

# Family Handbook



*Family Information Booklet for 2024*



All families need to be informed about the practices and procedures at our Kindergarten to ensure that staff, children, committees and families are able to work together to provide a high quality educational service. This handbook is designed to inform families about the practices and policies that guide the running of our centre. In order to alleviate difficulties that can occur through misunderstandings, we ask all families to familiarise themselves with the expectations and policies of the Kindy. Teaching staff are happy to explain the purpose of any of the policies and practices.

We request that you inform us of any changes in information about your child (contact details, changes in family situations). We look forward to a shared partnership of learning for your child. We welcome you to our centre and look forward to your participation.



# ACKNOWLEDGEMENT OF COUNTRY

*Here is the land,  
Here is the sky,  
Here are my friends,  
and here am I.*



*Place your hand upon your heart,  
It's time to pay our respects,  
To the land,  
To the people,  
And the animals,  
North, South, East and West.*

*We say thank-you to the  
Yugarabul people,  
For the land on which we play,  
And we promise to take care of it  
EVERY SINGLE DAY.*

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# SECTION 1



## **ABOUT OUR CENTRE**

- \* *About Us*
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# Welcome!

## ABOUT US

Thank you for choosing to enrol your child at our centre. At Springwood Community Kindergarten we are a community Kindergarten that is proudly affiliated with C&K. We are run by a volunteer Management Committee formed from families whose children attend the centre, as well as our Educators and Administration Officer.

The Kindergarten provides an educational program for children in their year before Prep. It is run by two qualified and experienced Early Childhood Teachers who are assisted by highly trained Educators. Springwood Community Kindergarten Association Inc is a not-for-profit organisation, whose income is derived from government funding and fundraising by families.

We value our Educators, families and community and work collaboratively to provide the best educational program and outcomes for your children.

## OUR TEAM

**JO BROADBENT**



**DIRECTOR**

***Nominated Supervisor/  
Wongari Teacher***

*Bachelor of Education  
(Early Childhood)*

*Bachelor of Arts  
(Psychology)*

**JANE SAXTON**



***Educational Leader/  
Borobi Teacher***

*Bachelor of Early  
Childhood Education*

*Bachelor of Applied Science*

*Certificate IV Workplace  
Training and Assessment*

# OUR TEAM

**REBECCA BROWN**



***Borobi / Wongari  
Teacher Aide  
Playgroup Co-ordinator***

*Diploma of Children's  
Services*

*Bachelor of Arts*

*Graduate Certificate of  
Autism Studies*

**EMMI PETERS**



***Inclusion Educator  
Certificate IV Education  
Support***

*Certificate III Fine Arts  
Bronze Medallion*

**KAREN WARD**



**Administration  
Officer**

*Diploma Of Children's  
Services*

# 2024 STAFF ROSTER

<i>Program delivery times include children's rest pause</i>	<b>Monday</b> 8.00am - 3.30pm	<b>Tuesday</b> 8.00am - 3.30pm	<b>Alt Wednesday</b> 8.45am - 2.45pm <b>Playgroup/fn</b> 9-11am	<b>Thursday</b> 8.45am - 2.45pm	<b>Friday</b> 8.45am - 2.45pm
<b>Number of Children</b>	22 Children	22 Children	22 Children Playgroup each fortnight	22 Children	22 Children
<b>Age Range</b>	Borobi & Wongari Groups - 3.5 to school age Playgroup - birth to school age				
<b>Teacher</b>	<b>Mrs Jane Saxton</b>  B. EC Ed B. App Science Educational Leader Borobi Teacher		<b>Mrs Jo Broadbent</b>  B. Ed (Early Childhood) B. Arts (Psychology)  Director Nominated Supervisor Wongari Teacher		
<b>Teacher Aide</b>	<b>Mrs Rebecca Brown</b>  Dip. Children's Services B. Arts Grad. Cert Autism Studies				
<b>Inclusion Educator</b>	<b>Mrs Emmi Peters</b> Cert IV Education Support				
<b>Playgroup Coordinator</b>			Alt Wednesdays <b>Mrs Rebecca Brown</b>		
<b>Admin Officer</b>	<b>Mrs Karen Ward</b> (8am-1pm)		<b>Mrs Karen Ward</b> (9am-2pm)		<b>Mrs Karen Ward</b> (9am-2pm)
<b>Nominated Supervisor</b>		<b>Ms Jo Broadbent</b> (8am - 12pm)			

# PROFESSIONAL DEVELOPMENT & NON-CONTACT TIME

Our Teachers engage in one non-contact day per term to complete administration tasks, coordination of activities, meetings, planning and documentation. We actively support the participation of Educators to attend courses, seminars, workshops, conferences or any professional development. These are held at various times throughout the year.

Here at Springwood Community Kindergarten we are fortunate to be a part of the Kindy Uplift program. This three year program gives our educators the opportunity to attend Professional Development and training to increase Educators capacity and enrich program development.

## MANDATORY TRAINING

Each year, all staff are required to participate in mandatory training. These are done in their own time and ensure that they are kept up to date with relevant information regarding particular areas of safety. These mandatory trainings include:

- CPR (yearly)
- Asthma and anaphylaxis (yearly)
- First aid (three yearly)
- Privacy (yearly)
- Child Protection (yearly)
- Work Place Health and safety (including fire safety)





# OUR EDUCATIONAL PHILOSOPHY

Our Kindergarten provides a safe and exciting learning environment for children in their year before Prep. Our centre philosophy is guided by the Early Years Learning Framework:

- Belonging to a community of learners where people care for each other and their environment;
- Being able to take part in the joy and fun of learning together;
- Becoming competent learners who can make positive and successful transitions into school.

Our centre aligns with the Queensland Kindergarten Learning Guideline (QKLG) and C&K Curriculum Approach in which children are learning to:

- See themselves as competent learners through investigating, researching, experimenting;
- Become part of a community of learners; building relationships, learning to share, collaborate, co-operate and respect others;
- Understand and value First Nations culture and history;
- Engage in learning projects evolving from their interests and ideas;
- Express themselves through creative arts, music, visual arts, drama and dance;
- Communicate through speaking, listening, using symbols, text and print;
- Think scientifically and mathematically through play based investigations.

