



Dalby Beck Street KINDERGARTEN

- EST 1965 -



HANDBOOK 2020

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Lady Gowrie^{QLD}
Community
Kindergartens



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Welcome to Dalby Beck Street Kindergarten

Dalby Beck Street Kindergarten is a community owned centre proudly affiliated with The Gowrie (Lady Gowrie) operating as our CGB (Central Governing Body). The Centre was established in 1965. The program run at Dalby Beck Street Kindergarten focuses solely on Pre-Prep age children. Should spaces be available after Pre-Prep intake, Kindergarten aged children will be enrolled at the Director's discretion. Your child will be with the same group of friends in each session they attend, allowing them to develop social skills and to form bonds with other children their age.

We have one teaching unit catering for two groups of Pre Prep aged children. Our *White Group* attends Kindergarten each Tuesday and Thursday and our *Red Group* attends Kindergarten each Wednesday and Friday. Both groups attend Kindergarten during the school term from 8.15am to 3.45pm on their allocated days. Our capacity in each group is 22 students, making a total enrolment of 44 children. Each group is run by our specialist Early Childhood Teacher (minimum qualification four year university degree) and a specialist Teaching Assistant (minimum qualification Certificate III in Childcare).

This community Kindergarten is funded by State Government grants, fees and funds raised by the parent body each year.

The Centre is managed by a committee elected by the members of the Dalby Beck Street Kindergarten Association Inc. The Committee operates under a constitution. This Committee is elected annually and needs the interest and support of all families. Families can help by attending the monthly meetings and by actively participating in the Centre's maintenance rosters, social events and fundraising activities. Meetings of the elected Committee are held at least once a term at a time agreed upon by the committee.

This Kindergarten continues to meet the high standard set by Lady Gowrie Community Kindergartens who provide management advice, facilitate our funding, educational consultancy in the form of seminars and an early educational and care consultant.

The Kindergarten also follows the framework set out by the Australian Children's Education and Care Authority (ACECQA) and adheres to the National Quality Standards.

Dalby Beck Street Kindergarten Assoc. Inc. has Service Approval from the Department of Education and Training under the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulation 2011. The Centre must meet their requirements about activities, experience and program, ratios of staff to children and staff member's qualifications according to the legislation. The contact telephone number for the Office for Early Childhood Education and Care is (07) 3634 0532.

Our Centre Philosophy

Our child-centred emergent curriculum offers free selection of resources focusing on play in both indoor and outdoor learning environments.

At Dalby Beck Street Kindergarten we believe:

- That children learn through play and exploration of their environment whilst engaged in positive relationships with peers and responsive adults.
- That children learn best when they feel comfortable, know what is expected of them, can experience success, and are able to express themselves in a warm, secure and nurturing environment.
- That by providing a stimulating, accepting and supportive environment, children are willing to accept challenges and take risks.
- That children learn about the world in different ways and at various rates and that success in their pre-prep year assists in the development of positive attitudes towards lifelong learning.

Our Centre Goals

At Dalby Beck Street Kindergarten, our curriculum incorporates a wide variety of learning experiences which:

- Promote all aspects of the child's growth – social, emotional, physical and cognitive.
- Foster active exploration, problem solving, discovery and allow children to construct their own knowledge.
- Encourage children to make choices, decisions and to accept responsibility.
- Promote the development of:
 - Independence
 - Self confidence
 - Social interaction
 - Communication and language
 - Knowledge and skill for numeracy and the sciences
 - Creativity and self-expression
 - Acceptance of self and others

Our kindergarten values:

- Families and the wealth of information that they can bring to our Centre.
- Developing and maintaining positive relationships with families that are built on mutual trust and communication.
- The right of confidentiality and family privacy.

Our Program

Our program caters to children from 3 to 5 years of age and is designed to meet each child's unique interests, needs, development and strengths. Our program embraces Early Years Learning Framework and Queensland Kindergarten Learning Guidelines. Dalby Beck Street Kindy uses Kindyhub, an early childhood documentation software that streamlines documentation and enhances communication between educators and parents.

Educational Aim

The educational aim of the kindergarten/pre-prep program is to move a child from toddler activities to the level of development needed for school. Guided play activities are used to form a bridge between home experience and school. Great care is taken to ensure balanced development in physical and social/emotional skills as well as intellectual areas, as this provides a sound basis for the child's later schooling and personal adjustment.

