



2024 PARENT HANDBOOK



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A MESSAGE FROM OUR STAFF AND COMMITTEE

Dear Parents and Guardians

We warmly welcome you and your family to Pine Rivers Kindergarten. As we embark together on this learning journey, we envisage an exciting year ahead. We also wish to acknowledge the original custodians of this land the *Gubbi Gubbi People*.

At Pine Rivers Kindergarten, we aim to fulfil our Mission Statement:

To provide a supportive play and learning environment for young families, that acknowledges and respects the uniqueness of each child, and the importance of family and the surrounding community.

To build genuine partnerships, we believe it is important that staff value children and their families. At Pine Rivers Kindergarten, we aim to engage children and families cooperatively and collaboratively, and thus building a strong sense of community.

We encourage you to become actively involved in the Kindergarten, as your involvement will enrich your child's learning experiences and promote a positive self-esteem. Current research confirms that the early experiences of young children have a profound effect on their future. We wholeheartedly appreciate the ongoing support of families who generously give of their time and skills.

We are all working together to provide a safe, enjoyable and rewarding experience for you and your child. We encourage all families to speak to us if you have any queries or concerns, we are happy to assist you with any information you may require.

This handbook has been created to provide you with practical information about your child's year, and to share some of our Kindergarten's philosophies and policies.

Yours truly
Pine Rivers Kindergarten Staff and Committee



ABOUT OUR KINDERGARTEN

Pine Rivers Kindergarten History

The site for the Kindergarten was generously donated by Miss Eliza J Beattie, and the community project commenced in July 1961. The first unit opened on 21 August 1965, and the second unit on 29 July 1972.

In December 2000, the Kindergarten undertook a major renovation and extension project. Our Kindergarten was modified to include full disabled facilities with an outside access to a bathroom/toilet. The extension also included a new foyer and an administration office. For the safety and convenience of our staff and families, a full-size concrete car park was installed in September 2002.

In early 2019, Pine Rivers Kindergarten embarked on a new venture becoming officially re-affiliated with the renowned organisation of C&K.

The Gubbi Gubbi people have cared for this land for over 18,000 years. Our history is one of peace and welcome to our visitors as the land has provided ample sustenance for all. Over the last 160 years' changes to our lives have been severe and our population has diminished. 3,000 men, women and children were killed after the British arrived in Queensland and established their first penal colony in Redcliffe in 1824 which moved to Brisbane in 1825. But we are resilient, and our land continues to sustain us. The Gubbi Gubbi has stood with all those concerned for the life of the Mary River, a river with special significance to our people. Not all indigenous people followed our lead. What is important to understand is that Gubbi Gubbi is an integral part of Australian history. Our history belongs to all Australians. We, the Gubbi Gubbi people, under the guidance of the elders have developed this brochure to provide understanding of our culture, history and traditions. It is a guide for proper recognition and therefore understanding among our people. It is based, wherever possible, on proven fact. It allows all who respect our traditional lands to assist us learn of our heritage.

Dr. Eve Mumewa Fesi, OAM, CM, PhD



Gubbi Gubbi registered cultural heritage land, as determined under the 2003 Queensland Culture and Heritage Act is contained within the red marked boundaries. This land is under Gubbi Gubbi title and the term Kabi Kabi has no relevance other than it is an orthographic pronunciation of the Gubbi Gubbi name. The full map is available from the website http://www.derm.qld.gov.au/cultural_heritage/pdf/chbodygubbigubbi.pdf

Questions on this should be directed to The Director General, Locked Bag 40, Coorparoo Delivery Centre, 4151 Queensland Australia.

An authentic view of the Gubbi Gubbi people of Sunshine Coast, Moreton Bay and Burnett Mary Regions.

Eddie Mabo achieved a significant victory for all Australians when he succeeded in establishing Native Title. Original Australians were able to reclaim their lands based on traditional ownership and custodianship. Family groups, with proven associations, were given native Title by the Federal Court -those that could not prove their attachment were not.

The Gubbi Gubbi people, under the guidance of Senior Elder, Dr Eve Fesi OAM CM, PhD were awarded their rights by the Federal Court. This web site supports the decision of the Federal Court as being impartial and fair.

Not for Profit Association

Pine Rivers Kindergarten is a community-based association, with all profits reinvested to benefit the children enrolled in our Kindergarten. Unlike private centres, or other corporate childcare services that must make profits

for shareholders, Pine Rivers Kindergarten is not for the profit or gain of individual members and the Association's constitution prohibits it from making financial distributions to its members. This association and its assets are owned by the parent body which elects a Management Committee each year which to ensure the effective operation of the Kindergarten.

Affiliation C&K

The Creche and Kindergarten Association Limited (C&K) is a not for profit organisation and has offered the highest standard of early childhood education and care since its inception in 1907.

With more than 100 years' in early childhood education and care, C&K is regarded as one of Australia's leading providers of childcare and kindergarten.

C&K supports inclusion of all children and this is one of the features that make our C&K services so unique. Providing support and professional development for educators enables the best possible outcome for your child.

As an affiliated centre, Pine Rivers Kindergarten adheres to the Office of Early Childhood Education and Child Care's recognised play-based curriculum, known as the *Early Years Learning Framework* and the associated guideline. This allows children to become independent thinkers through problem solving and discovery.

C&K Support

An Early Childhood Education Consultant (ECEC) from C&K will visit our centre 4-6 times a year to support the staff, families and children. The role of the ECEC is a valuable one as they act as an advisor and mentor to staff and the Management Committee. The ECEC is available throughout the year for advice on any matter related to the functioning of the centre. Your child will benefit directly from the support provided by C&K. The C&K ECEC can be contacted on 1800177092

ENROLMENT & ADMINISTRATION

Waiting List

A child's name can be put on our waiting list in the financial year (1 July to 30 June) that they turn 2 years old. Each year on the first day of Term 3, a new Kindergarten waiting list opens.

Waiting List Application Forms are available from the Kindergarten. A \$25 non-refundable Waiting List Fee is payable at the time of submission of the Waiting List Application.

Please note that placement on a waiting list does not guarantee an Offer of Enrolment, an enrolment in a particular group or with particular staff, or on particular days.

Pine Rivers Kindergarten does not have a sibling policy so please submit a waiting list form for each child.

Offers of enrolment are made during Term 3 for the following year.

Enrolment Fee

A \$100 enrolment fee is required on acceptance of a place at the Kindergarten. This fee includes an Annual Membership Fee of \$85 and a \$15 resource fee.

Kindergarten Fees

Kindy is free for every eligible-aged child in Queensland from January 2024. Kindy is for children aged at least 4 years by 30 June in the year before Prep.

Kindy is a government-approved kindergarten program delivered 15 hours per week, 40 weeks per year by a qualified early childhood teacher.

Issue of Invoices

Families who do not meet the FREE KINDY eligibility test will be invoiced at the beginning of each term.

Term fees & levies for:	Invoice issued	Payment due
Term 1	1 st Week of Term 1	End of week 2 (Term 1)
Term 2	1 st week of Term 2	End of week 2 (Term 2)
Term 3	1 st week of Term 3	End of week 2 (Term 3)
Term 4	1 st week of Term 4	End of week 2 (Term 4)

Payment of fees are required within the stated timeframe. Failure to make fee payments in accordance with the due dates may result in the service placing you on a payment plan with Debit Success. All fees and charges associated with this set up will be at the parent's expense Or, it may result in the loss of your child's place in the centre.

Payment Options

Fees are to be paid in the following manner:

1. Direct payment into the Kindergarten bank account by Direct Deposit or at any Westpac Branch.
2. Payment by using EFTPOS in the Kindy Office...
3. The treasurer can be contacted at treasurer@pineriverskindy.com.au, to discuss any payment difficulties or issues.

Arrears

Failure to pay invoices within the due dates could result in a loss of your child's place at the Kindergarten.

