

PARENT INFORMATION HANDBOOK 2014



St James Lutheran Kindergarten

Address: 29 Waterloo Street, Cleveland. 4163

Phone: (07) 3286 1953

Email: stjccare@bigpond.net.au

Session Hours: 8.30am - 2.30pm in school term time.



Welcome

- History of our Kindergarten.
- Philosophy & Mission Statement.
- Term Dates 2014.

Educational Program and Practice

- Philosophy of Education.
- Educational Curriculum.
- Image of the Child.
- Daily Requirements.
- Daily Procedures.
- Routines.
- Jesus Time.

Relationships with Children

- Interactions with Children.
- Relationships in Groups.

Collaborative Partnerships with Families and Communities

- Orientation Session.
- Parent Information Evening.
- Parent Information Sessions.
- Communication.
- Contact Details.
- Daily Communication.
- Notice Board.
- Parent Teacher Meetings.
- Parent Involvement.
- Advisory Group.
- Family Social Events.

Children's Health and Safety

- Children's Clothing.
- Nutrition.
- Rest and Relaxation.
- Behaviour Guidance.
- Escorted Journeys and Visitors.
- Hygiene and Safety.
- Illness and Injury Policy.
- Exclusion Policy.
- Medication.
- Sun Protection.
- Emergency and Evacuation Procedures.
- Immunisation.
- Alcohol, Drug and Tobacco Free Environment.

Staffing Arrangements

- Our Staff and Their Roles.
- Students and Volunteers.
- Staff Meetings.
- Non-Contact Time.
- Professional Development.

Leadership and Service Management

- About Queensland Lutheran Early Childhood Services Limited (QLECS Ltd).

- Central Governing Body (CGB).
- Service Approval.
- Fees.
- Method of Payment.
- Absences and Holidays.
- Discontinuing Enrolment.
- Annual Census Information.
- Kindergarten Policies.
- Inclusion Policy.
- Insurance.
- Media Involvement in the Kindergarten.
- Concerns.
- Contact Details.

Conclusion

WELCOME

We are delighted that you have chosen our St James Lutheran Kindergarten as your child's kindergarten learning environment. We hope that you will be very happy during your time here with us.

At St James Lutheran Kindergarten, we provide your child with a safe, secure and supportive learning environment. Our program stimulates young minds to think independently and promote their own learning. It fosters creativity, challenges thought processes, and supports co-operative learning. We address the needs, interests and abilities of each child and recognise them as the unique individuals that they are.

This information booklet has been designed as a guide to help you and your child settle into our Kindergarten, and for you to have an understanding of our policies. It contains useful information about the Kindergarten, the way it is managed, and what to expect during your time here.

Please keep this booklet in a safe place so that you can use it as a reference of the Kindergarten's general information and policies. Some policies are only summarised in this booklet, the full details of policies are available at the Kindergarten upon request. Any comments you may wish to make regarding policies are also welcomed. Policies are developed through consultation with QLECS, staff, families and the community.

We look forward to sharing the coming year with you and your child, and the partnerships the year may bring.

History of our Kindergarten

St James Lutheran Kindergarten takes pride in its long association with early childhood education in the Redlands community. Our kindergarten first opened in May 1971.

The kindergarten was initially planned and developed by the Cleveland Lutheran Church to provide an educational program for young children in the community, which was underpinned by Christian values. In 1974 the kindergarten became affiliated with the Creche and Kindergarten Association of Queensland (C&K).

In 2011 the State Government approved four new, Central Governing Bodies (CGB), in addition to C&K, to disperse funding to community kindergartens.

Our kindergarten as it is affiliated with and Locally managed by Queensland Lutheran Early Childhood Services (QLECS) we chose this as our CGB and now receive all our funding through this body.

The excellent standards and reputation we have built as a parent managed, not for profit, community kindergarten in the Redlands District, is maintained with vigour and commitment through our affiliation with our Central Governing Body, QLECS.

St James Lutheran Kindergarten is licensed for 44 children per day in two classrooms, each with a degree qualified, registered early childhood teacher and qualified teaching assistants.

Philosophy & Mission Statement

Our philosophy is to offer a compassionate Christ-centred education that seeks excellence in service, teaching and Christian nurturing, empowering all people to reach their full potential.

We are committed to providing your child a safe, secure, healthy environment in which to explore, play, relate, learn and grow. Educators base their pedagogy (their practice of teaching and understanding about learning) on the concept of children being capable and competent learners, which aligns with current educational research, and practice, particularly that of the Reggio Emilia approach to early childhood education, which our centre is inspired by. The Queensland Kindergarten guidelines forms the foundation of our curriculum and underpins the National Quality Framework.

We affirm the power of children learning alongside and with each other, together with teachers and parents, as they explore, investigate, experiment, co-construct and build understanding, knowledge and skills.

St James Kindergarten affirms a commitment to social justice ensuring that all children and families experience a strong sense of belonging and inclusion, being treated in a fair, caring and respectful manner. In particular, we aim to build the children's knowledge and appreciation of our Australian self-identity, through exploring Aboriginal and Torres Strait Islander heritage.

As stewards of the God's creation, our policies, procedures and teaching practices will actively incorporate and promote the children's education for the environment and sustainable living practices.

As a community of children, parents and teachers, we commit to working together in a genuinely respectful and caring manner.

Our Kindergarten is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

To support this Mission the Kindergarten aims –

1. to provide each child with a wide range of experiences and activities that will stimulate interest in and a desire for learning;
2. to provide an atmosphere where each child is encouraged to recognise and develop their individual talents as fully as possible;
3. to provide a setting where children can explore the development of Christian values, attitudes and relationships;
4. to give each child quality learning opportunities in a play-based environment as a foundation for future formal learning;
5. to stimulate interest in, and to provide opportunities for, growth in creative and cultural pursuits;
6. to recognise that each child is a strong and competent person, capable of contributing to the construction of the learning in which they will be engaged;
7. to create an atmosphere in which learning is valued, excellence is encouraged and honest effort is recognised and nurtured regardless of academic capabilities.

