
- Permissions for both sunscreen and insect repellent are recorded on the **enrolment booklet**.

Additional Notes for Families

- Families may complete a **Sunscreen, Insect Repellent, Ointment Authorisation Record** if they wish to provide their own sunscreen or insect repellent. We use Hamilton Sunscreen and Moov Ego insect Spray. These must be handed to staff to be kept and kindy and stored appropriately (not allowed in children's bags).
- Powder paints wash out easily, but **acrylic paints do not**—please dress your child accordingly.
- Pack **at least two changes of clothes** and a **wet bag** for accidents or messy play.
- **Label all items clearly** to avoid mix-ups.

Following these guidelines ensures children can safely enjoy all aspects of our program while staying protected from the sun.

5.14 Barefoot Play

At Whitfield Kindergarten, we recognise the **benefits of barefoot play** for children's safety, growth, development, and sensory awareness.

- **Shoes can be a hazard** when climbing in outdoor play areas and during wet play.

- If your child wears shoes to kindergarten (for example, to protect from hot carparks), **sandals that can be independently removed and put on** are ideal.
- Please encourage your child to **remove their shoes and place them in their locker** upon arrival, as shoes are often discarded and lost in the playground.

Barefoot play allows children to explore freely and safely while enhancing their **balance, coordination, and sensory experiences**.

5.15 Hygiene and Handwashing

To support the health and wellbeing of all children and staff:

- **Parents and guardians** are asked to use the **hand sanitiser** provided in the foyer upon arrival.
- **Children** are required to **wash their hands** on arrival and departure at the handwashing sink near the sign-in station.
- Children will also be guided to **wash their hands**:
    - Before and after eating
    - After toileting
    - After wiping their nose
    - After playing outside
    - After caring for or touching animals

Wet or soiled clothing will be placed in a **sealed bag** in the child's bag, with a note left for parents to collect at the end of the day.

Staff will wear **gloves** in all situations involving bodily fluids to ensure safety and hygiene for everyone.

5.16 Rest and Relaxation

Physical and mental rest is essential for healthy growth and development. Children need opportunities to rest their bodies, reflect, and let their minds wander. Creating a calm and supportive environment is key to positive experiences for both children and staff. As required by C&K services, children are provided with time to rest, with allowances made for each child's individual preferences and needs. Parents are encouraged to discuss their child's

specific rest requirements with staff to ensure this is a positive and beneficial part of the learning environment.

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

5.17 Evacuation and Lockdown Procedures

Whitfield Kindy has **Evacuation and Lockdown Procedures** in place to ensure the safety of all children and staff. Drills are conducted each term so that children become familiar with the procedures and can be safely evacuated if required.

To help us account for every child during drills and emergencies, please **follow the arrivals and departures routine** and ensure your child is signed in and out. Families will be informed whenever a drill has taken place.

6. Inclusion and Community

6.1 Embracing Inclusion and Diversity

C&K embraces and celebrates the diversity within and across our communities. By respecting and valuing diversity, children are supported to build positive relationships and develop a strong sense of identity.

Our inclusive early childhood programs recognise that every child has unique life experiences. These programs help children appreciate both the similarities and differences among people, fostering respect and understanding.

We warmly invite families to share their culture, background, and life experiences with us. Throughout the year, our centre participates in a variety of celebrations that honour people and cultures from all backgrounds, and we encourage families to join in and be part of these experiences.

6.2 Supporting Children's Behaviour

Just like any other skill, behaviour is learned and developed through social interactions. Our carefully designed early childhood programs and resources allow educators to guide and support your child's social and emotional wellbeing.

Educators build strong relationships with each child and their family to create a safe, supportive learning environment. Through engaging experiences, they model positive language and social behaviours, helping children develop a positive self-image and an understanding of others.

If educators feel a child needs additional support to develop their social and emotional skills, they will work with the child and involve the family in the process.

For more information, the **Supporting Children's Behaviour Policy** is available on the C&K website: https://www.candk.asn.au/policies

6.3 Confidentiality and Privacy

At Whitfield Kindy, we are committed to maintaining confidentiality and respecting the rights of children and their families. We handle all personal information with care and sensitivity.