Kindy Funding

The Queensland Government will introduce a **new kindergarten funding program on 1 January 2024**, making kindergarten more accessible and easing cost-of-living pressures.

The program will enable more Queensland children to enjoy the lifelong benefits of participating in quality, affordable and inclusive kindergarten programs.

From 1 January 2024, kindy will be free for eligible-aged children who attend a government-approved program offering free kindy.

Families will benefit from free kindy when they attend a sessional kindergarten. Kindy is 15 hours per week, 40 weeks per year and is free.

Kindergarten services in Queensland are funded to create inclusive and quality early learning programs for all children.

For more information on the Kindy funding, please see our Kindy Director.

Giving Notice

Parents are required to give four weeks' notice in writing to the Nominated Supervisor of intention to withdraw their child from the Kindergarten. This enables a replacement child to be enrolled without loss of income to the Kindergarten. Upon written acceptance of the impending vacancy by the family of the replacement child, reversal of the original withdrawal will not be possible.

Cancellation of your child's enrolment will occur if NO contact has been made with Pine Rivers Kindergarten over a four-week period.

PROGRAM DAYS AND TIMES

Attendance

Pine Rivers Kindergarten operates a double unit catering for up to four groups of 22 children. All groups offer a five-day fortnight program. The beginning of the week classes are Monday and Tuesday with alternate Wednesday (Group A), and the end of week classes are Thursday and Friday with alternate Wednesday (Group B).

Each day the program operates from 8:45am to 2:45pm daily during school terms. Please note children are NOT permitted to be dropped off prior to 8:45am and **must** be collected no later than 2:45pm. A late fee may apply.

Transitioning into the Kindergarten Program

Children have the opportunity to participate in a "Play/Meet and greet day. Please contact the Kindergarten for further information if you were not present at the Parent Information session.

DAILY REQUIREMENTS

IMPORTANT NOTE - All belongings must be clearly marked with your child's name. This prevents confusion with lunchboxes and water bottles and enables all items to be returned to the correct owner. Pine Rivers Kindergarten accepts no responsibility for lost items.

- **Sheets bag-** Approximately 50cm x 50cm, with drawstring around the top. This size will also accommodate a light blanket in winter.
 - **Two sheets-** One flat sheet – 80-90cm wide x 130cm long.
 - One fitted sheet – 80-90cm wide x 130cm long. 30cm length of elastic attached to corners of narrow ends.

Please note that fitted cot sheets DO NOT fit the Kindy beds.

SHEET SETS ARE AVAILABLE TO PURCHASE FROM THE KINDY OFFICE

- **A kindy bag** - It should be of a size and weight that is comfortable for your child to carry with water bottle, lunch box, hat & spare clothes. Sheet bag can be carried separately.
- **A lunch box-** The lunch box should be easy for your child to open themselves – so as to encourage their sense of independence. All lunch boxes are kept in the fridge. Please **DO NOT USE AN INSULATED COOLER BAG** as your child's lunch box. As they take up too much space and also effect the efficiency of the refrigerator.
- **A sun-smart hat-** A broad-brimmed or legionnaire-style (rim=8-10cm). (Kindy hats are available from the office)
- **Water bottle (clear or see through)**
- **Spare Clothes** - A full set of spare clothes (with sleeves), appropriate for the season.
- **Reusable Waterproof bag** – appropriate for wet and soiled clothing

Clothing and Shoes

Kindy shirts and hats are available to purchase from the office

Staff will try to ensure that children are dressed appropriately for the weather at all times. It is requested that children be dressed in clothes that are;

- Sun-safe (e.g. have sleeves) and appropriate to the weather conditions,
- Easy to manage for your child
- Clothes that can get dirty
- Comfortable and allow for freedom of movement

All clothing must be clearly labelled.

Shoes must be safe for your child to run and climb in. Although they are encouraged to wear no shoes while

playing in the playgrounds, at times it may be necessary to wear appropriate footwear. Shoes need to have a good grip so there is no risk of tripping or slipping. Joggers with good grip are the most appropriate.

Food

We encourage healthy eating habits. Fruit, vegetables, yogurt, cracker biscuits and cheese are suggested as appropriate morning tea snacks. We suggest a healthy lunch of sandwiches, salads, pita bread, fresh/dried fruit, pasta, rice or yogurt. Please do not pack foods that require cooking, reheating, or are in tins (children risk being cut by open lids). Please speak to the Nominated Supervisor/Responsible Person in charge for further healthy lunch ideas.

Please note: We ask that you do not send cordial, poppers, cakes, doughnuts, lollies, sweet biscuits, roll-ups, chips, peanuts or chocolate. Apart from having questionable nutritional value, they create unnecessary competition among the children.

FROM TIME TO TIME, CHILDREN ARE IDENTIFIED WITH NUT & OTHER ALLERGIES, THEREFORE WE ASK PARENTS TO BE SENSITIVE TO THIS AND REFRAIN FROM SENDING THESE ITEMS WHEN PACKING THEIR CHILD'S LUNCH BOX.

Pine Rivers Kindergarten discourages disposable packaging to minimise waste in the environment. We discourage poppers for this reason. Children should bring a water bottle which can be refilled as necessary throughout the day.

Birthdays

Families are invited to send in cupcakes or biscuits for their child to celebrate their birthday and share with the rest of the group. The type of the cake can be discussed with your child's teacher. You are also more than welcome to stay for the cake eating. Please note: There are 22 children in each class.

Due to health and hygiene practices, large single birthday cakes are not permitted. We encourage parents of children with allergies to bring along an alternative cup cake or biscuits which can be kept frozen at Kindy.

Toys

Comforter toys needed for security and rest are permitted to help your child settle, however it is preferred that other toys **NOT** be brought into the Kindergarten. Our Teaching Units contain plenty of developmentally appropriate toys for the children to play with throughout the day. Unfortunately, Staff cannot guarantee that toys brought from home will not be lost or broken.

Arrival and Departure Procedures

Children are to be signed **in and out** via our electronic kiosk by the person delivering and collecting them **each day**. Each authorised person is required to have and use their own unique kiosk code. Please see admin to set up your code. It is law for parents/guardians to record their name, arrival and departure times of their child, our kiosk takes care of this. Please have your child greet and farewell staff daily, so staff are fully aware of the movement of children.

Please note: Due to insurance purposes, **children are not to be left at the Kindergarten before 8:45am and must be picked up no later than 2:45pm. Late fees apply outside these hours and families will be instructed to return to the Centre immediately.**

The Nominated Supervisor/Responsible Person in charge is required to keep a record of such occurrences for reference at Management Committee meetings. The Committee is adamant that under no circumstances should children be at the Kindergarten for more than a period of six hours. ***Please see our late collection procedure for further details.***

Whilst Staff are present at the Kindergarten outside of these hours, Pine Rivers Kindergarten and C & K recognises the value of providing Teaching staff with child-free non-contact time before and after the program. During this time the teachers prepare the learning environment, maintain their written program and administration records, and attend staff meetings and regional meetings. These additional duties serve to enhance the quality of the program offered at Pine Rivers Kindergarten.

If arriving earlier than 2.00pm to collect your child, please arrange this with your child's teacher, so that the rest of the group is not disturbed.

Once you have settled your child into the program and said goodbye, we encourage you to move to our foyer/communal area to chat with other families.

Arrival Routine

Below is a list of helpful jobs which parents/guardians can help and encourage their child to complete each morning at Kindergarten.

- ✓ **Sign in- Electronic Kiosk located in foyer**
- ✓ **Apply sunscreen (*located in the foyer*) and stamp your child's hand so teachers are aware that sunscreen has been applied.**
- ✓ **Insect repellent (*located in outdoor undercover area at the read of each classroom*)**
- ✓ **Wash hands**
- ✓ **Bag in locker.**
- ✓ **Sheet bag in sheet box/basket.**
- ✓ **Lunch box in fridge**
- ✓ **Drink bottle in basket.**
- ✓ **Greet their teachers.**
- ✓ **Our Kindy day begins.**

Initial Separation

Some children become distressed when leaving their parent/guardian, which is quite normal at first. Separation anxiety usually disappears as the child becomes familiar with the surroundings and staff. Often the tears stop soon after the parent/guardian leaves, therefore a swift departure (after saying good-bye and reassuring the child that you will be back soon) can avoid prolonged stress.

