C&K Childcare & Kindergarten
Early Learning since 1907

EVERTON PARK KINDERGARTEN

INFORMATION BOOK 2022

Everton Park Kindy
in tune with kids

ANOTHER EXCEEDING C&K SERVICE

Where children come first

At Everton Park Kindergarten, we aim to create a true sense of belonging for our children and our families. It is important to us that our families feel welcome at our centre and become part of our warm, inclusive family.

This Information Book has been prepared to enable families to understand the aims and objectives of Kindergarten education. It also contains the rules, procedures and requirements for attending C&K Everton Park Kindergarten.

It is important that you refer to this document before starting the kindergarten year, and during the year. If you cannot find information that you need or require clarification, please contact the Kindergarten Director.

This information book is available on the Kindergarten website www.epk.asn.au (under parent information) & will be emailed to all families. If you require a hard copy, please ask the Kindergarten Director.

Important Information & Contact Details:

Everton Park Kindergarten Association Incorporated
28 Fallon Street, EVERTON PARK 4053

Telephone	(07) 3355 3694
Emergency Mobile Number	0403 970 772
Email	kindy@epk.asn.au
Website	www.epk.asn.au
Facebook	Facebook.com/evertonparkkindergarten

Kindergarten Approved Provider
Everton Park Kindergarten Association Inc
PR-00000130

Kindergarten Approved Service
Everton Park Kindergarten
SE-00001350

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 – 2022

1st Term:	24th January – 1st April
2nd Term:	19th April – 24th June
3rd Term:	11th July – 16th September
4th Term:	4th October – 9th December

C&K Everton Park Kindergarten

2022 CALENDAR

JANUARY

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NOVEMBER

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DECEMBER

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LEGEND:

Group 1 Days

Group 2 Days

Excursion (Both Groups)

School holidays

Public Holidays

Term 1 (10 weeks)
Monday 24th January to Friday 1st April

Term 2 (10 weeks)
Monday 18th April to Friday 24th June

Term 3 (10 weeks)
Monday 11th July to Friday 16th September

Term 4 (10 weeks)
Monday 3rd October to Friday 9th December

Contact Details:
E: kindy@epk.asn.au
W: epk.asn.au
P: (07) 3355 3694

Dates & information may be subject to change

Everton Park
Kindergarten

Philosophy

At C&K Everton Park we aim to create a true sense of belonging for our children and our families. It is important to us that our families feel welcome at the centre and become a part of our warm, inclusive community.

Our philosophy is strongly based on the power and importance of play. Our role is to foster deep engagement and to nurture a love of learning. We see children as inquisitive, active learners. We provide ample time, space and numerous quality resources to support and enhance their learning.

We truly view every child as competent and capable. We aim to create a nurturing and inspiring environment. Children's ideas are explored, valued, included and responded to. We want each child to feel empowered to experiment, explore, hypothesise, take risks, create, imagine and wonder within a safe environment.

We respect the rights of children. We believe in and advocate for the protection of children's safety, health and well-being.

We are inspired and guided by our natural setting. Our Kindergarten is set in a beautiful and inviting physical environment. We feel a strong connection to this peaceful place. We value practices of sustainability and caring for our environment through seeking sustainable solutions.

We aim to foster a sense of ownership, respect and belonging. We consider the diverse range of abilities, interests, cultural backgrounds and identities to develop a program that is inclusive of all children and their families. We strive to raise our awareness and knowledge of Australia's Aboriginal and Torres Strait Islander cultures.

We deeply value the relationships that we build within our kindergarten. We seek out and develop caring partnerships with families, committee and community. We welcome and encourage families to be actively involved in our community by offering ideas and sharing information, skills and experiences. We seek to build partnerships within our local community. We strive to make these partnerships reciprocal and collaborative with all voices being heard.

Our team at C&K Everton Park are valued as individuals, each bringing their own strengths and personal qualities which add to building an engaging learning environment. We are committed to continuous improvement through professional development, reflective practices and feedback from our children, families and community.

We celebrate our history at C&K Everton Park and proudly hold to traditions while growing our centre. We endeavour to maintain and develop our vibrant presence in our community.