Within this curriculum framework these learning goals are achieved through:

- Intentionally planned learning experiences;
- A balance between structured routines and opportunities for play based learning;
- Active, investigative play and projects;
- Focused teaching in groups;
- Real life learning experiences such as gardening, cooking and visitors;
- Flexible routines;
- Working with children and families to incorporate their home knowledge and experiences.



# OUR SERVICE PHILOSOPHY

Our philosophy represents who we are at Springwood Kindy. It has been developed collaboratively by members of our learning community including children, families and staff.

At Springwood Community Kindergarten we believe that children are capable and resourceful learners with unique skills, talents and abilities. We believe in encouraging children to reach their potential by being active contributors in their learning within a safe, supportive environment.

We recognise and value the importance of play as a fundamental approach to children's learning. We aim to provide an environment that supports each child's positive outcomes through a balance of play and intentional teaching. We believe that learning through active, investigative play that draws on real life experiences will help children to grow and develop self confidence as learners. We provide children opportunities to build and consolidate their skills in key learning areas and support children's social and emotional wellbeing in the learning community. We promote a collaborative environment where children learn to share, co-operate and build friendships. Each child's strengths and abilities are valued, respected and nurtured.

At Springwood Community Kindergarten we aim to provide a positive environment where children, families and staff feel welcome and have a sense of value and belonging. We foster a shared commitment to children's learning that supports and respects parent ideas and family practices. We believe that strong partnerships with parents and communities support children's learning and parents are engaged in ongoing collaborative decision making. We strive to build successful relationships between families, schools, community agencies and support services to facilitate positive transitions to school for all children.

Educators at Springwood Community Kindergarten honour diversity and the many cultural ways of being, seeing and living. We value and respect each family's heritage and background and aim to embed the Indigenous perspectives of the Yugambah people, the traditional owners of the land our kindergarten sits on. We value equity and inclusion and recognise each child's diverse ways of learning. We welcome feedback and collaboration on all aspects of culture, knowing and learning.

At Springwood Community Kindergarten we are committed to protecting our environment. We value environmental education and the importance of sustainability. Our focus on empowering children and families to invest in their future is reflected in our centre practices and connections with community.

Staff at Springwood Community Kindergarten have a shared commitment to maintaining a positive, safe and collaborative work environment that supports our passion for early childhood education. Each staff member's knowledge and skills are valued, respected and supported in an environment that values collaboration and the wellbeing of all staff.

# THE NATIONAL QUALITY FRAMEWORK RATING AND ASSESSMENT PROCESS

The Department of Education, Training and Employment assessed our Kindergarten against the National Quality Standard in 2023. This process assesses the centre's practices in 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

Springwood Kindergarten has been rated as '**Meeting the National Standard**' in each of the seven quality areas with multiple standards identified as "**Meeting +**" due to exceeding practices evident in these areas. We have received an overall rating of '**MEETING**'.

This process aims to promote continuous improvement across all 'before school' services in Australia. Our centre's Quality Improvement Plan is available for parents to view on request.



Australian Children's  
Education & Care  
Quality Authority™





# Springwood Kindy Calendar 2024



## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Colour/Symbol Code

School Holidays

Borobi Group Days

Wongari Group Days

Half/short Days

Public Holidays

Playgroup Days

Pupil Free Days

# PARKING



There are two places to park when coming to our centre. Firstly you are able to use the street parking on Dennis Road and access the centre through the front gate. We also have permission to use the off-street parking behind the Kindergarten via the Springwood Plaza Chambers driveway. This is next to the Lifestyle Gym but can only be used for short periods of less than 15 minutes. Please note: There is no direct pram/wheelchair access from this parking area. Please DO NOT park in the office block carpark to the left of the Kindy.

Parents spending more than 15 minutes at the centre, such as on visiting days, should find alternative parking. This may be street parking, parking in the Springwood State School carpark or using the non allocated car park spaces in the carpark near the Kindy.

# OUR FEES

We are excited to be able to share with families the most up to date information about fees for 2024. Beginning next year, all Kindergarten fees that families were previously required to pay, will now be funded by the State Government. This means that once your child commences in the Kindy program in 2024, you will not be charged any fees. (This does not include items that children may need when attending Kindy such as hats, sheets, bags, lunch boxes etc).

The introduction of free kindy in Queensland is a significant step and recognises the importance of early childhood education and its positive impact on a child's overall development.

By removing the financial barrier, every child will have the opportunity to attend Kindy and benefit from the enriching experiences it offers. The introduction of free Kindy means that you will have access to high-quality early education for your child without the burden of extra cost.

This opportunity allows you to invest in your child's future and provide them with the best possible start in their educational journey.

**\*\* If circumstances arise whereby you need to withdraw your child's enrolment, two weeks notices must be given in writing. Please address correspondence to [admin@springwoodkindy.com.au](mailto:admin@springwoodkindy.com.au).**



# SECTION 2



## **STARTING AT SPRINGWOOD KINDERGARTEN**

- \* *The benefits of a Community Kindergarten*
- \* *Our Transition process*
- \* *What your child will need*
- \* *What to wear*
- \* *Hats and shirt*
- \* *Sheets*
- \* *Arrivals & departures*
- \* *Hints to settling your child*
- \* *Borobi routine*
- \* *Wongari routine*

# The Benefits of Community Kindergarten



Going to kindergarten is an important step for families and their children. Kindergarten provides children with life skills and opportunities to be successful in all developmental areas, setting a strong foundation for their educational journey into school.

Community Kindergartens offer programs that align with school terms and are delivered by qualified early childhood teachers for children in the year prior to commencing school. This specific focus allows us to create developmentally appropriate programs that provide consistency for children, families and staff that may not be available in other early childhood education and care contexts. We have the same teachers and the same friends every day! The learning experiences at Kindy are driven by the children's interests. Children have opportunities to be a part of small group or independent play, where they have focussed teacher attention and support, helping them to develop and learn.