To assist your child in the adjustment period, try and arrange for some time when you and your child can be together at the Kindergarten. Staff will always offer extra support during these difficult times. As your child becomes more secure in the knowledge that you will return, separation becomes less stressful. (*Please feel free to call the centre at any time to reassure yourself that your child has settled. Please refer to the last page of this handbook for the necessary phone numbers.*)

Pattern of the Day

Pine Rivers Kindergarten offers a flexible indoor/outdoor program in a relaxed environment. This program gives children extended lengths of time to develop and play. Each day will be determined by a child's interests, the group's interests and staff and family input.

- Group time
- Morning Tea
- Indoor/Outdoor play
- Group time
- Lunch
- Rest, Relaxation or Sleep time
- Quiet play
- Home time

Group Time

These sessions occur throughout the day and can include focussed activities such as sharing stories, language games, show and tell, and whole class discussions. Groups will also have more active and lively times where children participate in dancing, movement and song.

Bathroom Routine

Children are encouraged to go to the toilet and are required to wash their hands before all meals.

Morning Tea and Lunch-Litter Free Lunchbox

Morning tea occurs at approximately 9.30am. Lunch is at 12:30pm. At these times, children sit around tables and eat their healthy food. It also provides a great opportunity for children and adults to enjoy conversations

together. Water is available at all times. These times are flexible, and we always strive to ensure the children are suitably supported through both morning tea and lunch.

Indoor/Outdoor play

At PRK we offer a concurrent indoor/outdoor program. This connection between indoor/outdoor learning environments allows children to become active participants in their own learning. It provides opportunities for children to choose to move freely from the outdoor space to the indoor space to engage in play-based learning experiences, utilising a variety of material and equipment to meet their learning needs and interests. Our spaces offer a rich context for curiosity, wonder, mystery and what “if” thinking.

Learning at Pine Rivers Kindy is promoted through play, both emergent and planned learning experiences and interactions. Research suggest that play is the best exercise for the brain as it provides the perfect stimulus needed for brain development. Play is the most effective way for the children to discover and learn about the world around them.

Throughout the day at Pine Rivers Kindy, opportunities to strengthen a child’s sense of Belonging, Being and Becoming will be available as each discovers and develops:

- Different ways of communicating and expressing themselves through language, art, dramatic play, music and dance
- Social skills through interactions with other children and adults
- Strategies for problem solving and decision making
- Coordination, agility and fine motor skills
- Creative thinking and
- Responsibility and independence.

Tidy away Time

Children are encouraged to tidy away the activities they have been using. Many important concepts are learnt during this time.

Rest, Relaxation and Sleep

We believe it is important to incorporate a balance of experiences for your child, including opportunities for rest and relaxation.

In addition, the provision of a well-planned rest period is supported by the *Education and Care Services National Law*, and the Education and Care Services National Regulation 2017. Rest time provides an opportunity for the children to unwind and helps them to learn to relax. Establishing patterns of rest and relaxation, like eating habits, are beneficial for children to carry into later life.

You are encouraged to discuss the specific needs of your child, in relation to rest/ relaxation time, with your child’s teacher.

During rest time, relaxation music is played as we encourage our children to relax. Our rest time begins after the children have finished their lunch. Our rest time is often changes depending on the needs of our children.

Visitors and Shows

These activities enhance the learning program by giving children wider access to a variety of different experiences and community groups.

Notification of Absences

If your child is going to be away, please notify the Kindergarten. In particular, if the absence is due to illness, please let the Kindergarten know the reason for the absence to help with awareness of infection risks. Please contact the kindy phone on 3285 2309.

Photography

Parents are asked to refrain from including other children in their photographs. Under no circumstances are other children’s photos to be uploaded to any forms of social media. By signing our Centre enrolment form, you are agreeing to these terms.

COVID-19, SICKNESS, MEDICATION AND IMMUNISATION

This section focuses on health procedures for children and adults who are sick, children who require medication and the national immunisation schedule. Further health policies (including sun protection, hygiene and hand washing) can be found in *Section 9: Workplace Health and Safety Policies*.

Keeping children safe during COVID-19

Pine Rivers Kindergarten is committed to supporting the health and wellbeing of everyone sharing our early childhood environment and ensuring children have a positive kindergarten experience.

In response to COVID-19, we abide by the C&K COVID-19 Commitment Statement that builds on our already robust approach to providing a safe and healthy environment.

The C&K Commitment Statement includes guidelines that need to be followed around hygiene, cleaning, attendance, drop off and pick up routines. The C&K Commitment Statement is available to view in our foyer area.

As we endeavour to keep and maintain a safe, healthy environment for all, we ask that you follow displayed health and safety posters and the C&K COVID-19 Commitment Statement guidelines.

No one is permitted to enter a C&K centre if they:

- Are unwell
- Have had an ongoing fever over 38 degrees in the past 24 hours
- Have a cough or breathing difficulties (except those with a known respiratory condition)
- Have a sore throat
- Have returned from a known hotspot OR
- Have been directed by a Doctor or Queensland Public Health to self-isolate
- Have been in contact with a person who has been a confirmed case of COVID-19
- Are waiting for COVID-19 test results

This advice may change at any time. Parents will be notified in writing when changes occur to the COVID-19 Commitment Statement.

Dealing with Sick Children

The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. It is extremely difficult for staff to provide the appropriate care for children who are ill and still give attention to the rest of the group.

Children with diarrhoea, vomiting and bad colds are sick and, therefore, should not be brought to the Kindergarten. It is a condition of enrolment that you have alternative care arrangements when your child is sick.

If your child becomes ill at Kindy, staff will contact you immediately. Infection can move swiftly through a group; therefore, we ask you or your nominee to come as quickly as possible to collect your child.

Pine Rivers Kindergarten Policy on Dealing with Sick Children

- Please refer to 'Staying Healthy in Childcare 5th Edition.
- Children with contagious illness will not be admitted into the Kindergarten.
- Parents must contact the centre to report contagious illnesses.
- In the event of a child taking ill in a centre the parent will be contacted. For this reason, it is essential the centre has current work and emergency contact numbers

COMMON CONCERNS

Colds

If children are still able to cope with and enjoy a normal day, the child will not be excluded. In the case of more severe symptoms developing such as:

- Thick green discharge
- Persistent or deep cough
- Wheezing
- Fever
- The child must be kept away for a minimum of 24 hours or until well enough to cope with a normal day.

Vomiting

If your child is suffering from vomiting, regardless of the cause, they **must be** kept at home for 48 hours from the completion of the vomiting attack.

Diarrhoea

Regardless of the cause, children must be kept away from the centre for 48 hours, from the last attack, and have a normal bowel motion before they are permitted to return.

Conjunctivitis

Children must be kept away from the centre from the time medical treatment commenced and until the discharge has stopped.

Ear Infections

If there is a discharge, the child will need to be excluded.

For all other excludable illnesses, please refer to the Table of Exclusions below.

Exclusion Times for Communicable Diseases

The National Health and Medical Research Council, the Queensland Health Department, the South Australian Health Commission and the New South Wales Health Department guidelines have been used as our authority for the following exclusion times for communicable diseases.

Infectious Diseases Exclusions Table

Recommended minimum periods of exclusion from Kindergarten.

Please see attached appendix B

Note: *The NHMRC recommends that children who are physically unwell should be excluded from attending school, kindergarten/preschool and childcare centres. This list should be read in conjunction with NHMRC's publication "Staying Healthy in Child Care – 5th Edition".*

POLICY ON GIVING MEDICATION

Prescribed Medication

Prescribed medication will only be administered as directed by the child's doctor or as set out by the doctor on the original medication bottle label issued by the pharmacist. The label must include the following information: name of the child, name of the drug, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not clearly outlined on the label, **we cannot** administer the medication.