Term Dates for 2014

Term 1	Monday 27 th January - Friday 4 th April
Term 2	Monday 21 st April – Friday 27 th June
Term 3	Monday 14 th July – Friday 19 th September
Term 4	Monday 6 th October – Friday 12 th December

PUBLIC HOLIDAYS

- All Public Holidays
- Australia Day- Monday 27th January
- Good Friday & Easter Monday- Friday 18th April & Monday 21st April
- Anzac Day- Friday 25th April
- Queen's Birthday – Monday 9th June
- Ekka Show Day – Monday 11th August
- Labour Day – Monday 6th October
- Or any other date as advised

EDUCATIONAL PROGRAM AND PRACTICE

Philosophy of Education

The goal of the staff working at the Kindergarten is to develop the 'whole child'. We recognise the individual potential in each child, and guide and extend their development by providing opportunities for maximum growth in every Learning Development Area – Identity, Connectedness, Wellbeing, Active Learning and Communicating. Our Kindergarten provides a broad, integrated, caring and educational program within a Christian context.

Educational Curriculum

The staff at the Kindergarten formulate a program from their knowledge and observations of the children in their care. The **Queensland Kindergarten Learning Guideline** (QKLG) forms the basis of planning the curriculum.

The guideline provides specific advice to support Kindergarten teachers to:

- make deliberate and well-informed decisions to promote and enrich children's holistic learning and development
- build respectful relationships with partners, including children, parents, carers, communities and colleagues
- promote children's wellbeing, sense of belonging and ongoing learning progress
- interact with children, with a clear learning focus, in order to support learning

- effectively monitor and assess children’s learning, and communicate appropriately with relevant partners about children’s progress
- build connections between children’s prior, current and future learning experiences to promote continuity of learning

The QKLG is based on the **Early Years Learning Framework (EYLF)**. The framework supports the vision that all children experience learning that is engaging and builds success for life.

“The educational program provided contributes to the following outcomes for children

- children will have a strong sense of identity
- children will be connected with and contribute to his or her world
- children will have a strong sense of wellbeing
- children will be confident and involved learners
- children will be effective communicators” (reg 73)

“Staff will document the children’s experiences and participation in the educational program provided” (reg74). “The educational program for the service is on display in the parent information area, past programs are available upon request” (reg 75). Parents are encouraged to read the daily room diary. “Parents can request information on the content and operation of the educational program as it relates to their child as well as information about their child’s participation in the program. This information is readily available in your child’s portfolio which is available at all times and will be provided to parents to keep if they wish at the end of the year” (reg 76).

Image of the Child

We believe that God created each child with strengths and abilities that we can celebrate with them. The program we offer comes from ideas and interests of both children and teachers, as well as the National and State Curriculums. We encourage children to learn from one another, and to work collaboratively in small and large groups. Our environment stimulates thinking and offers children the opportunity to actively explore, experiment and create.

Supporting this view is the **United Nations Declaration on the Rights of the Child:**

The right to affection, love and understanding.

The right to adequate nutrition and medical care.

The right to free education and full opportunity for play and recreation.

The right to protection from all forms of neglect, cruelty and exploitation.

The right to name and nationality.

The right to special care, if disabled.

The right to be among the first to receive relief in times of disaster.

The right to learn to be a useful member of society and to develop individual abilities.

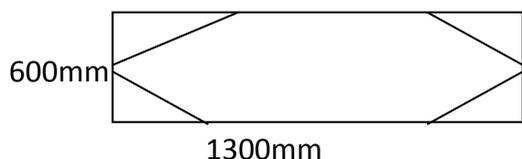
The right to be brought up in a spirit of peace and universal brotherhood.

The right to enjoy these entitlements, regardless of race, colour, sex, religion, national or social origin.

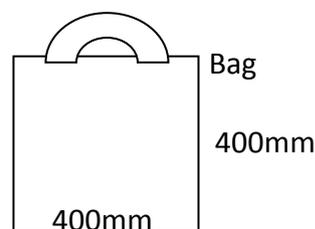
Daily Requirements

Please clearly name all of your child's belongings that come to the Kindergarten.

- **Hat** – Abroad brimmed or bucket hat or legionnaires cap is to be bought to Kindy each day.
- **Back Pack** – Small enough for your child to carry, but able to hold all belongings.
- **Spare Clothes** – A full set of spare clothes – sensitive to season and weather.
- **Lunch Box** – containing morning tea and lunch items (No Insulated bags are to be used as these are not able to be refrigerated)
- **Drink Bottle** (clearly named).
- **One sheet bag** – Two sheets (one flat top sheet and one bottom sheet with elastic attached 15cm from the corners, size Bottom sheet 1300mm x 600mm Top sheet 1500mm x 1000mm), and placed in bag (approx. 45cm x 40cm) with handles. A small light blanket for cooler weather. Small pillow.



Bottom sheet



Bag

- **Every child requires a small photo album (6x4)** with photos of family and friends inside please. This helps the children feel connected emotionally to home and is a great way to introduce family to new friends.
- **USB-** An 8GB USB drive needs to be provided at the start of term 1
We encourage toys to stay at home as they can become easily lost or broken.

Daily Procedures

Session times 8:30am till 2:30 pm

Arrivals and Departures

Upon arrival and departure at the Kindergarten, the custodial parent or authorised nominee is required to sign the sign-in/out book with their full name, not initials. If you are going to be on a different contact number during the day, please record this in the sign in/out book. "Children can only leave the Kindergarten after a parent or person nominated on the enrolment form has signed them out" (reg 99)

Please be punctual and keep to the session times, as this helps the program to run smoothly. If you are unable to collect your child at the session's end time please arrange for another authorised person to do so. Please ensure that the staff at the Kindergarten are notified of the altered arrangements. If the person picking up your child is not known by the staff, they will be asked to show identification before your child is released into their care.