Community Kindergartens develop programs that allow children to become confident learners in a safe and supported environment. They provide experiences for children to grow and develop through play and interaction; expanding their knowledge and connection of themselves, family, culture, their environment and the broader community.

Programs are designed to expand children's development in key areas-

- Children have a strong sense of identity by becoming independent, and are provided with opportunities to explore their feelings and relationships with others.
- Children are connected with, and contribute, to their world, by learning about their environment, cultures and heritage of others.
- Children have a strong sense of wellbeing by being involved in physical activity, learning practice and resilience and being provided with opportunities to strengthen decision-making skills.
- Children are confident and involved learners where they are challenged and inspired to investigate and explore.
- Children are effective communicators where children are immersed and involved in language with a range of contexts and materials.



# Our Transition Process

Our goal is to actively engage families in our Kindy learning community from the moment they enrol and support smooth transitions for all families into our kindergarten. To begin developing our connections and partnerships with families we offer a Transition to Kindy process in the year prior to starting that includes two visiting opportunities, a family interview and a Parent Orientation Night.

## **Transition to Kindy Family Information Night:**

This evening is packed with practical information for families as they begin their learning journey at Springwood Kindy. Families will learn more about our Kindy's philosophy, learning and development foci and operational procedures. We strongly encourage all past and new families to attend if possible.



## **Transition to Kindy Visit 1 (playdate):**

The goal of this visit for children is to develop feelings of security and confidence in the Kindy environment by having opportunities to engage in play with their future classmates and children currently attending Kindy. The goal for parents is to have more focussed opportunities to talk with teachers about their child's individual transition and begin to make connections with other families in an informal way. Together, these goals form the basis of developing a strong and successful community of learners. This visit not applicable for returning children as Kindy Helpers.

## **Transition to Kindy Visit 2 (Family interview):**

This visit involves a family interview while the child plays more independently with the current cohort of Kindy children. It is very developmentally appropriate for children to feel a little anxious at this visit, so they are more than welcome to sit in the office with their family during the interview if they wish.

During family interviews, we collect comprehensive information from families about their child to give educators an understanding of the child's interests/abilities and support strategies to help them settle at Kindy. We also discuss collaborative goal setting to provide a clear picture of what is most important for families in their child's learning journey throughout the Kindy year.

**Please ensure you bring along your completed enrolment booklet to this visit for discussion with your teacher.**

# Our Transition Process

## Staggered starts:

At Springwood Kindy we take children's transition to Kindy very seriously and plan carefully for the beginning of the year. This ensures all children are supported as they embark on their Kindy journey. We begin our year with short days where children will attend either a morning OR afternoon session. The following week is a longer day for the whole group together before the full group, full program day begins. Please find below an overview of this process for each group.

### **BOROBI GROUP- TRANSITION TO KINDY 2024**

	Monday	Tuesday	What to Bring
<b>Week 1-</b> Monday 15 <sup>th</sup> January Tuesday 16 <sup>th</sup> January	<b>Teacher Preparation &amp; Non-Contact Day</b>	<b>Half Group AM Session:</b> 8:00am – 11:00am	- Healthy Morning tea snack - Drink Bottle - Hat - Washer
		<b>Half Group PM Session:</b> 12:00pm – 3:00pm	
<b>Week 2-</b> Monday 22 <sup>nd</sup> January Tuesday 23 <sup>rd</sup> January	<b>Whole Group: 8:00am – 12:30pm</b>  (No sheet bag required)	<b>Whole Group: 8:00am – 3:30pm</b>  (Please bring Sheet Bag)	- Healthy Morning tea snack - Drink Bottle - Hat - Washer

### **WONGARI GROUP- TRANSITION TO KINDY 2024**

	Wednesday	Thursday	Friday	What to Bring
<b>Week 1-</b> Thursday 18 <sup>th</sup> January Friday 19 <sup>th</sup> January		<b>Half Group AM Session:</b> 8.45am – 11.15am	<b>Half Group AM Session:</b> 8.45am – 11.15am	- Healthy Morning tea snack - Drink Bottle - Hat - Washer
		<b>Half Group PM Session:</b> 12.15pm – 2.45pm	<b>Half Group PM Session:</b> 12.15pm – 2.45pm	
<b>Week 2-</b> Wednesday 24 <sup>th</sup> January Thursday 25 <sup>th</sup> January Friday 26 <sup>th</sup> January	<b>Whole Group: 8.45am-1.15pm</b>  (No sheet bag required)	<b>Whole Group: 8.45am-2.45pm</b>  (Please bring Sheet Bag, morning tea & lunch)	<b>Australia Day Public Holiday</b>	- Healthy Morning tea snack - Drink Bottle - Hat - Washer

## Settling In

It is very common for children to experience some stress when faced with a new environment and new faces to learn and trust. We will always support your child and help them to feel settled.

### Some Hints to help your child settle into kindy

- Do not arrive to early. A long wait outside in the car can be stressful if your child is feeling anxious.
- Help your child unpack and come into the room. Stay for a few minutes only, ensure a staff member is with your child as you leave. Say goodbye to your child and remind them that you love them and you will be back to collect them later.
- Leave promptly. – Do not linger even if your child is distressed. By leaving, you are helping your child to see that you trust the educators to care for them which ultimately supports your child to build relationships with their teachers. Please avoid taking your child home if they are upset. This can be counter productive to the setting process.
- Your child is welcome to bring a favourite teddy/doll (named please) to keep them company as they settle in.
- If your child is unsettled at drop off, you are always welcome to phone us to reassure yourself that your child is ok. We are only a phone call away!
- Families will be invited to stay for Visiting Roster from Term 2, when the children are able to cope with the distraction of extra adults in the room.