ENROLLING AND STARTING AT C&K EVERTON PARK

OUR TEAM

Key indicators of a quality early childhood program are highly qualified, experienced and skilled educators. All educators directly working with children at C&K Everton Park are qualified and possess appropriate early childhood qualification.

Group One – Monday, Tuesday & alternate Wednesday			
Liz Kerr 		**Teacher/ Co-Director** **Nominated Supervisor** **Educational Leader** Bachelor of Education (Early Childhood)	
Aniko Blair-West 	**Assistant** Certificate III Community Services (Children's Services)	Karla Grecian 	**Additional Assistant** Bachelor of Education (Early Childhood)

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

PROGRAM TIMES

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

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

ORIENTATION AFTERNOON

We invite you and your child to come along to our orientation afternoon. This is an opportunity for you both to familiarise yourself with the Kindergarten setting and meet our team. We will have Kindy hats and shirts ($15) for sale. You can also buy either new ($40) or second-hand sheet sets.

Group 1: Tuesday 16th November 2021 from 3:15 pm – 4:30 pm.

Group 2: Thursday 18th November 2021 from 3:15 pm – 4:30 pm.

STAGGERED START

To assist your child with the transition into the kindergarten program, this kindergarten begins the year with a staggered intake. During the first week of Kindy, your child will attend for 1 full day with only half of the group. 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 Orientation Afternoon.

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

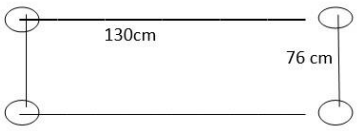
On arrival

- Sign your child in on the sign in sheet
- Remind your child to wash their hands
- Place drink bottle on the trolley and lunchbox in the fridge
- Your child places their bag in their locker, sheets stay in the locker
- Shoes off, hats on and join the play
- 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.
- Say goodbye to your child before leaving

On departure

- Sign your child out
- Talk with educators about your child's day

WHAT DOES YOUR CHILD NEED FOR KINDY?

Sheet set  Fold all corners under. Thread 15cm of elastic through folds And join to form loops.	**Sheet** made of coloured material 130cm x 76cm with elastic loops at each corner. **Cover (top sheet)** 135cm x 110cm of the same material as above. **Drawstring bag** of the same material (if possible) to contain sheets - 45cm square. Sheet sets for sale at Kindy - $40
Backpack 	A good-sized bag (school size) Easily opened by your child Large enough to contain all your child's belongings – sheets, lunch box, spare clothes, water bottle etc.
Food 	Nutritional food for the day Morning tea and lunch packed into a lunch box Ensure your child is able to open and close their lunchbox No insulated bags (lunchboxes are kept in the fridge)
Water bottle 	This can be refilled throughout the day Ensure your child is able to open and close their water bottle
Hat 	Sun safe hat – wide brimmed or legionnaires cap Please see note under clothing & shoes regarding cords on hats C&K Everton Park hats/caps - $15
What to wear 	Clothing needs to be sun safe - shirts and dresses need to have sleeves to protect shoulders Clothes may get paint and dirt on them Easily removed by child for independent toileting C&K Everton Park t-shirts - $15

Spare Clothes 	Your child may have a toileting accident and need to change Children sometimes get very sandy/dirty/wet and need to change
Waterproof pouch 	For wet/dirty clothes Clearly named Wet bags available from Kindy - $10

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), Wet bags ($10). 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/metal 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.

A sun safe hat is required for outdoor play. Please note that due to the potential danger of long cords on hats, we strongly encourage families not to send hats with long cords/drawstrings. There are many sun safe hats that fit the head or adjust via elastic around the head rather than under the chin.

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. 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.

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
- 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.

SIGN IN/OUT SHEETS

Parents are required (by law) to record their full 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.

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.

A PLACE WHERE YOUR CHILD IS HAPPY, HEALTHY AND SAFE

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:

- Make sure 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.
- Smoking is banned at early childhood education and care centres and for 5 metres beyond their boundaries
- Follow all health and safety instructions at the centre
- 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

POLICIES ENSURING YOUR CHILD'S WELLBEING

Our educators follow well researched, thorough policies, procedures and guidelines to ensure that your child experiences at the centre are ones that promote and enhance their safety, wellbeing and inclusion. Our policies and associated documents address a broad range of issues and we encourage you to view key policies available at our centre.
Please access these on the C&K website www.candk.asn.au/ck-policies-and-procedures.
There are also some policies and procedures that a 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.
A copy of the Everton Park Kindergarten Association's Constitution is also available for perusal on request.

