



FAMILY HANDBOOK

2023

Staverton Kindergarten Association Inc.

PLAY DISCOVER GROW

43 Twickenham St, Chelmer Qld 4068

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Introduction

Welcome to Staverton Kindergarten Association Inc. The following handbook is provided to ensure new parents are aware of important aspects of the kindergarten and its management. We hope that your association with Staverton Kindergarten will be a happy and fulfilling experience for your child and your family.

For those families who do not speak English and for English speakers who need to communicate with them, the Australian Government, through Translating and Interpreting Service (TIS) National, provides free interpreting services to non-English speaking Australian citizens and permanent residents communicating with community-based organisations. **TIS National's immediate phone interpreting service is available 24 hours a day, every day of the year on 131 450.** [Translating and Interpreting Service](#)



Acknowledgment to Country

We would like to acknowledge and pay our respects to the traditional Custodians of the land on which we meet – the Yuggera People.

We would also like to acknowledge and pay our respect to all Elders both past, present and emerging.

Staverton Kindergarten has a working committee comprising of community, staff and parents for the development of our Reconciliation Action Plan (RAP). Reconciliation is a process of strengthening relationships between Aboriginal and Torres Strait Islander peoples and other Australians for the benefit of all Australians. The plan identifies areas of action for a whole of service response to reconciliation.



Welcome to Staverton – A History

Established in late 1943 by Mrs Margery Harrap and officially opening in 1944, Staverton Kindergarten has provided three generations of children with a quality start to their early childhood learning. To mark the vision of its pioneering founder and coinciding with Staverton's 70th Anniversary celebration, the Margery Harrap Verandah was officially opened in 2014.

In the early 1940's, Mrs Harrap distinguished herself as one of the very few women in Brisbane to have tertiary teaching qualifications. She saw the need for a kindergarten in the area shortly after moving to Chelmer in 1943 and opened the doors under the name of "Nesfield Kindergarten" located on River Tce (now Longman Tce). With student numbers growing to 13 in 1944, the first full year of the Kindy, Mrs

Harrap appointed Miss Kathleen Newman to assist teaching. Staverton has now grown to 88 students and is one of the most sought after early childhood Services in the western suburbs.

The Kindergarten was relocated to Miss Newman's home "Staverton", at the current Twickenham Street site, in early 1945 when Mrs Harrap stepped aside and handed the business over to Miss Newman. Miss Newman continued to be the heart and sole of the kindergarten for the next 25 years until she retired in 1970. During this period the kindy was commonly known as Miss Newman's kindergarten before adopting the homestead name post Miss Newman's retirement.

A parent committee was formed to assist in running the Kindergarten and under Miss Newman's suggestion the Committee approached the Crèche and Kindergarten Association (C&K) with a view to becoming an affiliated Service. Much work was done including major structural changes to the building, improvements to the playground, increasing the equipment supplies and appointing trained staff. The Constitution of the Association was formally accepted and a lease of the building from Miss Newman was negotiated. Finally in 1972, affiliation was granted and thanks to the generosity and foresight of Miss Newman and to the hard work of those early committee members, we are today privileged to have a kindergarten of high standards, which is an asset to the community.

In 1981, the Staverton Kindergarten Association began, through a bank loan, to purchase the property from Miss Newman and in 1982 the Association was granted Letter Patent. In 1993, due to fund raising efforts of committees over a number of years, the Association was able to pay out the loan. Further committees have continued to build on the work of previous committees and enhance the kitchen, bathroom and teaching units. The following year, Staverton Kindergarten became incorporated to become the Staverton Kindergarten Association Inc.

In 2010 the State Government announced new funding arrangements for Community Kindergartens. After consultation with 2010 and prospective 2011 parents, Staverton Kindergarten decided to affiliate with The Gowrie (Qld) Inc which is one of the Central Governing Bodies appointed to administer government funding. We continue to be a community controlled organisation that is administered by an elected committee of parents, has rules and meets the required standards. The change to The Gowrie, has increased our ability to access Kindergarten best practices and has enabled us to further enhance our high quality Kindergarten programs.

In the changing world of Kindergartens and Prep year transition, the 2012 committee refreshed our image and rebranded our Kindy logo to modernise the picture of our wonderful, shady Mango Tree that we meet under and play in. We have also recognised the growing impact of the internet and social media and have a new website, email address and Facebook page. Our slogan 'Play. Discover. Grow.' has been developed alongside our Staverton Philosophy to represent all that Staverton embraces in the development of our kindergarten children.

Staverton Kindergarten continues to provide high quality kindergarten programs to our children. In February 2021 Staverton received exceeding across all seven national quality standards and this was then reflected by our overall rating of "Exceeding National Quality Standards" by the Office of Early Childhood. We have embraced the National Quality Framework introduced by the federal government and developed a comprehensive Quality Improvement Plan, Capital Works and Maintenance list, Management Manual and 3 year financial budget. This level of professionalism within the operations of Staverton mirrors the high quality of the Teaching program we provide to our children, of which we are very proud.

Staverton Kindergarten Association Inc.

Staverton Kindergarten Inc. is a community owned not-for-profit Service affiliated with The Gowrie (Qld). Gowrie is our Central Governing Body, (CGB) and distributes funding throughout the state to affiliated community kindergartens that meet requirements of the Queensland Kindergarten Funding Scheme. This funding contributes to the overall running costs of each individual Service, and the parent-run management committee is responsible for the remaining operational costs. These costs are covered by fees and fundraising, and the Service relies upon the personal commitment of parents to become involved in these efforts. Staverton Kindergarten is run by a committee of parents elected by the members of the Association.

As an Approved Kindergarten Program Provider under the Queensland Kindergarten Funding Scheme, Staverton Kindergarten recognises the guidelines under which our funding is received. The Kindy acknowledges the Queensland Government for this support in Early Childhood Education and Care.

National Quality Framework

Staverton Kindergarten operates and holds Provider and Service Approval under the National Quality Framework (NQF), which incorporates the Education and Care Services National Law Act (2010), Education and Care Services National Regulations (2011) and National Quality Framework (NQF). The NQF has recently been updated and includes changes and amendments to the NQS, Education and Care Services National Law Act and Regulations. These changes took effect in October 2017. (Provider Approval Number: PR 00000180; Service Approval Number: SE 00001476).

Staverton Kindergarten is an Approved Provider complying with the provisions of the Education and Care Services National Law and Regulations. Approved Providers must meet requirements regarding experiences and programs, numbers of staff members and children, and staff members' qualifications. Approved Provider details are displayed in the office. The regulations are available online at: <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>. There is also a hard copy available to view in the office.

All Australian Education Care services are assessed under the National Quality Framework (NQF). NQF information is entered into the national database — the National Quality Agenda IT System (NQA ITS).

All children's education and care services approved under the NQF are working to meet the standards under the National Quality Standard (NQS).

The NQS set a high benchmark for all children's education and care services across Australia. Services are assessed and quality rated against the NQS by regulatory authorities in each state or territory. Services receive an overall quality rating, as well as a rating for each of the seven quality areas in the NQS, which are as follows:

- Quality Area 1 — Educational program and practice
- Quality Area 2 — Children's health and safety
- Quality Area 3 — Physical environment
- Quality Area 4 — Staffing arrangements
- Quality Area 5 — Relationships with children

Quality Area 6 — Collaborative partnerships with families and communities

Quality Area 7 — Governance and Leadership

Details about each of the seven quality areas can be found on the ACECQA (Australian Children's Education & Care Quality Authority) website. The Australian Children's Education and Care Quality Authority is the national body that oversees the implementation of the NQF. The Regulatory Authority in Queensland is the Office for Early Childhood Education and Care.

An authorised officer from the Office of Early Childhood Education and Care visited our service in 2021 to assess and rate our performance against the NQS. Staverton Kindergarten achieved the rating of **Exceeding the National Quality Standards in all seven quality areas.**

The Early Childhood Education and Care, Department of Education and Training Regulatory Authority contact details are Level 2 Block A, 643 Kessels Road, Upper Mt Gravatt Qld 4122, phone (07) 3028 8064, email metrocity.ecec@qed.qld.gov.au or website <https://earlychildhood.qld.gov.au/>. ACECQA Australia Children's Education & Care Quality Authority can be contacted at 1300 422 327.

Staverton Kindergarten continues to undertake ongoing self-assessment with reference to the legislation and National Quality Standards in the form of a Quality Improvement Plan (QIP). The QIP is available to families to access at all times by request, and families are encouraged to participate in the reviewing process or provide feedback to the service at any time.

Quality Improvement Plan (QIP)

At Staverton we value parent's input into our Quality Improvement Plan (QIP).

According to ACECQA (www.acecqa.gov.au):

'The aim of a QIP is to help providers self-assess their performance in delivering quality education and care, and to plan future improvements. The QIP also helps regulatory authorities with [assessing the quality of the service](#). A QIP helps providers to document the strengths of their services and to recognise areas for improvement.'

If you would like to view our QIP it is located in the office and on our verandahs. You can also contribute by speaking to our Nominated Supervisor or the Quality Officer within the committee quality@staverton.com.au.

About Staverton Kindergarten

The Service operates two self-contained units. Unit 1 and Unit 2 each accommodate 22 Kindy-age children (3½ to school age) — a total of 88 children over the week. Kindy hours are from 8.30am to 2.35pm. Children attend a five-day fortnight. This is in keeping with the requirement of 30 hours per fortnight of Kindy per child under the Queensland Kindergarten Funding Scheme.

Staverton Kindergarten also operates an After Kindy Hours Care (AKHC) Program between the hours of 2.35pm and 5.30pm Monday-Friday, during term time. The AKHC program compliments the sessional program but is operated autonomously with optional enrollment for two, four or five days per fortnight. It also includes casual enrolments if ratios allow.

The sessional service staff consists of a Nominated Supervisor, Educational Leader/ Teacher, three Teachers, three Educators, four Inclusion Support Educator and one Administration Assistant. AKHC staff consists of a Coordinator/Educator and Educator's Assistant.

Contacting the Kindy

The best way to contact the Kindy is either via phone or email. During Kindy program hours (8:30 – 2:35) please call (07) 3379 1511.

To contact teaching staff, please send an email, or speak face to face before or after the program. You can also organise a time for a meeting outside of Kindy program hours.

Our Administration Assistant is available Monday, Tuesday, Wednesday and Thursday.

admin@staverton.com.au

Our Nominated Supervisor is available Tuesday and Wednesday in the office or email

nominatedsupervisor@staverton.com.au

Kindergarten Website

Staverton Kindergarten's website has links to this Family Handbook, Calendar, Upcoming Events, Newsletters and our Philosophy. [Staverton Kindergarten Website www.staverton.com.au](http://www.staverton.com.au)

Staverton's Philosophy

Staverton's Vision

Play Discover Grow

Staverton's Mission:

At Staverton Kindergarten we respect and value children, families, community, environment and staff, delivering our best practise in a supportive learning environment.

Staverton Philosophy

Children :

We value children as unique, capable and competent individuals. We celebrate children as lifelong learners and view learning as a collaborative process between children, educators, families and learning environments.

We value the richness of play as a context for children's learning. We reflect with children to follow interests and abilities.

We support the inclusion of all children and their families and value diversity, equality and rights of child (UN Rights of Child). We are committed to the full participation of children with additional needs.

We provide children with a safe, secure, stimulating and relaxed learning environment. We build warm and responsive relationships.

Families and Community

We provide a welcoming and inclusive environment for all families.

We are committed to reconciliation.

Our best practice is shaped by meaningful, respectful and supportive engagements with families and/or the community.

We plan, work and reflect collaboratively with families and communities.

Staff, families and community work in partnership to engage with service philosophy, policies, procedures and QIP. This information is readily accessible to the kindy community and regularly revised.

We work in collaboration with local schools and families to support transition to school.

Environment

We encourage our community to have a deep respect for the natural environment and reflect to take a sustainable view of our land, our country, our world.

We provide a rich array of learning experiences and materials that are open ended and conducive to learning for the children of all abilities.

We acknowledge and pay respects to the traditional custodians of the land on which our building stands and we pay respect to them for their care of the land. We also acknowledge and pay our respects to all elders both past, present and emerging.