# What your child will need



At Springwood Kindy, we have two eating times- morning tea and lunch. During the first half of the year, children need **TWO small containers** of food to eat during these times and these are kept in the fridge. Later in the year, we transition to one larger lunchbox as children begin to get ready for school.

## **Morning Tea**

- A healthy snack in a small named container.
- Some ideas include: fruit, yoghurt, cheese, crackers etc



## **Lunch**

- Lunch in a small clearly named container (No padded cold bags are necessary).
- Some ideas include: sandwiches, left overs, wraps etc.



## **Drink**

- A bottle filled with water only (no juice, cordial or milk please)
- Children's water bottles are stored on a trolley outside and can be accessed at all times. Children who forget their water bottles will be provided with cups.

## **Rest Pause**

- Two sheets (0.7m x 1.3m) for kindy stretchers (Cot sheets or single bed sheets are not appropriate).
- The bottom sheet needs a piece of elastic diagonally across each corner. Please do not sew the top sheet to the bottom sheet.
- In winter, a small cot sized rug/blanket.
- Families are welcome to supply their own sheet sets (in a named bag) or hire sets from the Centre for \$25 per year.



## **Outdoor Play**

- A shady, broad brimmed hat (bucket hat or legionnaire style).
- Other caps are unsuitable because they do not meet the requirements for our Sun Safe Sun Care policy.
- Children are unable to play outdoors without a hat.
- At least one spare set of clothes (undies, t-shirt, shorts).



## **Other Items**

- One large drawstring bag (clearly named on the outside) for use as a Library bag and Show & Share bag (separate bags may be used at parents discretion)
- Two named washers, each with a strong loop in the centre so it can be used as your child's personal hand towel.
- A backpack that is large enough to carry everything in.



**\*\* These items are not included in the Free Kindy Initiative \*\***



# What your child needs to wear

- Play clothes are essential, rather than special clothes.
- Kindy is full of “messy” but fun activities. Aprons are frequently used, however spills still occur. Always include at least one set of spare clothes in your child's bag, making sure this spare set suits the season we are in. Please also monitor the sizing of spare clothes as your child grows.
- Girls are encouraged to wear shorts/tights rather than dresses or skirts as a safety precaution. Skirts and dresses can become a tripping hazard when children are climbing on the obstacle course.
- Dress your child in clothes that they can manage independently, particularly for toileting. Braces, belts and zips are difficult even for older children to manage.
- Items of jewellery should be left at home, since they are easily lost, or can snag on things whilst the child is playing. Culturally significant jewellery is acceptable.
- In cooler weather, layer dress with T-shirts under jumpers, since even a cold morning can turn into a hot day. If your child refuses to wear a jumper on a cold day, put the jumper in the backpack and we will encourage them to wear it if it is very cool.
- Shoes that the children can manage independently are great to wear to and from Kindy (eg. thongs sandals etc). Children are encouraged to take their shoes off on arrival. We encourage bare feet to support children's sensory motor development and because it is safer for climbing, dancing and movement activities.
- If you wish your child to wear shoes all day (eg. during the cooler months), they MUST be closed in running style shoes with strong grip on the bottom to ensure safety in the learning environment. Slippers, sandals, gum boots, socks etc are not permitted due to potential slipping hazards.



# CENTRE HATS AND SHIRTS

High quality printed T-shirts and hats with the Centre name and logo are available for purchase. Colours available- green/blue (to match with our centre signage).

Hats - \$15

Shirts - \$15

If you would like to purchase these products, please fill out the order form (available in your enrolment pack or upon request from our Admin Officer). Bank transfer as a payment method is preferred if possible. Please enter your child's name as a reference and specify shirt or hat or both.



# SHEETS AND WASHERS

A sample of sheet sets and washers will be available at the Family Information Night for you to view and/or hire.

## Washers

- Families are required to supply their own washers for hand drying.
- Two washers; each with a strong elastic loop sewn in the centre for hanging.
- Please DO NOT sew elastic on corner as this does not meet health and hygiene regulations.

## Sheet Set Hire

As previously mentioned, families have the option to supply their own sheet sets or hire them from the centre.

- Hire cost for the year is \$25 (paid in advance).
- Sheet sets will be available from first transition visit in November.
- Families are responsible for weekly washing and care of sheet sets throughout the year.
- Hired sheet sets must be returned in early Dec (replacement fee will be charged for non returned sheet sets)



# ARRIVALS

## Borobi Group-

- Kindy opens at 8am.

## Wongari Group-

- Kindy opens at 8:45am.



*\*\*It is expected that children attend for their entire Kindy day when ever possible.*

Due to regulatory requirements, children and families cannot be accepted onsite prior to these times. Parents are welcome to wait with their children in our nature area behind the Kindy or outside the front gate until the Centre opens.

On arrival, children MUST be signed in by an adults (over 18yrs) using the IPAD (details for setting up login will be available at the beginning of the year).

At this time, please apply sun cream and tick against your child's name.

# DEPARTURES

## Borobi Group-

- Kindy finishes at 3:30pm.

## Wongari Group-

- Kindy finishes at 2:45pm.

Please collect your child promptly. Staff cannot legally take responsibility for your child after this time, except in an emergency. If you are unable to collect your child on time, please phone the centre and notify them of who you have arranged collect your child.

For legal reasons, children can only be released to parents or adults who are identified as authorised pick up persons in your Enrolment Booklet. Additional persons can be added at any time by giving your consent writing on a specialised form.

In the case of an emergency we are able to release a child to an adult with parental authorisation via the phone. The collecting adult will be required to provide photo identification which will be checked and kept on file. Families will be required to complete forms when next at the service.

In cases of custody arrangements, staff must have copies of court orders before they can refuse access to certain people.