On arrival at the Kindergarten, please encourage your child to be as independent as possible with their morning jobs. These jobs include: washing hands on arrival/departure using the wet wipes

or sanitiser provided; putting on sunscreen which is provided, with the adult to sign the sunscreen register; putting their bag into their locker; their lunch box is placed in the refrigerator, and drink bottles in the esky; place their sheet bags in the sheet lockers; shoes or sandals can be placed in the shoe rack next to the lockers; finally hats are to be worn as they head out for outdoor play during the transition period.

The Kindergarten doors open at 8.30am. This first half hour period from 8.30am -9.00am is the transition time, with staggered arrival times for some families who are involved in school drop offs. During this time the children complete their jobs, and are invited to explore the playground activities.

Please supervise your child and their siblings before 8.30am and after the session ends at 2.30pm. We ask that when collecting your child in the afternoon you do so in a timely manner and leave the grounds as soon as you have collected your child. The Kindergarten will not be liable for any activity of persons on the grounds of the Kindergarten before or after its approved hours.

Custodial Issues:

Parents/guardians are required to notify the Kindergarten about any details of legal custody of the child and any court orders. Copies will be required at the Kindergarten.

Routines

The daily program will follow a flexible, but predictable routine each day. Children feel more secure in their environment when they can understand and predict the transitions that will occur in their day. The routine will be displayed on the noticeboard for families and cover things like – indoor play, outdoor play, group times, eating times, rest time.

Jesus Time

The Kindergarten has close links with the St James congregation and our Pastor, Andrew Schulz. Pastor Andrew will visit the children each Wednesday for Jesus Time, to share Bible stories (using felt board figures) pray, sing and dance. Parents and toddlers are warmly invited to join us for Jesus Time. Pastor Andrew's ministry embraces all of us, so please feel free to make a time to discuss any issue, in confidence, with Pastor.

RELATIONSHIPS WITH CHILDREN

Interactions with children

“The educational program offered by the Kindergarten will

- Encourage children to express themselves and their opinions
- Allow children to undertake experiences that develop self-reliance and self-esteem
- Maintain at all times the dignity and rights of each child
- Give each child positive guidance and encouragement toward acceptable behaviour
- Have regard to the family and cultural values, age, and physical and intellectual development and abilities of each child” (reg 155).

Relationships in groups

“The Kindergarten will provide opportunities for children to interact and develop respectful and positive relationships with each other and with staff” (reg 156)

COLLABORATIVE PARTNERSHIPS WITH FAMILIES

Parent Induction Session

All parents are encouraged to attend an initial information session, which outlines the program and also provides the opportunity to meet staff. This session is usually held at the Kindergarten in conjunction with the orientation session.

Orientation Session

Prior to your commencement in Term One the Kindergarten will hold an orientation session. Children and parents will be invited to visit the Kindergarten and spend time looking around, investigating the environment and greeting teachers in a casual, informal session.

Parent Information Sessions

Throughout the year, the Kindergarten may hold Parent Information Sessions. Topics may include Speech Development, Behaviour Management, Motor Skills, Positive Parenting, Behavioural Ideas and Child Protection. If you have any suggestions for a suitable parent information session, please inform your teacher.

Communication - Partnerships

We believe that the partnership between parents and their child’s teacher is very important. For this to be effective, it is the responsibility of both parties to communicate with each other. Teachers cannot always predict parent’s concerns or questions, so please be active in approaching the teacher for discussions. Please remember that the teacher has up to 22 sets of parents per class, to keep in contact with and therefore may not approach you every session to share the day’s events with you. We ask that Parents and Visitors to the service act in a child friendly manner. Please arrange a set time to talk to the teacher if you have concerns or questions about your child’s progress. “A suitable area for private conversations will be made available when required. Parents may enter the service at any time their child is in attendance. Permission to enter will be withdrawn if a parent poses a risk to the safety of the children and staff or the parent is prohibited contact with the child by a court order” (reg 157).

Contact Details

Please keep your contact details up-to-date. This allows for quick communication in the event of an illness or emergency. **Please ensure that authorised nominee names and numbers are current at all times.**

Daily Communication

A communication pocket is provided for each family. They are labelled with your child’s name and are located on the wall outside the entry to the Kindergarten rooms. Please check your communication pocket daily. These pockets are for the Kindergarten’s communication and all parents need to seek permission from the Management Committee prior to placing any correspondence in other families’ pockets.

Communication regarding the day's events will be available through photographs and a written journal displayed in the foyer for you to enjoy prior to the collection of your child. These are valuable tools that give you an insight on the day's events so you can discuss and reflect with your child about their day at Kindergarten.

Regular newsletters help staff to communicate the program, interests and events at the Kindergarten. Most information will be emailed. Please ensure your email address is current.

Notice Board

Notices and information for parents are placed on the notice board. We ask that you check these notice boards each day.

Parent Teacher Meetings

There are two, formal, parent/teacher interview times scheduled during the year to discuss your child's progress and learning. You are invited to share and request information about your child at any time during the year. Informal parent/teacher meetings, are scheduled according to teacher and family needs.

Parent Involvement

We value parental input into the program. We welcome your participation and recognise the importance of this for the children. We work in partnership with parents for the benefit of encouraging the full potential of their child/children. We value the individuality and uniqueness of each family and encourage the development of positive relationships.

Parent Roster Days are valuable opportunities to see your child in their learning environment. If you are attending the program on parent roster, please bring a sun safe hat, enclosed shoes, food and water (if required). If you have other children, we respectfully ask that you arrange to have them minded elsewhere please (where possible), so your kindergarten child can really enjoy your full attention and participation with them, on their special day with you.

Please note that we commence parent roster days in second term, allowing first term for the children to settle into their groups, establish new relationships and become comfortable with the daily routine and expectations.

We welcome your interest and involvement and look forward to your participation in whatever form this may be, during the year.