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.

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 CARE AND EDUCATION 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.

Please click the link below to see details of some common childhood illnesses and the exclusion periods recommended by QLD Health that our kindergarten will follow.

https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

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.

MEDICATION

Your child may need medication during the times they are at the kindergarten, even though they are well enough to attend. If this circumstance arises, please let your child's educator know when you arrive, and they will show you where the medication is stored, the procedure they will follow to administer it to your child, and the form you need to complete and sign. It is important that the medication is prescribed by a doctor, in date, as well as the instructions and dosage for administration.

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 LETTER

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.

DIVERSE LEARNING NEEDS AND MEDICAL CONDITIONS

If your child has a diverse learning need or a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy we ask that you provide **a comprehensive current medical management plan that is signed and dated by your child's medical practitioner.**

Before your child starts, please have a conversation with the kindergarten about your child's needs to assist with the management of their condition or disability.

If your child requires a specialised health procedure to be undertaken at the centre, we will work with you to determine how best to support this. The commencement of your child may need to be delayed so that our educators can engage in specialised training to enable them to be capable and confident in meeting the needs of your child's diverse learning needs or medical condition.

If your child has a National Disability Insurance Scheme (NDIS) plan, you are welcome to share this with us.

If you would like some of your child's therapy delivered within the centre, please talk with your Educator about how this may be able to be supported in an inclusive way.

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 record will be completed in preparation for you to review and sign at the end of your child's day. A copy can be provided 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 always up to date.

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.

COURT ORDERS AND PARENTING PLANS

If there are any current 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.

PHOTOGRAPHY AND SOCIAL MEDIA

Our centre uses photography, video and audio recordings to capture learning that occurs at our centre. This content is 'personal information', and we manage it in accordance with our Privacy Policy. We primarily use this in the delivery of our education and care programs and to keep you informed of your child's progress. With your consent, we may also use it for other purposes like the promotion and marketing of our centre through our website or social media.

We respect each child's right to privacy and your right to manage personal information on their behalf. When you complete your child's enrolment, you can consent to your child's image being used internally and/or externally by our centre, or you can choose not to give us permission to take images or recordings of your child. You may change your consent at any time by advising us in writing.

SHARING PHOTOS

To keep children safe, and to respect the beliefs of all children and families, when you are at our centre, or a centre event, please only share images/recordings of your own child. (This could be by email, posting on social media sites, sharing in private messaging groups and so on.)
It is important to remember that images/recordings you email, text or post on social media sites can and may be seen, and used, by many people. We need to treat these recordings in line with privacy laws.

PRIVACY

At our centre, we collect, use, share and store personal information about you and your child to provide you and your children with the highest standard of early childhood education and care. We are committed to protecting your privacy in accordance with our Privacy Policy.
If you have any questions about the way we are handling your personal information, please speak with us.

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 to create a safe, supportive environment for learning.

We will engage your child in experiences which model positive language and social behaviour. We will 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 in the process.

NATURAL ENVIRONMENTS AND SUSTAINABILITY

We believe that one of our most significant responsibilities is for children to experience, 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 we 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 understand that rest and relaxation is an important part of your child's day and the way each child 'rests' and 'relaxes' can be different. We will offer your child opportunities to relax and rest throughout the day, in ways that meet their individual needs. At rest time an atmosphere is established which allows the children to relax, or dream, or think, or plan or relive experiences without the doing.

OUR PROGRAM – WHY IS PLAY IMPORTANT?

Our inclusive educational program will honour every child's right to play, build on their existing learning from home and provide foundations to be a successful life-long learner. C&K Everton Park is a place where your child 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.
Your child 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.

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.

INCLUSIVE EDUCATION

The *Listening and Learning Together: C&K Curriculum Approach* is implemented in our Kindergarten. 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 caring 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 theorisers - 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.