Staff:

We value our staff as proactive, dedicated professionals who utilise their knowledge and experience to develop, support and extend children's learning.

To guide our pedagogy and teaching decision we draw from Early Years Learning Framework (EYLF), Queensland Kindergarten Learning Guidelines (QKLG), National Quality Standards (NQS), Code of Ethics, National Law, National Regulations, early childhood theorists and QIP.

We support staff to continue to engage in professional development opportunities that support their continued growth as a professional.

Staff work alongside children, families and communities to continually seek quality improvement.

Staff engage in critical reflection to ensure best practice.

We seek to be an employer who provides a safe, supportive and rewarding work environment for our early childhood professionals.

Kindergarten Administration

Since the introduction of the National Quality Framework, the management committee has played an increasingly important role. A good relationship between committee members, the Nominated

Supervisor and staff is crucial to the smooth running of the Service.

Governance / Management Committee

Staverton Kindergarten is run by a voluntary parent committee elected by Kindy Association members at the Annual General Meeting (AGM), which is held in November. All families must become members of the Kindy Association for their child to attend the Service. The membership fee is \$5.50 (including GST) per family per annum and entitles each member, among other things, to vote at the Annual General Meeting.

Some parents join the Kindy committee because they want to be involved in the first educational institution that their child attends. Others join because they have skills that may be beneficial to the management of the Kindergarten, while others join simply for the camaraderie. The committee has serious operational and legal obligations. Each member of the executive committee has the responsibility, alone or with others and in collaboration with the Nominated Supervisor and staff, for supporting the delivery of a quality education and care service. It is responsible for ensuring that working conditions are equitable and in accordance with current industrial laws, that government funding and fees are sufficient to cover staff salaries, and that building, grounds and resources are maintained.

Former committee members are proud of their contribution to the Service.

The executive committee consists of a President, Vice President, Secretary and Treasurer.

The management committee is elected at the Annual General Meeting and is then responsible to the members of the Association for the proper management and conduct of the Association. The new Committee takes up its appointment at the beginning of the new year, allowing a substantial handover period.

Financial members of the Association are entitled to vote at committee meetings and all parents are welcome to attend. To promote continuity of governance at Staverton, past Executive Committee members are also able to attend Committee Meetings to provide guidance and perspective in the Committee's decision making. Parents who do not currently have any children enrolled at Staverton (but will do in the future or have in the past), are also able to become committee members provided they are financial members of the association. This is encouraged to enable knowledge and information to be passed from one committee to the next over the years.

As Staverton Kindergarten is an incorporated body with certain powers and membership requirements, the role of the committee is of vital importance. Under the National Quality Framework the Management Committee are the Approved Provider of the Service.

Some of the functions and duties of the committee are:

- o supervision, support and employment of staff
- o renewing annual affiliation and licensing with The Gowrie (Qld) Inc
- o maintenance of buildings, grounds, and equipment
- o managing all financial aspects of the Association including payment of staff
- o establishing and implementing policies and procedures
- o marketing and publicity of the Service
- o communicating Service information to the members of the Association

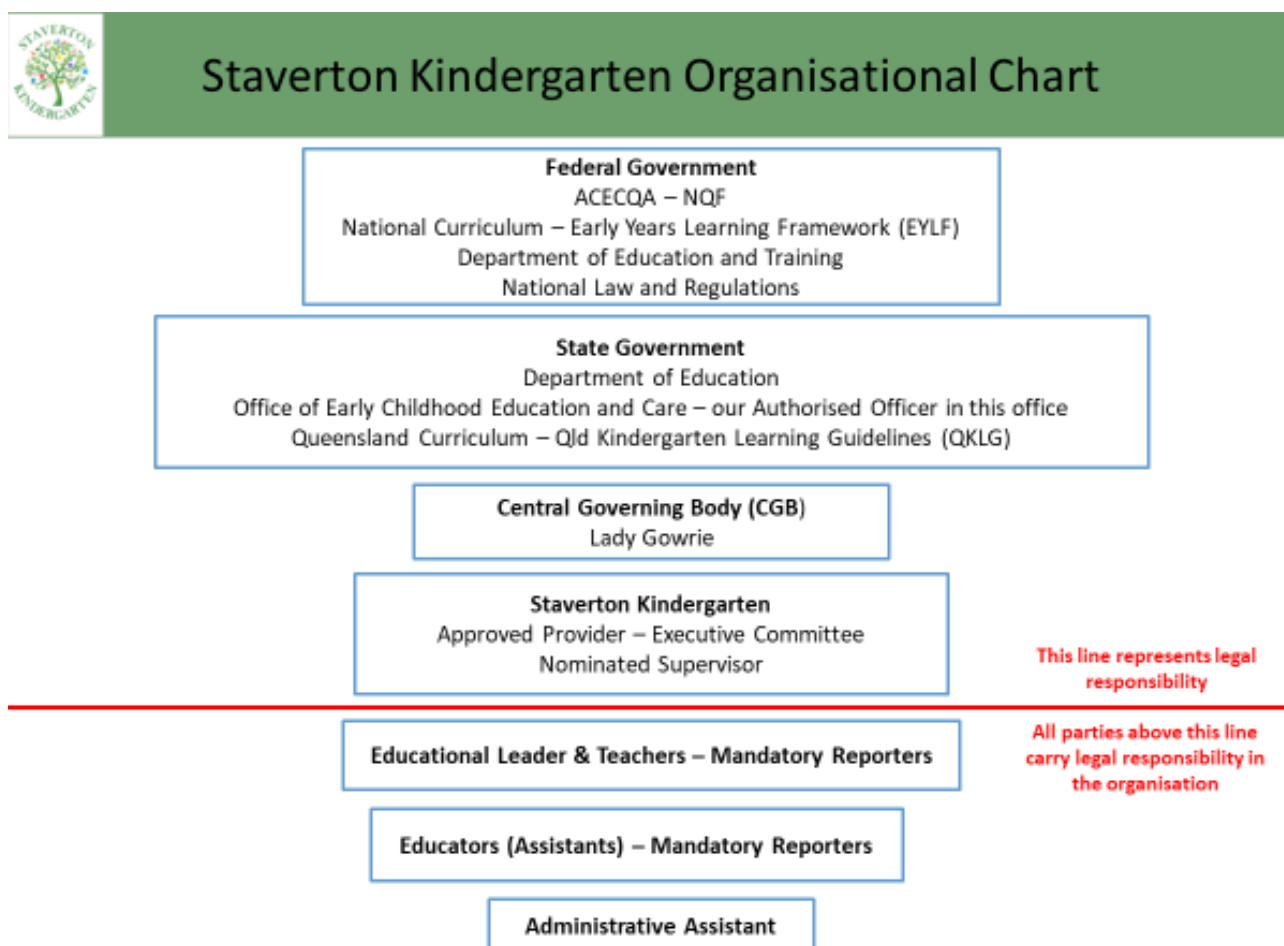
- o encouraging parental and community participation in the kindergarten
- o organisation of social activities including fundraising where appropriate.

Committee Meetings

Committee meetings are held on a regular basis where operational aspects of the Kindergarten are discussed and agreed upon.

Even if you are not a committee member, all parents are encouraged to attend committee meetings, or to read minutes which are emailed after each meeting. If you are not able to attend committee meetings, we also provide a number of other ways that you can give input into the management of Staverton. We actively seek feedback from parents throughout the year via surveys or requests for feedback in newsletters. We value all comments and contributions made by parents and encourage you to participate whenever you are able to.

Organisational Structure



Executive Committee

- President – overall coordination of Management Committee. The President acts as a point of contact for Kindy staff and the management committee. The President is one of the signatories on the Kindy's account and, as such, is authorised to approve expenses. The President handles complaints, compliments and speaks with parents about issues of concern. Along with other members of the committee and the Nominated Supervisor, the president is involved in recruiting new staff. The president also chairs the committee meetings.
- Vice-President / Gowrie Representative – supports the President and chairs sub-committees, takes on the role of President in the President's absence, acts as the liaison officer with the Central Governing Body, and who takes on special projects. The Vice-President is a signatory on the Kindy's accounts.
- Secretary – prepares a written agenda for meetings, records and distributes meeting minutes, records and presents incoming and outgoing correspondence at meetings, *maintains a register of members, and maintains Service files*. The Secretary is a signatory on the Kindy's accounts.
- Treasurer (accountant qualifications)– *responsible for entering all invoices into MYOB and submitting BAS each month*. Organise accounts ready for annual audit at end of September financial year, responsible for maintaining detailed, written accounting records, preparing financial statements, presenting a detailed, written income and expenditure statement at every committee meeting, *provides a copy of the financial statements and auditor's report if requested by any member of the Association, collects fees and issues receipts, maintains records of all fees and levies, follows up on outstanding fees*, prepares and monitors the budget in consultation with other committee members and staff, *prepares the staff payroll and staff records, prepares and lodges all financial statutory and government returns*. The Treasurer is a signatory on the Kindy's accounts.

Items that are italicised are performed by the Administration Assistant.

General Committee

- Grants Officer – collates and prepares all grant applications, for which Staverton is eligible.
- Maintenance Officer(s) – organises tradespeople to perform necessary maintenance or repairs to Kindergarten buildings and grounds. Help coordinate working bees to cover those things that trades people may not offer; is the key point of contact for any Workplace Health and Safety issues that require maintenance of building or equipment.
- Gardens and Grounds Representative - inspections of the grounds, gardens and play equipment in conjunction with the Nominated Supervisor and teaching staff to identify any areas for attention and coordinate tradespeople.
- Marketing and Communication Officer(s) – develops, manages and approves all external marketing materials and media releases for fundraising and other events. Directs all incoming requests for communication to Staverton parents to newsletter 'Community Page'. Works closely with Staverton Series Officer, Website Officer and Fundraising Team Leader.
- Newsletter Editor – produces SK News, the Staverton Kindergarten newsletter for the kindy community.

- Fundraising Team Member – organises social functions for parents and fundraising for Staverton.
- Staverton Series – organises and coordinates the Staverton Series, one per term.
- IT Support and WebManager - regularly updates the Staverton website and offers information technology support to the staff and committee.
- Workplace Health and Safety Officer – performs an annual Risk Management Audit, smaller Risk Management plans, term first aid kit audits and monitors continued compliance.
- Quality Officer – performs annual and quarterly reviews of the Staverton Quality Improvement Plan and monitors implementation. Conducts quarterly review of QIP goals.
- Class Representatives – 1 for each group – communication channel between classes and the committee. Brings any group issues to committee. Organises at least one class get-together per term and works with Fundraising Team to help functions and fundraising be successful, is responsible for communication of Committee business to parents, coordinates working bee with Maintenance Officer, assists with small fundraising activities.

Fundraising and Staverton Gala

Staverton Kindy is a not-for-profit community owned organisation which receives a percentage of its funding through the Queensland Kindergarten Funding Scheme (QKFS) in affiliation from Gowrie Queensland. The remainder of the funds come from fees and fundraising. There will be times when fundraising activities such as raffles or social events will be organised to raise additional funds for special projects. Fundraising events are designed to raise funds, however, they are also designed to foster community spirit and develop relationships between families and with Staverton. We hope that parents enjoy these activities and participate where they are able to. The main fundraiser for the year is the Staverton Gala, which is a highlight of the year both socially and financially.

Management Manual

The Staverton Management Manual is a comprehensive document that outlines specific Staverton procedures. It encompasses all areas of the Kindergarten's operations and a hard copy is available for parents to view in the office. The Management Manual has been created to support The Gowrie Governance Policy Folder.

Staverton Kindergarten also operates under The Gowrie (Qld) policies. These are also available to be viewed in the office and are referred to throughout this document.

Staff

The children at the Service are in the loving, capable hands of dedicated, professional and qualified staff. All staff members hold current Blue Cards and teaching staff (teachers and educators) have up to date first aid, advanced asthma and anaphylaxis training.

Notices stating current information about staffing are displayed at the Service.

Roles and Responsibilities

Nominated Supervisor

The Nominated Supervisor supervises and collaborates with staff, liaises with the management committee, Gowrie and authorised officers from the office of early childhood education and care regarding the management of the Service and the educational program.