The Management Committee

Our kindergarten is a not-for-profit, community based Christian centre, managed by a volunteer parent group who are elected from the parent body of St James Lutheran Kindergarten and our sister centre St James Lutheran Child Care (which is co-located beside our kindergarten). The Kindergarten and Child Care Centre operate under the one shared management committee, however their day to day operations are quite separate, but complementary. The Annual General Meeting is usually held in late February early March each year. The management committee meet monthly, to discuss the financial operation of the two centres, each centre's policies and practices, staffing, resources and equipment, goals and needs, as well as conducting the on-going evaluation and improvement of the centre as a whole. Committee positions, roles and functions, will be advertised prior to the AGM and if you are interested in taking on a position, we would welcome your nomination. Forms for this purpose will be provided through the administration office.

The management committee operates with the support and advice of QLECS our Central Governing Body. QLECS also appoints a Children's Services Manager to work closely with both staff and the management committee throughout the year.

Family Social Events

During the course of the year, we will be holding some special social events for all the family. These events may be held at the Kindergarten (e.g. Disco nights, BBQs).

CHILDREN'S HEALTH AND SAFETY

Children's Clothing

Please dress your child in clothing that is suitable and appropriate for active play. Suitable clothes are those that are easy for your child to manage independently, easy to move in and of no concern if stained from art activities. It is the Kindergarten's requirement that children wear t-shirts or tops with sleeves that cover the shoulders (in preference to tank-tops or singlet tops), to further ensure protection from the sun.

Children should be able to manage their own clothes when going to the toilet. It is recommended that they wear shoes that encourage independence.

Nutrition

You are required to provide your child with food and drink for both morning tea and lunch each day. We promote good nutrition and healthy eating habits at the Kindergarten.

- Our practice is for children to eat **fruit and Yoghurt** first at morning tea and **Sandwiches** first at lunch time.
- Centre policy **does not allow** for the **reheating** of food.
- We request that you do not send lollies, cordial, juice, chips, chocolate, or foods high in sugar, preservatives, flavouring and colouring.
- Please make sure your child can open all containers and packaging to promote their independence.
- It is better to provide more food rather than less food for your child.
- Please provide a drink bottle (clearly named) each day. 500ml – 750ml are a good size to ensure your child is drinking enough water each day. Please send your child's bottle filled to the top with water each day. A pop top style is recommended rather than a twist top.
- If we have a child enrolled at the Kindergarten with severe or anaphylactic allergies to certain foods or food products, we may ask all parents to exclude these items from their child's lunch box. This ensures the health and safety of all children.
- Flat top lunch boxes as pictured below **NO INSULATED LUNCH BOXES**



Recommended lunch boxes (that fit in the fridge) and non-spill, see-through water bottles.

St James encourages children to consider the environment. Whole foods rather than processed foods are also encouraged for good nutrition. We promote litter less lunch boxes and encourage you to use containers where possible instead of plastic or prepackaged items, we find that this type of lunch box is efficient.

Foods we love at Kindy	Please do not send
Fruit (Fresh/Dried)	Roll Ups
Vegetables/with or without dip	LCM's
Yoghurts	Chocolate Yoghurts/Custards
Cheese, Crackers	Sweet/Iced biscuits
Sandwiches/Wraps/Rolls/Salads	Chocolate Muesli Bars
Cold pasta left over meats	Chips
Baked beans	Lollies/Chocolates
Boiled eggs, quiche	Chocolate Cakes

Special Occasions

We love to celebrate your child's birthday at Kindergarten! Parents are welcome to bring cupcakes for the children to share and celebrate their child's birthday with their Kindergarten friends. Each group has 22 children and 2 teachers.

We also celebrate other special events or holidays during the year with food, and endeavour to make cooking experiences a regular part of our program.

Rest and Relaxation

Resting is an important part of the day. An atmosphere conducive to relaxation is provided to allow children to 'recharge'. Children rest quietly on their own bed, sleep if needed and then undertake quiet activities after a period of relaxation. "The service will ensure that the individual needs of the child regarding sleep and rest are met" (reg 81)

Behaviour Guidance

Staff will gently guide children towards acceptable and considerate behaviour towards others. This method empowers children to choose the right behaviour.

If staff observe inappropriate behaviours, they will analyse the reasons and/or contributing factors and implement strategies to change the behaviour. This may include having conversations with parents/guardians about the child's behaviour at home and the strategies being used by parents/guardians. Ongoing difficult behaviour may require outside intervention from a professional agency.

Please refer to *QLECS Behaviour Guidance Policy (5.03)*

Escorted Journeys and Visitors

To complement the curriculum from time to time we will be inviting visitors into the Kindergarten to offer an extension to the program, or going on an excursion in the community. Visitors/shows to the Kindergarten will incur an additional cost.

Parents will be notified of upcoming events through newsletters and the notice board. It would be greatly appreciated if parents could help with supervision on such days.

All escorted journeys are carefully planned. Siblings cannot always be taken due to National Regulations.

“Children can only attend excursions after the parent or person nominated on the enrolment form has completed and signed the excursion permission form” (reg 102).

Hygiene and Safety

We take great care to provide a safe and hygienic environment for the children in our care. We aim to reduce the chance of accidents and minimise cross infection. The following procedures are implemented:

- Toilets are cleaned and disinfected at the end of each day and during the day, if the need arises.
- Children are taught and encouraged to wash their hands upon arrival, after toileting, and before meals.
- All equipment and the grounds are checked regularly and maintained in a safe condition.
- Soft fall areas have been established under climbing and swing areas to absorb the impact if a child were to fall.

The ‘washing of hands’ is a very effective way to prevent the transmission of disease.

We teach children the following procedure when washing their hands:

- Use soap and running water.
- Rub your hands vigorously as you wash them.
- Wash your hands all over, including: backs of hands, wrists, between fingers, under fingernails.
- Rinse your hands well.
- Press dry your hands with a single-use disposable paper towel.
- Place used paper towels in the bin.

When to wash your child’s hands:

- Before eating.
- Before cooking.
- After going to the toilet.
- After playing outside.
- After touching nose secretions, or putting fingers/hands in their mouths.