COMMUNICATING LEARNING

We know how important it is to understand what your child is learning, and the experiences they are engaging in. Educators will reflect on and interpret children's learning experiences adding their professional knowledge for your child and the whole group. Children's learning, growth, their interest and achievements across a year, will be gathered and shared within the centre through formats such as mailchimp, portfolios, displays, informal and formal discussions. You will see a range of different displays and records of your child's learning throughout the Kindergarten.

We encourage you to take some time to look at the program and add your comments. Contributing to this connects the child's life at the kindergarten to your life at home.

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.

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 POLICY

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.

GREIVANCES 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.

STAYING CONNECTED AND FAMILY INVOLVEMENT

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 artwork 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, our educator will be available for you to talk to about their day. Each week, you will receive a digital newsletter about what has been happening at Kindy. This is written by the co-director for each group and may include short notes, photographs and links to websites or songs. It is important to us that we share the learning experiences your child has engaged in throughout their days at Kindy. We encourage you to take some time to look at these newsletters and respond with 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.

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).

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.

- Formal parent teacher interviews take place in Term 3
- Transition statements for children moving on to Prep will be written and distributed in Term 4

PHONE CALLS

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

PARENT ROSTER

Families are welcome 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.

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 - please add your name to the parent roster calendar on a day that suits you.

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.

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 our Welcome afternoon, 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.

FUNDRAISING AND 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.

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

- 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

REPORT

At the AGM, Milly's Mum (Group 1) was

FEES AND ADMINISTRATION

FINANCE ADMINSTRATOR

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.

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 2022 include:

Fee	Details	Per year
Enrolment Fee Administration Fee Membership Fee Roster Bond **	Enrolment Fee is non-refundable *Per Child* *Per Family* *Per Family*	 $50 $15 $100 $165
Term Fees **(Kindergarten aged child – eligible for QKFS funding)**	$950 per term (4 terms per year) Equates to $38 per day	$3,800
Term Fees **(Early entry 3 year old – not eligible for QKFS funding)**	$1600 per term (4 terms per year) Equates to $64 per day	$6,400

*** Refundable at the end of Kindy year if roster requirements met.*

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.

FEES 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 2022 are:
Term 1 – Friday 11th February 2022
Term 2 – Friday 6th May 2022
Term 3 – Friday 29th July 2022
Term 4 – Friday 21st October 2022

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 FEES

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.

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 Land 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 July 2021 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	Meeting 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.

EDUCATIONAL ROLES:

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.

An Educational Leader is a learner, researcher, role model and facilitator of change and growth, who supports their team to build strong practice and ensure best outcomes for children.
A C&K Educational Leader:

- Supports educators to make meaningful and relevant decisions around children's earning.
- Supports and guides colleagues around meaningful and relevant curriculum practice.
- Informs the Quality Improvement Plan goals and strategies for implementation with the teaching team.
- Supports and advocates for the philosophies and professional standards of C&K and the ECA code of ethics.
- Supports the implementation of *Queensland Kindergarten Learning Guidelines (QKLG)* and *Early Years Learning Framework (EYLF)* in conjunction with and through the guidance of *C&K Curriculum Approach.*

At C&K Everton Park our Educational Leaders are: Lindy Diacaris & Liz Kerr

How you can contribute to the educational leadership journey of C&K Everton Park:

- Share any relevant family experiences that you feel would be of value to be included for the teaching and learning of your child. (e.g. verbally, email).
- Participate in kindergarten/community events where possible.
- Volunteer time or resources to the centre (e.g. boxes, recyclable art materials, skills such as musical talents).
- Provide feedback on the teaching and learning occurring at the kindergarten (this can then be included in the Quality Improvement Plan of the kindergarten and support continuous improvement).
- Participate in kindergarten committee meetings

For more information regarding Educational Leadership, please request a copy of the ACECQA information or do not hesitate to approach Lindy or Liz or send them an email at kindy@epk.asn.au

ASSISTANTS

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 RATION

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.

AFFILIATION WITH C&K

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.

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

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

Everton Park Kindy
in tune with kids

C&K Childcare & Kindergarten
Early Learning since 1907

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.