Nominated Supervisor
Mrs Carrie Grassick

Parents/guardians should contact Mrs Grassick for any queries regarding the Kindergarten at nominatedsupervisor@staverton.com.au

Carrie will be in the office on Tuesday and Thursday 9:00am-2:30pm, but is contactable via email at any time.

On days where the Nominated Supervisor is not present at the kindergarten, the name of the Responsible Person will be displayed on signs on each verandah and in the office.

Educational Leader

The Educational Leader is a senior and respected position within the kindergarten, with a key responsibility to lead the development and implementation of the educational and care program in the service.

Educational Leader	Qualifications
Mrs Kristy Coombs	Grad Dip Education (Early Childhood) QUT

Responsible Person

The Responsible Person is the person who is placed in charge of the Service in the absence of the Nominated Supervisor.

Teachers

Early Childhood Teachers are registered with the Queensland College of Teachers. The Teachers develop and implement the educational program and curriculum in accordance with the National Early Years Framework incorporating the Queensland Kindergarten Learning Guidelines. This is done in partnership with the Educators who help with the planning, preparation, delivery and evaluation of the program. Our teaching staff in 2021 are:

Teacher	Qualifications
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Mrs Kate Beutel Kabarla Mon/Tue Class	Bachelor of Education (Primary) (QUT) Certificate III and Diploma in Children's Services
Mrs Judy Ford Gwala Thu/Fri Class	Bachelor of Education Studies (USQ), Diploma of Teaching (Early Childhood) (BCAE)
Mrs Kristy Coombs Walan Thu/Fri Class	Grad Dip Education (Early Childhood) QUT
Mrs Margarita Chercoles Gungun Mon/Tue Class	Bachelor of Education (Early Childhood)

Educators

Educators work with a specific group of children, supporting the teachers in implementing the care and educational program in collaboration with children and families.

Educator	Qualifications
Mrs Caroline Maia	Certificate III in children's services
Mrs Mina Kevat	Dip. of Children Services
Mrs Angela Strickland	Dip. of Childcare and Education

After Kindy Hours Care Coordinator and Educator

The After Kindy Hours Care staff facilitate the AKHC program which runs from 2.35pm to 5.30pm.

Educator	Qualifications
Jennifer Cramb	Diploma in Early childhood Education & Care
Miss Sophia Bentley	Certificate III in Early childhood Education & Care

Inclusion Support Educators

The Inclusion Support Educator helps facilitate the inclusion of a child with additional needs into the Kindy environment. The Inclusion Support Educator works in cooperation with the Teacher and Educator.

Inclusion Support Educator	Qualifications
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Mrs Robin Smith	Diploma of Early Childhood Education & Care
Mrs Jill Danen	Diploma of early childhood Education & Care
Mrs Jennifer Cramb	Diploma of early childhood Education & Care

Administration Assistant

The administration assistant maintains the daily business operations of the Service. The administration assistant works 8.30am–3.00pm four days per week (Monday, Tuesday, Wednesday, Thursday). Our Administration Assistant is Paula Madrid.

Professional Development

Staverton Kindergarten actively supports the on-going professional development of all staff members through their attendance at courses, seminars, workshops and conferences. Staff members are encouraged to develop an on-going approach to planning for their professional development.

Mandatory annual training is undertaken by all educators for first aid, manual handling, child protection and fire training. Nutrition Training is undertaken bi-annually.

Pupil-free Days also allow the staff to undertake Professional Development or to work as a staff group on a Service based initiative.

Terms

There are 40 weeks of Kindy in 2023. This is divided into four term terms. All public, and Education Queensland holidays, as well as pupil-free days are observed at the Service.

Queensland Kindergarten Funding Scheme (QKFS) funds all Services that provide 600 program hours per child per year. We operate a five-day fortnight program starting at 8.30am and finishing at 2.35pm. If there are any Pupil-free days they are advertised on the Kindy calendar. After Kindy Hours Care operates from 2:35-5:30pm kindy days.

Queensland term dates 2022		
Term	Dates	Length
Term 1	Monday 23 January – Friday 31 March	10 weeks
Term 2	Monday 17 April– Friday 23 June	10 weeks
Term 3	Monday 10 July–Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

Kindy and Your Child

It is important to remember that no two children are alike. Developing a positive attitude before starting Kindy is imperative. To help with the transition, once you accept your child's position and have paid your enrolment fee we will invite you to come for a play one afternoon.

Talking about the Service at home, helping to prepare a bag especially for Kindy, choosing sheets and a library bag, and even having picnics using their easy-to-open lunch boxes and water bottles are all helpful preparations.

We support the children being autonomous within our learning environment. Therefore, the ability to self-toilet can assist your child's self-esteem and our bathroom facilities are designed as such. Clothes that are easy to remove and replace independently are essential. We discourage children from wearing costumes or impractical clothing that restricts their ability to play.

The Educational Program

Staverton Kindergarten's play-based curriculum is negotiated and developed cooperatively with input from the children, families and staff. This promotes the opportunity for children to demonstrate and extend their skills, knowledge and dispositions across the learning and developmental areas in authentic and intrinsically meaningful ways. Our staff design pedagogical styles, curriculum and documentation that reflect their professional knowledge and shared philosophy of our Kindy, along with the Queensland Kindergarten Learning Guidelines, Early Years Learning Framework, and the National Quality Standards.

Partnerships with families are an integral component of the curriculum, and families are invited to contribute across many facets of the program. Open communication between parents and staff facilitates positive home-service relationships.

More detailed insights into the educational program are provided at the parent information evening and throughout the year through daily emailed reflections and digital portfolios. We encourage you to attend meetings, read emails and notices throughout the year and ask for information at any time.

To find out more about the National Quality Standards please visit the website [National Quality Framework for Early Childhood Education and Care](#)

Parents and guardians are invited to discuss the experiences provided as part of our learning programs and the goals achieved through our programs. Please ask your teacher for more detailed information about your child's development, how we will provide opportunities to foster your child's development and our underpinning philosophy of learning that underpins our programs.

Skills We Learn through Play

Playtime is learning time. Playtime is teaching time. Playtime is diagnosis time. Above all, playtime is fun time and Staverton Teachers make sure that whenever your child is using play to develop, it still remains fun learning time.

SUBJECT	RELATED PLAY ACTIVITIES
Pre-READING SKILLS	Sorting and matching, discrimination of size, colour, shape and sound. Sequencing. Puzzles. Throwing and catching. Collage. Pasting. Putting things together. Music. Rhythm. Running, jumping, creeping, crawling. Dramatic play.
Pre-WRITING SKILLS	Drawing, painting, collage, clay. Building with blocks etc. Puzzles and manipulative games. Carpentry. Motor activities of all kinds. Sand play.
Pre-MATHEMATICS SKILLS	Manipulative games. Matching and sorting materials. Taking things apart and putting them together again. Block play. Construction. Cooking. Play dough. Counting rhymes and songs. Water play, sand play. Puzzles.
Pre-SCIENCE SKILLS	Ordering and grouping. Manipulative materials. Selecting and identifying properties of matter (cooking). Water play. Fitting objects into things. Taking things apart and putting them together. Constructing.

Daily Routine

The Service's hours are 8.30am to 2.35pm with the doors opening at 8.30am the gates open at 8:25am and parents are required to stay with their child until the doors open at 8.30am and collect children by 2:35 pm. We ask that all parents strictly observe these hours.

The After Kindy Hours Care's hours are 2.35pm to 5.30pm. Children attending After Kindy Hours Care will be collected from their sessional program at 2.35pm by our AKHC staff. The AKHC group will gather for a roll call at the commencement of the AKHC program. All children are to be collected by 5.30pm. A fee of \$1 per minute after 5:30pm should your child be collected late to cover the cost of staff staying back.

Staff appreciate the value of non-contact (child-free) time before and after the daily program. During this time the teachers prepare the environment, design curriculum, engage in critical reflective discussions, complete documentation, conduct staff meetings and attend professional development and regional network meetings. These additional duties serve to enhance the quality of the program offered. These times are also available for parent meetings when arranged or required.

Parking

Please consider our neighbours when parking near Staverton. Please observe all NO PARKING signs; do not park opposite driveways in Jarrott Street and Little Lama Street and only park on the Kindy side of

Little Lama Street. Also, please be aware of the painted yellow line in Jarrott Street.

It is illegal to leave young children in cars unsupervised.

Arrival

1. On arrival everyone, including adults and siblings, must follow the hand-washing routine, which assists in protecting our children with allergies and reduces cross infections. We have placed hand sanitiser at the kindy gates and at the entrance to the office for convenience and to enable everyone to sanitise their hands on arrival and departure.
2. You (or the custodial adult) must complete the “attendance sign in book” on the verandah (signature and time) and tick the column if sunscreen has been applied.
3. If someone else is collecting your child, please note the name and phone number of this person in the “Today’s pick up column’ and advise the teacher. Please see note below in “Program Finish” regarding authorised persons. If your child is attending AKHC please note this in the “attendance sign in book” in the appropriate column.
4. Next, encourage your child to complete their morning jobs. These jobs include, placing water bottle, food (insulated lunchbox), library bag, sheets and take off their shoes and put into the Kindy bag and place into their correct locations. If food requires refrigeration placing that in the fridge for your child.
5. After your child has completed these tasks, take them to greet the staff. Say “see you soon” on the verandah and staff will help children to get busy playing inside.
6. If you are a parent staying on roster you are required to sign in at the commencement of your roster and sign out upon completing your roster.

Program Start

The program begins at 8.30am when parents/guardians say goodbye. Parents should note that if a child arrives late they may find that friendships and groupings have already begun. As the Teacher we will already be involved in activities it may be difficult for them to greet the child individually. Where possible please notify staff of any absences or late arrivals prior to 8.30am.

Our general rule is that ‘Home toys stay at home and Kindy toys stay at the Kindy’. Sometimes puzzle or game pieces may inadvertently find their way into pockets. Please return them discreetly.

Saying Goodbye

As a general rule we find that the majority of children settle fairly quickly, even if they are upset initially. This settling-in can often be delayed when a parent stays too long. In our experience, it is far better to leave in the knowledge that, should your child be too distressed, you will be phoned. You are more than welcome to phone to check on your child’s progress.

Going Home

1. The program finishes at 2.35pm. To allow for social distancing with Covid-19 we open the gates from 2:15pm. You may collect your child before this time, but we request that you do so with as little disruption to the program as possible.
2. You (or the custodial adult) must complete the “attendance sign in/out book” on the verandah (signature and time). Please notify a staff member, and follow up with an email, if your child is to be collected at the end of the day by a person other than yourself or an authorised person. Authorised persons are those nominated on the enrolment form. Others can be added to our records throughout the year if needed. The authorised person will need to present a photo id e.g. driver’s licence, when arriving to pick up the child if they are not on our records. Children will not be released without parental notification. Once children are signed out they are considered to be in the care of the signing out authorised person.
3. Assist your child in collecting their Kindy bag, artwork, lunch box and water bottle. If this is the last day of the week, sheets are also to go home. Soiled clothing is to be collected from the Adult Bathroom.
4. Please ensure your pocket is checked daily by whoever is collecting your child. Notices and other items of interest to each family are placed in named pockets in the sign in area.
5. Also please note, there will be an incremental late collection fee invoiced to families who pick up their child after 2.35pm.
6. On departure, everyone, including adults and siblings, must follow the hand-washing routine, which assists in protecting our children with allergies and reduces cross infections.
7. If your child is enrolled and attending Staverton’s After Kindergarten Hours Care (AKHC) they will be collected from their classroom at the end of their kindy day by an AKHC staff member. All children in the AKHC program will gather as a group for roll-call at 2.35pm. Children’s belongings will be kept around the tree on the deck or if wet weather on the verandah of the classroom the AKHC are occupying..

General Daily Program

The aim of the teaching program at Staverton is to provide a happy environment away from home where the child can feel secure.