The dosage and time to be given must be entered into the medication register by the parent. Staff **will not** administer medication unless specific time/dosage is indicated by the parent. Recording "as required" will not be accepted.

Non-prescribed Medication (including alternative therapies)

Non-prescribed medication (i.e. over the counter medications and alternative therapies) **will not** be given to any child unless prior written permission and instructions from your child's doctor have been received by the Nominated Supervisor.

Paracetamol

Prior written consent is required for **one** initial dose of liquid paracetamol to be administered when the temperature of a child has exceeded 38.5°C.

Following the administration of one dose of paracetamol only, the parents/contact person for the child will be notified as soon as possible to collect the child. **No further doses will be administered without a doctor's written instruction.** The parent is required to take the child to a medical practitioner for diagnosis if the fever continues.

Authorisation for the initial dose is included on the enrolment form.

Please note: All medication must be left in the designated areas for medication storage and a staff member informed. For the safety of children, under no circumstances is medication to be left in the child's bag, on top of kindy bag lockers or in any other unsecured location.

Medicine bottles must be kept locked in a childproof device even if stored in the refrigerator. Medication Register

The child's name, parent's signature, the date, the medication, the dose, the time and how the medication is stored (e.g. refrigerator) must be entered in the medication book on a daily basis.

The signature of the staff member who gives the medication and the signature of the staff member who witnesses the giving of the medication must also be recorded in the medication book.

Clearance Letters

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

POLICY ON ADMINISTERING PUFFERS, SPACERS AND NEBULISERS**Puffers, Spacers and Nebulisers**

- All asthma medication is to be administered as per the requirements of Prescribed Medication in the Giving of Medication Policy. A letter from the doctor or instructions as per pharmacy label is required.
- Parents must provide an asthma management plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques.
- The individual spacer or nebuliser is to be supplied by the parent.
- A spacer must be used with a puffer for all children.
- Nebulisers will not be administered more often than four-hourly. If more frequent use is required, the child should not be attending the Kindergarten.
- A doctor's letter must be renewed every six months if ongoing use is required or when a change to medication occurs.
- In the case of the child having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted, or the child will be taken to hospital.
- You are required to show the staff member the procedure for using the nebuliser so that both staff member and child feel secure in using the machine.

Please refer to the Policy located in the Policy Manual in the foyer.

Anaphylaxis

This is the most severe form of allergic reaction, which can produce such severe swelling of the air passages, that suffocation and death may occur in minutes. **IT IS ALWAYS POSSIBLE THAT AT ANY TIME WE MAY HAVE CHILDREN WHO ARE IDENTIFIED WITH A NUT ALLERGY, PLEASE REFRAIN FROM SENDING FOODS CONTAINING NUTS. WE THANK YOU FOR YOUR ASSISTANCE.**

A child known to suffer anaphylaxis must have a management plan developed in consultation with his/her medical practitioner, parent/guardian and the early childhood service. Our Staff have been advised of the necessary procedures to be followed in the event of the death of a child.

IMMUNISATION

Immunised Children

Pine Rivers Kindergarten strongly encourages the immunisation of children.

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's vaccination certificate or personal health record is required to be sited by the Nominated Supervisor for your child's file.

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

Current Immunisation Schedule

AGE	DISEASE
Birth	Hepatitis B Tuberculosis (ATSI Children)
2 Months and 4 Months	DTPa-hepB-IPV-Hib Pneumococcal Rotavirus
6 Months	DTPa-hepB-IPV-Hib Pneumococcal (ATSI Children; Children at risk; Premature babies <32 gestation <2000 birthweight only)
6 months to < 5 years	Influenza
12 Months	Measles-mumps-rubella Meningococcal Pneumococcal Hepatitis A (ATSI Children) Hepatitis B (Premature babies <32 gestation <2000 birthweight only)
18 Months	Measles-mumps-rubella DTPa Hepatitis A (ATSI Children)
4 Years	DTPa-IPV Pneumococcal (Children at risk)

Non-immunised Children

Any child who **has not been vaccinated** will be excluded from the program during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council exclusion guidelines, even if the child is well.

If you have any questions, contact your GP or local immunisation nurse. For more information, visit: www.immunise.health.gov.au.

Action Plans

It is a requirement for Action plans of children who have medical conditions, such as: Asthma; Diabetes or Anaphylaxis are to be on display.

FAMILY INVOLVEMENT

We Value Your Input

Pine Rivers Kindergarten values your involvement throughout the program. You are welcome to visit and spend time with your child throughout the day, in consultation with your child's Teacher.

Before your child commences, you are encouraged to attend our play/meet and greet days to gain information about our program and to speak with the teaching staff about any queries or concerns you may have.

Once your child begins Kindergarten, please feel free to spend time settling your child in and becoming familiar with the staff and program.

We appreciate any relevant information you can share about your child with the teacher. This enables the staff to understand your child's and family's needs.

Parent Responsibilities

It is the parent's responsibility to:

- Notify your child's Teacher of any change regarding information recorded about a child.
- Read all information relating to the Kindergarten in order to become familiar with policy information.
- Comply with relevant health and hygiene policies of the centre.
- Sign and return all enrolment forms, including the indemnity clause (a condition of enrolment).
- Update the Nominated Supervisor/Responsible Person in charge regularly about the immunisation status of their child.
- Model sun-protective behaviour yourself.
- Provide all necessary documents to satisfy the enrolment procedure including evidence for kindy subsidies.

Pigeonholes

At the beginning of each year each family is assigned a pigeonhole. As this is the primary method used to distribute important communications, such as newsletters, invoices, receipts and general Kindy information and updates, each family should make a point of checking their pigeonhole daily.

Noticeboards

Information about early childhood issues, theatre productions, parent information nights and other relevant items will be displayed on the noticeboard. Please take the time to read notices regularly.

Daily Feedback

Please ensure you chat briefly with staff at the end of each day. Feedback may be verbal or written by your child's teacher, or KindyPortal.

Facebook

A private Kindy family Facebook page will be made available to all families.

All families are encouraged to discuss any concerns with their child's teacher. If a lengthy discussion is necessary, an appointment can be made with the teacher, usually after 2:45pm. Parents are welcome to organise a formal interview at any time during the year.

If certain issues are unable to be resolved with your child's teacher, please contact the Nominated Supervisor/Director.

The Communication box is located in the foyer of the Kindergarten. It can be used for communication between families and the Office/Committee.

Concerns and Complaints- Our Grievance Procedure

If a parent has any concerns, they should first talk respectfully with the person directly involved with the grievance. If you have any concern relating to the care of your child, a staff member, another child, please see our Nominated Supervisor. If you have concerns relating to financial difficulties, please contact the Nominated Supervisor or Treasurer.

Parents and children will not be discriminated against or suffer any repercussions if they make a complaint.

The complainant will be informed of the way the complaint has been addressed and the progress of the resolutions.

Parents who have complained against a staff member will be told of that staff member's response. Staff will be entitled to representation under the applicable award and will have their rights protected at all times.

The rights of all in the Kindergarten are respected and no visitors or parent/s may reprimand staff or other children.

After discussion with the parent, The Nominated Supervisor/Responsible Person in charge, Management Committee and person whom the complaint is made against, the ECEC will investigate the complaint focusing on the issue of concern.

A register of complaints will be kept in the kindergarten's Administration Office to enable us to review practice and plan for client needs.

We hope that all concerns of parents can be satisfactorily met, however, if you are unhappy with the handling or the result of the complaint, you should approach The Office of Early Childhood Education and Care, identifying yourself and the concern you have. The ECEC can be contacted on 5433 6106.