Staff wash their hands:

- Before handling food.

- After going to the toilet.
- After cleaning up faeces, vomit, or administering first aid.
- After wiping a child's nose, or their own nose.

Illness and Injury Policy

All teaching staff at the Kindergarten are required to maintain current Senior First Aid and Resuscitation Certificates. The Kindergarten environment is arranged, and resources selected, according to safety guidelines so that the risk of injury to both children and staff is minimised. The Director or teachers must be advised when a child has been ill or has had an injury. The principle of confidentiality will be upheld.

The minimum exclusion guidelines (see Exclusion Policy) have been written on the premise that children who have been ill will not return to the Kindergarten until they are fully recovered. In some instances, a clearance letter from your Doctor may be required.

Children will be administered one dose of Panadol for a fever over 38C, but must be collected promptly and are unable to return to the centre for a period of at least 24 hours after their last dose of Panadol/Nurofen. Children who have been given any form of pain relief in the morning must remain at home as this will wear off by lunchtime and your child may become more ill.

Children with contagious illnesses will not be admitted to the Kindergarten and non-immunised children may be excluded (as per Exclusion Policy). Please contact the Kindergarten to report contagious illnesses.

“Staff will take all reasonable steps to prevent the spread of infectious disease and if there is an occurrence of an infectious disease at the service families will be notified by the placement of a notice in the parents area as well as verbally by staff” (reg 88).

“In the event of a child becoming ill or injured while at the Kindergarten, staff will complete an incident/injury form which includes name, age, circumstances, time and date as well as any action taken by staff, witness details and time and date of notification to parents or persons nominated on the enrolment form” (reg 87).

In the case of minor injury to a child whilst at the Kindergarten, staff will administer first aid immediately. If first aid has been given to your child during the day, staff will complete an incident/injury form which you will be required to read and sign. “Parents will be notified as soon as practicable and within 24 hours if their child is involved in any incident, injury, trauma or illness while at the Kindergarten” (reg 86).

Medication

“The Kindergarten has a medical conditions policy that covers the management of conditions including asthma, diabetes and a child at risk of anaphylaxis. Parents are asked to provide staff a management plan for their child if they identify with one of the above health care needs. The Kindergarten will develop risk minimisation procedures in conjunction with parents of children identified to ensure that the risks relating to their child's specific health care need, allergy or relevant medical condition are assessed and minimised” (reg 90). “The Kindergarten has a copy of the medical conditions policy readily available and families who indicate that their child has a medical condition or allergy will be provided with a copy” (reg 91).

“If medication is required to be given during your child’s attendance then a medication form is required to be completed by the parent or person nominated on the enrolment form. Staff will only be able to administer medication after the form is completed correctly and signed, staff will complete and sign their section when the medication is administered” (reg 92).

“Medication will only be administered once the medication form has been signed and correctly filled out. In cases of emergency a parent or person nominated on the enrolment form can consent to the administration of medication verbally or if parent or nominated person cannot be contacted then a registered medical practitioner or emergency service can consent” (reg 93). “If staff need to administer medication for an anaphylaxis or asthma emergency they will notify the parent and emergency services as soon as practicable” (reg 94).

“Medication can only be administered if it is prescribed by a registered medical practitioner, in its original container with original label with the child’s name on it and the medication has not expired, details and dosage will be checked by another staff member before administration” (reg 95).

Please note: No non-prescribed medication will be given.

Puffers and Inhalers For asthma and any medication for the long-term treatment of asthma, a management plan from the child’s doctor is required at least every six months or when medication or dosage changes. We do have blank forms onsite. Individual medication and equipment is to be supplied by the parent. Parents are to ensure that all medication is handed to the teacher and collected at the end of the day. The medication form will need to be filled out and signed by the parent on arrival and also on their return to the Kindergarten, if medication has been administered.

Anaphylaxis Medication Parents must provide a completed management plan that outlines the medical condition of, and recommended treatment for the child. A signed consent form for injection of medication must be kept at the Kindergarten. For further information, please discuss with the Director prior to your child beginning at the Kindergarten.

Sun Protection

Hats

In the interest of promoting healthy and safe protection from the sun, we require all staff, children and parents on roster to wear hats while outdoors. Children **MUST** wear either a broad brimmed or legionnaires hat outdoors. Caps are not allowed, as we are a Sun Smart Service.

Sunscreen

Please apply sunscreen to your child before leaving home in the morning, or when you get to the Kindergarten. Sunscreen is available for use. If your child requires a particular sunscreen, please bring a labelled bottle for use while your child is at the Kindergarten.

Clothing

It is the Kindergarten’s recommendation that children wear sun safe clothing - shirts that have sleeves, singlet’s or tank tops are not acceptable and children will be required to change into a T-shirt.

Emergency and Evacuation Procedures

Emergency and evacuation procedures are prominently displayed in the room and are clearly visible to staff and visitors. These procedures include emergency services, contact numbers and locations, and local meeting points in the event of an evacuation. A copy of the emergency procedures for the Kindergarten is distributed to all new staff, volunteers and students on their first day at the Kindergarten. Parents, staff, contractors, trades people and visitors are referred to the Emergency Procedures for appropriate action in the case of fire or other emergency requiring evacuation/lock-down.

All children under the care of the Kindergarten practice the evacuation/lockdown procedures every 3 months or at the discretion of the staff.

Child Protection

All staff are committed to protecting children and young people from harm and promoting children's safety, dignity and wellbeing. "All staff at the Kindergarten are aware of child protection law and their obligations that they have under Queensland Child Protection Act 1999" (reg 84).

Immunisation

Immunisation is the least expensive and most reliable method of preventing some infections. The principle of immunisation is simple: it gives the body a memory of infection without the risk of natural infection.

The Kindergarten recommends that parents have their children immunised. Immunisation records are checked and signed off on your child's initial enrolment forms at your interview time. Parents are responsible for providing staff with updated immunisation information. Children who have not been immunised may be excluded from the Kindergarten during specific outbreaks or epidemics of some infectious diseases such as measles and whooping cough. Exclusion of non-immunised children may occur even though the child is well.