This is an example of a typical day at Kindergarten:

8:30 - 9:05	Settling/ morning meeting/ snack
9:05 – 10.30	Indoor play/Outdoor play (alternates between groups)
10.30 - 10.45	Tidy up /game/music
10:45 -11:10	Morning Tea
11.10 - 12.25	Outdoor play/Indoor play (alternates between groups)
12.25 - 12.45	Tidy up/game/music/book
12.45 – 1.15	Lunch

1.15 - 2.00	Rest/relaxation/ quiet activities
2.00 - 2.35	Drawings, puzzles and preparation for home or transition to AKHC

Times will vary according to the needs and interests of the children and are only given as a guide (morning-tea and lunchtime are considerably earlier in the first term). Groups alternate indoor and outdoor play regularly with one group doing outdoor play first (before morning tea) one period and the other group going outdoors first the next period, and so on. The groups will play outside together if the weather requires it. During the year the two classes will join together for experiences and in Term 4 they will meet more regularly to help make more connections for school and assist with preparing to be in larger groups at school.

After Kindergarten Hours Care Daily Program

This is an example of a typical afternoon. Please note afternoon tea is able to be eaten when the child chooses up until 4:00pm. If a child hasn't eaten they are asked to do so at this time to ensure it doesn't affect their dinner.

2.35-2.45	Children gather as group for roll call
2.45-4.00	Afternoon Tea (provided from home)
3.00-5:00	Outdoor play
5.00-5.30	Group story/quiet play and tidying up.

Children's Daily Requirements

It is a major aim of Staverton to encourage your child to be independent. Personal items such as lunch boxes which are used daily should be both easy to use and locate and be CLEARLY NAMED. It is important for your child to have the same items as the other children to avoid confusion and to ensure they have a smooth transition to the day-to-day activities of the Kindergarten.

The following is a list of items your child will need (should any descriptions not be clear, the Teachers will be happy to explain further).

- A labelled waterproof bag to place soiled clothing in.
- Three drawstring bags measuring 35cm by 45 cm approximately (of the same fabric for ease of identification) to accommodate:
 - Multiple spare sets of appropriate sun safe clothes including underwear (no singlets /shoestring dresses)
 - Sheets:
 - * a fitted bottom cot sheet or bottom sheet measuring approx.: 125 cm x 62cm, with elastic diagonal at each corner of the sheet
 - * A top sheet – the same size or slightly larger.
 - Library bags for books, often of picture book size, to be borrowed weekly. Please note the drawstring bags should be wide enough to permit easy opening and closing.
- A wide brimmed hat (no caps)
- A drink bottle filled with water each day, clearly labelled.
- One lunch box which caters for both morning-tea and lunch, clearly labelled with your child's

name on the lid and side of the container. If using small containers make sure they are labelled too! Note – **insulated lunch boxes** help keep food cool.

- Afternoon Tea - non refrigerated item to be placed in labelled container
- A suitable sized bag or backpack, which fits in the lockers provided, to hold all belongings (including shoes, lunchbox, library bag, change of clothes, sheets etc.).
- Please ensure all items (including children's clothing) are clearly marked with your child's name.

Food Breaks

We encourage healthy, wholesome foods to be packed for children's food breaks. We follow and support Queensland Health's motto for meals, 'fresh is best' and the drinking of fresh water. For nutritional and environmental reasons, we discourage pre-packaged foods and drinks. In line with nutrition advice that suggests children should have access to regular food breaks, we facilitate 2 breaks across our day. While the kindy follows a regular food break routine within the classes, our program is flexible and we do support children who may want/need food outside of meal break times. Should children become hungry whilst playing they are able to access their lunch boxes at any time. Great lunchbox ideas can be found at Nutrition Australia and in our newsletters and Facebook page. We would appreciate your support in keeping lollies and chocolates as a home food. Prepackaged wrappers will be sent home with your child in the interest of encouraging litter free lunches and our impact on the environment.

Staverton also promotes earth friendly lunch boxes, with reusable or biodegradable wraps and containers. Lunch boxes are kept in insulated lunchboxes with an ice brick or placed in the fridge, kept at below 5 degrees.

Children are encouraged to be able to manage their own food, including opening, unwrapping and peeling of their own fruit.

Lunch boxes that are made up of several compartments are best for sending a varied, balanced and healthy meal selection. Children are supported in making choices about which foods, in which order, they would like to eat at different breaks and ensuring that they save enough food for lunch. We aim to send uneaten food home to show how much has not been eaten. Change in the amount or type of food offered may be required.

We encourage and promote the benefits of drinking water by facilitating access to water at all times and regular, scheduled water breaks and water consumption is both modeled and monitored by the staff. Poppers are discouraged. To assist dental care, after each food break the children are encouraged to have a drink of water to remove excess food.

Recycling

We operate a productive recycling system at our Service. The majority of all food scraps are recycled through our worm farm or compost. We recycle wherever possible and educate the children which materials are accepted for reuse or recycle. We aim for as little unrecyclable material as possible. To reduce landfill, food packaging will be sent home in children's lunchboxes.

We also encourage families to bring in their recyclable items for use at the Service. To assist with the saving of water and hydration each child is asked to bring their own water bottle each day.

Peanut and Nut-free Policy

We are a peanut and nut-free Service. Anaphylaxis has become part of our Service's life and due to this life-threatening condition we have become a peanut and nut-free Service.

Other Allergies

From year to year we may have children with other allergies, for example fish, egg, wheat, dairy etc.

Staverton will inform all families if this is the case as soon as possible. There will be signs placed around the Service, including on the fridge, so please be aware.

Allergies, Asthma and Diabetes Forms

Parents/guardians of children with allergies, asthma or diabetes are required to fill out an Action Management Plan as well as an ongoing medication form in conjunction with their child's teacher. Information on children's allergies/intolerances are posted in prominent positions around the Kindergarten (in the kitchen, on the group fridge, and in the visitor sign in folder). This information includes a list of allergies/intolerances that children hold and appropriate action necessary in the event of symptoms developing.

Dress

At Staverton Kindy we respect children's individuality and their desire to express themselves through their choice of clothing. However, as children are busy playing during their day we ask that they be dressed appropriately. Impractical clothing or costumes are not appropriate from a safety point of view.

It is vital that children wear clothing they can easily take off and put on themselves. Elastic waisted pants, short skirts and shorts are ideal. Long shorts, long dresses and long skirts are discouraged as they are problematic when climbing/crawling. At all times a change of clothing should be kept in a separate bag in the child's bag. Please make sure all belongings are named for easy identification.

Bare feet are safer for running and climbing at Kindy. Bare feet can sense the variety of different textures and grip climbing equipment while promoting more effective balance and control. We will ask children to take off their shoes and leave them in their locker. Walking shoes are necessary for excursions.

Hats

Hats are part of our Sun Protection policy. Our Staverton Kindy broad brimmed hats are available to purchase from the Office for \$20 each.

These hats remain at the Service all year and sent home to be washed regularly. This alleviates the problem of hats being lost or left at home.

T-Shirts

Our Staverton Kindy short sleeve t-shirts are available to purchase from the Office for \$20 each. These

are not compulsory.

Sun Protection Policy

To implement sun protection initiatives to ensure that all staff and children are protected from the harmful effects of the sun throughout the year.

The Kindergarten has a Gowrie Sun Protection policy as follows.

Teacher/Educators will:

- Ensure sunscreen with a Sun Protection Factor (SPF) of 30+ broad spectrum is applied to every child before any outdoor session and then reapplied as necessary, preferably where possible sunscreen is applied 20 minutes prior to going outside. The Service will have a process by which Staff are informed of children who have their own individual sunscreen or an objection to sunscreen form completed.
- Encourage independence and support hygiene practices by:
 - Encouraging children to apply their own sunscreen with supervision and having mirrors available at child height;
 - If supporting children to apply cream wash their hands after each application to reduce cross contamination.
- Ensure children are wearing sun smart hats whilst playing outdoors.
- Ensure that children are wearing sunsafe clothing in the outside environment, if not they are to be changed or a sunsafe shirt placed over the top of the singlet or dress.
- Encourage children to take responsibility for their own sun protection and to minimise their exposure to the sun.
- Direct children to use shaded areas where possible.
- Educate children on the importance of sun protection and strategies to minimise the risks of exposure to the sun and UV radiation. These discussions may take place during group sessions with the use of resources such as story books, posters or puppets, during play as appropriate or when applying sunscreen. The Educational Program provided will support each child's learning and development outcome in relation to wellbeing.
- Set up outdoor activities in shade areas where possible.
- Check often to see that any soft fall area/items (mats etc.) are not too hot for children's feet.
- Staff / Committee will provide information to families regarding sun safe practices during excursions, social or fundraising events.

Parents will be encouraged to:

- Provide a well-fitting, named hat, broad-brimmed style (brim of 8 – 10 cm), bucket style (with a deep crown and brim size of at least 5 cm) or legionnaire style (not cap) that shades the face, back of neck and ears.
- Provide sunglasses for children where appropriate.
- Provide clothing that covers the shoulders and arms, preferably with a collar to provide protection from the Ultra Violet rays of the sun. Singlet tops do not offer enough protection and are therefore not recommended.
- Apply broad spectrum sunscreen (SPF 30+) to their child each morning upon arrival at the Service if this is not applied prior to arrival.

- Where a child has sensitive skin, provide a personal sunscreen. This sunscreen must be left with a staff member not in the child's bag or locker.
- Complete an objection to sunscreen form if relevant for their Family.
- Support the Sun Protection Policy by practicing skin protection behaviour as a part of the family lifestyle.
- Act as role models by practicing Sun Protection behaviour and protecting their own skin.
- Provide a spare T-shirt in the summer months as well as sun protective bathers and a towel for water activities.

Management will:

- Inform Families of the Sun Protection Policy when they enroll their child / children.
- Inform Staff, Students and Volunteers of the Sun Protection Policy during their induction at the Service.
- Provide shade in outdoor spaces using trees, shade cloth, and other items.
- Try to ensure that outdoor activities generally take place before 11.00 am and after 2.30pm. (Please note that whilst the recommendation for sunsafe hours are 10.00 – 3.00pm, children and Staff in all Services outside in our hours of general activities will all have sun protection methods in place – sunscreen on, sunsmart clothing – covered shoulders, hats and shaded areas.)
- Provide a Sun Protection program for children and provide Families, Staff and Carers with up to date Sun Protection information through newsletters, Service Displays and Family meetings.
- Supply communal sunscreen and where possible provide mirrors at child height to support children to apply their own sunscreen with supervision. Permission will be sought to apply sunscreen. Families can elect to provide their own preferred sunscreen if they choose.

Ensure that all Staff and Carers act as role models for children in all aspects of Sun Protection behaviour by:

- Wearing appropriate hats (broad brimmed, deep bucket hat or legionnaire styled), shoes and clothing that cover shoulders and upper arms for all outdoor activities. The Gowrie (Qld) Policies and Procedures Sun Protection Policy.
- Using SPF 30+ or higher, broad spectrum, water resistant sunscreen.
- Seeking shade whenever possible.
- Staff may select to wear sunglasses.
- Ensuring that children who do not have a hat, will be provided with a spare hat for the day.

Rest and Relaxation Time

Staverton Kindy ensures that children's sleep and rest needs are met. We provide each child with a mat at rest time. During the rest period, staff ensure that this is a positive experience for children which reflects individual, group and cultural needs.

Sleep is not essential. When body muscles have a chance to relax completely, the child's mind can relax completely too. Rest time is a quiet time to think and plan and re-live some experiences without the "doing".

The service will reflect on the routine of the program throughout the year, adjusting the rest period to be reflective of children and family needs. Any changes that occur will be made through consultation with

families. For further information, please refer to The Gowrie Sleep and Rest Time Policy.

Lockers

Each child has their own locker, which can be found on the verandah outside each unit. A list of names and symbols is situated near the lockers. We ask you to help your child to become familiar with their symbol and locker position. Bags and other personal belongings are stored here and care should be taken to empty the locker each afternoon. If belongings are clearly named, mislaid articles will be easier to return.

Visitors to the Service

Visitors are often invited to the Service. As well as the special days for our VIPs, people with special skills, dentists and community services such as the fire brigade visit the Kindy. Storytellers, artists, drama, music and wildlife groups and the Service photographer may also visit.

Our Early Childhood Education and Care Coordinator from Gowrie is a regular visitor as well. All regular visitors to the Service including entertainers and tradespeople (other than a family member or guardian of a child) must hold a current blue card.

