

2021 Information Book





EVERTON PARK KINDERGARTEN ASSOCIATION INCORPORATED

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INFORMATION BOOK

We welcome you to C&K Everton Park. We hope that our association will be a happy and rewarding one.

This booklet has been prepared to enable parents to understand the aims and objectives of Kindergarten education. It also contains the rules and requirements of the Everton Park Kindergarten Association. It is hoped this will lead to a fuller appreciation of the operation of a C&K Affiliated Kindergarten and to regular participation by all parents in some area of the Kindergarten's operations.

PLEASE KEEP THIS INFORMATION BOOKLET FOR FUTURE REFERENCE

C&K acknowledges and pays its respects to the Traditional Custodians of the lands on which our offices and centres are located across Queensland and their continuing connection to land, sea and Community. C&K also pay respects to all Elders past, present and emerging.



Honouring First Nations Peoples

C&K premises and early childhood centres are located on lands where Australia's First Nations Peoples' have been teaching and learning ways of belonging, being and becoming for more than 65,000 years.

Our learning communities have been shaped, and will continue to be shaped, by the influences of Aboriginal and Torres Strait Islander cultures, wisdoms, and knowledges.

Honouring First Nations Peoples' histories, perspectives, and continuing connections to land, sea and sky in all our programs, deepens everyone's learning. It is a great privilege to learn from, and with, the oldest living and thriving cultures on Earth and walk together to a better future for all.

We carefully work with our curriculum to promote fairness, empowerment and respect, with teachers/educators embedding First Nations Peoples perspectives throughout what we do.

"Honouring our past, to teach our present, to create our future"

Trisha Schuh: Napranum Early Childhood Centre



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KINDERGARTEN TERM DATES – 2021

1 st Term	27 th January - 1 st April
2 nd Term	19 th April - 25 th June
3 rd Term	12 th July - 17 th September
4 th Term	5 th October – 1 st December

PUBLIC HOLIDAYS FOR QUEENSLAND - 2021

Australia Day	Tuesday 26 th January
Good Friday	Friday 2 nd April
Easter Monday	Monday 5 th April
Anzac Day	Sunday 25 th April
Labour Day	Monday 3 rd May
Royal Qld Show (EKKA)	Wednesday 11 th August
Queen's Birthday	Monday 4 th October

DATES OF INTEREST - 2021

Chinese New Year	12 th February
Anniversary of the National Apology	13 th February
National Close the Gap Day	19 th March
Harmony Day	21 st March
Holi	28 th to 29 th March
Earth Day	22 nd April
Ramadan	12 th April to 11 th May
Commence Enrolment offers 2022	May
National Sorry Day	26 th May
National Reconciliation Week	27 th May to 3 rd June
Mabo Day	3 rd June
The Coming of the Light Festival	1 st July
NAIDOC week	4 th to 10 th July
Aboriginal and Islander Children's Day	4 th August
United Nations International Day of the World's Indigenous Peoples	9 th August
National Science Week	14 th to 22 nd August
Book Week	21 st to 27 th August
Indigenous Literacy Day	2 nd September
Children's Week	23 rd to 30 th October
Children's Day	27 th October
Diwali/Deepavali (Festival of the Lights)	4 th November
Remembrance Day	11 th November

Section 1: Welcome

Where Children Come First

Welcome to C&K Everton Park and congratulations on choosing an affiliated C&K community kindergarten. Your family is now part of a long tradition in quality early childhood education and care. With over 100 years of practical experience, curriculum development and proven positive outcomes for children this enables C&K to substantiate its claim to leadership in the early childhood sector.

To build genuine partnerships we believe it is important that educators value children and their families. Educators listen to parents and appreciate the ongoing support of families who give their time and skills generously. C&K Everton Park aims to engage children and families in a sense of community, cooperation and collaboration. We encourage you to become actively involved in this kindergarten. Your involvement will enrich your child's learning experiences and promote positive self-esteem. Current research confirms what C&K has always advocated, that the experiences of young children have a profound effect on their future.

Program times

The Kindergarten operates as a single unit Centre for children in the year before they commence Prep at School. We offer 2 Kindergarten programs with a maximum enrolment of 25 children in each group. Both groups attend for a 5 day fortnight.

Group 1 attends on **Monday, Tuesday and every second Wednesday** from 8.45am until 2.50pm.

Group 2 attends on **every second Wednesday, Thursday and Friday** from 8.45am until 2.50pm.

Not for Profit Association

C&K Everton Park is a community based association, with all profits reinvested to benefit children and the community. Unlike private centres, or other corporate childcare services who must make profits for shareholders, our kindergarten is not for the profit or gain of individual members and the Association's constitution prohibits it from making financial distributions to its members. This Association and its assets are owned by the parent body which elects a management committee each year to operate the kindergarten effectively.

Affiliation with C&K

Founded in 1907, C&K are pioneers in early childhood and have been successful in educating and caring for more than one million children. C&K are committed to providing quality education and care for your child's pre-schooling years. With services throughout Queensland, C&K is intrinsically linked to the wellbeing of communities. As a community based not for profit association we recognise the valuable role families and the wider community play in children's lives and we look forward to you becoming part of our C&K family.

We receive partial funding through the Queensland Kindergarten Funding Scheme (QKFS) where we get a subsidy for each eligible child enrolled - children enrolled must be at least 4 years of age by 30 June in the year they participate in a kindergarten program. C&K is our Central Governing Body (CGB). Central Governing Bodies have been approved by the Government to support Queensland Kindergartens to provide quality and inclusive kindergarten programs and to distribute the Government funding. This funding contributes to approximately 40 – 50% of the overall costs of the kindergarten, and the Management Committee is responsible for the remaining operational costs. These costs are covered by fees and fundraising, and the Committee rely upon the personal commitment of the parents to become involved in these efforts.

QKFS funding for each eligible aged child can only be allocated to one service, so if your child is attending more than one service we ask you to nominate our service to receive the funding. **(See C&K Everton Park Enrolment Booklet.)** This will ensure that we can continue to maintain high quality kindergarten services.

Our Philosophy and Our Curriculum

C&K - Our purpose: To nurture and inspire children to succeed in an ever-changing world.

C&K - Our vision statement: To be Queensland's pre-eminent provider of early education and care.

C&K - Our values: We put children first. We work with integrity. We respect each other. We strive for excellence in everything we do.

C&K Everton Park – Philosophy

In relation to the Educational program and practice...	
We believe...	So we will...
<ul style="list-style-type: none"> ● That the kindergarten environment and program should be a dynamic, creative and innovative experience in which children's learning and development are enhanced through their interactions with the environment, their peers and their teachers. ● That learning in the kindergarten year is best enhanced when children's knowledge, ideas, culture, abilities and interests are at the centre of teacher planning and decision making. We choose to view children as partners in the learning journey and as such, seek to keep their voices, opinions and ideas at the centre of the program. ● That children's learning through their experiences at kindy should be made visible, meaningful and used as the springboard for further learning. ● We believe in the value of reflecting on our practice as individuals and with other educators, families and children as a way to challenge our thinking and to develop practices that maximise opportunities for each child. 	<ul style="list-style-type: none"> ● Utilise the National learning framework "The Early Years Learning Framework" and the C&K framework for kindergarten "Building Waterfalls" to guide the development of the programs, decision making and observation of children's learning. ● Develop strong observational and relational skills in order to observe and plan for the development of children's interests and to facilitate chances for children to guide their own learning. ● Use a cycle of planning, documenting and evaluating in order to closely understand each child's progression towards the learning outcomes of the Early Years Learning Framework. We will document each child's journey through the creation of an individualised portfolio. ● Work to develop and maintain supportive partnerships and reflective practice as embedded elements of the kindergarten program. ● Value the importance of professional learning and growth and will seek many opportunities both formal and informal to develop our pedagogy.

In relation to Children's health and safety	
We believe...	So we will...
<ul style="list-style-type: none"> ● Good health is important for children's growth, development and wellbeing. ● We believe that a warm and safe environment not only contributes to wellbeing, but allows children the freedom and security to grow in confidence and take risks in their learning and play whilst developing social and emotional competence. ● That all children should be protected from harm and mistreatment. ● That children should be able to develop competence in managing their own personal health and hygiene within a supportive and encouraging environment which protects individual rights and dignity at all times. ● That sleep, rest and relaxation are an important 	<ul style="list-style-type: none"> ● Communicate openly and honestly with parents about children's experiences of health and wellbeing whilst at kindy. ● We believe that genuinely knowing each child allows us to recognise changes/individual needs so we will support /empower them to make decisions about what is best for their wellbeing and provide areas within the physical environment in consultation with the children to meet these needs eg setting up the reading area and discussing how it can be used. ● The management committee and all staff complete recognised child protection training. ● We will provide a program that incorporates learning about: health, nutrition, hygiene and wellbeing whilst encouraging children to take increasing responsibility for managing their personal health, nutrition and hygiene needs. We model the preparation and enjoyment of healthy food, encouraging children to eat healthy food with every meal; whilst recognising their competence and right to manage this independently.