Ways to Get Involved

Our kindergarten provides you with numerous opportunities to be actively involved in your child's learning. Getting involved, to whatever extent and in any particular capacity, can be a very rewarding experience. Support and effort from all families is valued and essential in the successful running of Pine Rivers Kindergarten.

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

You can take an active role in the centre by serving as a member of the Management Committee which is an integral component of Pine Rivers Kindergarten. There are also two working bees during the year.

Family information nights and morning teas provide other opportunities for involvement and are a great way to meet with other families.

Ensure you register on our Skills Bank.

Fundraising

As Pine Rivers Kindergarten is a Community based, Not for Profit organisation, fundraising plays an important part in the operation of our service. Fundraising will be undertaken by the Management Committee. We encourage you to participate in these events.

Management Committee

The Management Committee is formed by parents of children currently enrolled or interested members of the community. The Committee meets once a month and are responsible for:

- General management and financial matters of the Kindergarten.
- Following the rules of the association/constitution lodged with the Office of FairTrade Queensland.
- Ensuring C&K affiliation standards are met so as to continue to receive Government funding.
- The employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements.
- Legislative requirements affecting the centre including the *Education and Care Services National Law* and the *Education and Care Services National Regulation 2017*, and other legislation such as *Child Protection and Workplace, Health & Safety* legislation.
- Building and playgrounds.
- Promoting the Kindergarten within the community.

Elections take place at the Annual General Meeting (AGM) usually early in the year and any decisions made by the Management Committee. The Management Committee consists of the President, Vice President, Secretary and Treasurer. The General Committee Members also play an important role within our Kindy.

Committee Roles and Responsibilities

MANAGEMENT COMMITTEE	President	Provide leadership to the Committee. They need to have good organisational and interpersonal skills. They need to have the ability to delegate but are still ready to participate as a team member. Be the link between the Employees of the Kindergarten and the Parents.
	Vice President	Provide leadership to the Committee in the absence of the President. Require good organisational and interpersonal skills. Have the ability to delegate but are still ready to participate as a team member.
	Treasurer	Oversee all financial aspects of the running of the Kindergarten. Supported by the Nominated supervisor, BAS and Admin Assistant
	Secretary	Be the central point for all communication in the running of the Kindergarten. Supported by the Nominated supervisor and Admin Assistant

GENERAL COMMITTEE	Maintenance Coordinator	Review and coordinate the maintenance needs of the Kindergarten
	Social Coordinator	Organise social events for the Kindergarten.
	Marketing & Communication Coordinator	Actively promotes Pine Rivers Kindergarten within the parent body, local and wider community and media, and through online sources
	Fundraising Coordinator	Responsible for the coordination of fundraising events and initiatives for the Kindergarten
	Workplace Health & Safety Coordinator	Ensure that the Committee and Employees of the Kindergarten comply with all Workplace Health & Safety Regulations & Acts.
	IT	Oversee all IT related aspects of the Kindergarten.

A more detailed Position Description for each of the role be available at the Information Evening as well as each of the current Committee Members can assist with any questions or queries.

STAFF

Pine Rivers Kindergarten Teaching Team

A key indicator of a quality early years' program is highly qualified staff. All staff directly working with children at Pine Rivers Kindergarten are qualified (or studying towards) an appropriate early childhood qualification. It is a requirement that all permanent staff have a current senior first aid and CPR certificate. Also, staff working in the centre will have a positive notice, commonly known as a blue card.

The Nominated Supervisor/Responsible Person in charge

The Nominated Supervisor/Responsible Person in charge is the person in charge. Our Nominated Supervisor/Responsible Person in charge holds an approved University Early Childhood Teaching Qualification. All aspects of the effective day-to-day operation of the centre rely on the Nominated Supervisor/Responsible Person in charge. They have a wide range of teaching and managerial skills in relation to:

- Supporting families by providing high quality education and care.
- Overseeing the development, implementation and evaluation of the curriculum.
- Implementing sound policies and high-quality practices.
- Supporting, mentoring and managing of staff.
- Supporting staff growth – professional development.
- Promoting a sense of community within the centre.
- Marketing the centre and C&K to the wider community.

The Nominated Supervisor/Director is available Monday to Friday, 8:30am – 3pm or via email: admin@pineriverskindy.com.au

If at any time the Nominated Supervisor/Director is absent or unavailable, our service has a Responsible Person in charge at all times. Please see notification in our foyer.

Early Childhood Teachers

Pine Rivers Kindergarten employs University Qualified Early Childhood Teachers. Our Early Childhood Teachers develop and implement an educational program in collaboration with children and families.

Educators

Educators work with a specific group of children, supporting the Unit teacher in implementing the educational program and care. Our Educators hold an early childhood certificate qualification.

Inclusion Support

Sometimes an additional Educator is employed to help facilitate inclusion. The Inclusion Support worker works with the teacher and Educator and may hold a variety of qualifications including an early childhood certificate or human services qualification.

Teacher/Child Ratio

A high teacher/child ratio allows teachers the individual time to spend with your child. Pine Rivers Kindergarten has two teaching staff, a teacher and an Educator, for every 22 children.

Staff Professional Development

Pine Rivers Kindergarten believes that ongoing staff professional development is essential for high quality practice. Professional development provides staff with the opportunity to learn new skills and to challenge and refine current practice. We actively promote and support the ongoing professional development of all staff members by encouraging their attendance at courses, seminars, workshops and conferences. All staff at Pine Rivers Kindergarten are encouraged to develop an ongoing approach to their own professional development.

Student Placements

Pine Rivers Kindergarten recognises the importance of contributing to the ongoing training and development of high-quality children's services staff by accepting student placements in our centre. Students are supervised by kindergarten staff, the Nominated Supervisor/Responsible Person in charge and by their placement coordinator.

Students (as well as volunteers and other centre visitors) are supervised during their visit to the centre. Acceptance of students is dependent upon the present needs of the children.

Work Experience and Other Students

Pine Rivers Kindergarten supports the inclusion of work experience school students in the educational program. This can be arranged upon request from a school liaison officer and in consultation with the Nominated Supervisor.

Volunteers

The Kindergarten may accept placement of volunteers following an investigation of their commitment and personal qualities, background and attributes. All volunteers (apart from parents) must hold a blue card. Volunteers work under the guidance of qualified staff. Volunteers are required to sign in & out of the centre on our Visitor Sign-In Register in the foyer.

TEACHING PROGRAM AND PHILOSOPHIES

Centre Mission Statement

To provide a supportive play and learning environment for young families, that acknowledges and respects the uniqueness of each child, and the importance of family and the community.

The Early Years Learning Framework

The Early Years Learning Framework (EYLF) describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition into primary school.

The Framework has a strong emphasis on play-based learning, as play is the best vehicle for providing the most appropriate stimulus for brain development, and therefore successful learning. The Framework also recognises the importance of communication, social, emotional and language development, including early literacy and numeracy skills.

EYLF has been developed collaboratively by the Federal and State Governments with substantial input from the academics within the early childhood sector. The EYLF has incorporated feedback from an extensive consultation process, including two national symposiums, national public consultation forums, focus groups, an online forum and case-study trials.

Queensland Kindergarten Learning Guidelines

Staff at Pine Rivers Kindergarten implement the use of the Queensland Kindergarten Learning Guidelines (QKLG) to develop a quality learning program. This guideline builds upon connections between what children know or can do, their learning at kindergarten and future learning at Prep. At Pine Rivers Kindergarten, children will enhance their:

- **Sense of identity-** Learning about themselves, building confidence, independence, and perseverance.
- **Sense of connectedness-** Learning ways to relate to others, being responsible, respecting diversity and the environment.
- **Wellbeing-** Understand feelings, managing challenges, staying healthy and safe, developing movement skills.
- **Active Learning-** Developing an eagerness and commitment to their own learning.
- **Ability to communicate-** Developing listening skills, language skills, confidence and an interest in early literacy and numeracy skills.