National Immunisation Program (NIP) Schedule

Birth	Hepatitis B (hepB)
2 Months	Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenza</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus
4 Months	Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenza</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus

- 6 Months Hepatitis B (hepB)
Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)
Haemophilus influenzae type b (Hib)
Polio (inactivated poliomyelitis IPV)
Pneumococcal conjugate (7vPCV)
Rotavirus
- 12 Months Hepatitis B (hepB)
Haemophilus influenzae type b (Hib)
Measles, mumps and rubella (MMR)
Meningococcal C (MenCCV)
- 12-24 Months Hepatitis A (Aboriginal and Torres Strait Islander children in high risk areas)
- 18 Months Chickenpox (varicella) (VZV)
- 18-24 Months Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander children in high risk areas)
Hepatitis A (Aboriginal and Torres Strait Islander children in high risk areas)
- 4 Years Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)
Measles, mumps and rubella (MMR)
Polio (inactivated poliomyelitis IPV)
- 10 -13 Years Hepatitis B
Chickenpox (varicella) (VZV)
- 12-13 Years Human Papillomavirus (HPV)
- 15-17 Years Diphtheria, tetanus and whooping cough (acellular pertussis) (dTPa)
- 15-49 Years Influenza (Aboriginal and Torres Strait Islander people medically at risk)
Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander people medically at risk)
- 50 Years Influenza (Aboriginal and Torres Strait Islander people)
Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander people)
- 65 Years Influenza (flu)
Pneumococcal polysaccharide (23vPPV)

Tobacco, Drug and Alcohol free environment

“The Kindergarten provides an environment free from the use of tobacco, illicit drugs and alcohol” (reg 82)

STAFFING ARRANGEMENT

Our Staff and their Roles

Each group of children at the Kindergarten are in the care of two qualified and suitably trained staff members – An Early Childhood Teacher and a Kindergarten Assistant.

To maximise the quality time that staff have to spend with the children in their care, a domestic assistant is employed for approx. 2 hours per day to assist with kitchen duties, and the disinfecting and cleaning of the Kindergarten equipment and furniture. A contract cleaner is also employed after operating hours, to complete other cleaning tasks such as cleaning toilets, floors, windows and carpets. We use natural cleaning products where ever possible in preference to chemicals.

Director's Role

The role of the Director is to work closely with staff, QLECS and parents to ensure the effective and efficient day to day running of the Kindergarten. The Director takes whatever action is necessary to ensure the health and safety of the children at the Kindergarten. The Director is responsible for ensuring high standards in both the administrative and educational programs at the Kindergarten and coordinating the supervision of all children.

Teacher's Role

The role of the Teacher is to work closely with the Director, Kindergarten Assistant, and parents, to ensure the effective and efficient day to day running of the room. The Teacher is responsible for planning and implementing high quality educational programs.

Kindergarten Assistant's Role

The role of the Assistant at the Kindergarten is to be communicative, supportive in working with children, parents and other staff members. The Assistant provides professional support and co-operates with the Director and Teacher.

<i>Staff Name</i>	<i>Position</i>	<i>Qualifications</i>	<i>Days worked</i>	<i>First Aid / CPR</i>	<i>Blue/Exemption Card</i>
Julie Cunningham	Director	Advance Dip Chn's Services	Mon To Fri	Yes	Yes
Danielle Averay	Teacher	Bachelor of Education E.C	Mon to Fri	Yes	Yes
Darcia Baumann	Teacher	Dip. of Teaching (E.C.) Bachelor of Educational Studies	Mon, Tue. and alternate Wed.'s	Yes	Yes
Karen Mavin	Teacher	Dip. of Teaching (P) Master of Learning Innovation (Early Childhood)	Thurs. & Fri. and alternate Wed.'s	Yes	Yes
Margaret Addicott	Teacher Assistant	Cert 111 (Children's Services)	Mon. to Wed.	Yes	Yes

		Cert (ECE)			
Lisa Veal	Teacher Assistant	Bachelor of Education	Thurs. & Fri.	Yes	Yes
Leanne Troost	Teacher Assistant	Dip. Children's Services	Thurs. & Fri and alternate Wednesday	Yes	Yes
Jenny Robinson	Teacher Assistant	Dip. Children's Services	Mon, Tues & Alt Wed	Yes	Yes
April Penrose	Administration Assistant		Mon to Fri 8:30-2:30		Yes

Notices of current staff and groups are displayed at the Kindergarten. Families will be informed of staff changes via the notice board.

Students and Volunteers

The Kindergarten welcomes students and volunteers. We receive requests from Universities, TAFE Colleges and schools to host students who are taking part in work experience programs that relate to Early Childhood Education. Before any student or volunteer is permitted to spend time at the Kindergarten, they must be approved by the Director, hold a Suitability Card and sign confidentiality and policy agreements. Parents will be notified if a student will be visiting the Kindergarten.

Volunteers may also be accepted, only after careful screening and consideration of the children's needs. All volunteers, apart from the child's parents on roster or excursions, must hold a Suitability Card.

Staff Meetings

Staff meet informally each day during the preparation time to discuss the running of the Kindergarten, organise events, share experiences, evaluate practices. Formal meetings are held monthly for the whole team to meet together to discuss curriculum issues, policies and practices, further professional development, in line with the National Quality Framework and Standards and our Quality Improvement Plan. **These meetings enhance the quality of the program offered at the Kindergarten and provide additional support to the staff.**

Non-Contact Time

Your child's teacher will have 7.5 hours of non-contact time every 15 days worked, in which curriculum planning and administration will occur. A fully qualified early childhood teacher is employed to relieve the teacher on this day. We try to keep the one consistent relief teacher for non – contact days, ensuring consistency for the children.