Our full **Privacy Policy** is available on the C&K website: https://www.candk.asn.au/policies

Taking Images of Children

At our kindergarten, children's safety, dignity, and privacy are always respected. In line with the **National Model Code for Taking Images of Children**, photographs and videos are taken only for educational purposes, documentation, and to share children's learning experiences.

Only centre-issued devices may be used by staff to capture or store images. Personal phones, tablets, or cameras are not to be used for this purpose. All images are stored securely and managed in accordance with our privacy and child protection procedures.

We ask that families do not take photos or videos during special events, as staff will endeavour to capture and share moments from the day through our secure Storypark platform. This helps us protect all children's privacy while keeping families connected to their child's learning.

6.4 Concerns Procedure

If a parent or guardian has any concern about the kindergarten program, the first step is to speak directly with their child's teacher. Appointments should be scheduled **outside session times** to avoid disrupting the children's learning.

If the concern is not resolved, parents or guardians may contact the **Director** or the **Committee President**. If the matter still cannot be satisfactorily resolved, the parent or guardian may wish to contact our C&K Early Childhood Education Manager.

Contact for further support:
Suzy Stephens, Early Childhood Education Manager (Central & North)
C/- The Crèche & Kindergarten Association Limited
2/37 Pease Street, Manoora QLD, 4870
Mobile: 0400 597 358 I Email: s.stephens@candk.asn.au

The full **Complaint Management Policy** is available on the C&K website: https://www.candk.asn.au/policies or can be viewed in the compliance folder at the front office.

7. Roles and Responsibilities

7.1 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.
- Apply and record sunscreen on arrival
- 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**

7.2 Parent Involvement & Contribution

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.

7.3 Parent Management Committee

Whitfield Community Kindergarten relies on the active participation of parents and guardians through the **Parent Management Committee** to oversee the running of the service. The Committee is supported by our dedicated teaching and administrative staff, as well as the C&K team. Without substantial parent involvement, the kindergarten cannot function effectively.

The Committee is elected each February at the **Annual General Meeting (AGM)**. Any interested parent or guardian is encouraged to nominate for a position. All parents who have completed the application for membership and paid the $5 annual membership fee are eligible to vote at the AGM. Once elected, only the **four management committee members**—President, Vice President, Treasurer, and Secretary—are eligible to vote at regular management committee meetings, held every 6–8 weeks.

No prior committee experience is necessary. For quorum purposes, at least **three of the four management committee members** must attend each meeting. Subcommittee members and other interested parents are encouraged to attend meetings wherever possible; attendance for some positions may be negotiated. Current committee members provide a handover at the AGM or schedule a handover shortly afterward.

Management Committee Requirements

All Management Committee members are required to hold a current **Blue Card** and a **PRODA ID**. The kindergarten will assist members with the application and registration processes.

Child Safety Training

In accordance with the National Child Safety Training requirements, all Management Committee members must complete the following training:

Foundation Training: To be completed within 14 days of commencing their role.

Advanced Training – Course 5: Leading and Governing Child Safety: To be completed within 3 months of commencing their role.

The kindergarten will provide guidance and information to assist Management Committee members in completing their training and meeting their ongoing child safety obligations.

7.4 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	The WHS Officer works collaboratively with the staff WHS representative, providing practical support and facilitating communication and reporting on workplace health and safety matters to the Management Committee.
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.
Catalogue Office	Supports the kindy maintaining library – returning books to shelves, repairs, covering new books and entering into Libib app.

7.5 Fundraising and Social Events

The **Social Committee** is responsible for coordinating fundraising activities and social functions at Whitfield Community Kindergarten. In the past, the Social Committee has organised events such as discos and fundraisers in collaboration with local businesses like Mannings. Each year, the type and number of events may vary depending on the Social Committee and the interests and availability of families.