# Flexible Daily Learning Sequence

## Borobi Group

8.00am	Meet and Greet, Quiet Activities
8.20am	Farewell to families- Morning Group Time
8:45am	Outdoor Learning Experiences
10.30am	Pack away
10.45am	Music / Movement / Regulation Learning Experiences
11.00am	Handwashing & Morning Tea
11.30am	Indoor Learning Experiences
1:15pm	Tidy up and prepare for Rest Pause
1.30pm	Lunch
2:15pm	Rest Pause & Quiet Activities
3.00pm	Tidy up and prepare for pickup
3.15pm	Final Group Reflections
3.30pm	Afternoon Farewell

## Wongari Group

8.45am	Meet and Greet, Quiet Activities
9.00am	Farewell families- Morning Group Time
9.30am	Outdoor Learning Experiences
10.45am	Pack Away
11.00am	Handwashing and Morning Tea
11.30am	Music / Movement / Regulation Learning Experiences
12.00pm	Indoor Learning Experiences
12.55pm	Tidy up and prepare for Rest Pause
1.10pm	Lunch
1.40pm	Rest Pause & Quiet Activities
2.15pm	Tidy up and prepare for pickup
2.25pm	Language / Literature Learning Experiences & Final Group Reflection
2.45pm	Afternoon Farewell

# SECTION 3



*Springwood Kindy is a Community Kindergarten and as such, parents are strongly encouraged to become an active part of our Centre's learning community to support their child's education.*

*There are several ways in which you can participate-*

- *Taking up a position on the parent management Committee.*
- *Parent visiting time.*
- *Involvement in social and fundraising events.*

## **PARENT PARTICIPATION**

- \* *Parent Management Committee*
- \* *Student, volunteers and visitors*
- \* *Parent visiting time*
- \* *Health and safety regulations*
- \* *Ways to participate*



# PARENT MANAGEMENT COMMITTEE

Springwood Community Kindergarten is managed by a group of volunteer parents. Without these volunteers, the centre simply cannot operate. We strongly encourage all families to consider volunteering on the Committee. The Kindergarten has an Annual General Meeting (AGM) each year in February where you can nominate to be involved in the management and future success of the Centre.

The Committee meets once a month to discuss the operational and educational running of the centre. All parents are welcome to attend committee meetings to join in the discussion and contribute to management decision making.

## **Roles available on the Committee**

### Executive Committee Roles (voting rights):

- President
- Vice President
- Treasurer
- Secretary
- Assistant Secretary
- Borobi Group Representative
- Wongari Group Representative



### Sub Committees Roles:

- Alarm monitor
- Marketing Coordinator
- Scholastic Book coordinator
- Museum Coordinator & Museum Support Crew
- Gardens Coordinator
- Maintenance Coordinator
- IT Coordinator
- Web Coordinator
- Fundraising Coordinator
- Playgroup Partner



The Management Committee is responsible for the running of the Kindy and making decisions regarding budgets, staffing, building upkeep/maintenance, Enterprise Bargaining Agreements, recruitment etc. Police checks and blue cards are required for all Executive roles as they have voting rights.

If we all share the load and have a strong committee with positive family involvement, this benefits the Centre and ultimately the children. Please help continue the development of the Centre for your child and the future generations that follow!

# STUDENTS, VOLUNTEERS & VISITORS

From time to time our centre has visitors as part of our commitment to engaging with the educational community and high quality early childhood education. These visitors include academics, students and community members. At all times, these visitors work under the supervision of the teacher in charge of the group. Volunteers and visitors to the Centre are supervised to ensure they meet our high standards of care and education. Volunteers have protection from legal liability under the Civil Liability Act.



## PARENT VISITING ROSTER

Parent visiting times start in Term Two. Roster is a great opportunity to share your child's Kindy experience. You will get to know your child's friends, the routines and expectations of Kindy, and to develop a closer relationship with your child's teachers. It also allows you to observe your child's learning and engagement in the Kindy environment.

A calendar will be made available for parents to select a time to visit if they would like to. Please sign-in as a visitor using the IPAD and familiarise yourself with the evacuation procedure before starting.

Ensure you dress appropriately for the day, bring a hat and a healthy morning tea snack. Whenever possible we encourage parents to organise babysitting for siblings so that visiting time is a special time for their Kindergarten child.

You are welcome to take your child with you at the end of your visit, or to leave them for the afternoon activities. Parents are not encouraged to stay for rest time.

# HEALTH & SAFETY REGULATIONS WHEN VISITING

As a workplace, we are required by law to comply with Health and Safety regulations. When you come at visiting time we will explain any special rules to you.

General expectations include:

1. The safety of all children and adults at our Kindergarten is vitally important. If you see anything you consider to be unsafe, please alert the teacher immediately.
2. Children can only be in the kitchen under the supervision of an adult.
3. Please read the guidelines for visitors before participating at the Kindergarten. These will be made available to you by the staff.



# WAYS TO PARTICIPATE

## WORKING BEES

At Springwood Community Kindergarten we hold two working bees every year, generally on a Saturday morning in Term 2 and Term 4. These assist the Kindy during the year for projects and general maintenance e.g. topping up soft fall and sandpit, weeding and pruning, cleaning shade sails and paths, sanding/oiling wooden equipment etc.

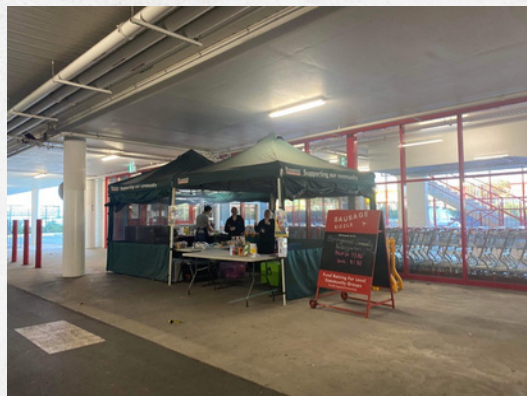
We will notify families of the dates in advance and ask for any voluntary assistance. Although not compulsory, we encourage families to come along, meet other families and contribute to keeping our Kindy a safe, well maintained and amazing place for children to learn and grow!