Making Learning Fun and Meaningful

The teaching approach to the curriculum and daily educational program is born out of a long tradition of early childhood philosophy and practice. This is supported by contemporary international and national research and theoretical perspectives around children's learning, health and wellbeing. In our Kindergarten, children are valued and respected as competent and capable co-contributors in the learning process. Our teachers work alongside your child to actively encourage and support them in the learning process.

Your child's curiosity, enthusiasm and love of learning will continually be encouraged by staff. As teachers and children engage in inquiry together, children are learning to observe, ask questions, reflect on their actions, and engage in meaningful and self-directed activity. The essence of our role as educators is to add complexity to children's thinking by posing a question: "What do you think?" In doing so adults provide the child with a possibility, acknowledge them as a thinker and constructor of knowledge and at the same time, indicate to the child that they are ready to listen. Carla Rinaldi 2005

Our well-respected tradition of encouraging family and community involvement ensures that our curriculum:

- Supports and affirms parents in their parenting role.
- Acknowledges the individuality of family aspirations and traditions.
- Optimises learning for children.
- Engages parents in cooperative decision making.
- Is relevant to the children, families and community.
- Facilitates networking among families within the local community.

Documenting Your Child's Learning

When we stop to ask children what they think, the possibilities abound. Not only are they active seekers of knowledge but also ardent, and sometimes surprising, carriers of knowledge. At Pine Rivers Kindergarten, our university qualified teachers strive to make this knowledge visible to you by capturing your child's learning and thinking in portfolios.

Portfolios are more than a memory or keepsake of your child's time at Pine Rivers Kindergarten. Not only do they provide an insight into your child's learning, they also make the quality of our teaching practice visible. Portfolios provide children with an opportunity to revisit and reflect on past experiences; record their learning, including their emerging literacy and numeracy skills as it occurs in our rich, socially responsive and interactive learning spaces; and provide our teachers with the knowledge they need to ensure your child's time with us is full of wonder and possibility.

Through careful observation and documentation, teachers gather information to determine the appropriate amount of challenge to offer your child in order to further enhance their skills, abilities and comprehension.

Observations and documentation form the foundation for additional experiences to be planned and provides crucial information for the learning environment to be arranged in order to extend the child's learning. As an understanding of your child grows through observation, teachers are able to plan for interactions that best support your child's interests, needs, ideas and questions.

The use of documentation methods, such as individual child portfolios and project books, allows teachers to gain an in-depth understanding of your child's development in action. The use of concrete illustrations through the inclusion of photos and work samples provides a unique opportunity for focused discussion between you and the teachers. This allows for deeper partnerships to grow and for shared goal setting to occur.

KindyPortal

At Pine Rivers Kindergarten Staff use a digital portfolio software which was developed by parents who are software developers. Here is some more information about **KindyPortal**:

All educational documentation in one place - available securely from anywhere

Documentation is organised into learning stories, known as articles. Teachers can log in to create and view their articles, from any computer. They can add text, upload photos and record which students the article is about, and which parts of the curriculum are being addressed.

When the teacher is ready, they can invite parents to view the articles they've created. Parents must log in securely to read articles about their child, and can add their own comments and contributions, providing increased collaboration and a lovely connection between home and Kindy.

You will no longer be in the dark if your child says "I can't remember" about who they played with and what they did at Kindy. You can spend some quality time at home looking through and discussing the experiences on **KindyPortal** with your child.

Learning through Play

Much of the debate in early year's education focuses on how educators should be teaching our children. Just as a baby crawls before they can walk, so too do children have to pay their dues in the "sandpit trenches". Children must be allowed to naturally progress through their own unique stages of learning.

A curriculum that features child-initiated experiences ensures young minds continue to develop. To ensure we nurture and develop our future generations of thinkers, play is an essential component of a quality early childhood educational experience. Research has shown play is the best exercise for the brain because it provides the perfect stimulus needed for brain development. The Canadian Government's *Early Years Study* (McCain & Mustard 1999) concluded:

"Play based problem solving with other children and an adult is an early learning strategy that has a crucial effect on early brain development and should be the format for children entering the school system."

Play that encourages problem solving, offers children an array of opportunities to explore, discover and create. Play fosters qualities such as curiosity, perseverance and risk taking. It is believed these qualities motivate lifelong learners but are difficult to invoke if not self-discovered when young.

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

The Role of Art

The visual arts are an essential part of a child's educational experience and an integral component of the curriculum at Pine Rivers Kindergarten. Offering a strong visual arts program for young children stems from our understanding that the child has an intense desire and will to make sense of their world. Drawing, painting, collage, clay work and construction are some of the most effective ways children have to construct and convey their understanding of the world in which they live.

"Rather than thinking of children's image-making as 'art', it may be more helpful to see it in a different light. Just as adults use notes and diagrams to assist understanding, so do children use images to make sense of things and play with ideas."

Rapunzel's Supermarket (2001) Ursula Kolbe

Equity

Pine Rivers Kindergarten is committed to, and firmly believes, that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to improve life, education and career choices for all children, we encourage them to participate in a range of activities to promote optimal development.

Cultural Diversity

Pine Rivers Kindergarten recognises and celebrates the multicultural nature of our community, and we aim to create an environment and curriculum that embraces cultural diversity. We value each child and each family's culture and beliefs. All parents are encouraged to communicate any concerns or considerations with staff upon enrolment and on a daily basis.

Inclusive Approach

Pine Rivers Kindergarten provides an inclusive environment and educational program to meet the different and diverse needs of all children and their families. Families are asked to inform the centre if their child identifies a having additional needs. This allows staff to implement the necessary steps for your child's enrolment. Following an interview with the parent and child, The Nominated Supervisor/Responsible Person in charge, together with the parent/s, will collaborate to make program plans and modifications where appropriate. The Nominated Supervisor/Responsible Person in charge will communicate with the early education consultant and related services in order to make an appropriate decision regarding funding requirements and any environmental alterations. The centre will arrange appropriate additional support and training for the staff, families and children as the need arises. The sharing of information between the teaching team and the child's medical and support services is encouraged in order to support the child's total inclusion.

Inclusion of a child with additional needs is possible when the Nominated Supervisor/Responsible Person in charge feels that:

1. The child may benefit by attending a kindergarten program, and
2. The attendance of a child with additional needs could also provide a positive learning experience for the group.

Protecting Your Greatest Asset

As most parents are aware, a healthy child is a happy child and at Pine Rivers Kindergarten, we do everything we can to make sure your child is happy, healthy and safe. Whether this is helping them cope when mum or dad drops them off in the morning, making sure they have their hat on when going outside, or knowing what to do if they have an allergic reaction. Don't hesitate to tell your teacher about anything that will make your child's day happy and safe.

Children's Rights

Pine Rivers Kindergarten believes children are citizens and, therefore, should be treated with dignity and respect. We believe children should be entitled to the same rights as adults and supported by qualified and experienced staff in making healthy choices within safe and clear boundaries as they explore and investigate the world.

UN 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, nationality or social origin.

Behaviour Guidance

The dignity and rights of the child are respected at all times. Positive guidance is used to assist a child to substitute appropriate behaviour for inappropriate behaviour. Child management techniques used at the Kindergarten do not include physical, verbal or emotional punishment.

Pine Rivers Kindergarten has worked with qualified and experienced behaviour change experts to develop our Guiding Children's Behaviour Policy and staff practices.

Our teaching staff analyse children's behaviour to attempt to understand their needs. Our practice is guided by our philosophy which is based on the internal control psychology of *Choice Theory* by Dr William Glasser.

To encourage a child to understand and choose a more appropriate behaviour, teaching staff use strategies such as directional language, guidance and behaviour teaching processes.

The concept of guidance is an important one in the area of behaviour. A guidance approach to behaviour teaching and management requires the interactive participation of the child and adult. The goal of the guidance process is for the adult to interact with the child in a caring and understanding way, empowering and enabling the child to develop self-respect, self-responsibility and self-control. When staff observe challenging behaviours, they make notes for the child's records so that a clearer picture can be obtained. Staff aim to establish reasons for a particular behaviour and plan experiences and activities which will assist the child to:

- Meet their needs in more positive ways and,
- Learn the appropriate behaviour.