Students and Volunteers

We are often asked if a student, or a volunteer, can work with us in our services. We always consider the needs of the children, service and community when reviewing such requests. Where students and volunteers are accepted to work at our service, we ensure they hold the required licences, and engage them in an orientation process to ensure they understand their responsibilities and obligations. All students and volunteers are supervised and work under the guidance of qualified educators at all times. We will advise you in advance should a student or volunteer be working in your child's kindy room. Please see our Student and Volunteer policy located in the office should you require further information.

Visiting Performers

Visiting performers (musicians and storytellers) are invited to Staverton during the year to further the Kindergarten program. For example:

- o African Drumming
- o Dentist
- o Music Show
- o Ngutani-Lui Emergency Services

All costs associated with these experiences are covered by the tuition fees. Please note shows may vary from year to year.

Excursions

Spontaneous educational ventures may occur throughout the year with the support of our parents. More information regarding these ventures and risk assessments will be emailed to parents when they are going to occur.

Details of excursions will be shared with families as they are organised. Parental participation at these events is essential and we welcome your support to make them possible. Some of these excursions will incur a further charge.

Other Aspects of Kindy Life

Birthdays

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at Staverton. Should you wish to do this, please provide enough food (e.g. freddo, icy poles) for at least 22 children to share. Your family is more than welcome to join us. Please be aware with Covid hygiene we ask that each item be individually wrapped to avoid cross contamination.

When supplying food, please remember that Staverton is a Nut Free environment. If you are unsure of what to bring, please ask your Teacher.

Kitchen Procedures

Adults are asked to take great care in the kitchen area whilst using knives and other implements. The doors to the kitchen must be locked at all times between 8.30 am and 5:30pm.

Please note that children are not allowed in the kitchen area unless requested and supervised by an educator.

It should also be noted that no hot drink or food be carried or consumed around children. Tea and coffee can be made in the kitchen, but it must then be consumed in the kitchen or carried to another area of the Kindergarten where children are not present (e.g. outside or in the administration office). Hot drink and food are not allowed to be carried through the classrooms when children are present.

Annual Events

Each year we hold a number of special events at the Service.

They may include:

- Annual General Meeting
- VIP Celebration
- Staverton Gala
- Meetings for new parents for the following year
- Visit by new Kindy children for the following year
- End of Year/Christmas Concert
- Many specialist visitors (storytellers, indigenous groups etc.)
- Staverton Series

Libraries

The love of books is an important literacy prerequisite and life skill. You can give your children a wonderful head start as lifelong learners by looking at, reading and sharing books together.

Staverton Kindy has three libraries.

General Library

There is an extensive general library, which is shared by both units. It includes the best of the latest titles for young children, traditional stories, old favourites and a wide selection of non-fiction books.

Lending Library

Each group have 'library' books to lend the children and this is encouraged by Teachers. Library day is usually once a week. Children need a library bag to protect the book they borrow. Library reinforces love of books and 'reading'

Community Children's Library

In 2019 Staverton opened a 'street-side' Community Children's Library at the entrance to our kindergarten on Twickenham St. This library is for both Staverton families as well the neighbourhood children to donate to and borrow from anytime. We hope you enjoy this special feature of our kindy as we aim to share our love of reading more widely in the community.

Toy Catalogues

At the end of the year various educational toy catalogues may be distributed from which parents may purchase quality items. The Kindy receives vouchers to purchase equipment from these sales.

Plates and Tea Towels

Each year parents are invited to purchase melamine plates and/or tea towels featuring their child's artwork. The Service receives commission from these purchases. These are not compulsory.

Christmas Giving

In keeping with Community and the importance of giving a charity is chosen each year to which the families may donate goods and gifts.

Collectable 'Junk'

In a Kindergarten the old adage that 'one man's trash is another man's treasure' takes on a new meaning. Throughout the year, we very much appreciate parents collecting a variety of waste materials and bringing them along to Kindy for the children to use. Please note that all items should be from nut free products and not contain any glass. The types of items we look for include:

- o cardboard rolls (no toilet rolls please)
- o milk bottle tops
- o wood (softwood / offcuts)
- o lace, tulle, pretty material
- o buttons, beads, sequins, ribbons
- o hessian/loose weave fabrics for sewing

- o fishing net
- o wrapping paper/cellophane (used)
- o old business cards
- o old Christmas decorations
- o tinsel
- o contact scraps
- o leather and felt scraps
- o calendars
- o packing materials (not polystyrene or bubble wrap as these are hazardous to the children)
- o assorted boxes (anything from match box size to cartons)
- o bright wallpapers
- o cardboard (cut from large cereal boxes)
- o plastic containers (from take-away food)
- o cotton reels
- o anything else you can think of (if in doubt, please ask your Teacher)

Fees and Accounts

Fees may vary from year to year on the basis of the budget drawn up by each committee. The 2023 fees are scheduled on a term basis and, as a guide, are detailed in the Statement of Fees in **Annex B**. Please note that all fees and levies are GST free except where indicated.

* Staverton Kindergarten Association Inc. reserves the right to alter the price and invoice in respect of the GST.

Staverton Kindy will email your invoice prior to the end of the term. This will provide each family adequate notice to review the invoice, make a query and ensure successful payment.

Fees include visiting performers and digital portfolios.

Fees are paid in advance prior to the commencement of each term (i.e. twice per semester, four times per year) by the due date indicated on the invoice. Tuition fees must be paid in full each term for continuation of enrolment at Staverton.

The \$150.00 holding fee per child (that was payable on accepting your offer of place) is deducted from your first term invoice.

Only one invoice per family will be issued. It is the responsibility of the parents/guardian to nominate the person who is responsible for the payment of fees.

Fees are paid by direct transfer to the Staverton Kindergarten account. In the description field of your payment, please enter your child/ren's name/s. Card facilities are available at the kindy and a 1.9% surcharge applies.

Staverton Kindy is a not for profit organisation and on time payment is essential for cash flow management.

If at any stage you have financial difficulties, please contact Administration on 3379 1511 or

admin@staverton.com.au as we may be able to negotiate a payment plan.

Fees are payable on all holidays, sick days and public holidays that occur during the kindy terms.

Overdue Fees

Your child's enrolment is dependent on your fees being up to date. If accounts are not settled on the due date, the committee will consequently take action up to and including the suspension of the child's enrolment. Consideration will be given to excluding your child if fees have not been paid in full by the due date, unless alternative arrangements have been agreed.

If your fees are outstanding and a payment plan has not been arranged, you may be charged a late fee of \$50.

Cancelling Enrolment

In the event that a child's enrolment needs to be cancelled, four weeks' written advice is required. A blank form is included at Annex A for this purpose. All outstanding fees and levies must be paid in full prior to the child's last day.

Other Fees

The association membership fee of \$5.50 is included in the term 1 account.

A \$600 levy is charged per term for children attending full time or for children attending as early placement.

Building Fund Contribution

A voluntary 'building fund' contribution is included on each term invoice. The building fund contribution is tax deductible. Please contact the kindergarten for a receipt.

The Staverton Kindergarten Association Inc. has set up a separate Building Fund to enable the Kindergarten to maintain and improve our lovely old Queenslander. Owing to its style, our building requires ongoing high-cost maintenance. In addition to the Building Fund, the Service currently has a three year plan to ensure the continued development of its facilities.

Donations to the Staverton Building Fund are tax deductible and may be made at any time to the Treasurer or Administration Assistant. Direct transfers can be made to our Commonwealth Bank account BSB: 064-111, Account no: 1023 6643. Named Staverton Kindergarten Assn Inc. Your donation is received with thanks!

Parent Participation

Close Family/Teacher cooperation is a feature of a community Kindergarten. We communicate with you regularly through emailed daily reflections, twice-yearly parent/teacher interviews and are available for pre-arranged meetings. Other ways that you can get involved in your child's Kindergarten experience

including portal comments, parent roster, sharing special talents, working bees.

Parent and Extended Family Roster

Once the children are settled into their classes, the Teachers welcome parents and extended family members to add their name to the parent roster.

During their time at the Kindergarten, parents and extended family members are encouraged to participate in the program and share something special with the children - whether it is their profession (nurse, vet, dentist) or hobby (pottery, knitting, cooking) or a quiet story. We thank you for your assistance and hope you enjoy the experience of the Staverton routine with your child!

Working Bees

Parents are also asked to volunteer at **one** working bee during the year. This is usually held at the weekend and is a great way to maintain our building and to 'get your hands dirty'. Group Representatives and/or the Maintenance Officer will keep you informed on when these working bees are held. The Service pays a gardener for mowing and a voluntary maintenance officer and gardens and grounds officer are part of the general committee. With your help on working bees we can keep running costs to a minimum.

For safety reasons, we ask that children are kept away from Staverton on this day and that parents bring their own PPE safety gear (i.e. sunscreen, water, hat, gloves etc.).

Roster Jobs

In addition to working bees, there are a variety of class specific or Kindy wide roster jobs available. These include weekly grocery shopping, covering and cataloguing library books, watering the garden, yard blowing before kindy starts, oiling the decks, maintaining wooden equipment, etc. During the year, additional roster jobs may arise and will be advertised in the newsletter or via email.

Volunteering

At Staverton we do not have a volunteer or maintenance levy. We believe that as a community Kindergarten, parents will get involved in any volunteer activities as they arise. This may include taking on a Committee position (detailed in the Kindergarten Administration section above), volunteering at Staverton events, or taking on other volunteer activities. If you feel you have some spare time and wish to volunteer in some way, please speak with your Teacher or email the President at president@staverton.com.au.

Keeping in Touch

Email is our primary source of communication for relaying information. Phone calls to the Teachers regarding any matter should be made from 8.00am - 8.30am, 1.15pm - 2.00pm or 2.35 - 3.00pm. If staff are busy and unable to get to the phone, calls will divert to the Message bank service.

Service newsletters provide important information, dates, reminders and items of interest and these are emailed out. Facebook is also utilised to notify parents of upcoming events and share information.

Similarly, teachers email daily reports to families that provide program insights, conversations starters, reminders and discussions on elements of the curriculum and pedagogy. The Kindy calendar outlines all holidays, pupil free days, special events, excursions, meetings, special visitors, maintenance rosters etc. and can be accessed at all times on the webpage. Paper copies will be displayed on the sign in desks.

Notices are situated near the sign-on sheets to advertise the dates and times of excursions, visitors to the Service and social events, as well as requests and reminders.

It is essential, particularly in times of emergency, that Staverton has the most up-to-date contact details for both parents. It is vital that you notify Staverton, as quickly as possible and in writing to email admin@staverton.com.au, of any changes to your address and/ or phone number (home or work) and emergency phone numbers.

Kindy Daily Reflections / Portfolios

Storypark is a password-protected online program where teachers publish photographs and written documentation related to the educational program. As part of the portfolio process, we ask that you regularly read it and contribute feedback whenever possible as this is an important link between learning and play at home and at Kindergarten.

Families will be invited to register with Storypark via email during the first few weeks of Term 1.

Facebook and Instagram

Staverton Kindy has a Facebook and Instagram page which is used to share information and insights regarding our organisation with our community. Please 'like' our Staverton Kindergarten pages to be kept up to date with the latest news from Staverton.

We ensure that personal information is not communicated through our social media posts. In your enrolment forms you will be asked if you give permission for your child to appear on Facebook.

We ask that families respect other children and families by refraining from sharing any photos or Staverton Kindy related content on social media. This includes photos taken within the Staverton Kindy environment or at Staverton Kindy events.

Media Policy

If at any time you are contacted by the media you should not make statements or answer any questions about Staverton Kindergarten, but instead take a message and pass it on to the President of the Management Committee. Parental consent for taking and publishing photos of students in Kindergarten publications is requested on the enrolment form. Any external media wishing to film or photograph, a separate consent form will be given to parents.

Social Media Policy

Staverton Kindergarten encourages information and link-sharing amongst its membership, staff and committee, and seeks to utilise the expertise of its employees and volunteers in generating appropriate

social media content. At the same time, all social media posts should be in keeping with the image that Staverton Kindergarten wishes to present to the public, and posts made through its social media channels should not damage the organisation's reputation in any way.