Professional Development

The Kindergarten actively supports on-going Professional Development of all staff. Staff members attend courses, seminars, conferences and workshops throughout the year. Some of

these will fall in school holiday time or during afternoons or weekends, and some will fall during school hours. Suitably trained relief staff will be employed in the absence of staff members.

LEADERSHIP AND SERVICE MANAGEMENT

About Queensland Lutheran Early Childhood Services (QLECS)

QLECS support and oversee the running of the Kindergarten, including financial, staffing and compliance matters.

The QLECS Board meets monthly and its aims are to:

- Represent the needs of parents, children, staff, community and the Kindergarten as a whole;
- Attend to business and financial decisions of the service; and
- Plan the strategic growth of the organisation.

The Children's Services Manager (CSM) is part of the QLECS Operations Team and he/she will work closely with the staff of the Kindergarten, ensuring smooth operations and administration by QLECS. The Children's Services Manager provides assistance to the Kindergarten through curriculum support, approval assistance, grant applications, staff support and advice, financial administration and support, and other areas as needed.

Central Governing Body (CGB)

QLECS has been approved by the Office of Early Childhood Education and Care to be a Central Governing Body. As a Central Governing Body (CGB), QLECS will provide the following services and support:

- Distribution of the Kindergarten Funding on behalf of the State Government for all Lutheran Kindergartens;
- Ensuring that the Kindergarten complies with the Approved Kindergarten Program Provider Guidelines and meets the Funding Eligibility Criteria;
- Supporting the delivery of an inclusive quality Kindergarten program by ensuring priority groups are able to access the program;
- Promoting increased participation through universal access to a quality Kindergarten program;
- Collecting and collating data for the State Government; and
- Supporting good governance practices.

What are the Four Subsidies in the new Funding Model?

1. Standard per child subsidy: provided to services to help offset costs
 - a. for a provider NOT eligible for the Australian Government Child Care Benefit and/or Child Care Rebate (CCR) the subsidy will be \$2,350 per child per annum (e.g. sessional kindergartens):

- b. for a provider who is eligible for the Australian Government Child Care Benefit and/or Child Care Rebate (CCR) the subsidy will be \$1,386 per child per annum (e.g. a long day care centre or Kindergarten-plus model Kindergarten);
2. Remote ARIA subsidy: a per child loading of 50% of the standard subsidy for remote and very remote areas (as per the Accessibility/Remoteness Index of Australia [ARIA] found in the Commonwealth Department of Health and Aged Care [DHAC]) to attract and retain staff;
3. Low Socio-economic subsidy: this is a per child loading of 45% (\$1057.50) of the standard subsidy rate for services operating in locations within the bottom 20% of Statistical Local Areas (SLA) as identified using the Socio-Economic Indexes for Areas (SEIFA) (SEIFA 1 and 2 areas) and a per child loading of 30% (\$705) of the standard subsidy rate for services operating in locations within the next bottom 20% of SLAs as identified using the SEIFA (SEIFA 3 and 4 areas). For long day care services this is a per child loading of 25% (\$346.50) of the standard subsidy rate for services operating in locations within the next bottom 20% of SLAs as identified using the SEIFA (SEIFA 1 and 2 areas).
4. Health Care Card subsidy: for providers not in receipt of the low socio-economic subsidy, for each child who's parent/guardian/carer holds a Commonwealth Health Care Card, to offset fees and reduce the out-of-pocket expenses for families;
 - a. for a provider NOT eligible for the Australian Government Child Care Benefit and/or Child Care Rebate (CCR) the subsidy is worth up to \$2600.00 per child per year to families accessing a kindergarten service.
 - b. for a provider who is eligible for the Australian Government Child Care Benefit and/or Child Care Rebate (CCR) the subsidy is worth up to \$1042.00 per child per year for families accessing a kindergarten program at a long day care service.;

Service Approval

The Kindergarten's "Approved Provider" is Lutheran Church of Australia Queensland District. The Kindergarten will have Service Approval issued by the Office of Early Childhood Education and Care (OECEC). From 2012 the National Quality Framework (NQF) requires Kindergartens to undertake a quality rating and assessment process. The National Quality Framework sets a new national benchmark for the quality of education and care services. The National Quality Framework is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

The Kindergarten in September 2013 achieved a National Quality Rating of **"Exceeding"**

"Information on the service will be on display easily visible from the main entrance.

A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled will be displayed when applicable.

A notice of an occurrence of an infectious disease at the service will be displayed when applicable” (reg 173).

‘A service compliance folder is kept” (reg 167).

“The kindergarten will keep all records in accordance with the conditions set out in the National Law” (reg 181).

Fees

The Kindergarten is a not-for-profit organisation that receives partial funding from the State Government. All other operating costs including maintenance of facilities, rent, equipment, cleaning, wages, supplies, resources, printing costs, and more, rely on the payment of fees. Fees are set by the Management Committee and are based on a carefully considered budget.

Under the Queensland Kindergarten Funding Scheme each child participating in a Kindergarten program is entitled to participate in ONE government funded 15 hour program of Kindergarten each week.

Each term, a statement will be given to every family outlining the current term’s fees and dates they are due. Fees are payable for the whole term, for each day of the term, including days that your child may be absent for illness or holidays, and for public holidays. When holidays are taken during the school term, the child’s place will be retained. Staff must be informed of the period of absence. Fees are not charged for school holidays.

In cases of hardship or exceptional circumstances, alternate payment plans may be arranged. Please contact the administration office.

FEES 2014

Non-refundable waiting list fee (inclusive of GST)	\$11.00
Non-refundable enrolment confirmation fee (inclusive of GST)	\$55.00
Kindergarten Session Fee per term	Term 1 \$712.50 Term 2 \$712.50 Term 3 \$712.50 Term 4 \$712.50
PEM Levy (Printing, equipment and Maintenance)	\$60.00 per term
PPB (Parent Participation Bond) refunded at the end of year if working bee has been completed or full year spent on committee)	\$150

An overdue account fee of \$20.00 per week will apply for all families with amounts outstanding after the due date.