Families are consulted about any issues or problems regarding their child's behaviour. Family input is sought, where possible, for a solution in guiding the child.

If very challenging behaviours continue and staff members have demonstrated that all steps possible have been taken to assist this child with their behaviour, then the child's placement at the centre may need to be reviewed by The Nominated Supervisor/Responsible Person in charge, the Management Committee and The C&K ECEC.

Pine Rivers Kindergarten Philosophy

At Pine Rivers Kindergarten we believe that childhood is a unique time of life, to be valued and enjoyed in its own right. We also recognise that this is the time where foundations are laid for future health, learning and wellbeing. We value children growing up with the understandings, skills and dispositions to be caring people and effective communicators and lifelong learners, able to contribute to their world and to enjoy rich and successful relationships with others.

The Principles that underpin our philosophy are:

Quality Area 1: Educational Program and Practice

Planning, documenting and evaluating children's learning – An ongoing cycle of planning, documenting and evaluating children's learning underpins the educational program and involves educators in critically thinking about what is offered and why.

Therefore, Pine Rivers Kindergarten (PRK):

- creates a flexible routine that acknowledges every child as a unique individual that comes to PRK with their own abilities. All children are viewed as being active, competent and capable learners and communicators with rich prior knowledge, skills and rights
- ensures that the curriculum will always reflect current early childhood best practice together with our professional commitment to the Early Years Learning Framework (the EYLF), the Queensland Kindergarten learning Guidelines (QKLG), current legislation and policy and the ECA's Code of Ethics.
- is committed to ongoing assessment of learning outcomes for children.
- is committed to teaching and learning practices that reflect play-based, intentionality and intentional teaching
- is committed to always representing and advocating for the voice of the child.
- Believes that every child has the right to access excellent quality early childhood education, regardless of gender, race, religion, background, culture and ability.

Quality Area 2: Children's Health and Safety

- PRK staff, children, parents, families and the management committee are committed to safeguarding and promoting every child's health and safety. This includes:
- creating a safe, welcoming and stimulating learning environment to encourage inclusive thoughtful and meaningful play (through a play-based curriculum), exploration, confidence and independence. A space where a lifelong love of learning can be developed alongside decision-making about choices that support children being responsible decision-makers;
- promoting secure attachments and warm trusting relationships and interactions where children feel respected and loved and that create a strong sense of belonging and being (of who they are now). Creating this space ensures that children can take more informed risks and choices;
- strengthening resilience, critical thinking and informed risk taking in order for them to grow and develop their own becoming, be responsible for their actions and own learning;
- promoting communication and problem-solving skills, together with social learning and awareness, and capacity to express and acknowledge feelings, use manners, be respectful, fair, accepting, tolerant, considerate and kind to everyone;
- promoting qualities such as gratitude and a willingness to try your best; and
- understanding the importance of positive role modelling in our role as educators of young children and encourage peer scaffolding.

Quality Area 3: Physical Environment

- The staff at PRK are focused on the physical environment - ensuring it is safe yet challenging and provides a rich and diverse range of experiences that promote children's learning and development.
- PRK is committed to Indigenous education and cultural diversity.
- Engagement with other ethnic groups, support for linguistic diversity and encouragement of home languages and culture.
- PRK is committed to sustainable practices.

In regard to our wider community we:

- acknowledge the Gubbi Gubbi people, the traditional owners of the land on which Pine Rivers Kindergarten stands;
- connect children and families with each other and local child and family support services as well as schools, other early childhood settings, OSHC and health services;
- share our expertise with the field;
- seek to inform and influence government decision-making;
- promote the value and the contribution of our services within the community
- connect and care for the natural environment and practice ways to be sustainably responsible.

Quality Area 4: Staffing Arrangements

- PRK is committed to employing, nurturing and fostering highly qualified and experienced educators, coordinators and nominated supervisors develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program.
- All PRK staff demonstrate an ongoing commitment to developing their own cultural competence and professional development and share newfound knowledge with colleagues, children and families.

Quality Area 5: Relationships with Children

- Staff at PRK are committed to developing relationships with children that are focused on being responsive and respectful and promoting children's sense of security and belonging. Relationships of this kind free children to explore the environment and engage in play and learning.
- Staff at PRK develop guidance strategies that demonstrate respect and understanding of individual children when they strive to recognise and understand why each child may behave in a certain way, or why behaviour may occur in particular circumstances or at specific times of the day.
- A positive approach to guiding behaviour builds children's confidence and self-esteem and is based on the development of caring, equitable and responsive relationships between educators and children.
- PRK is committed to teaching and learning practices that reflect play-based, intentionality and intentional teaching.
- PRK is committed to sustainable practice and cultural competence.

As a community of learners, we:

- Ensure that The EYLF and the QKLG form the basis of our curriculum alongside local curriculum (based on children's interests)
- Encourage children's learning by providing for their interests and expanding on their knowledge and skills, whilst considering their individual learning styles;
- Explore and encourage meaningful ways that children can acquire knowledge such as number and letter recognition (through play);
- Support children building their gross and fine motor skills through a variety of indoor and outdoor activities;
- Promote independence and school preparation through routines, following instructions, looking after belongings and positive participation;
- Create a safe space for all to develop their sense of self, confidence building, self-esteem and sense of being;
- Document children's experiences and share these with children, parents and colleagues;
- Promote sharing of information and expertise between parents and staff;
- Reflect on our practice, commit to continuous quality improvement and support each other's ongoing professional and personal development.

Quality Area 6: Collaborative Partnerships with Families and Communities

- At PRK, staff focus on building collaborative relationships with families and children as we believe that relationships are fundamental to achieving quality outcomes for children and community partnerships that are based on active communication, consultation and collaboration.
- The PRK is an integral part of the Kallangur/Pine Rivers Community and as such maintains maximum community contact and collaboration.
- PRK will always strive to represent the community and advocate for the community's needs.
- PRK is committed to Indigenous education and cultural diversity.

Working in partnership with parents and families we:

- Recognise parents as the child's first and most influential teachers;
- Share knowledge and promote confident parenting;
- Seek to develop and maintain positive relationships based on trust and mutual respect, two-way communication and participation in service decision-making;
- Respect and value the individual backgrounds and unique culture and customs of families;
- Build genuine reciprocal relationships between children, families, staff and carers that are strengthened and sustained over time.

Quality Area 7: Governance and Leadership

- All staff and parent management committee members focus on effective leadership and management of the service that contributes to quality environments for children's learning and development.
- All staff and parent management committee members are committed to maintaining well-documented policies and procedures, well-maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagements with families, creates the climate for continuous improvement.
- The curriculum at PRK will always reflect current early childhood best practice.
- The curriculum at PRK reflects our professional commitment to the EYLF, and the QKLG, current legislation and policy and the ECA's Code of Ethics.

- PRK is committed to developing collaborative relationships with families, carers and the community.
- PRK is committed to communicative and collaborative partnerships with Parents, Families, Children and the Community.

WORKPLACE HEALTH AND SAFETY

The Pine Rivers Kindergarten acknowledges the importance of Workplace Health and Safety Guidelines as a primary consideration in ensuring the Kindergarten is a healthy and safe place for employees, volunteers, visitors and our children.

The Kindergarten has many policies, some of which have already been mentioned in this handbook. Copies of all policies are available to families. The following policies are only some that we feel you should be made aware of, particularly when you are rostered on for a visit to the centre.

Health Policies

Sun Protection

The staff will attempt to protect children from the damaging effects of the sun.