<p>part of living a balanced life and should be an enjoyable part of everyday life.</p>	<ul style="list-style-type: none"> ● We will provide opportunities throughout each day for children to enjoy rest and relaxation, encouraging the growth of children’s ability to regulate their own states of activity and rest. A rest period is incorporated into the end of each kindy day in which children come together to wind down and take some relaxation or sleep as is their preference. Children who do not need to sleep will be facilitated to engage in other quiet experiences whilst respecting the rights of others to periods of quiet and calm.
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In relation to the Physical environment...	
We believe...	So we will...
<ul style="list-style-type: none"> ● That warm, inviting, safe and nurturing environments that reflect children’s home and cultures helps to build relationships, trust and security. ● That holistic learning and growth are supported through deep engagement in the natural environment/sustainability environmental awareness ● That children have a right to experience environments that are characterised by: beauty, vibrancy, flexibility, order and cleanliness. ● That all children have a right to participate in play, rest, leisure and physical activity regardless of ability. ● That all children should experience a sense of competence, independence, dignity and autonomy 	<ul style="list-style-type: none"> ● Create physical spaces that help children and families to feel welcome and ‘at home’ with a balance between hard and soft, open and enclosed spaces ● Prioritise time spent in the natural environment, engaging with items from nature, learning about sustainable practices, care for the earth, animals and people. ● Create, sustain and develop environments and source materials that encourage respect for and engagement with beauty. ● We will set up environments and experiences that support the inclusion of children ● Establish a culture of trust and respect for children’s growing independence and self of identity. We will facilitate experiences and environments where children can feel autonomous and successful as much as possible.

In relation to Staffing arrangements...	
We believe...	So we will...
<ul style="list-style-type: none"> ● That safe and predictable environments encourage children’s active engagement in the learning program. ● That warm, respectful and consistent relationships with familiar staff supports children’s development of trust and security. ● That respectful, ethical and collaborative relationships between staff enhances professional practice and the development of pedagogy. 	<ul style="list-style-type: none"> ● Maintain correct educator – child ratios at all times and employ staff with appropriate experience and early childhood qualifications. ● Endeavour to manage staffing so that each group of children has stable and consistent educators throughout their kindy year. ● Work to get to know and develop strong relationships with each child, whilst respecting their preferences to spend time with particular adults or children. ● Create a positive and supportive team culture in which children are able to observe staff affirming, challenging and supporting one another.

In our Relationships with children...	
We believe...	So we will...
<ul style="list-style-type: none"> ● That relationships with children and between children should be characterised by: positivity, warmth, dignity and respect. ● In knowing each child for who they are in order to understand them and to value what they have to offer the people and the learning environment. 	<ul style="list-style-type: none"> ● Dedicate time, attention and reflection towards our relationships with each child; paying attention to the individual interests, skills and strengths of each child as a person. ● Engage and interact individuals and small groups of children in genuine conversations about things that are of interest to them. We will value, respect and seek insight into the deep and personal knowledge that each parent has about their child. We will respect the family as the child’s first

<ul style="list-style-type: none"> ● That relationships and dispositions towards others develop over time through a process of acquiring and applying skills and new knowledge ● In the importance of the role of active adults engaging in the learning journey alongside children. 	<p>teacher.</p> <ul style="list-style-type: none"> ● Dedicate time and energy towards supporting children to understand their behaviour, the behaviour of others and how these factors interact. ● Foster a culture of positive approaches towards supporting and guiding behaviour with a view that preserving respect and a child's sense of dignity are of most importance. ● Take an active, interested and involved role in children's learning and development. We will observe children's unfolding interests and ideas and use these as the basis from which to engage their thinking and learning further.
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In relation to Collaborative partnerships with families and communities...	
We believe...	So we will...
<ul style="list-style-type: none"> ● In the importance of developing a sense of welcome and belonging both within the kindergarten community, the local community and more broadly as members of a global community. ● That the family are a child's first and most important educator. As such, the partnership between families and the teachers serve to enrich children's experiences and growth during the kindy year. 	<ul style="list-style-type: none"> ● Develop diverse methods for facilitating partnerships and relationships from before the kindy year begins, right through to the transition to school. ● Seek to develop genuine, reciprocal and close partnerships with families in order to share knowledge and insights about children's experiences at kindy. ● Engage in open and honest communication with families about how their child is experiencing life at kindy through a range of communication methods.

In relation to Governance and Leadership...	
We believe...	So we will...
<ul style="list-style-type: none"> ● That effective leadership promotes a positive organisational culture, builds a professional learning community and supports continuity of staff. ● That critical reflection and professional enquiry are the keys to continuous improvement. ● Effective and efficient management and administrative systems allow for the smooth and seamless functioning of the centre. 	<ul style="list-style-type: none"> ● Seek to employ early childhood educators with a range of experiences, expertise and professional interests in order to deliver innovative and contemporary kindergarten programs which support C&K's <i>Where children come first</i>. ● Develop and deliver kindergarten programs which are inspired and guided by the philosophy of the service. We will work in reflective and thoughtful ways to ensure that our practices are in line with our philosophical beliefs. ● Ensure that all records are handled appropriately and sensitively with particular attention to maintain confidentiality. ● Endeavour to maintain regular open communication with families to ensure that any concerns are responded to promptly according to the correct procedures.

Our Curriculum – The *Listening and Learning Together: C&K Curriculum Approach* is implemented in all C&K kindergartens and childcare centres. The learning outcomes in our curriculum approach align with both The Early Years Learning Framework for Australia (EYLF), and the Queensland Kindergarten Learning Guideline (QKLG).

C&K educators skilfully partner with all children and families to create and vibrant learning communities. We see children as:

Powerful Learners - Children are powerful learners from birth who value their agency and ownership of learning.

Thinkers and theorists - Children are active thinkers from birth and make sense of the world by developing theories about how things work and why.

Active citizens - Children are active participants and citizens of local and global communities. Children have ideas, understandings, experiences and actions that contribute towards creating an inclusive, just, peaceful and ecologically sustainable society.

C&K support

As part of the commitment to providing the highest quality of early education and care, C&K provides our service with a Regional Manager, an Early Childhood Education Consultant, Wellbeing and Inclusion Advisors and administrative/marketing support.

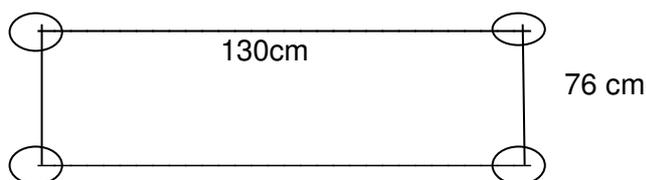
Our C&K Early Childhood Education Consultant (Metro & North East) is Leith McDougall –
m: 0488 283 365; e: leith.m@candk.asn.au
or C&K Central – p: 1800 177 092. e: info@candk.asn.au

Section 2: A place where your child is happy, healthy and safe

What to bring to kindy

- **Sheets Set**

a **sheet** made of coloured material 130cm x 76cm with elastic loops at each corner.



Fold all corners under. Thread 15cm of elastic through folds and join to form loops.

a **cover (top sheet)** 135cm x 110cm of the same material as above.

a **draw-string bag** of the same material (if possible) to contain sheets - 45cm square.

- **Bag** or backpack - school size, easily opened by your child, large enough to contain all your child's belongings. Some of the TV/movie character bags are too small.
- **Nutritional food for the day – morning tea and lunch – packed in a lunch box**
- **1 Set of Spare Clothes** to be kept in your child's bag
- **Wide brimmed hat or legionnaires cap**
- **1 water bottle.** This can be refilled during the day as needed.
- **1 roll on sunscreen,** clearly named. This will be kept at the Kindergarten.

For sale at Kindy are sheet sets (\$40), C&K Everton Park T-shirts (\$15), C&K Everton Park hats (legionnaire cap or bucket hat- \$15). 2nd hand sheet sets may also be available.