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## NON-COMPULSORY FUNDRAISERS

Throughout the year, the Centre offers several non-compulsory fundraising activities. These are offered as a service to parents, as great interest in these products and services has been shown in the past. Some successful activities that may be offered during the year include book orders through Scholastic Australia and we also run more extensive fundraisers e.g. Bunnings sausage sizzle in consultation with families and the Parent Committee.



# SECTION 4



## ***OUR PROGRAM***

- \* Story Park
- \* Computer Use
- \* Children's Lending Library
- \* Photo's taken by Educators

# STORY PARK

Here at Springwood Community Kindergarten we use Story Park to share children's learning journey with families. This is an app that can be accessed through a smart phone or a computer. At the start of the year families will be invited to connect with their child's confidential Story Park portfolio. Each parent has their own login to access their child's content. This will allow you to see photos, learning stories, newsletters and important information. Story Park gives you insight into what we do during the day within our program. If you have any questions about this, please ask our Educators.



# COMPUTER USE

Use of technology such as computers, interactive whiteboards and iPads is part of our educational practice. Our interactive whiteboard and iPads allow children to use interactive learning experiences and access to the internet under the supervision of staff. Parents will be asked to sign a Policy on Computer Use and Internet Access that sets out the centre guidelines for children's use of technology as part of their Enrolment Booklet.



# CHILDREN'S LENDING LIBRARY

Our Centre has a large selection of books that form a lending library that children from both groups are able to access on a weekly basis similarly to library borrowing at school. You will receive information about this service during Term One, and books are usually available for borrowing before the start of Term Two.

Scholastic Book Club is also available for parents to purchase books and resources. Your purchases accrue credits for the Kindergarten and assist us to buy books for our centre library.

# PHOTOS TAKEN BY EDUCATORS

The staff at the Centre use photography to maintain a record of each child's learning and development within the educational program. These photos are shared with parents to make learning visible for families.

To ensure children's privacy is not compromised, photos taken at Kindy should not be forwarded to others or reposted on social media. All photos remain the property of the Centre and may be used in promotional or public display at the discretion of the Centre. Families are asked to give their consent to the taking and use of photographs and videos in your Enrolment Booklet.

# SECTION 5



*The Centre's Management Committee maintains a number of policies that govern the day to day operations of the Centre. These policies are available for perusal upon request.*

## **POLICIES**

- \* Enrolment Policy
- \* Healthy Food Policy
- \* Sun Care Policy
- \* Health/Infectious Illness
- \* Time Out Posters
- \* Administering Medication
- \* Asthma
- \* Anaphylaxis/Allergies
- \* Immunisation Policy
- \* Anti-Discrimination Policy
- \* Communication & Complaints Procedure
- \* Fire Evacuation Procedure



# Healthy Food Policy

Mealtimes at Kindergarten are an important part of the day where we gather together as a group to chat and enjoy healthy food. For many children the types of food they consume influences their capacity to concentrate and learn. Therefore, our centre follows a Healthy Food Policy, as recommended by the Australian Dietary Guidelines, which supports parents to provide foods which are low in sugar, colourings, and preservatives. Our regulations also restrict some foods at Kindergarten such as nuts and sweets.

Lunches are stored in the fridge so that dairy products, meats and salads will remain fresh. We are unable to reheat food for children. If you require your child's food be left out of the fridge for cultural reasons, this must be communicated in writing to your child's teacher.

From time to time, children attend our Kindergarten who have severe allergies to nuts or other foods. In this case, we may need to implement restrictions on the types of food that children can bring into our Centre. Families will be provided with more information about food restrictions if required.

On special occasions such as "party days" and birthdays, families will be invited to send along "special" foods. Parents typically send along small cupcakes or Freddo Frogs to share to celebrate their child's birthday. Please check with your child's teacher prior to sending along special treats.

If your child has allergies or food intolerances that prohibit them from sharing birthday cakes please provide an alternative treat that can be kept in the freezer.

Below is a list of ideas for foods that align with our Healthy Food Policy. Children are encouraged to make decisions about foods to help support their learning at Kindy. Please feel welcome to check with your children's teacher if you have any questions about the food policy.

<b>Drinks</b>	
<b>Acceptable</b>	<b>Save for drinking at home</b>
<ul style="list-style-type: none"> <li>• Water (in drink bottle)</li> </ul>	<ul style="list-style-type: none"> <li>• soft drink</li> <li>• juice or cordial</li> <li>• flavoured or plain milk</li> </ul>
<b>Food</b>	
<b>Acceptable</b>	<b>Save for eating at home</b>
<ul style="list-style-type: none"> <li>• Sandwiches</li> <li>• Yoghurt</li> <li>• Cheese, cheese slices, cheese sticks</li> <li>• Cold pasta or rice</li> <li>• rice crackers, rice cakes</li> <li>• salads</li> <li>• fruit or dried fruit</li> <li>• baked beans or spaghetti (not in a tin)</li> <li>• cold meat or sausages</li> <li>• savoury biscuits or crackers</li> <li>• cold pizza</li> <li>• savoury/fruit muffins and pikelets</li> <li>• popcorn or plain corn chips</li> <li>• bliss balls</li> <li>• low sugar muesli bars</li> </ul>	<ul style="list-style-type: none"> <li>• lollies and chocolate</li> <li>• roll ups or fruit sticks</li> <li>• dairy dessert (custards, yogos etc)</li> <li>• chips / crisps eg Smiths</li> <li>• Tiny Teddies</li> <li>• No raw nuts (choking hazard)</li> <li>• cupcakes, sweet biscuits and cake</li> <li>• nut bars</li> <li>• high sugar fruit bars</li> <li>• sweet breakfast cereals</li> </ul>

# Sun Safe Policy



Our Centre follows C&K policy guidelines for protecting children against excessive exposure to the sun.