Further, statements regarding specifics of the kindergarten program, including changes to routines and procedures, must be confirmed with the Service Nominated Supervisor as correct prior to posting in social media.

Administrators must ensure each child's face shown in the image has a signed permission form. Where a photograph is taken of a group of children a permission form must be obtained for all children. Images of children on a social media platform must not include any names identifying any of the children in the image and care must be taken not to reveal personal information about those in the photo.

Responsibilities of Parents

It is your responsibility to notify the Kindy of any changes to information recorded about your child. This includes addresses, phone numbers and emergency contacts, issues concerning family status, illnesses, absences and deaths (of pets too), and if the child is attending support agencies, as these can affect a child's wellbeing. If staff members are aware of such changes they are more able to support the child. All such information is kept strictly confidential.

It is your responsibility to read all the information relating to the Service in order to be familiar with policy and program information.

All Service Policies, National Laws, Regulations and Act, the Service Quality Improvement Plan, the National Quality Framework and the Kindy's rating document are available to peruse on request at the Administration Office. Any changes to Staverton Kindy policies will be communicated to families.

It is your responsibility to comply with the Service's relevant Health and Hygiene Policies.

It is your responsibility to be aware of and participate in the Service's activities.

It is your responsibility to ensure all accounts are up to date.

Children's Welfare

Service policies are constantly revised in view of changing trends and research and in accordance with recommendations from The Gowrie. The Service operates under the National Quality Framework inclusive of the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

Family Changes

It is helpful to inform your Teachers of any changes within your family which may affect your child's behaviour – e.g. death in the family, a new baby, parent being away, moving house etc.

Hygiene Practices

The Service observes strict hygiene practices:

- The Service is cleaned daily by a contractor.
- All spills are attended to immediately.
- Separate mops and separate cloths are used for different cleaning jobs.
- Adults and children are required to wash their hands when arriving and departing the Service.
- Children routinely wash hands before morning tea, lunch time and after toileting.
- Hands are required to be washed after coughing and nose blowing.
- Best health practices are adhered to in our kitchens.
- The Gowrie policies address all aspects of health, safety and hygiene.
- Smoking is banned in and around the Kindergarten and grounds.

Dental and Ear Health

The Gowrie has a policy regarding dental and ear health. Children are encouraged to swish their mouth with water following eating, and dental health is discussed. Children with colds are encouraged to blow their noses frequently to clear congestion in the upper respiratory tract and prevent the onset of middle ear infection.

A local dentist visits the kindy once a year to talk to the children about oral hygiene.

Immunisation

Staverton encourages parents to ensure children are fully immunised prior to enrolment and requires a record of immunisation to be provided before commencing. It is your responsibility to update your child's immunisation records with the Kindy when they have their 4 year old vaccinations. These updates will be requested in Service newsletters and emails.

[Click here for the Queensland Immunisation Schedule](#)

Sick Children / Infectious Illness

Some medical conditions require exclusion from the Service to prevent their spread among the children and staff. At Staverton, we follow the recommended minimum exclusion periods for infectious conditions which are available on the Queensland Department of Health website [Queensland Department of Health Website](#) and on the Time out Poster [Click Here for Time Out Poster](#). A child suffering from a contagious illness will not be admitted to the Service. It is your duty to inform the Service and report contagious illnesses. Coughs and runny noses are highly contagious and warrants your child being kept at home. Young children are unable to manage these, so should be kept at home until symptom-free. Where the Teacher considers your child to be ill, she/he will phone you and ask you to take your child home.

Please notify the Service immediately of any infectious diseases in the family and keep your child at home if they have an infectious illness. This helps with awareness of infection risks. If your child is going to be away from kindy due to illness, please notify the Kindy by emailing both your teacher and admin@staverton.com.au or by phoning 3379 1511.

Make-up days or swap days are not offered to replace absences for any reason.

Head lice are a continuing problem and are highly contagious. Children found to have had lice will be sent

home until the hair has been treated with head lice shampoo. Hair should be free of lice and eggs before they return.

Incidents Injury Trauma

In accordance with Workplace Health and Safety Regulations and policies, all incidents are recorded on The Gowrie Incident, Injury, Trauma and Illness record. In the event of your child being injured at Staverton you will be contacted as soon as possible. The Teacher will also seek medical help in accordance with any advice provided at the initial interview. Details of any incident or illness are recorded on this form, signed by the witnessing member of staff and countersigned by the adult collecting the child, the nominated supervisor and the management committee president. All incidents are reported at committee meetings.

In the event of a more serious incident, a Form SI01 will be completed and signed by all parties including parents.

In the event of a child being injured or becoming ill at the Service, the staff will treat where possible and you will be contacted promptly. It is therefore imperative that phone numbers held at the Service be current at all times. An ambulance will be called if necessary.

Injury On Arrival Form is also to be completed in the event of your child arriving to kindergarten with an injury that occurred prior to participation in the program. Completing this form supports staff in providing care for your child and a reference if the parent/guardian or authorised adult who collects the child from the Kindergarten is a second person.

There is NO PLAY allowed on the outdoor equipment and playgrounds outside the hours of 8.30 am and 1 pm. Children on equipment are supervised by staff only between 8.30am and 1pm. Please keep a close eye on your children's whereabouts, including any siblings that may be present during drop-off and pick-up times.

First Aid

All of Staverton Kindergarten's permanent staff members are required by The Gowrie (Qld) to hold current senior first aid, anaphylaxis, asthma management and resuscitation certificates. These are renewed in line with regulations.

Staverton also has four tamper-proof first-aid kits in accordance with The Gowrie (Qld) requirements. They are located in the children's bathroom area, kitchen, resource library and shed and the contents are checked regularly.

Medication

If your child requires medication while at Kindy, please hand it to the teacher on arrival and complete the medication permission form and sign it. In the case of chronic illness, an ongoing medication permission form is required. Any medication which needs to be administered by the Kindergarten is documented on these forms which are kept in the kitchen. All medication is required to have a Pharmacy label stating the child's name and exact dose to be administered. When purchasing medication, even over the counter medication, ask the pharmacist for a label. The Kindergarten is NOT ALLOWED to administer medication

without this. Medications must be handed to your child's teacher. Medicines requiring refrigeration will be placed in the fridge in the kitchen. Medications not requiring refrigeration will be placed in the cupboard in the kitchen.

Children taking medication they have not had previously, are to take three doses of the medication before returning to kindy to ensure there is no reaction.

Emergency paracetamol may be administered providing the parents/guardians have previously given permission on the enrolment form. Parents will be notified to collect their child if paracetamol has been administered, and a record of administration of paracetamol will be completed.

In cases where your child's temperature exceeds 38.5 degrees a single dose of paracetamol will be administered if you have granted verbal permission, this is in accordance with The Gowrie Managing A High Temperature Policy. You will be contacted immediately and required to collect your child as soon as possible.

Child Protection and Child Safety

Staverton Kindergarten and The Gowrie QLD seek to take a proactive role in protecting all Children from harm and or abuse by those with a duty of care – Educators, Family Members, Staff and Others. The Gowrie QLD and the Kindergarten Service advocate for the fundamental right of all Children to be protected and kept safe through supporting awareness of child protection and the prevention of harm, abuse and neglect through Child Friendly Communities. All Staff of The Gowrie QLD and the Kindergarten Service are aware of their legislative responsibilities and are able to act, when required, in undertaking mandatory reporting when these apply. The Gowrie QLD and the Kindergarten Service provide a supportive environment for the Individual to undertake the mandatory reporting when required. At least one member of the Executive Committee is required to complete Child Protection Training each year in order to support staff and families in the area of child protection and safety. For more information, please see The Gowrie Child Protection Policy in the office.

The service has also developed a Child and Youth Risk Management Strategy which is prepared with reference to the most current Queensland government child protection legislation and The Gowrie Child Protection policy. The Child and Youth Risk Management Strategy must be reviewed annually (at a minimum) and after any incidents. Review of the strategy "should involve stakeholders including paid employees and volunteers within the organisation, children and young people to whom you provide services and their parents, management committee, governing bodies, relevant government departments and members of the community" as stated in the Lady Gowrie Community Kindergartens Child and Youth Risk Management Strategy: Background Information and Procedure.

There are eight minimum requirements that Staverton's Child and Youth Risk Management Strategy seeks to address. These requirements can be categorized into four groups; Commitment, Capability, Concerns and Consistency. The eight minimum requirements are as follows:

Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and
2. A code of conduct for interacting with children.

Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Concerns

4. Policies and procedures for handling disclosures and suspicions of harm including reporting guidelines.
5. A plan for managing breaches of the Risk Management Strategy and
6. Risk management plans for high risk activities and special events.

Consistency

7. Policies and procedures for compliance with the blue card system, and
8. Strategies for communication and support.

The Blue Card System is also part of the risk management strategy and its application within The Service's setting is one of the ways in which the kindergarten creates a safe and supportive environment for children.

For more information, please refer to the Child and Youth Risk Management Strategy in the office.

Blue Cards

All staff and visiting volunteers working with children are required to hold a current Blue Card. No Card, No Start. The Blue Card is issued by Blue Card Services, Department of Justice and Attorney-General to an individual after a criminal history check is conducted and the staff member, having no criminal record, is therefore deemed to be suitable for working with children.

Blue Cards must be current at all times and are renewable every two years. To meet Approved Provider status, each committee member must hold a current blue card

Teachers require an Exemption Card. Once an application for an exemption card has been lodged, Blue Card Services will liaise with the Queensland College of Teachers (QCT) to confirm the applicant is a registered teacher and whether further employment screening is required. An exemption card will be granted unless the person has a criminal history that requires a further assessment of their eligibility. Exemption cards are renewable every three years.

Emergency Evacuations

Fire

Fire exit signs are displayed in the Service. We undertake fire drills and records are kept in the fire drill book. In the case of fire, we follow the Service fire evacuation procedure. If alarm is sounding on your arrival, remain outside of the service.

Staff undergo annual fire training and fire drills are practised on a regular basis. If you are a parent on roster you can assist in the practise of the drill.

Fire Evacuation Procedure

When the children hear the alarm they look to the teacher for direction as to which exit to take. The teacher quietly ushers the children and all other adults to the assembly area via the safest exit while the educator checks the toilets, storeroom and kitchen. Once everyone is outside we mark the roll. Fire Evacuation Procedure Plans are situated in each room. Visitors, parents and trades people must also respond to the alarm.

In an actual evacuation, the President and Nominated Supervisor will be contacted after children have been evacuated to the 'safe area' outside the Kindergarten on Jarrott Street. A group SMS will then be sent to notify families that an emergency situation has occurred at the Kindergarten. The text will confirm with all parents/guardians that following an emergency situation when approaching Staverton, parents should circumnavigate the Kindergarten via surrounding streets, park their cars on Laurel Avenue, and then walk to Staverton via Jarrott Street to collect their child. This will ensure Emergency vehicles are given direct priority access and the smooth evacuation of children can be carried out. Please ensure you notify your Teacher that you have collected your child before taking them home.

Lockdown Procedure

A lockdown occurs when a child, a group of children or a staff member's safety is at risk. Once a danger is recognised and acknowledged, the children are guided to predetermined safe location. Once all are safe, 000 is rung. Visiting parents and trades people must also respond to lockdown procedures.

We practise routines necessary for use in an emergency situation requiring a lockdown. You will be notified through your daily reflection from your Teacher of when lockdown practises have been carried out.

Behaviour Guidance Policy

To support children to learn and understand appropriate ways to manage both positive and negative behaviours, by empowering them with a range of strategies to manage various situations and particularly conflict situations. To encourage children to take responsibility for their own actions. For further information, please see The Gowrie Behaviour Guidance Policy.

Code of Conduct

Staverton Kindergarten aims to protect the rights of individuals by providing a safe, welcoming, and respectful environment. Our Code of Conduct is designed to assist in ensuring the safety and wellbeing of the children, families and staff of Staverton. Our staff are highly qualified early childhood educators, are comprehensively inducted, and undertake regular professional development including child protection and first aid. They are familiar with the Early Childhood Code of Ethics and are required to sign a code of conduct as part of their induction. The Gowrie (Qld) also provides regular guidance and assistance if required.