It is essential that all of your child's possessions are clearly marked, especially all the items above and shoes, socks etc. When writing your child's name please use an initial capital followed by lower case letters eg. John, Mary. This assists the child with name recognition for school.

Toys and other similar personal items should not be brought to the Kindergarten. Adequate equipment is available at the Kindergarten to enable a complete program to be implemented. Lost or broken items will only cause fights and heartbreak. If your child is really enthusiastic about bringing something from home to the Kindergarten, you might like to suggest a walk in the garden to find something to contribute to the interest area or a favourite book to share with the children.

Food and nutrition

This Kindergarten upholds the concept of wholesome nutrition based on the basic food groups.

We encourage children to eat healthy foods. Fruit, vegetables, yoghurt, cracker biscuits, cheese and sandwiches are suggested as appropriate morning tea snacks. We suggest a healthy lunch of sandwiches, salads, pita bread, fresh/dried fruit, pasta, rice, sushi, home baked foods or yoghurt.

The children have water for morning tea and for lunch. Water is available to drink all day.

Lunches are stored in the fridge.

Please pack lunch and morning tea in a plastic lunch box - **not too big** as we need to fit all the lunch boxes in the fridge. **NO INSULATED BAGS PLEASE.** Insulated bags do not allow the cool to penetrate into the food.

Upon enrolment please advise educators of any specific dietary requirements your child may have. These may include foods that your child is allergic to, or foods that have specific cultural or religious meaning.

Clothing and shoes

Your child should wear comfortable and safe clothing and shoes, appropriate to the weather and activities during their day at Kindergarten. Clothing needs to be sun safe - shirts and dresses need to have sleeves to protect their shoulders. They also need comfortable clothes that allow them to develop self help skills for dressing and undressing. As children are encouraged to be independent at toileting time, please ensure that their clothing can be easily removed by them for this purpose.

It is the general policy of the Kindergarten to have children play in bare feet except in cold weather. Parents who prefer their children to wear shoes and socks should discuss it with the Director. The program and equipment are designed to strengthen the feet and legs. This objective may be thwarted when a child wears shoes constantly.

The Kindergarten also recognises the benefits of barefooted play for children's safety and the development of sensory awareness. Shoes are a hazard in outdoor play areas. Bare feet can grip climbing equipment and promote more effective balance and control eg. during music sessions and when climbing. Nerve endings in the feet can sense a variety of textures. As an additional benefit, noise levels may be reduced when shoes are removed. Children can be encouraged to remove and replace shoes themselves developing an independence skill.

Educators will try to ensure children are dressed appropriately for the weather at all times. Your child will be encouraged to wear protective clothing for messy activities such as painting.

Health and Safety

To support our commitment to the happiness, health and safety of all children, educators and visitors, we ask that you assist us with the following:

- Ensure that your child's bag and all recycled materials that you gift to the Kindy (cardboard boxes, egg cartons, material) are checked for items that could potentially harm a child such as plastic bags, batteries, sharp items and medications.
- Observe our "No Smoking" policy, including the car park
- Do not leave any children unattended in your vehicle or the car park when dropping off and collecting your child
- Use extreme caution when entering and exiting our car park
- Close all gates as you enter/exit our playground – our gates beep and will alarm if left open
- Advise C&K Everton Park immediately if your details or your emergency contacts details have changed

On arrival

- Wash your child's hands
- "Sign your child in" on the sign in sheet and leave a contact number in case of an emergency
- Your child places their bag in their locker
- Please make sure you relay any relevant information about your child to educators

- Apply sunscreen prior to arrival at home. If you are unable to do this please apply sunscreen on arrival. Your child will be directed to stay in the shade for 20 minutes before playing in the sun
- When necessary complete a medication form and hand medication to your child's educator
- Say "goodbye" to your child before leaving

On departure

- "Sign your child out"
- Talk with educators about your child's day
- Your child will collect their belongings from their locker

Initial separation

You and your child may be a bit nervous about the first days and this is completely normal. We are here to support you as we start this new journey together. These ideas may help to make the first days as smooth as possible:

- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable. Give yourselves some time to settle in on the first few days
- Your child may become upset with a few tears. Reassure them that you will be returning later that day. We will support your child to feel safe, secure and comfortable in this new environment
- Make sure your child knows and recognizes where their belongings are – their bag in their locker, their lunch box in the fridge, their water bottle, their hat, their sheets
- Please feel free to ring the kindergarten at any time to reassure yourself that your child has settled.

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 Kindergarten.

Birthdays are usually celebrated with your child bringing patty cakes, or a little treat to share with the group. Parents are given the opportunity to be on roster on their child's birthday. A day as close as possible to your child's birthday is pencilled in on the roster calendar prior to the calendar being put up.

Parent roster

Families are able to participate in a daily parent roster.

A parent, grandparent or adult family member can spend a day at the Kindergarten from 8.45am for as much time as you are available (an hour, half a day, full day) participating in the program. Convenient days can be selected by parents and clearly displayed on a calendar near the sign on table. Rostered times ensure that there are a comfortable number of adults involved in the program at any one time.

This roster day offers you the opportunity to spend time with your child at the Kindergarten (which all children really look forward to) and to watch your child's progress in the group. It is an opportunity to familiarise yourself with the Kindergarten program and how it operates and to contribute to the program by sharing your skills and interests.

Library

The Kindergarten provides a lending library for parents. The parent library has books on a range of topics eg. child development and health. A selection of these books are displayed at the Kindergarten. A full list of titles is available on request.

Policies ensuring your child's wellbeing

C&K has developed a range of policies to support educators and families to deliver the highest quality education and care. These policies address a broad range of issues and we strongly encourage you to become familiar with these policies. Please access these on the C&K website www.candk.asn.au/ck-policies-and-procedures. There are also some policies and procedures that are specific to C&K Everton Park Kindergarten. Policies are available on the kindy website www.epk.asn.au and copies are available upon

request.

Parents will be advised of policy changes through newsletters and notice boards. If you have any questions regarding policies and/or procedures please ask staff.

A copy of the Everton Park Kindergarten Association's Constitution is also available for perusal on request.

Hygiene practices

A high standard of hygiene practices is implemented at C&K Everton Park. These include:

- a strict hand washing procedure for educators upon arrival, before and after wiping children's noses, before and after serving food or administering medication, and after cleaning equipment
- the use of separate sheets, beds, cutlery, and tissues for each child
- encouraging parents to wash their hands upon arrival and before leaving the kindergarten
- encouraging children to assist in keeping the environment clean and tidy
- bed linen is sent home weekly (or more frequently if needed) to be washed
- toileting is supervised
- liquid soap is provided for handwashing. Children are shown sound hand washing techniques and are encouraged to wash their hands regularly throughout the day
- each child has their own water bottle for drinking
- equipment and toys are regularly washed in detergent
- the sandpit is kept covered when not in use and the sand turned over regularly
- a cleaner is employed to clean toilets, floors and kitchen daily and to do major cleans during the holidays
- gloves are used to avoid cross contamination.

COVID19

C&K Everton Park is committed to supporting the health and wellbeing of everyone sharing our kindergarten and ensuring children have a positive kindergarten experience.

In response to COVID19 C&K have developed the C&K COVID19 Commitment Statement that builds on our already robust approach to providing a safe and healthy environment. The C&K Commitment Statement includes guidelines that need to be followed, around hygiene, cleaning, attendance, drop-off and pick-up routines, social distancing and how we will communicate with you. If you have any questions regarding COVID19 management at C&K Everton Park please ask kindergarten staff or email C&K directly at advice@candk.asn.au.

The COVID19 Commitment Statement is available at - <https://www.candk.asn.au/coronavirus>

Immunisation

We respect each family's decision regarding Immunisation and ask that you provide your child's immunisation status in the C&K Everton Park Enrolment Booklet. **A copy of your child's immunisation history statement issued by the Australian Childhood Immunisation Register** is required for your child's file.

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

Please note that it is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation.

For current vaccination requirements refer to the National Immunisation Program Schedule available at <https://www.health.gov.au/health-topics/immunisation>

Illness in early childhood education and care settings

When children play and spend time with one another regularly, illnesses and infectious diseases can occur and spread. If your child is unwell, teachers/ educators will contact you to come and collect them as soon as possible.

To minimise the spread of illness, please do not bring your child to the kindergarten when unwell or administer any fever-reducing medication to your child prior to your arrival at the kindergarten. If your child will be absent, please notify your kindergarten.