Fundraising events provide opportunities for families to connect, build friendships, and support the kindergarten, while also helping to promote the service to prospective families and the wider community. Social events include regular gatherings such as the **Welcome Day Celebration** at the start of the year and the **End of Year Celebration** in November, offering fun and engaging opportunities for children and families to celebrate together.

5.7 WH&S for Parent Volunteers

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

Parents or legal guardians who volunteer or spend time at the kindergarten are asked to:

- Dress practically and appropriately for the work being undertaken, including wearing a wide-brimmed hat and sun-protective clothing when outdoors.
- Sign in as a visitor upon arrival.
- Use any personal protective equipment, sunscreen, or clothing provided.
- Keep all safety equipment in good condition and report any faults, wear, or damage.
- Only operate machinery or equipment if trained, authorised, and when it is safe to do so.
- Only undertake tasks they are authorised to perform.
- Ensure electrical equipment is kept dry and the power supply is turned off before connecting or disconnecting equipment.

- Share ideas, suggestions, and talents, and become involved in the program where appropriate.
- Seek guidance or support if there is a conflict with an educator or any safety concern.
- Not administer first aid or medication.
- Obtain the Director's approval before distributing correspondence to parents.
- Refrain from using mobile phones while working with children.
- Report any incidents or near misses to the Director.

Adult toilets are located to the left and right of the classrooms at entry.

7.6 Staffing

Staffing Levels

- Each Kindergarten Unit is staffed by a **minimum of one teacher and one assistant**, with a **maximum of 22 children**.
- Staffing levels and teaching time are **legislated by the State Government** and outlined in the **Whitfield Community Kindergarten Enterprise Bargaining Agreement**.
- In addition to teaching, staff dedicate time **before and after sessions** to:
    - Prepare the learning environment
    - Complete safety checks
    - Plan and document the program
    - Maintain administrative records
    - Participate in staff and regional meetings

These responsibilities are essential to maintaining the high quality of education and care we provide. Families are kindly asked to **adhere strictly to session times**, as early drop-offs and late pick-ups cannot be accommodated.

Professional Development

- Whitfield Community Kindergarten is committed to **ongoing professional development** for all staff, including courses, seminars, workshops, and conferences.
- Under the **Early Childhood Education State Award**, staff are required to attend several **Professional Development (PD) days** each year.
- Teachers also engage in **continuous learning** to maintain their registration with the **Queensland College of Teachers**, a requirement for all teachers and directors in C&K-affiliated community kindergartens.
- Whenever possible, **pupil-free days** are scheduled for PD activities. Occasionally, educators may attend PD during session times, but a **suitably qualified staff member** will always be available to ensure continuity of care and learning.

Staff Roles

Nominated Supervisor

- Usually the centre Co-Director, responsible for overall operations, including the education program, staff management, and compliance with regulations and C&K policies.

Educational Leader

- Provides **curriculum direction and guidance** to all teachers and educators. Parents are encouraged to speak with the Educational Leader at the centre or visit **ACECQA Educational Leadership** for more information.

Designated Supervisors (Responsible Persons)

- Qualified teachers or educators who are placed “in charge” when the Nominated Supervisor or Director is not present at the centre.

Teachers and Educators

- Qualified teachers and educators work together to provide a **high-quality, play-based early education program**.
- All staff hold or are completing the appropriate **qualifications and licences**, including current **First Aid, CPR, asthma, and anaphylaxis management**.
- A pool of **relief teachers and educators** is available when staff are attending professional learning, on leave, or unwell.

Administration Officer

- Manages administrative duties and supports directors, teachers, assistants, and families. Key responsibilities include:
    - Supporting directors, teachers, and assistants
    - Liaising with and supporting the Parent Management Committee
    - Responding to parent enquiries
    - Managing placements and enrolments
    - Accounts payable, payroll, and employee administration
    - Returns, statutory, funding, and C&K reporting

This role is central to the smooth operation of the kindergarten, providing a link between staff, parents, and the committee.

7.7 Student Placements and Volunteers

Whitfield Kindy may provide learning opportunities for tertiary education students studying Early Childhood teaching.

Volunteers may also be accepted, but only after careful consideration of the needs of the children and completion of all required safety checks.