1. During summer, outdoor play time is during the first part of the day.
2. Our Centre has provided more than the required shade areas for play outdoors.
3. All children are required to wear a broad brimmed/legionnaire style hat for outdoor play.
4. Families are responsible to apply adequate 30+ sunscreen at the beginning of the day. During summer, staff will supervise reapplying of sunscreen if the children return outside after two hours has elapsed.
5. Sunscreen is available at the Centre for families to apply to children at the beginning of the program each day.
6. Families are encouraged to dress children in clothing that does not leave large areas of the skin exposed. Shirts with sleeves must be worn.
7. Water is available for the children throughout the day. At morning tea and lunch children have water both before and after eating.
8. Families are required to tick the box next to their child's name on the sign in sheet to confirm that they have complied with the sun care policy each day.

# Health/Infectious Illnesses



As professional carers of young children, the staff take their responsibilities about health and safety very seriously. In order to protect all children at the Centre they follow very strict guidelines about dealing with children who become ill or injured at the Centre.

These are outlined below:

- All staff hold current First Aid certificates in addition to their teaching qualifications.
- The teacher in charge of each group will send home any child whom she considers is not well enough to attend or may present a risk to other children's health.
- In the event of sudden illness or an accident the teacher will contact the parents or if unable to do so, will seek immediate medical attention. This may include calling an ambulance.
- It is a C&K policy that all children and adults wash their hands upon arrival and departure.

In the case of infectious diseases, our staff follow the Time Out Poster. This advice comes directly from Queensland Health. We advise all families to read the Time Out poster. Please keep your child home if they are sick and follow the exclusion periods provided.

**\*Please look at the following two pages for the Time Out Poster\***

# Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements<sup>1</sup> and recommendations.*

\*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
<b>*Chickenpox (varicella)</b>	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
<b>Cold sores (herpes simplex)</b>	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
<b>Conjunctivitis</b>	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
<b>*COVID-19</b>	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
<b>Cytomegalovirus (CMV)</b>	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>Diarrhoea and/or Vomiting</b> <b>including:</b> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• *gastroenteritis</li> </ul> <b>but excluding:</b> <ul style="list-style-type: none"> <li>• *norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul> <b>See advice for these specific conditions below</b>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
<b>*Enterovirus 71 (EV71 neurological disease)</b>	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
<b>Fungal infections of the skin and nails (ringworm/tinea)</b>	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
<b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>*German measles (rubella)<sup>2</sup></b>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>*Haemophilus influenzae type b (Hib)</b>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Hand, foot and mouth disease</b>	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
<b>Head lice</b>	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
<b>*Hepatitis A<sup>2</sup></b>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person <sup>2</sup>
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup>  <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)

**Further information on recommendations:**

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)

# Administering Medication

On some occasions a child will be well enough to return to Kindergarten but may still require medication. Staff are required to follow strict guidelines issued by the Office of Early Childhood and these are outlined below:

**\*\* Paracetamol may be administered under the guidelines outlined in the accompanying Enrolment Booklet. \*\***

- Families are required to create a Communications Plan for ongoing medical conditions if applicable.
- Staff are allowed only permitted to administer medications as prescribed by a doctor.
- Medication must be in its original bottle with the child's name, dosage and instructions on it. It will be stored in a locked container out of reach of the children.
- Families should give medications to a staff member promptly on arrival who will assist them to record the relevant details on a medication form.
- It is the families responsibility to collect the medication at the end of each day.





## Asthma

All children requiring asthma medication to be administered at Kindergarten on a regular basis will require an Asthma Management Action Plan from their GP or medical specialist. This plan needs to be updated every six months or when the management plan is changed. Staff will administer asthma medication in the form of sprays which must be used in conjunction with the child's personal spacer. Asthma medication cannot be administered by staff using a nebuliser.

Please talk to your child's teacher about creating a Communications Plan.



## Anaphylaxis/Allergies

Children who suffer from anaphylaxis or allergies require an action plan to be completed in consultation with the child's general practitioner or specialist. Your child's teacher will work with you to create a Communications Plan and complete a risk minimisation plan that will be shared with staff and visitors to the centre. These forms are required before the child begins attendance. Parents will be required to provide an EpiPen which is to remain at the centre whilst the child is enrolled.

# Immunisation Policy

Our Centre is required to follow C&K guidelines in relation to immunisation. A summary of these is set out below. The full guidelines are available to parents upon request.

- Families will be required to provide information regarding the immunisation status of their child upon enrolment to a C&K centre.
- A copy of the child's immunisation record from Medicare is suitable as a record of immunisation. New copies need to be provided as children update their immunisation status. e.g. After their four year old Immunisations.
- Families who have a conscientious objection to immunisation will be required to complete the relevant form. In the event of an outbreak of a preventable disease, families of the non-immunised child will be required to remove the child from the Centre until the risk has passed.



# Anti-Discrimination Policy

Our Centre welcomes the individuality of children, and the variety of family and cultural backgrounds. We observe a policy of acceptance regardless of race, creed, gender, disability, class or culture provided that the needs of individual children do not disadvantage other children within the Centre. Children are offered places at our Centre based on their position on the waiting list.

Our aim is to treat families and children with dignity and respect. Please inform the staff of any special beliefs or family traditions that may influence the way they need to interact with you and your child respectfully.



# Communication and Complaints Procedure



Our Centre prides itself on family centred practice, where communication between staff, families and children is encouraged. Families are welcome to organise an afternoon appointment should they wish to discuss an issue confidentially or in depth.

Where a family has a concern relating to the needs of a child or the educational program, the Teacher should be consulted.

If the concern relates to fees or waiting list, the Administration Officer should be consulted. If the concern relates to fundraising or management of the Centre, the President of the Management Committee will deal with the enquiry.

The teacher in charge of each group can readily refer a parent onto an appropriate Committee Member who will be happy to listen to concerns raised.