The table below details some common childhood illnesses and the exclusion periods recommended by the National Health and Medical Research Council that the kindergarten will follow. You can find the full publication this table is taken from, in *Staying healthy: preventing infectious diseases in early childhood education and care services in childcare*, 5th edition at www.nhmrc.gov.au

Common Illnesses	Exclusion periods
Chicken Pox	Until all blisters have dried
Conjunctivitis	Until the discharge from the eyes has stopped Unless a doctor has diagnosed as non-infectious
Diarrhoea	Until there has not been a loose bowel motion for 24 hours
Fever (38°C or above)	24 hours after the fever has stopped without the administration of fever-reducing medication
Gastroenteritis - exclusion	As advised by Queensland Health, a single case (no other cases within three days at a centre) of gastroenteritis (children and adults) should be excluded from a centre until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a centre, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.
Hand, Foot and Mouth Disease	Until all blisters have dried.
Head Lice	Not excluded if effective treatment begins before the next day at the centre.
Human parvovirus B19 (Slap Cheek)	Not excluded, however, the child should stay at home until they are feeling well.
Impetigo (School Sores)	Until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing
Influenza and influenza-like illnesses	Until child is well.
Pertussis (Whooping Cough)	From the onset of coughing
Roseola (Baby Measles)	Not excluded, however, the child should stay at home until they are feeling well.
Vomiting	Until 24 hours after vomiting has stopped.

Prescribed medication

Educators will administer medication appropriately, accurately and safely in accordance with C&K policy and procedures. All medication must be labelled by a chemist that details the child's name, instructions and dosage. For further information please speak with your Director and request a copy of C&K's administration of medication procedure.

Paracetamol

Consent, as per the C&K Everton Park Enrolment Booklet, and via phone is required for **one** initial dose of liquid paracetamol to be administered when the temperature of a child has exceeded 38.5°C. Following the

administration of one only dose of paracetamol, the parents/contact person of the child will be notified to collect the child as soon as possible.

Clearance letters

A clearance letter may be required if the kindergarten educators are in doubt as to whether a child's health is of a suitable standard to return to the kindergarten. We are at liberty to ask for a second opinion if we are concerned.

Caring for children with medical conditions

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy we ask that you detail their condition in their C&K Everton Park Enrolment Booklet. We also ask that you attach to this booklet **a comprehensive medical management plan signed by your child's medical practitioner**. Please engage in a conversation with the kindergarten before your child starts, about your child's needs to ensure they can care for your child appropriately and assist with the management of their condition. The commencement of your child's enrolment may need to be delayed so that our educators can engage in specialised training to ensure they are capable and confident in meeting the needs of your child's particular medical condition.

Authority for treatment

A child may only be enrolled at C&K Everton Park when the parent has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent.

If ambulance attention, transport or medical treatment is required, the parent will be notified as soon as possible.

Injuries and Accidents

In the event of any child related incident:

- We will contact you for all significant incidents, and you may be asked to collect your child. Educators will continue to monitor and care for your child until he/she is collected.
- A detailed incident report will be completed in preparation for you to view and sign at the end of your child's day. A copy of the report will be provided to you if requested.
- Where your child requires medical treatment beyond immediate First aid, and we are unable to contact you, we will ensure your child is cared for and comforted. We will contact your Emergency Contacts, or call an Ambulance. It is very important to make sure your list of Emergency contacts is up to date at all times.

Acute Asthma and Anaphylaxis Emergency First Aid

Educators are able to administer Salbutamol inhaler (Ventolin) and Adrenaline (EpiPen) to children who are undiagnosed and experiencing acute asthma and anaphylaxis for the first time. Families are able to give educators permission to do this by completing authorisation in the C&K Everton Park Enrolment Booklet.

Collection of and access to children

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

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

Sun protection

Sun safety is important to us. To protect children from the damaging effects of the sun during their attendance at the kindergarten educators will:

- ensure that all children wear an appropriate wide brimmed hat, bucket hat, or a legionnaire's cap, at all times during outdoor activities
- ensure that all children are covered with a broad spectrum water-resistant sunscreen lotion rating not less than 30+
- include in the program discussions about sun protection and encourage children to be independent in sun safe behaviour
- model sun-protective behaviour.

We ask you to:

- provide appropriate protective clothing for your children's use
- shirts/dresses with sleeves – hats with wide brim or legionnaire's cap and clearly named
- apply sunscreen to your child 20 minutes before arriving at the kindergarten (sunscreen and insect repellent for your use are available at the kindergarten)
- model sun-protective behaviour yourself.

Safety at the kindergarten - workplace health and safety

The safety of your child is of paramount concern to us. On a daily basis educators carry out routine procedures to ensure an optimal level of safety is maintained. Such procedures include: raking sandpits to check for foreign objects or animal faeces, covering sandpits after use, emptying water trays when not in use, and checking equipment and the environment for wear and tear. Should you have a concern about any safety issue please see the Director.

Other safety procedures include:

- ensuring all poisons and dangerous items are kept in locked cupboards
- disposal of a syringe and/or packaging found discarded on kindergarten grounds or within close proximity to the service, as per C&K's policy statements on needle stick injury and disposal of used syringes
- filling out incident report forms to document injury
- training educators on accident and emergency procedures
- ensuring that safety devices are installed
- requiring all permanent educators to hold a current senior first aid certificate.

Kindergarten maintenance

The kindergarten is cleaned daily by professional cleaners. This work is completed in the evening by contract cleaners. In addition, major cleaning of both internal and external walls, ceilings, floors, carpets, fans, etc are conducted regularly throughout the year.

Our playgrounds are kept mowed, watered and fertilised.

The kindergarten is sprayed for cockroaches and spiders yearly, or as often as needed in both the playground and building.

Once reported by the Directors or parents, repairs and ongoing maintenance of equipment is organised by our Maintenance Coordinator. Jobs are delegated to parents or outsourced. Soft fall material is topped up annually or on a needs basis. Sand is turned over weekly and replaced every two years.

We encourage parents to participate in working bees to assist with maintenance issues and to support the kindergarten in keeping operational costs down.

Emergency and fire procedures

Fire and other emergency evacuations are practised every 3 months by educators and children at the kindergarten. The fire evacuation procedure is displayed in the room along with an emergency evacuation map. Parents are encouraged to familiarise themselves with this information. If parents are in the

kindergarten at the time of an emergency evacuation drill, it is essential they cooperate with the educators and follow the necessary directions to ensure a quick and safe evacuation.

Fire extinguishers and fire blankets are located in easily accessible places in the kindergarten and are maintained accordingly. Refer to our Emergency Evacuation Plan for details of exact locations. All educators receive basic fire safety training.

In the event of an emergency where the evacuation of the Kindergarten and its surroundings is required, the neighbouring Bowls Club would be an alternative assembly area but this would be at the discretion of the emergency services involved.

Photography and social media

In the C&K Everton Park Enrolment Booklet you will have given, or withheld, your permission for C&K Everton Park to use your child's images/recordings on social media for marketing and communications. If you have any concerns, or at any time want to change your preference, please speak to your child's educators.

To promote the safety, and respect the beliefs of all children and families, only email, text or post on social media site images/recordings of your own child.

Section 3: Our program - Why is play important

Evidence shows children learn best through play based learning. At C&K your child will be provided with quality education and care experiences. A C&K educational program will honour every child's right to play, build on their existing learning from home and provide foundations to be a successful life-long learner. C&K Everton Park is a place where children will belong, engage and contribute to a community of learners. Educators are open to your child's ideas and will foster their social and emotional growth and provoke their curiosity. Children will experience many opportunities to explore, inquire, solve problems, develop friendships, imagine, use their creativity and extend their capabilities in all curriculum areas including language, literacy, numeracy, science and the arts.

Your child's learning will be full of wonder and possibility and will be based around play. We will share in your child's investigations, passions and discoveries and actively engage, support and extend their thinking through play. Our educators use specific teaching strategies to expand on your child's disposition for learning and their understandings in literacy, numeracy, and other areas of development. Our experienced educators will build on your child's strengths and interests through their play, to grow their learning and support their development.

What does play-based learning look like?

Learning and enrichment of play will happen in ways that are meaningful and relevant to your child. For example, your child may be playing in the sandpit and educators will encourage them to draw maps in the sand and label them, or measure the water levels in the dam they have built. In this example educators are purposely supporting your child's interest to explore opportunities for literacy and numeracy development. You might also see educators supporting your child and others to set up a shop where the children can transfer their real life knowledge to their play and extend on their learning. This may include developing labels and signs, making money/credit cards, researching what is required for a shop, negotiating roles played by friends and solving problems.