Staverton Kindergarten expects parents to act in a responsible and respectful manner towards staff, other parents, and children. The following expectations promote respectful, courteous, sensitive, tactful and considerate interactions between all parents/guardians, volunteers, and children. At Staverton, we expect parents/guardians of children to:

- o Be a positive role model for your children at all times.
- o Respect the confidential nature of information gained, or behaviour observed, while participating in the program, in relation to other children and adults.
- o Use courteous, respectful, encouraging and accepting verbal and non-verbal language to other adults
- o Give encouraging and constructive feedback rather than negative criticism.
- o Co-operate with staff and follow their direction at all times. Speak with the staff member if you

disagree with their directions.

- o Be aware of routines and guidelines for children's play within the Service, abide by them and seek advice when unsure.
- o Be aware of emergency evacuation procedures.
- o Care for the buildings, grounds and equipment
- o Refrain from public criticism of children, adults and committee members at the Service.
- o Raise any issues or grievances as outlined in the Grievance for Families Policy.
- o Under NO circumstance should a child, parents/guardians or member of staff be harassed or approached in a confrontational manner.
- o Smoking is prohibited on the Service property at all times.
- o Parents/guardians are responsible for all children who accompany them, and for their behaviour.
- o Parents/guardians must clean up after their children or following meetings and activities that are not part of the program and leave all areas as they were found.
- o Parents/guardians are to be responsible for children's behaviour when attending other activities and the child is not signed into the program, such as events and family nights.

Inclusion at Staverton

To promote an inclusive curriculum which will value the uniqueness of each child acknowledging gender, culture or national origin, religion, family diversity, age, race and ability. For further information please see The Gowrie Inclusion and Anti-Bias Policy.

Staverton Kindergarten provides an inclusive environment and program to meet the different and diverse needs of all children and families accessing our service. At all times, the decision in relation to the enrolment of the child in the Kindergarten will rest with the management committee and staff. When making all decisions in relation to children with additional needs the Kindergarten staff and committee must at all times comply with their obligations under the Disability Discrimination Act 1992 (Commonwealth) and the Anti-Discrimination Act 1991 (Queensland). We approach all decisions in keeping with the overriding philosophy that children with additional needs are welcome at Staverton Kindy.

Following an interview with the parent and child, the Nominated Supervisor/Teacher, together with the parent/s, will collaborate to make program plans and modifications where appropriate. The Nominated Supervisor/Teacher will communicate with the early education consultant and related services in order to make an appropriate decision regarding funding requirements and any environmental alterations required. The Service will arrange appropriate additional support and training for the staff, families and children as the need arises. The sharing of information between the teaching team and the child's medical and support services is essential in order to support the child's total inclusion.

Teachers will work with parents/guardians of non-English speaking children to support their transition offering access to language and communication based services as appropriate.

Parent's Education Evenings and Meetings

During the year, educational meetings may be organised by the staff and committee for the benefit of the parents. These may take the form of evening meetings with guest speakers or more informal discussion groups held during the day. If you have any suggestions of topics or speakers please discuss them with the Teachers.

Topics presented at Staverton Series events in the past include:

- Developing Emotionally Resilient Young Children, presented by Clinical Psychologist Dr Peta Lilley
- Preparing for Prep, presented by local principals and occupational therapists.
- Speech and Language Development in the preschool years, presented by Speech Pathologist

A folder of local Allied Health Providers is also located on each verandah for all parents. This folder contains details and contacts for numerous local services, including speech pathologists and psychologists. There are also further brochures in the office.

Concerns and Grievances

From time to time issues can arise that cannot be resolved through discussion with your child's Teacher. To handle these situations, The Gowrie Grievance for Families Policy supports a grievance settlement procedure to deal with any situation in which a Parent/Guardian requires formal action to be initiated in respect to an issue, concern, dispute, or problem occurring in the Service. This is summarised below:

In the event of a complaint or grievance that was not resolved with your child's Teacher, parents/guardians of children attending the service are encouraged to raise their concerns with the Nominated Supervisor.

The Nominated Supervisor /s will then make a time with the Parent or Guardian to discuss the matter and work through possible solutions or offer supportive material. If the Parent / Guardian verbally raises a complaint/concern with a Nominated Supervisor/s, where some action is requested to remedy/improve the situation, the Nominated Supervisor/s will document the conversation and action taken and meet with the President or another Executive Committee Member. Our aim is to resolve the issue with the parents/guardians at this time. Documentation required includes:

- o The concern or complaint
- o The date and time the discussion took place
- o Whether the discussion was in person or over the phone
- o Any information provided to the parent/guardian
- o The outcome of the conversation

This information will be compiled on a Service Record of Complaint Form and key areas of concern to be identified in relation to policies, Philosophies, Regulations and Standards contravened.

Outcomes are also recorded and the aim is to resolve the issue with the family at this level.

This report is then filed on the family file.

A Notification of Complaint is completed when relevant, as noted previously in the policy notifying the Regulatory Authority.

Grievance not yet resolved (or the grievance is in regards to the Nominated Supervisor/s).

If a Parent/Guardian feels that the grievance has not been resolved satisfactorily at this level, the Parent/Guardian will be encouraged to place the complaint in writing and address the matter to the President who will respond to the complaint/concern and where required advise the Executive Committee (Approved Provider) for noting and action.

All complaints and grievances will be handled with respect for confidentiality and procedural fairness will be observed in all aspects of handling a complaint.

The Nominated Supervisor/Executive Committee will acknowledge the receipt of the grievance and advise the Parent/Guardian of the timeframe in which a response will be provided.

Where the Executive Committee receives a grievance, it may be necessary to discuss the concerns raised through calling an Executive Committee Meeting or Flying Minute via e mail.

The grievance must be addressed in a timely fashion, whilst providing the opportunity for discussion and sourcing further information or guidance for the Executive Committee is important, in most circumstances it will not be appropriate to hold addressing the grievance until the next committee meeting (where the meeting is scheduled for a period of seven days or longer away).

Compliance Log Book

Early Childhood Education Services maintain a log book of any formal compliance notice issued by the Office for Early Childhood Education and Care.

A compliance log book is maintained and can be sighted in the Office on request.

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

Privacy and Confidentiality

The Privacy and Confidentiality Policy is to protect the privacy and confidentiality of individuals by ensuring that sensitive information about individual children, families, Teacher/ Educators and management are kept in a secure place and are only accessed by, or disclosed to, those people who need the information to fulfill their responsibilities at the Service or have a legal right to know. Please see The Gowrie Privacy and Confidentiality Policy for further information.

Workplace Health and Safety

The policy of this Kindergarten is to create a safe and healthy environment for our children, staff and visitors. As Staverton Kindy is committed to protecting the health and safety of those who attend the Kindy, it has workplace health and safety policies and procedures in place. All people involved with the Kindy are required to be aware of and follow these policies and procedures. This is particularly important for parents and other volunteers who assist by doing maintenance and other work at Kindy. All people involved with the Kindy must also accept a general obligation to see that activities under their care or control are carried out in a safe manner. These obligations are not just Kindy policy, they are also enshrined in law. Under the Work Health and Safety Act 2011 all persons on the Kindy premises have a legal obligation to follow Kindy

safety procedures and take reasonable care of themselves and others.

Insurance

The management committee of Staverton Community Kindy ensures that public liability insurance of \$20,000,000 is kept current at all times with GUILD Insurance Co. The insurance policy is available upon request.

Enrolment Procedures

Enrolments are strictly in accordance with our waiting list book.

Staverton follows a non-discriminatory access policy. The committee, with the guidance of the Nominated Supervisor and in accordance with The Gowrie (Qld) guidelines, may consider special circumstances.

Our enrolment procedure is very important to our Kindergarten. We aim to accommodate all families' needs and requests, taking into consideration the family's history with the Kindergarten, the child's wellbeing and the needs of the Kindergarten and community. All Teachers collaborate and discuss class allocations. After consultation with the Teachers and the President, the Nominated Supervisor decides the final allocation of children into classes. Parents are notified of class allocations at the Information Night in October/November.

An Open Day is held in May with a Parent Information Session and an initial interview with the Teacher held during January.

Annex A - Notification of Withdrawal of Child

I, _____ Parent's Name/s)

hereby give four weeks notice of withdrawing _____ (Child's Name)

from enrolment at Staverton Kindergarten from _____ date of withdrawal).

Account Details:

BSB: _____

Account Number: _____

Account Name: _____

Name of Parent _____

Forwarding address _____

Signature _____

Date _____



Funded Kindergarten Program

Statement of Fees – Kindergarten Services

This kindergarten service is an approved kindergarten program provider under the Queensland Kindergarten Funding Scheme (QKFS).

Kindergarten Program – details

Service type: Kindergarten		
Service name: Staverton Kindergarten		
Address: 43 Twickenham Street	Suburb: Chelmer	Postcode: 4068
Phone: 07 3379 1511	Fax: n/a	
Web: www.staverton.com.au	Email: admin@staverton.com.au	

Education Program – details

Queensland Kindergarten Learning Guidelines

Kindergarten Fees (information current as at: 01/01/2023)

Total daily rate: (list the minimum cost of the kindergarten program as a rate per day)	\$725 per term – eligible 4 year olds \$2004 per term – 3 year olds and 4 year olds not eligible for Qld Govt funding
Inclusions in the total daily rate: (list inclusions, e.g. food, sunscreen)	Visiting performers Digital portfolios Incursions Excursions All Resources
Enrolment conditions: (list commitment required of child to participate in the kindergarten program)	Commitment to enrol 5 days per fortnight each term. Minimum one term enrolment.
Application of QKFS subsidy to reduce out-of-pocket expenses: (detail how the QKFS Plus Kindy Support and SEFIA Subsidy (if applicable) is passed on to eligible families)	Subsidy is available to eligible families (including foster families) of age appropriate children who meet one of the following criteria. <ul style="list-style-type: none"> • hold a current Australian Government Health Care Card (HCC) The HCC must name the enrolled child, whether it is the child's own card or a card belonging to their parent/guardian; or • hold a current Australian Government Pensioner Concession Card (automatic HCC entitlements); or • hold a Department of Veterans' Affairs Gold Card or White Card; or • has a child who is Aboriginal and/or Torres Strait Islander; or

	<ul style="list-style-type: none"> • has three or more children of the same age, enrolled in the same year • Qualifies for the family tax benefit A/B <p>Relevant original documentation must be provided. Fees will be reduced by subsidy amount.</p>
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Additional fees or levies

Item and purpose	Cost/frequency	Tax deductible Y/N
Voluntary Building Fund	\$35 per term	Y
Association Membership Fee	\$5.50 per year	N

Provider information does not represent the official position of the Queensland Government.

Approved Kindergarten Program Providers

As an approved provider, this service holds a current Queensland service approval for a centre based service, under the Education and Care Services National Law (National Law) or the Education and Care Services Act 2013, and an appropriate public liability insurance of at least \$10 million. To be eligible to receive funding the service must provide a kindergarten program:

- To children who are at least 4 years of age by 30 June in their kindergarten year
- Delivered by a qualified early childhood teacher
- Aligned with the Queensland Kindergarten Learning Guideline, or other education program approved by the Queensland Curriculum and Assessment Authority
- For at least 15 hours a week, 40 weeks a year or a minimum of 600 hours over 37 weeks for services operated by non-state schools.

The Australian and Queensland Governments are providing subsidies to support the delivery of kindergarten programs. For more information, please visit the Department of Education website at <https://qed.qld.gov.au/earlychildhood/>.

Annex C – National Quality Standard Ratings

Staverton Kindergarten

SE-00001476

Quality Area 1

Educational program and practice
Exceeding NQS

Quality Area 2

Children's health and safety
Exceeding NQS

Quality Area 3

Physical environment
Exceeding NQS

Quality Area 4

Staffing arrangements
Exceeding NQS

Quality Area 5

Relationships with children
Exceeding NQS

Quality Area 6

Collaborative partnerships
Exceeding NQS

Quality Area 7

Governance and leadership
Exceeding NQS

Overall



Department of Education

Date of rating: 15 April 2021

Date of issue: 16 April 2021

Assessment and Rating ID number: ASR-00032540

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

Annex D – Medication Policy

Lady Gowrie Community Kindergartens

MEDICAL CONDITIONS POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	2.1 and 2.2
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law: Sections 167 and 174 Regulations: 85-95, 136, 168 and 170

POLICY STATEMENT:

To ensure that all appropriate and reasonable measures are taken to support children with medical conditions or specific health care needs while at the Service.