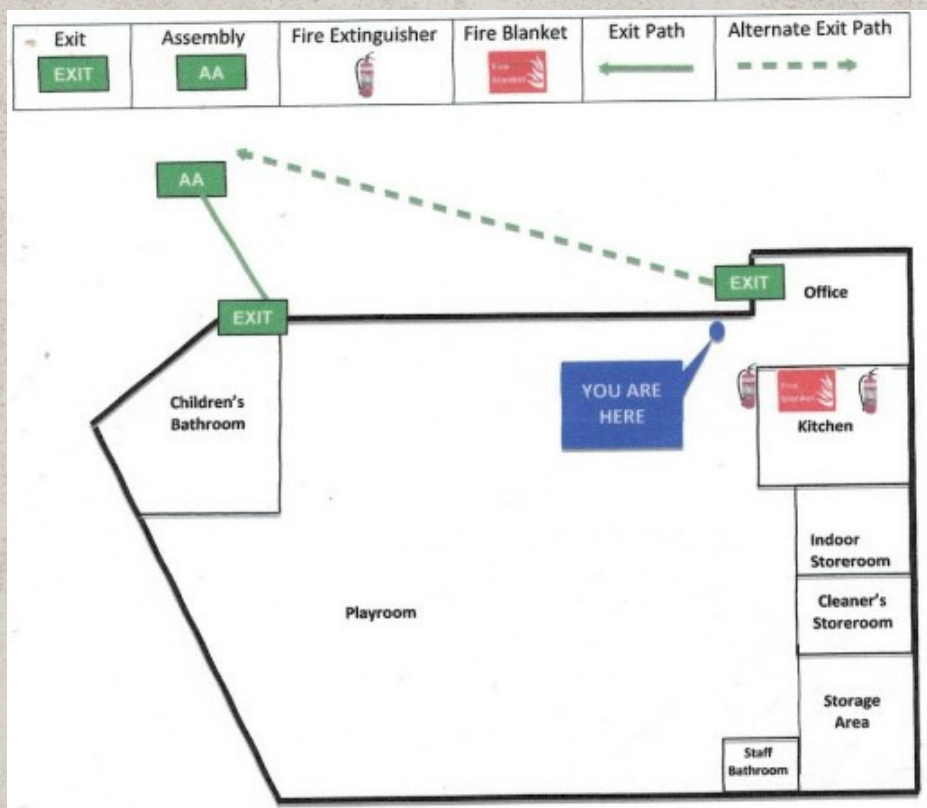
The escalation process of a complaint/concern from a parent/family would be as follows:

- Teacher in charge of each group.
- Nominated Supervisor
- President of the Committee.
- C&K Allocated Early Childhood Consultant.
- C&K Central - Phone 1800 177 092.
- Early Childhood Education and Care - South East Region
  - E-mail - [southeastregion.ecec@qed.qld.gov.au](mailto:southeastregion.ecec@qed.qld.gov.au)
  - Phone Number: 07 5656 6688.

The Springwood Community Kindergarten is approved by the Department of Education and Training under the Education and Care Services Act 2013 and the Education and Care Services National Regulations 2011 and the Education and Care Services National Amendment Regulations 2017.

# Fire Evacuation Procedure

- If you see SMOKE, FLAMES or hear the FIRE ALARM, alert other occupants immediately.
- If safe, close any windows and doors to confine the fire.
- There are two exits from the building. There is one from the children's bathroom as well as one exiting the office. Where safely possible, please exit through the front of the building as this leads directly to the assembly area.
- The evacuation meeting spot is located at the swing area, directly opposite the digging patch.
- All adults are to assist the children to walk to the swing area and remain there. The Teacher Aide is to collect the sign-in form and begin roll call.
- DO NOT collect your handbag or food etc.
- TELEPHONE 000 and notify the Fire Service.
- Calmly follow instructions given by staff or the attending Fire Officers. The manager/fire warden will account for all occupants and report persons missing to Fire Officers.
- Do not re-enter the building until the manager or Fire Officers tells you it is safe to do so.



# SECTION 6



## ***ADDITIONAL INFORMATION***

- \* How to contact us
- \* Socials
- \* Containers for change
- \* 1WORLD Clothes donation bin
- \* Useful organisations

# Contact Us

Here at Springwood Community Kindergarten, we have various points of contact. Please feel free to contact us at any time through e-mail and we will endeavour to get back to you as soon as possible. Please allow for a 24 hours turn around time for e-mail responses. If you have any urgent matters please call or speak to an educator whilst at the centre

## Via Phone

Centre Phone number: 3208 6987

## Via E-mail

Nominated Supervisor Contact:  
jo@springwoodkindy.com.au

Administration Officer:  
admin@springwoodkindy.com.au

Wongari Teacher (Ms Broadbent):  
jo@springwoodkindy.com.au

Borobi Teacher (Jane Saxton):  
jane@springwoodkindy.com.au

President of Committee (TBC at the AGM):  
president@springwoodkindy.com.au

## Socials



Facebook

Springwood Community  
Kindergarten



Instagram

Springwood Kindy

Website

<https://springwoodkindy.com.au/>

# Community Organisations



## Containers for Change

If you have spare cans or bottles around and would like to donate them to Kindy. We have a bin at Kindy where we collect the 10c cans/bottles. Otherwise when going to a container for change depot, you can take this barcode above and donate the money you raise to Kindy.

**Springwood Community Kindergarten**

Here's your organisation's scheme ID. Keep it handy - share it with your supporters to raise funds and to track your fundraising efforts.

**C10461397**



## 1WORLD Clothes Donation Bin

1-World is a local charity making a difference both locally and overseas through recycling programs. 1-World are advocates for promoting sustainability and recycling, and are working to help drive community recycling in our local area through the free wheelie bin program.

The bin we have here at Kindy is able to take donations of things such as:

- \* Wearable clothing for children, teenagers and adults
- \* Bed linen
- \* Towels
- \* Children's toys
- \* Wearable paired shoes
- \* Hand bags, school bags, other bags
- \* Crockery, glassware, kitchenware, pots and pans
- \* Jewellery



# Useful Organisations

- Australian Breastfeeding Association
- Australian children's Education and care Quality Authority
- Kids safe Australia
- Nutrition Australia
- Queensland Health
- Anaphylaxis Australia
- Grow me Safety
- The Office for Early Childhood Education and Care
- Raising Children Network
- NAP (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