Our educators will encourage your child to explore and investigate a range of materials, and express their thinking, and emerging understandings in a variety of ways. We will support their curiosity and creativity and encourage them to investigate and solve problems. We will help them to capture their learning and share their thinking.

If we remove play from children's lives we remove a possibility for learning ~~ Carla Rinaldi

Through play at C&K Everton Park, your child will:

- explore, interact and appreciate the world around them
- learning early literacy and numeracy skills
- actively negotiate and create their own play environments and initiatives
- be valued and respected
- build personal and emotional resilience, independence and self-confidence
- build increased control of their physical skills, and learn about personal health and hygiene
- explore relationships and developing friendships
- learn to share their knowledge and ideas with others through engagement and enjoyment in the learning process
- learn to appreciate the ideas and thoughts of others
- build an understanding and respect for their own and others' social and cultural heritage
- develop social skills
- be an active participant in their own and others' learning
- learn to think logically and deeply
- represent their understanding and thinking in many ways
- explore media and a variety of technologies
- learn about nutrition and wellbeing
- engage in physical activity
- be supported to transition successfully to school

Documenting the program

We know how important it is to understand what your child is learning, and the experiences they are engaging in. Your child's learning journey will be captured in their portfolio in a variety of ways, and you will also see a range of different displays and records of your child's learning throughout the Kindergarten.

Daily routine

Daily programming is flexible to enable children to develop at their own pace throughout the year.

The division of time is dependent on:-

- the composition of the group (this may change during the day)
- the children's energy levels, moods and interests during the day
- the development of children's skills, abilities, concentration and attention
- unexpected or spontaneous events that occur
- climatic conditions

The program will usually include these components:-

- indoor/outdoor learning experiences
- quiet/active times
- individual/small group/large group times
- child initiated/adult initiated activities
- care routines and transition times
- planned experiences and spontaneous experiences

Positive behaviour guidance

Just like most skills, behaviour is learned and developed in social situations. Our specially designed early childhood programs and resources enable us to guide and promote your child's social and emotional wellbeing. We will aim to build a relationship with your child and family in order to create a safe, supportive environment for learning. We will engage your child in experiences which model positive language and social behaviour, and offer them the opportunity to develop a positive self-image, and understanding of others. If we feel any child requires further support in building their social and emotional skills we will work with them and include the family through this process.

Natural environments and sustainability

We believe that one of our most significant responsibilities is to help all children appreciate and protect

nature, to see the beauty in the world, and to learn to be problem solvers and creative thinkers. We aim to develop your child's respect and love for the natural world so that they grow up with the desire, knowledge and skills to promote action for sustainability. At C&K Everton Park your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, learn about their community and be involved in caring for silkworms and baby chickens. We hope you will join with us on this important and exciting journey and encourage you to share with us what your family does to connect with, and respect our natural environment.

The planting of and tending to trees and shrubs is a valued aspect of our service. They provide us with effective natural shade and maintain habitats for birds and other native wildlife. Where practical and possible, hygienic composting of fruit waste is practised using our Worm Farm. We encourage recycling of plastic, paper, metal and glass materials. C&K Everton Park has a policy on "minimising harsh elements in early childhood settings" which encourages hygiene practices without the use of harmful chemicals.

Rest, relaxation and sleep

We believe it is important to incorporate a balance of experiences for your child including opportunities for rest and relaxation. The children experience a period of extremely high activity - both physical and mental during the morning program. However just as physical and mental stimulation is essential for their growth and development a period of rest and relaxation is equally important. Establishing a pattern of rest and relaxation, like good eating habits, are benefits which a child can carry into later life.

At rest time an atmosphere which allows the children to sleep or to think, plan or "relive" experiences without the "doing" is established. Consideration is given to creating a restful atmosphere which is flexible and responsive to individual needs.

Excursions and visiting shows

Excursions are undertaken as an extension of the children's program and so that children can engage with their local community. The destinations and number of excursions vary as they are dependent on the children's interests, costs and availability of parents to attend. Usually we do one full day excursion for both groups to Trevena Glen farm. The farm excursion is an additional cost.

Parents will be notified if the children are going on an excursion or outing and we endeavour to give you adequate advance notice so you can arrange to come along. Permission slips for excursions must be signed by the parent prior to departure. Buses with seatbelts are hired to transport the children.

We also arrange visitors or shows to engage the children in a range of experiences and to develop an understanding of the communities they live in. Each term we usually have one visitor or show as part of our program. These presentations or performances occur within our normal kindergarten day. The cost of these visiting performers is included in your fees. All excursions and incursions are conducted in accordance with C&K policy and the legislated requirements.

Multimedia and technology

You will see a variety of approaches to integrating multimedia and technology occurring at the Kindergarten. We may use iPads, iPods, cameras and light boxes to extend and enrich children's play. Our educators will be there when technology is being used, supporting your child to be safe online.

Section 4: Staying connected

We believe that a strong partnership between families and educators is vital, and achieving this requires open, honest and respectful communication. We will communicate with you about experiences your child is engaging in, their growth and development, projects being undertaken, and opportunities for you to become involved in the life of the Kindergarten. We also encourage you to share your ideas, provide feedback and connect with families.

Communication between you, your family and C&K Everton Park can occur in a variety of ways.

Portfolios

Your child's portfolio gathers examples of the experiences they are engaging in, their learning and growth, their interests and achievements across the year. Your child's portfolio is just that – THEIR portfolio; they can take it home for a few nights, over a weekend, or on a holiday. Contribute to this portfolio with your child and connect their life at Kindy with your life at home; share family photos, write about a special event or holiday, post art work you've done at home together, or share lists of favourite books, nursery rhymes or songs.

Newsletters

Newsletters are distributed monthly outlining important and relevant information. As part of our commitment to sustainability, we prefer to correspond via email; however you may receive information in print form as well. Please ensure the kindergarten has your email address. If you have any ideas on how to improve the kindergarten newsletter, or items you would like to contribute to it, please don't hesitate to share them.

We also encourage parents to regularly visit the C&K website to keep up to date with the most recent C&K news.

Daily feedback

When you come to collect your child you will find information about your child's day. With COVID restrictions, we are now emailing each week what has been happening at Kindy. This is written by the co director for each group and may also be in the form of short notes, slide shows, or displays in the playroom. It is important to us that we share the learning experiences your child has engaged in throughout their day. We encourage you to take some time to look at these displays, add your comments and ideas, and also to talk with your child's educators about their day.

Noticeboards

Please read the noticeboards for information about early childhood topics, the early education and care sector, our curriculum, and family information events. You will also find information about service operations and our educators on display.

Each family has a wall pocket where notes will be placed. Notices may also appear on noticeboards near the sign in book (general), above the lockers (Committee information), near office window (items of interest) or at the main entrance door (teacher's information). It is each parent's responsibility to clear their pockets on a weekly basis and to be aware of all kindergarten notices. Please ensure that if you have another adult deliver or collect your child that they check your pocket and inform you of all relevant activities.

Formal and informal discussions

Educators at C&K Everton Park will engage in regular informal discussions with you about your child's day, and we encourage you to share any thoughts, ideas or feedback. You can arrange a meeting with our educators at any time to talk about how your child is progressing or to share any concerns you may have.

Phone calls to the service

Families may call the kindergarten to transfer information. However please be aware that during program times, your call may go to voicemail or be answered by our Administration Officer. We will return your call as soon as possible.

Website and Facebook

The C&K website is a great source of information for families. You will find information about all of our services, programs, policies, C&K events, parent information nights, and frequently asked questions. Keep up to date with early childhood events around the state, good news stories, achievements of services and staff, and important notices, such as service closures in the case of extreme weather events.

C&K Everton Park website – www.epk.asn.au

C&K Everton Park Facebook - www.facebook.com/evertonparkkindergarten

C&K website - www.candk.asn.au

C&K Facebook - www.facebook.com/candkqld

Grievances and complaints

C&K Everton Park is committed to the effective and efficient management of complaints. We recognise that listening to, reviewing and acting upon feedback helps us improve our operations and service quality.

C&K Everton Park values the professionalism of all educators employed and aims to promote a working environment that demonstrates appreciation and mutual respect. The partnership between families and educators is crucial for the provision of high quality education and care for children. Partnerships require frequent communication and collaboration on a range of issues.