Families with up to date payment plans will not be charged this fee

Method of Payment

Please make payments by

- cheque (made payable to *St James Lutheran Kindergarten*),
- money order
- direct deposit
- EZIDEBIT

Fees must be paid in one lump sum by the due date, or can be broken up into smaller instalments via our Ezidebit system. This is the only way to pay fees off. Please pay fees by the due date. ***If fees are not paid by the due date, and Ezidebit is not set up you will incur a "Late payment of accounts fee" and your child's position may be jeopardised.*** If your family is experiencing financial difficulties or exceptional circumstances, please discuss this with the Administrative Assistant or the Director. A payment plan may be established for you.

This Kindergarten is currently a Registered Care Provider and eligible parents/carers can access **the minimum** Child Care Benefit to assist with the payment of their fees. A receipt will be issued at the completion of the term in order to claim. Contact the Family Assistance Office on 136150 for more information.

The Kindergarten's Registered Care Provider Number is: CRN 555 017 452K

The Registered Care Approval for organisations is currently being reviewed by the Federal Government.

Absences and Holidays

Please contact the Kindergarten if your child will be absent. It is important for staff to maintain records of all absences from the Kindergarten.

Discontinuing Enrolment

You are required to give ***Two weeks written notice*** to the Director if you are discontinuing your child's enrolment at the Kindergarten. ***Fees are payable up to and including end of notification date.*** Please note that this only applies to notice of enrolment withdrawal up to the end of Term 3. ***Discontinuing enrolment after third term will result in full term fees payable to the end of the school year.***

Annual Census Information

The Kindergarten may be asked to disclose certain information about enrolled children. The information will be accessible to authorised staff in the Central Governing Body, the Department of Education and Training and also includes the Office of Early Childhood Education and Care. The information gathered may be used for the funding process, planning and reporting on early childhood initiatives. For further information please contact an officer at the OECEC.

Kindergarten Policies

"All teachers and parents are required to abide by these policies" (reg 169, 170). This is a condition of enrolling your child at the Kindergarten. The policies cover all aspects of operation and management of the Kindergarten in accordance with stakeholders. The policies also incorporate the Code of Ethics produced by Early Childhood Australia. If you would like to raise

an issue about a policy, please put your views in writing addressed to the Director or the Children's Services Manager. "Parents will be informed at least 14 days before any policy or procedure is changed that has significant impact on the services provision of education and care to any child enrolled at the service or the families ability to utilise the service, or changes to fees" (reg172).

"The Kindergarten has a range of policies and procedures readily available which include the following

- Delivery and collection of children
- Excursions
- Refusal of authorisation for a child to leave the service
- Dealing with infectious disease
- Dealing with medical conditions
- Emergency evacuations
- Health and safety matters relating to
 - nutrition, food and beverages and dietary requirements
 - sun protection
 - water safety
 - administration of first aid
- Incident, injury, trauma and illness
- Child safe environment
- Staffing arrangements

Staffing including

- code of conduct
 - determining the responsible person present
 - participation of volunteers and students
 - Relationships with children
 - Interactions with children
 - Service management
 - Governance and management of the service, including confidentiality of records
 - Enrolment and orientation
 - Payment of fees
 - Dealing with complaints"
- (reg 168, 171).

Inclusion Policy

Children have a wide variety of cultural and social backgrounds and experiences. We recognise the unique individuality of each child and their family, and observe a policy of acceptance and respect for everyone regardless of race, creed, gender, class, culture or ability.

Where a child has additional needs, parents/guardians are asked to discuss their child's requirements/expectations with the Director. Medical information may be required.

Insurance

The service is fully covered by Public and Products Liability with Liberty International through LCA Insurance Fund. "The Kindergarten will keep a copy of their current certificate of insurance" (reg 180).

Media Involvement in the Kindergarten

The Kindergarten has set out the following policy regarding media involvement:

- Permission to photograph or video in the Kindergarten is included in the Enrolment Agreement Form. This includes newspapers and advertising displays etc. If parents do not give permission, the Kindergarten will ensure that the child is not included in these activities.
- When photos go into local newspapers, first names only will be printed unless otherwise negotiated.
- Should the Kindergarten wish to print multiple copies of photos for advertising, permission will be sought from parents prior to use.

The Kindergarten has joined the Facebook network. You can find us by searching **St James Lutheran Kindy and Child Care**. This is another format for us to keep in contact with the community and allows prospective families to view the Kindergarten via a different media.

Our website is www.stjameskindychildcare.net.au and will be updated shortly with new fees and information.

St James Lutheran Kindergarten has a page on the QLECS website www.qlecs.org.au

Photos of the children will not be published on either of these sites unless permission is sought and given.

Concerns

Parent input, comments and questions are always welcome. Open communication is the most effective means of addressing any issues. The following procedure is recommended for parents to follow if a concern arises:

1. In the first instance, please approach the Teacher/Director to discuss the matter. Be willing to express how you feel clearly and be open to working with the teacher to resolve this matter. This may involve more than one discussion.
2. Concerns that are unresolved can be conveyed to the Children's Services Manager (CSM) verbally or in writing:

Christine Hartung
P.O. Box 1857
MILTON QLD 4064

Phone: 3511 4079 Fax: 3511 4051
Email: christineh@qlecs.org.au

OR

Office for Early Childhood Education and Care
Department of Education and Training
PO Box 15033
City East QLD 4002

Phone: 1800 637 711 Fax: (07) 3234 0310
Email: ecec@deta.qld.gov.au

CONCLUSION

Should you require further information or explanation regarding this booklet, please do not hesitate to contact us. We would welcome suggestions as to how to improve this booklet for the future.

It is our hope that your family will enjoy being a part of our Kindergarten community.

*For attaining wisdom and discipline:
for understanding words of insight;
for acquiring a disciplined and prudent life;
doing what is right just and fair;
for giving prudence to the simple;
knowledge and discretion to the young-
let the wise listen and add to their learning,
and let the discerning get guidance-*

Proverbs 1: 2-5