All university and TAFE students, as well as volunteers **over the age of 18 who are not parents of enrolled children**, must hold a current **Blue Card** (Queensland's Working with Children Check) before commencing any practicum or volunteer work.

Parents of regularly attending children may volunteer **without a Blue Card**, except when volunteering for a position on the Management Committee. Parents who have received a negative notice from Blue Card Services are **not permitted to volunteer**.

8. Child Requirements

8.1 Daily Bag Requirements

Each day, your child should bring a bag or port large enough to hold the following items:

- A large, named bag or port.
- **Morning Tea** – in a small named container or paper bag.
- **Lunch** – in a named lunchbox.
- **Afternoon Tea** – in a small named container or paper bag.
- A labeled, non-breakable cup to keep at kindergarten (water is readily available; water bottles are not required).
- At least **two changes of clothing and underwear**, all clearly named.
- At least **one reusable wash bag** to keep soiled clothes separate; we do not use plastic bags.
- **Sun-safe wide-brimmed hat** (no caps). Kindergarten hats are available for $25; please label clearly and consider adding a ribbon or small image for easy identification.
- **Custom-sized fitted sheet and top sheet/small blanket** for rest/relaxation, along with a bag to keep bedding together. Preloved sheets fitting our beds are available for $10 at the office or at the Stay & Play Day. A fitted cot sheet is also suitable. Sheets will go home on the second day of kindy each week for washing. Patterns for making your own sheets are provided on the next page.

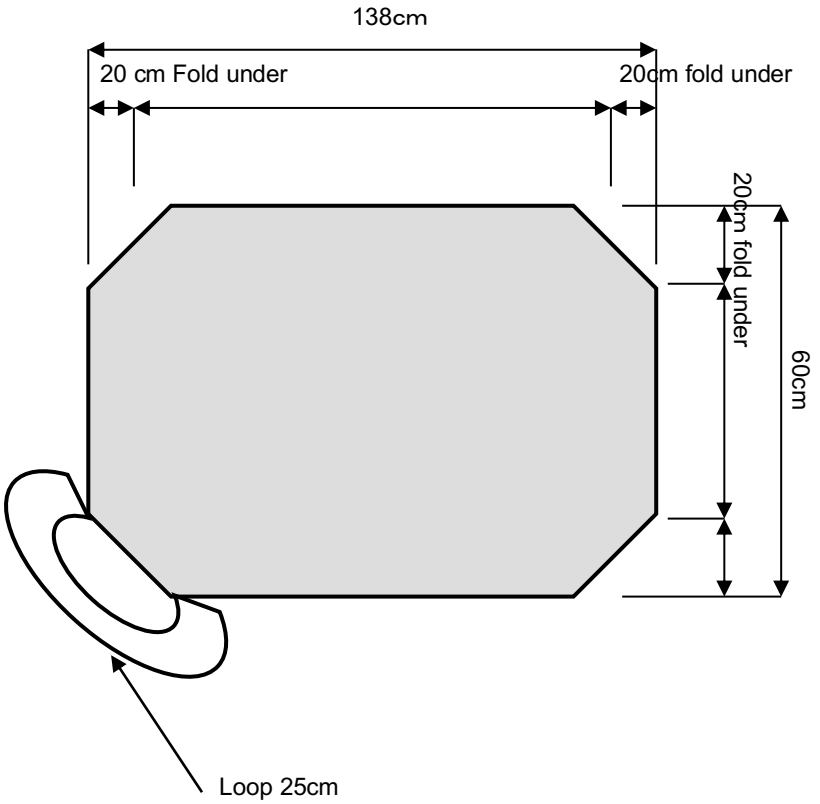
Please ensure all items are clearly named.

Kindy hats, t-shirts, and sheets are available for purchase at the office and at the Stay & Play event.

8.2 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.

9. Compliance

9.1 Policy Library, Quality Improvement Plan and National Laws and Regulations

C&K Childcare & Kindergarten
Early Learning since 1907

Policy Library

You can view key policy documents on the C&K website – www.candk.asn.au.
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.

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

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