See the C&K Everton Park Complaint Management Policy for more information on complaints.

Code of conduct

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

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

Our codes of conduct clarify what is expected from all stakeholders. Parents are bound by the codes of conduct. The C&K Everton Park Code of Conduct is displayed at the Kindergarten and the C&K Parental Code of Conduct is attached to this information booklet.

Section 5: C&K Everton Park teaching team

C&K Everton Park teaching team

A key indicator of a quality early childhood program is highly qualified, experienced and skilled educators.

All educators directly working with children at C&K Everton Park are qualified and possess appropriate early childhood qualifications.

C&K believes that ongoing professional development is essential for maintaining high quality practices and educators access a wide and varied range of learning opportunities that are available. Teachers complete a minimum of 20 hours professional development each year. It is a C&K requirement that all permanent educators have a current Apply First Aid, CPR+ certificate and a blue card or exemption card (Qld). The teachers maintain current teacher registration with the Queensland College of Teachers.

Group One Monday, Tuesday & alternate Wednesday	Teacher/ Co-Director Liz Kerr	Bachelor of Education (Early Childhood) Nominated Supervisor
	Assistant Aniko Blair-West	Certificate III Community Services (Children's Services)
	Additional Assistant Karla Grecian	Bachelor of Education (Early Childhood)
Group Two Thursday, Friday & alternate Wednesday	Teacher/ Co-Director Lindy Diacaris	Diploma of Education (Early Childhood) Nominated Supervisor
	Assistant Aniko Blair-West	Certificate III Community Services (Children's Services)
	Additional Assistant Karla Grecian	Bachelor of Education (Early Childhood)

You will see

- personalised, sensitive and relaxed interactions between children and educators
- supportive environments that allow children to make mistakes without fear of failure
- that your child is safe, nurtured and cared for, valued and treated with dignity
- warm, nurturing and sustained relationships between adults and children
- adults who encourage children to think about possibilities by modelling curiosity and wonder.

Director (Nominated Supervisor)

Kindergartens employ a director who facilitates the provision of a high quality early childhood education and care service. This involves, but is not limited to, conducting educator training and professional development, guiding the implementation of the curriculum, and ensuring that effective day-to-day operations of the service are maintained. C&K Directors hold early childhood qualifications and meet the minimum requirements to hold a nominated supervisors position as outlined in the Education and Care Services National Law Act and the Education and Care Services National Regulations. C&K aims to exceed the minimum national requirements set out in this law by employing Directors who hold university early childhood teaching qualifications.

Educational Leader

The educational leader in children's education and care services has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. The role is a collaborative endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

The role of the educational leader is primarily to collaborate with educators and provide curriculum direction and guidance; support educators to effectively implement the cycle of planning to enhance programs and practices; lead the development and implementation of an effective educational program in the service; ensure children's learning and development are guided by the learning outcomes of the Early Years Learning Framework.

Assistant

Assistants work with a specific group of children, supporting the teacher in implementing the care and education program. Assistants will hold an early childhood qualification.

Additional Assistant (Inclusion Support)

C&K is committed to providing inclusive environments and programs to meet the diverse needs of all children and their families. Sometimes an assistant is employed to help facilitate the inclusion of a child with additional needs into the environment. The inclusion support assistant works in cooperation with the teacher and assistant, and will hold an early childhood qualification.

Teacher/child ratio

A high teacher/child ratio allows teachers the individual time to spend with your child. Legislation maintains the ratio as 1 adult with 11 children. At C&K Everton Park we have 3 educators working with 25 children.

Student placements and volunteers

We are often asked if a student, or a volunteer, can work with us in our service. We always consider the needs of the children, service and community when considering such requests. Where students and volunteers are accepted to work in the service, we ensure they hold the required licenses, and engage them in an orientation process to ensure they understand their responsibilities and obligations. All students and volunteers are supervised, work under the guidance of qualified educators and are not left alone with children at any time. We will let you know when a student or volunteer is working at C&K Everton Park. Permission will be sought during enrolment for your child to be included in a student's observations and/or images they may take for study purposes. C&K Everton Park recognises the importance of contributing to the ongoing training and development of high quality children's services educators by accepting students and volunteers in our kindergarten.

Section 6: Our commitment to quality

National Quality Framework

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

The NQF includes:

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

Services are assessed and rated against seven quality areas, 18 standards and 58 elements that make up the National Quality Standard. The standards cover children’s development and education as well as relationships with families, educator qualifications and the service environment.

Our assessment and rating was completed in April 2014 and we received an overall rating of **Exceeding National Quality Standard**.

Quality Area Rating

QA 1	Educational program and practice	Exceeding National Quality Standard
QA 2	Children’s health and safety	Exceeding National Quality Standard
QA 3	Physical Environment	Exceeding National Quality Standard
QA 4	Staffing Arrangements	Exceeding National Quality Standard
QA 5	Relationships with children	Exceeding National Quality Standard
QA 6	Collaborative partnerships with families and communities	Exceeding National Quality Standard
QA 7	Leadership and service management	Meeting National Quality Standard
	Overall rating	Exceeding National Quality Standard

Regulating and assessing is carried out by the Department of Education. Contact details are:

Department of Education
Metro North Region
Nundah Regional Office
Phone: 07 3634 0532
Email: metronorth.ecec@qed.qld.gov.au

For more information regarding the NQF please ask or go to www.acecqa.gov.au

First aid

C&K Everton Park believes that all educators must be skilled in first aid to ensure the children are provided with a safe environment in which to play.

All of C&K Everton Park permanent contact educators are required by C&K to hold current First Aid and CPR+ certificates. These include Asthma and Anaphylaxis training. All staff who have a First Aid certificate are required to renew their CPR+ every 12 months and their First Aid every three years.

Suitability/Blue card

It is a requirement for all educators and volunteers working with children to hold a current suitability/blue card. The blue card is issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the educator, 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 three years.

Child protection

Safe, protective and healthy environments are fundamental to every child, giving them the opportunity to learn and grow to their full potential.

C&K teachers/educators advocate for and protect children's safety and wellbeing in a variety of ways, including reporting suspected cases of child abuse. All C&K Everton Park teachers/ educators are required by law to report child protection concerns to the relevant authority.

If you would like to know more about our commitment to child protection, please ask the Kindergarten Director or visit the C&K website to view key child protection policies.

Section 7: Embracing inclusion and diversity

C&K Everton Park embraces and celebrates the diversity that exists within and between our communities. By respecting diversity, children are supported to create positive relationships and a strong sense of identity. Inclusive early childhood programs acknowledge that all children have different life experiences, and support children to value and celebrate similarities and differences. We invite and welcome you to share your culture, background and life experiences with us. You will find that we will engage in a variety of celebrations throughout the year that value people and cultures from all backgrounds and we encourage you to share and take part in these celebrations

Inclusive philosophy

C&K Everton Park appreciates respects and encourages individuality and interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with a disability or an additional need.

Children with additional needs

C&K Everton Park provides an inclusive environment and program to meet the different and diverse needs of all children and their families accessing our service. Following an interview with the parent and child, the Director, together with the parent/s, will collaborate to make program plans and modifications where appropriate. The Director will communicate with C&K and related services in order to make an appropriate decision regarding funding requirements and any environmental alterations required. The kindergarten 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 encouraged in order to support the child's total inclusion.

Equity

C&K Everton Park is committed to and firmly believes that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to improve life, education and career choices for all children, we encourage them to participate in a range of activities which will promote their optimal development.

Reconciliation

"Reconciliation involves building mutually respectful relationships between Aboriginal and Torres Strait Islander people and other Australians that will allow us to work together to solve problems and generate success that is in everyone's interests. Achieving reconciliation involves raising awareness and knowledge of Aboriginal and Torres Strait Islander people, their history and culture, and changing attitudes that are often based on myths and misunderstandings, and encouraging action where everyone plays their part in building a better relationship between us as fellow Australians" (Reconciliation Australia).

Children's rights

C&K Everton Park believes children are citizens and, therefore, should be treated with dignity and respect. We believe children should be entitled to the same rights as adults and supported by qualified and experienced educators in making healthy choices within safe and clear boundaries as they explore and investigate the world. Accordingly, C&K Everton Park has made a commitment to honour and enact the United Nation's Declaration on the Rights of the Child.

Section 8: Enrolment, fees and administration

Staggered intakes

To assist your child with the transition into the kindergarten program, this kindergarten begins the year with a staggered intake. This allows more time with each child, thus enabling the children to more quickly develop trust and relationships with the educators and feel secure within the environment.