To achieve this staff will:

- Ensure that all children wear an appropriate wide brimmed hat or a legionnaire's style (**NOT A CAP**) (8-10cm broad brimmed hat), during outdoor activities.
- Children and staff are to wear a shirt that covers the shoulders while outdoors.
- Ensure that all children are covered with a broad-spectrum water-resistant sunscreen lotion rating not less than SPF30+. (*Sunscreen is located in the foyer of the Kindy*)
- Include planned discussions about sun protection within the Kindy program.
- Encourage children to be independent in sun safe behaviour.
- Model sun-protective behaviour.

Parents are encouraged to act as positive models for children by practising Sun Smart behaviour. For more information, refer to the Policy.

Mosquito Protection

Mosquitoes can be a problem to children. Parents are asked to apply repellent on their child (*Located in the outdoor undercover area of each classroom*).

Hygiene Practices

A high standard of hygiene practices is implemented at Pine Rivers Kindergarten. These include:

- A strict hand washing procedure for staff upon arrival, before and after wiping children's noses, before and after serving food or administering medication, and after cleaning equipment.
- The use of separate sheets, beds, cups, plates, cutlery, washers and tissues for each child.
- Encouraging parents to wash their hands upon arrival and before leaving the Kindergarten.
- Encouraging children to assist in keeping the environment clean and tidy.

Hand Washing

Pine Rivers Kindergarten maintains an overall high standard of general hygiene and cleanliness, which contributes to a healthy environment for children.

Hand washing is said to be the most important way of controlling infection and preventing the transmission of disease (Commonwealth Department of Health and Family Services, 1997). Research into infection control procedures highlights that hand washing is highly effective when practised consistently by children and staff.

Children will be encouraged to wash their hands regularly throughout the day. Younger children will be assisted by staff to learn sound hand washing techniques. All staff and visitors, as well as parents who may visit during the day, will minimise the risk of cross-infection by washing hands thoroughly at appropriate times.

Keeping Animals

When keeping animals as pets within a Kindergarten environment, careful consideration of the centre's policy regarding the keeping of animals must be given to ensure the safety, health and hygiene of children, adults and pets.

Pets must be kept in a secure and appropriate surrounding that allows for supervised child access only. Strategies and practices should be discussed between parents and staff. These include:

- Safe and hygienic handling and feeding of animals.
- Strict hand washing guidelines.
- Hygienic handling of animals' food and drink containers and bedding.
- Daily cleaning of cage/enclosure.

Authority for Treatment

A child may only be enrolled at Pine Rivers Kindergarten when the parent has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent.

If the Nominated Supervisor/ Responsible Person in charge authorises ambulance attention, transport or medical treatment, the parent will be notified as soon as possible by that person.

Injuries

If a child sustains an injury at the service, first aid is delivered immediately and the Nominated Supervisor/Responsible Person in charge is informed of the incident.

In the case of an incident requiring an ambulance or doctor, the Nominated Supervisor or Responsible Person in charge will immediately authorise such help. Parents **must** agree to this upon enrolment.

All incidents are recorded, and parents are asked to sign these forms when the staff members have informed them of the incident. If the incident is serious and/or requires parent or medical assistance, a parent will be notified as soon as possible after the incident. Small knocks and scrapes will be reported to the parent at collection time. Parents are required to sign the Incident Report form.

In the event of a child requiring transportation by ambulance to hospital, every effort will be made for a staff member to accompany the child in the absence of a parent. However, this may not always be possible due to our legal requirement to maintain staff to child ratios.

Safety Policies

Safety at the Centre

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

- Ensuring all poisons and dangerous items are kept in signed locked cupboards.
- Disposal of a syringe and/or packaging found discarded on centre grounds or within close proximity to the service, as per policy statements on needle stick injury and disposal of used syringes.
- Filling out incident report forms to document injury.
- Training staff on accident and emergency procedures.
- Ensuring that safety devices are installed.
- Playground and equipment is checked daily.
- Requiring all permanent staff to hold a current senior first aid certificate.

Safety is the responsibility of all of us. Everyone who attends the Kindergarten must strictly adhere to the necessary policies and procedures. Should you have a concern about any safety issue please see the Nominated Supervisor/Responsible Person in charge.

Centre Maintenance

The centre is cleaned daily by professional cleaners. This work is completed in the evening by contract cleaners. In addition, major cleaning of both internal and external walls, ceilings, floors, carpets, fans, etc are conducted regularly throughout the year. The Kindergarten's buildings and playground are sprayed for cockroaches and spiders yearly, or as often as needed.

Our playground lawns are kept mowed, watered and fertilised.

Most repairs and ongoing maintenance of equipment is carried out by a contract handyperson upon request of the Nominated Supervisor/Responsible Person in charge. Sand and soft fall material is replaced or topped up annually, or on a needs-basis.

Parents are encouraged to participate in working bees to assist with maintenance issues and to support the Kindy in keeping operational costs down.

Emergency and Fire Procedures

Fire and other emergency evacuations are practised once a month by staff and children at the centre. The fire evacuation procedure is displayed in the Unit classroom along with an emergency evacuation map. Parents are encouraged to familiarise themselves with this information. If parents are in the centre at the time of an emergency evacuation drill, it is essential they cooperate with the staff and follow the necessary directions to ensure a quick and safe evacuation.

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

ENSURING QUALITY CARE AND EDUCATION

Licensing

Pine Rivers Kindergarten holds a Service Approval. The Kindy must meet the requirements about activities, experiences and programs, numbers of staff members and children, and staff members' qualifications according to the legislation.

The Office for Early Childhood Education and Care is responsible for regulating National Quality Framework. The regulations are freely available at the centre for parents and staff to access at any time and the Service Approval is displayed in a prominent place. The Service Approval outlines the maximum number of children that can attend the centre at any one time.

If you require further information about early childhood education and care you can contact the Child Care Information Service on **1800 637 711** (24 hours). You can also contact the nearest Office for Early Childhood Education and Care Service Centre on (07) 5433 6106.

First Aid

Pine Rivers Kindergarten believes that all staff must be skilled in first aid to ensure the children are provided with a safe environment in which to play.

All permanent contact staff of Pine Rivers Kindergarten are required to hold current senior first aid and resuscitation certificates and Asthma and Anaphylaxis Management. All staff are required to renew their CPR every 12 months, and their first aid (including Asthma and Anaphylaxis) every three years.

Suitability/Blue Card

The *Education and Care Service National Law* and the *Education and Care Services National Regulation 2017* includes a requirement for all staff and volunteers working with children (apart from parents) to hold a current suitability/blue card. The blue card is issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the staff member, having no criminal record, is therefore deemed to be suitable for working with children.

Blue cards must be current at all times and are renewable every two years.

All Management Committee members **must** obtain a blue card. This is organised by Kindergarten once the Management Committee members take up their newly elected positions.

It is an offence for a disqualified person to sign a blue card application form. For further information, please contact the Commission for Children and Young People and Child Guardian: (07) 32116999 or www.bluecard.qld.gov.au

KINDY CONTACT DETAILS

PHONE: **07 3285 2309**

Email: admin@pineriverskindy.com.au

Web: www.pineriverskindy.com.au

ADDRESS:

22-30 Harding Street

KALLANGUR Q 4503

KINDY COMMITTEE CONTACT DETAILS

President	president@pineriverskindy.com.au
Vice President	vicepresident@pineriverskindy.com.au
Treasurer	treasurer@pineriverskindy.com.au
Secretary	secretary@pineriverskindy.com.au
Maintenance Coordinator	maintenance@pineriverskindy.com.au
Social Coordinator	social@pineriverskindy.com.au
Marketing & Communication Coordinator	marketing@pineriverskindy.com.au
Fundraising Coordinator	fundraising@pineriverskindy.com.au
Workplace Health & Safety Coordinator	whs@pineriverskindy.com.au
IT	it@pineriverskindy.com.au

Appendix A – Time Out Guidelines – Department of Health



[timeout_poster.pdf](#)
[timeout_poster.pdf \(health.qld.gov.au\)](#)



timeout_poster.pdf