RELEVANT FORMS/MATERIAL:

- Lady Gowrie Community Kindergartens Medical Conditions - Allergy / Anaphylaxis Management Policy.
- Lady Gowrie Community Kindergartens Medical Conditions – Asthma Management Policy.
- Lady Gowrie Community Kindergartens Medical Conditions – Diabetes Management Policy.
- Lady Gowrie Community Kindergartens Administration of Medication Policy.
- Lady Gowrie Community Kindergartens First Aid Administration Policy.
- Lady Gowrie Community Kindergartens Excursion Policy.
- Lady Gowrie Qld Medication Permission Form.
- Lady Gowrie Qld Ongoing Medication Permission Form.
- Lady Gowrie Qld Incident, Injury, Trauma and Illness Record.
- Individual Child's Medical Management Plan / Anaphylaxis Action Plan/ Allergy Action Plan.
- Lady Gowrie Qld Risk Minimisation Plan.
- Notification of Serious Incident (ACECQA).

SOURCES:

- National Health and Medical Research Council (2012) Staying Healthy in Early Childhood Education and Care: Preventing Infectious Diseases in Early Childhood Education and Care Services (5th Ed, Updated June 2013). Commonwealth of Australia: Canberra
- ACECQA (www.acecqa.gov.au)
- Education and Care Services National Law
- Education and Care Services National Regulations

(Accessed 2019)

REVIEWED: November 2019

Date to Be Reviewed: May 2021

WHAT YOU SHOULD KNOW

BACKGROUND	<p>All permanent teachers / educators at the Kindergarten hold a current First Aid Qualification and approved Emergency Asthma Management and Anaphylaxis Management as per the ACECQA approved list. At all times the Service is in operation, at least one staff member must hold the required First Aid Qualifications, should relief staff be in place.</p> <p>A list of all children and, when relevant, staff who have specific health care needs or medical conditions will be compiled and all teachers / educators will be made aware of case histories, Medical Management Plans / Action Plans and Risk Minimisation Plans (including trigger factors) for each child.</p> <p>Students and volunteers will be advised of Risk Minimisation Plans and Medical Management Plans / Action Plans as applicable for the group which they are directly working with.</p> <p>Excursions:</p> <p>Where a Service undertakes excursions, individual child Risk Minimisation Plans will be considered, as relevant to the context of the excursion in ensuring that the safety and wellbeing of all children is supported. When necessary information will be included in the risk assessment for the excursion (no individual child will identified by name in the risk assessment) and relevant support strategies identified. The Excursion Authorisation Form includes a section regarding additional information, to support the child during the excursion including medical requirements. The Responsible Person during the excursion, will confirm with staff and any parents / additional adults attending the excursion, that they have been informed of the support strategies outlined in the risk assessment.</p>
NOTE	<p>Teachers / educators and families should refer to the specific policy as relevant to the child's specific medical condition when listed below:</p> <ul style="list-style-type: none"> • Lady Gowrie Community Kindergartens Medical Conditions - Allergy / Anaphylaxis Management Policy. • Lady Gowrie Community Kindergartens Medical Conditions – Asthma Management Policy. • Lady Gowrie Community Kindergartens Medical Conditions – Diabetes Management Policy.
<p>LADY GOWRIE QLD</p> <p>AND</p> <p>THE KINDERGARTEN SERVICE</p>	<p>Lady Gowrie Qld and the Kindergarten Service are committed to supporting all families and children to engage in the kindergarten program.</p> <p>Supporting children and families with specific health care needs or medical conditions is inclusive of the Lady Gowrie Qld Philosophy and Service Philosophy, in providing care and education for all children.</p>

WHAT WE NEED FAMILIES TO DO	
<p>WHAT FAMILIES NEED TO DO</p>	<p>Prior to beginning care, parents / guardians of children who have a specific health care need or medical condition must discuss with the Nominated Supervisor or Service Manager of the Service, the Medical Management Plan or Action Plan for their child and complete a Risk Minimisation Plan to ensure that the most suitable environment can be provided for all children and teachers / educators.</p> <p>The Medical Management Plan / Action Plan and Risk Minimisation Plan may also be undertaken in consultation with the family’s medical practitioner reflective of the child’s specific health care need or medical condition.</p> <p>Parents / guardians must update the Nominated Supervisor or Service Manager of any changes to the Medical Management Plan / Action Plan in writing. Please refer to Communications Plan.</p> <p>The Risk Minimisation Plan ensures that the risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimised, including when relevant the safe handling, preparation and consumption of food at the Service and when relevant notifying families of any known allergens that pose a risk and strategies for minimising these risks.</p> <p>The Risk Minimisation Plan includes details of the known triggers or allergens for the child, where the child’s Medical Management Plan or Action Plan is displayed or available and if applicable where the individual child’s medication is held at the Service.</p> <p>Children with life threatening medical conditions must have their required medication (which is in date) available at the Service whenever they are in care.</p> <p>Parents / guardians must complete an Ongoing Medication Permission Form or Medication Permission Form as relevant for each medication their child may need to be administered while they are in care. All medication must be labelled as per information in the Lady Gowrie Community Kindergartens Administration of Medication Policy.</p> <p>Parents / guardians are required to advise the Service if their contact numbers or those of the emergency contacts change.</p>
WHAT FAMILIES CAN EXPECT OF STAFF	
<p>WHAT YOU SHOULD DO</p>	<p>STAFF WILL:</p> <ul style="list-style-type: none"> • Provide a copy of the Medical Conditions Policy and where relevant the specific Medical Conditions Policy (Asthma Management / Allergy & Anaphylaxis Management / Diabetes Management) to the family (this is to be recorded in the child’s enrolment form). • Be familiar with the symptoms of the child’s specific health care need or medical condition and be current in their training of first aid. • Observe strict hygiene routines – children and staff to wash hands before and after eating to prevent cross-contamination of food.

	<ul style="list-style-type: none"> • Review each child's Medical Management Plan / Action Plan with parent(s) annually, or more frequently should any changes in treatment occur or where an earlier date is specified on their individual plan (Nominated Supervisor or Service Manager). Record that the review has taken place on the Risk Minimisation Plan. • Staff will have a system in place to check the expiry date of medication and will advise families of replacement requirements. • If possible and relevant to the care of the child while at the Service, arrangements will be made for teachers / educators to undertake further training relevant to the child's specific health care need or medical condition.
TEACHER / EDUCATORS / STAFF	
<p style="text-align: center;">WHAT YOU SHOULD DO</p>	<p>Collaborate with the family in the development of the child's Medical Management Plan / Action Plan and Risk Minimisation Plan.</p> <p>Follow the child's Risk Minimisation Plan, and Medical Management Plan / Action Plan.</p> <p>Notify the family and Responsible Person of any relevant observations of the child or concerns while they are under your care.</p> <p><u>In emergency situations</u></p> <p>Follow the child's Medical Management Plan / Action Plan.</p> <p>Notify the Responsible Person and parent / emergency contact.</p> <p>If applicable to the medical condition contact Emergency Services, dial 000.</p> <p>Continue to follow the child's Medical Management Plan / Action Plan and any advice from Emergency Services.</p> <p>Reassure the child and other children in the group, where suitable gather the other children of the group and move to another area with staff, while staff continue to support the child with the medical condition.</p> <p>Inform the President / Executive Committee Member of incident.</p> <p>An emergency where urgent medical treatment was required or reasonably ought to have been sought is a notifiable circumstance under Legislation. Inform the Regulatory Authority of the incident through your normal representation within 24hrs and completion of a Notification of Serious Incident through the NQA ITS Portal.</p> <p>Notify Lady Gowrie Qld as the Service's CGB and forward a copy of the IITI Record and notification of the submission of the incident through NQA ITS.</p> <p>At a suitable time undertake a review of the child's Medical Management Plan / Action Plan and Risk Minimisation Plan. Any changes to these plans will be communicated with staff and relevant stakeholders as noted in the Communications Plan below.</p>
<p style="text-align: center;">COMMUNICATION S PLAN</p>	<p>A Communications Plan outlined in the following table is in place to ensure</p> <ul style="list-style-type: none"> • Relevant staff members and volunteers are informed about the medical conditions policy and the Medical Management Plan and Risk Minimisation Plan for the child; and • A child's parent / guardian can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for the child, setting out how that communication can occur.

Communications Plan

Action	Persons Involved
<p>Prior to beginning care Medical Management Plan / Action Plan and Risk Minimisation Plan completed.</p>	<p>Family, if applicable for the child's medical condition their medical or nurse practitioner and the Nominated Supervisor or Service Manager (where this is the Service Manager it is the Service Manager's responsibility to inform the Nominated Supervisor of completion of the documentation).</p>
<p>Providing family with copy of the relevant Medical Conditions Policy</p>	<p>Nominated Supervisor or Service Manager.</p>
<p>Informing staff members and volunteers.</p> <p>On induction all staff members will be informed about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for children enrolled at the Service.</p> <p>On induction all volunteers will be informed about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for children enrolled at the Service and participating in the group with which the volunteer will have direct contact with.</p>	<p>Nominated Supervisor or Service Manager. Informing of staff members and volunteers will be recorded on the individual staff member or volunteers induction documentation.</p>
<p>Updating the list of children who have specific health care needs or medical conditions and notifying the staff that this list has been updated.</p> <p>Staff will be notified that the list has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded on the list.)</p>	<p>Nominated Supervisor or Service Manager</p>
<p>Parents / guardians must update the Nominated Supervisor or Service Manager in writing of any changes to the Medical Management Plan / Action Plan.</p> <p>Staff will be notified that the Medical Management Plan / Action Plan has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded.)</p>	<p>Parent / guardian</p> <p>Where the Service Manager is informed, it is the Service Manager's responsibility to inform the Nominated Supervisor of the updated information and distribution of new information to staff.</p> <p>The receipt of the written information will be dated and recorded on the child's file.</p> <p>When this change involves a change in the medication for the child the Nominated Supervisor or Service Manager will provide the parent / guardian with new Ongoing Medication Permission Forms or Medication Permission Forms, as relevant for any medication which information has been changed for and request these are completed by the parent / guardian.</p> <p>Please note: Action Plans using the template from the Australasian Society of Clinical Immunology and Allergy can only be altered with the permission of the medical or nurse practitioner who completed the plan (www.allergy.org.au).</p>

<p>Parents / guardians must update the Nominated Supervisor or Service Manager in writing of any changes to the Risk Minimisation Plan.</p> <p>Staff will be notified that the Risk Minimisation Plan has been updated by internal communication methods (staff memo folder, staff email distribution list or verbally. The date and method by which staff were advised of the updated information will be recorded and staff will be required to sign the updated Risk Minimisation Plan.)</p>	<p>Parent / guardian</p> <p>Where the Service Manager is informed, it is the Service Managers responsibility to inform the Nominated Supervisor of the updated information and distribution of new information to staff.</p> <p>The receipt of the updated information will be dated and recorded on the child's file.</p> <p>The Nominated Supervisor or Service Manager will be responsible for updating the copy of the child's Risk Minimisation Plan including on the child's file, staff handbook folder which relief staff access and any locations the Risk Minimisation Plan is stored at the Service.</p>
<p>Excursions</p> <p>The parent / guardian will advise of any additional information regarding medical requirements on the Excursion Authorisation Form.</p> <p>The Responsible Person during the excursion will confirm with staff and any parents / guardians / additional adults attending the excursion that they have been informed of the support strategies outlined in the Risk Assessment.</p>	<p>Parent / guardian</p> <p>The Nominated Supervisor will ensure that when necessary information will be included in the Risk Assessment for the excursion (no individual child will identified by name in the Risk Assessment) and relevant support strategies are in place.</p> <p>Responsible Person during the excursion.</p>