Starting dates will be explained at the Information Evening.

Fees

The Kindergarten is a non-profit organisation and receives funding from the State Government QKFS (Queensland Kindergarten Funding Scheme). This funding contributes to some of the costs associated with running the Kindergarten but does not cover all costs. Costs include staff wages, rates, electricity, insurance, telephone, cleaning, maintenance, educational aids, crafts materials, C&K affiliation fees, staff training, show/presentations (excluding excursions) etc. Kindergarten fees provide the additional funds to cover these costs. Kindergarten fees are set annually as part of the Kindergarten budget process and approved at a committee meeting. It is very important that fees are paid on time to ensure the efficient running of the Kindergarten.

It is the aim of the Kindergarten to keep fees as low as possible whilst still ensuring high standards of facilities & education are maintained.

As the QKFS per child funding is a major contribution to cover costs for enrolled children if you DO NOT nominate our kindergarten for QKFS, you will incur additional fees to offset this lack of funding.

When you enrol your child at C&K Everton Park you enter into a fee agreement with us. For more information please refer to the C&K Everton Park Kindergarten Fee Policy.

Fees Structure

Fees for 2021 include:

Fee	Details	Per year
Enrolment Fee **		
Administration Fee	Non-Refundable.	\$50
Membership Fee	Non-Refundable. <i>Per family</i>	\$15
Roster Bond	Refundable at end of kindy year if roster requirements met. <i>Per family</i>	<u>\$100</u> <u>\$165</u>
Term Fees	\$855 per term (4 terms per year)	\$3,420

*** If you attend in 2021, \$115 of the enrolment fee will be applied to the membership and roster bond fees. In the event that you do not attend in 2021 the full amount will be forfeited.*

Fees are payable for enrolled children whether they attend Kindergarten or not. This includes your child being absent due to illness or being excluded due to an infections and/or vaccine preventable illness.

The Kindergarten is a non-profit organisation and we have limited enrolment numbers. The withdrawal of a child from the Kindergarten greatly affects the financial position of the Kindergarten.

To minimise the loss of income to the Kindergarten we request that two weeks' notice in writing (or two weeks fees paid in lieu) of intention to withdraw a child from Kindergarten be provided. **As it is too disruptive to the Kindergarten to replace a child during Term 4 any advice of withdrawal received after Term 3 finishes will incur the full Term 4 fees.**

Please communicate with the Kindergarten if your child will be absent. C&K Everton Park will cancel your enrolment if your child does not attend continuously for two weeks, you have not communicated with the Kindergarten and we cannot contact you.

Fee due date and payment options

Fees are due in full by the due date. A term invoice will be emailed at least 2 weeks prior to the due date. Payment can be made by direct debit via internet banking or over the counter at any ANZ branch. Bank account details will be recorded on the term invoice. Please use your child's full name and/or invoice number as reference. **No cash/cheque/money order payments please!**

Due dates for 2021 are:

Term 1 – Friday 12th February 2021

Term 2 – Friday 7th May 2021

Term 3 – Friday 30th July 2021

Term 4 – Friday 22nd October 2021

To assist families to pay fees they may elect to enter into a fee payment plan to make weekly, fortnightly or monthly payments. This is done via completing an Ezi Debit payment plan form which is available from the Finance Administrator. All fee payment plans must be completed by week 6 of Term 4. *NB: There are some fees associated with this option (charged by the provider).*

To make alternative payment arrangements, you must speak to the Finance Administrator before the invoice due date. Please immediately contact the Finance Administrator if you cannot pay your fees by the due date or as per a payment schedule.

Fees in arrears / late fee

Non-payment of fees by the due date or in accordance with an approved payment plan may result in your child(ren)'s enrolment being suspended or cancelled.

If fees are outstanding upon the departure of the child(ren) from the Kindergarten, the outstanding debt remains payable to the Kindergarten.

The Kindergarten reserves the right to take action to recover debts owing to us. The cost of recovering any debts owed (including legal fees) will be added to the outstanding debt owed and will become a debt payable to the Kindergarten by the parent/guardian.

The Kindergarten attendance hours are **8.45am to 2.50pm**. Parents/Carers are kindly asked to ensure that they arrive at the Kindergarten by 2.50pm to ensure all children are collected on time. Staff must perform many non-contact tasks after Kindergarten closing times and must be able to leave work on time. For this reason it is critical that children are collected on time. Where a child is not collected by 2.50pm a late collection fee may be imposed. Details of how the late fee will be calculated and applied is as per the Kindergarten Fee Policy.

QKFS Plus Kindy Support

Families of eligible-aged children may be eligible to access QKFS Plus Kindy Support. This subsidy is available to families who meet one of the following criteria:

- 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.
- hold a current Australian Government Pensioner Concession Card
- hold a Department of Veterans' Affairs Gold Card or White Card

- The child is Aboriginal and/or Torres Strait Islander and the family chooses to identify them as such on their enrolment form (calculated per semester)
- The family has 3 or more children, of the same age, enrolled in the same year. QKFS Plus Kindy Support is available for each child enrolled in a program (calculated per semester).

If you believe you are eligible for QKFS Plus Kindy support, please ensure you provide relevant details on enrolment (or as soon as possible in the event that your circumstances change during the year). Please speak to the Finance Administrator if you require more information on this support. You will be required to provide any relevant cards (HCC, Pension, Veteran) to the Kindergarten as proof of eligibility.

QKFS Plus Kindy Support payments will be allocated to Term Fees when received. In the event that you cease to be eligible for QKFS Plus Kindy Support you will be liable to pay Term fees due.

Maintenance roster bond

To maintain fees at the lowest level, it is desirable that parents undertake maintenance and improvement tasks. To assist with this a maintenance roster bond of \$100 is required.

To be eligible for a refund, families must complete the following maintenance requirements.

- 1 working bee – minimum 2 hour's attendance
- 1 maintenance roster as per roster circulated (usually in February)

If you are unable to complete any of these duties you will forfeit **\$50 per duty**.

Enrolments commencing mid-year will be advised of roster requirements on enrolment.

Membership

Each family is required to pay a non-refundable membership fee on enrolment. You will then be a financial member of the Association allowing you to vote at Annual, General and Special General Meetings. Membership fee for 2021 is \$15.

Statement of fees

A Statement of Fees shall be published and available at the commencement of the Kindergarten year. Publishing may include a printed display at Kindergarten, kindergarten website, C&K website.

Changes to fee policies

In the event that the Kindergarten makes changes to fee policies, at least 14 days notice (in writing) shall be provided to families of enrolled children before changes will apply.

Building Fund

The Kindergarten operates a Building Fund. Families are able to make **voluntary** tax deductible donations to this building fund at any time. The building fund can be used for additions, extensions and maintenance of the Kindergarten buildings.

Finance Administrator

The Kindergarten employs a Finance Administrator (Jodi Browning). The Finance Administrator is responsible for supporting the Directors in completing administrative duties and fee handling. Any financial concerns can be discussed with the Finance Administrator. Jodi is usually at the kindergarten on Tuesday and Thursday mornings.

Fundraising/ Social Events

Fundraising allows the Kindergarten to keep fees as low as possible but still have funds to purchase additional resources and equipment. Fundraising and Social events provide two benefits. It allow us to raise funds to purchase items for the kindergarten and secondly it helps foster a community spirit. Those who participate say it helps them and their children develop a warm and lasting bond with the Kindergarten.

Whilst we are very aware of the constraints of all families in the current economic climate, combined with commitments to other organisations, it is imperative that family commitments to your child's Kindergarten be strong. Your efforts and those of your family and friends are greatly appreciated as we cannot function without the support of every family.

Notification of sick days

If your child is going to be away from Kindergarten due to illness please notify us of the reason. This helps with awareness of infection risks.

Sign-in/out sheets

Parents are required (by law) to record their name, the time of arrival and the time of departure of their child from the kindergarten and to sign on entry and exit. Additionally please indicate on the sign on form that you have applied sunscreen to your child.

Section 9: Family involvement

We value your input

Our kindergarten values your involvement throughout the kindergarten program. Before your child starts at the kindergarten, you are encouraged to visit and to speak with the educators about any queries or concerns you may have. We appreciate any relevant information you can share about your child with the teacher. This enables the educators to understand your child's and family's needs better.

You, as parents, are the primary nurturers, educators and role models for your child. You can foster educational links from the home to the service by being actively connected to your child's learning. Research consistently shows that parental involvement maximises the effectiveness of early childhood education and care programs. In C&K services you:

- are welcomed and treated respectfully
- are a participant in your child's learning
- are included in the process of documenting your child's learning
- are encouraged to contribute new and interesting ideas and possibilities
- are encouraged and supported to ask for information about, and share your views and opinions on, the service's philosophy and goals for learning.

Ways to get involved

A C&K experience provides you with numerous opportunities to be actively involved in your child's learning.

Getting involved, to whatever extent and in any particular capacity, can be a very rewarding experience. Support and effort from all families is valued and essential in the running of the kindergarten.

You can take an active role in the kindergarten by serving as a member of the Management Committee which is an integral component of C&K Everton Park. Rosters provide other opportunities to be involved.

Additional ways to be involved include sharing your skills (cooking, storytelling, music, woodwork, puppet making, art), helping with excursions, participating in parent rosters, fundraising or social functions. Please feel free to offer suggestions or ideas of how you would like to be involved.

The Kindergarten holds a variety of events such as Fathers' morning, Grandparents' Day and social functions. We urge you to participate in such events, make new friends, have fun and support your child's Kindergarten.

Parent responsibilities

It is the parent's responsibility to:

- notify the director of any change regarding information recorded about a child
- read all information relating to the kindergarten in order to become familiar with policy information

- comply with relevant health and hygiene policies of the kindergarten
- sign all enrolment forms and return these to the director
- update the director regularly about the immunisation status of their child.

Kindergarten Committee

C&K Everton Park values your involvement and participation. One way you can participate is through the Kindergarten committee. The committee is elected by members of the Kindergarten at the Annual General Meeting. The committee is formed by parents/guardians of children attending or interested members of the community.

The Kindergarten Committee meets monthly (usually one evening a month) to discuss matters important to the Kindergarten.

The Kindergarten Committee receives support to perform their roles from C&K Everton Park staff (Directors and Finance Administrator) and C&K via our affiliation. As part of this affiliation the committee can access training, resources and advice.

Members of the Committee must hold/apply for a Blue Card. The Management Committee must hold a card before they can commence their role. For this reason if you are considering any roles on the committee and do not currently have a valid blue card we ask you to advise us and we will assist you with an application. There is no cost for a volunteer blue card.

The Kindergarten Committee is very important to the operation of the Kindergarten and consists of:

- Management Committee
- Support Committee
- Sub-Committees

Management Committee:

The Management Committee has the important role of

- general management and financial management of the Kindergarten, including employment of staff
- following the rules of the association/constitution lodged with the Department of Fair Trading
- ensuring the Kindergarten is meeting C&K affiliation standards
- fulfilling requirements as approved provider under the National Quality Framework (NQF) including compliance with the National Law and Regulations
- promoting the Kindergarten within the community
- always acting in the best interests of the Kindergarten

The Management Committee consists of President, Vice-President, Secretary and Treasurer

Support Committee:

The support committee consists of a number of other roles that are very important to assist the management committee and staff at C&K Everton Park. As is the saying, many hands make light work we find having many people performing tasks the Kindergarten operates smoothly and efficiently to make it a better place for the children.

The Support Committee roles consist of Assistant Treasurer, Workplace Health and Safety Officer, Promotions Officer, Fundraising and Social Events Co-ordinator, Maintenance Co-ordinator, Maintenance Assistant, Grants Officer.

Sub-Committees:

Some larger tasks are more easily achieved by a small committee rather than 1 person. To assist with larger roles and activities sub-committees may be formed. The Fundraising and Social Events Co-ordinator is assisted by having a small Fundraising and Social Events Sub-committee to consider and support fundraising and social activities held during the year.

Committee Roles

President

- provides leadership and strategic direction to the Kindergarten
- liaises with Director
- motivates the committee / parents / educators
- acts as chairperson at meetings
- delegates responsibilities
- ensures that decisions are made and carried through
- acts as spokesperson to the public
- monitors ongoing compliance with state and federal laws
- monitors and reviews educators performance, in conjunction with other committee members
- handles complaints in a constructive manner
- liaises with C&K / other organisations

Vice president

- supports the role of the president and adopts the president's role in their absence
- accepts the delegation for special projects as required
- reviews educators and parent satisfaction

Secretary

- prepares a written agenda for meetings in consultation with the president
- records meeting minutes
- collates and distributes meeting minutes, once they have been confirmed by the management committee
- places notices for all general / special / annual meetings
- maintains the register of members
- organises the Annual General Meeting
- ensures policies and procedures are reviewed regularly and meet legislative requirements
- manages correspondence on behalf of the Kindergarten

Treasurer

- liaise closely with the Finance Administrator
- responsible for maintaining financial accounts of the Kindergarten including banking, term deposits, fees, budget etc.
- identifies trends, areas of concerns, risks to solvency, exceptional items
- ensures that all accounts are paid and all financial obligations met (eg GST, taxation, superannuation, Workcover, insurance obligations)
- oversees financial processes and ensures accounting records are kept appropriately
- responsible for presenting monthly reports at each monthly meeting
- together with the committee, develops the budget for the following year
- arranges the annual audit
- ensures cash and banking is secure and banked regularly
- oversee fee collection and debt management
- presents Treasurer's reports, financial statements and auditor's report at the AGM

Assistant Treasurer

- responsible for collecting, banking and receipting of money paid to the Association
- assist the Treasurer

Promotions Officer

- actively looks for opportunities to promote the Kindergarten to the community
- liaise with media for advertising (including for special events)
- co-ordinates open days and other promotional events
- updates social media platforms (eg facebook)

- liaise with the Director to ensure media (including social media) complies with policies and procedures regarding privacy and other regulations surrounding advertising/media.

Fundraising and Social Events Coordinator

- with the assistance of the sub-committee, prepare an annual program of fundraising and social events
- organising and delegating duties for these activities

Fundraising Sub-Committee Members

- provide assistance to the fundraising coordinator
- will be involved in the social and fundraising activities

Maintenance Coordinator

- liaises with the director on maintenance tasks required
- report to the committee regularly regarding maintenance required
- organise 2 working bees per year

Maintenance Coordinator Assistant

- responsible for coordination of the weekly maintenance roster
- assist the Maintenance Coordinator
- responsible for sending out roster reminders
- keep a record of completed rosters and working bee attendance

Workplace Health and Safety Officer

- conduct regular reviews to ensure the kindergarten complies with current WH&S guidelines (eg check first aid kits, emergency bags, signage)
- responsible for assessing risk and ensuring risk factors are mitigated
- reports to monthly meetings on checks performed and risks identified
- responsible for ensuring obligations are met

Grants Officer

- responsible for seeking and applying for grant applications



Useful organisations

Australian Breastfeeding Association
Australian Children's Education and
Care Quality Authority
Kidsafe Australia
Nutrition Australia
Queensland Health
Anaphylaxis Australia
Grow Me Safely
The Office for Early Childhood Education
and Care
Raising Children Network
NAPCAN (Preventing child abuse)
Asthma Australia

Immunisation Australia
Autism Australia
Diabetes Australia
Education and Care Services
Regulations
Staying Healthy - Preventing
infectious diseases in early childhood
education and care services
Epilepsy Australia
National Physical Activity
Guidelines

Visit
www.candk.asn.au

Queensland beginner's alphabet:

a b c d e f g h i j k l m

n o p q r s t u v w y z

Capitals:

A B C D E F G H I J

K L N O P Q R S T U

V W X Y Z

Numerals:

1 2 3 4 5 6 7 8 9 0

We look forward to you becoming part of our C&K family.



C&K Parental Code of Conduct

Aim

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

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

Application

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

Conduct

1. Comply with the law and **C&K Policies and Procedures** (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Be respectful of the privacy of children, their families, C&K employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage C&K's reputation.
5. Comply with the reasonable directions given by C&K employees to foster a safe and welcoming environment within C&K centres.

6. Raise concerns in accordance with C&K's Complaint Management Procedure.
7. Use C&K's centres and property appropriately.
8. Refrain from smoking at or within 5 metres beyond the boundary of C&K centres or at C&K events.
9. Not be adversely affected by alcohol or other substances.
10. Familiarise all family members and emergency contacts associated with a child's enrolment with this Code and commit that they will comply with the Code.

Consequences of Non-Compliance

Not complying with this Code may have serious consequences.

C&K will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is serious or if, in the opinion of C&K, there is a risk of future non-compliance, C&K may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a C&K centre.