The children are encouraged to:

- Imagine, investigate, wonder, plan, question, think, discuss, experiment and reflect to build knowledge and concepts of how the world works.
- Develop physical skills which enable them to function independently, express themselves confidently and further develop their strength and agility.
- Develop self-confidence and to have a positive self-image.
- Develop a range of appropriate pro social skills and strategies including listening to others, turn taking, sharing, cooperation, use language to communicate and play entry skills.
- Develop a positive attitude to learning by being involved in decision making regarding the program, the routine, the room and the rules.
- Think imaginatively and to express themselves creatively through music, movement and art media.

Children with Additional Needs

Lady Gowrie's Additional Needs policy covers issues of equity, disclosure, communication, staff, finance and enrolment/attendance. Our Centre is committed to the inclusion of additional needs students wherever possible. Each case will be considered individually and all efforts will be made to cater for a child's physical, emotional and intellectual needs. The Centre undertakes to apply for funding to provide support staff.

Quality Improvement Plan

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan ongoing future improvement. The QIP also forms an essential component in the Assessment and Ratings of a service by the Regulatory Authority (in Queensland this is the Early Childhood Education and Care Office, DET). It highlights the strengths of a service and identifies goals and improvements being sought across the seven Quality Areas in the National Quality Standard.

The National Quality Standard contains Quality Areas, Standards and Elements.

There are seven Quality Areas:

QA1	Educational Program and Practice
QA2	Children's Health and Safety
QA3	Physical Environment
QA4	Staffing Arrangements
QA5	Relationships with Children
QA6	Collaborative Partnerships with Families and Communities
QA7	Leadership and Service Management

In 2015 Dalby Beck Street Kindergarten rated exceeding overall. We want to continue to evolve and improve as a service to deliver the best programs to our children and families.

Dalby Beck Street Kindergarten's Quality Improvement Plan is on display just inside the main glass door. We would love you to have a look. We invite families to contribute to the implementation and review of this document.

Equity and Justice

The centre has an open policy on the access and enrolment of children. As per the By-Laws, enrolments are taken from the Waiting List in order of receipt of waitlist applications. When children enter an early childhood setting they bring with them a rich variety of cultural and social backgrounds and experiences. This centre recognises the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, disability or culture.

Our Educators

Director and Educational Leader

Mrs Nerolie Farquharson	Bachelor of Early Childhood Education Certificate IV Training and Assessment First Aid & CPR Blue Card (Working with Children) Child Protection Training
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Assistant – Red Group

Mrs Sharryn MacDougall	Certificate III in Children’s Services Certificate IV in Teacher Aide Studies First Aid & CPR Blue Card (Working with Children) Child Protection Training
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Assistant – White Group

Mrs Roslyn Boland	Certificate III in Early Childhood Education & Care First Aid & CPR Blue Card (Working with Children) Child Protection Training
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Assistant – Both Groups

Miss Grace Lee	Certificate III in Early Childhood Education & Care First Aid & CPR Blue Card (Working with Children) Child Protection Training
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Administration

Mrs Sacha Fabian	First Aid & CPR Blue Card (Working with Children)
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Notices regarding current staff and group information are available at the administration office. In the event of a staff member needing to be replaced, information will be displayed near the sign in folder.

An additional needs assistant may be employed to help facilitate the inclusion of a child with additional needs into the group. The additional needs assistant works in cooperation with the teacher and assistant and may hold a variety of qualifications including an early childhood certificate or human services qualification.

This centre actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops and conferences. The Early Childhood Education State Award requires teaching staff to participate in 20hrs of ‘professional development’ each year in their own time. Each staff member is encouraged to develop an ongoing approach to planning their professional development.

Student Placement/Work Experience Students

This centre recognises the importance of student placements as being consistent with the long-term training of staff in the provision of quality education and care for children. Students are supervised both by the Centre staff and by University/TAFE staff.

The Centre also supports the inclusion of work experience school students in their educational program. This is implemented on a limited basis upon request from the school liaison and in consultation with the Director.

Dalby Beck Street Kindergarten may have other visitors throughout the year including: university early childhood education students; work experience students; Japanese Language Students may visit the centre and interact with the children; other visitors and volunteers may visit the centre to observe and interact with the children as arranged with the Director.

All educators and entertainers are required to hold a current QLD Government issued Blue Card before entering the centre. All other visitors are supervised at all times.

Management Committee

The Kindergarten is administered by a committee of parents elected at the Annual General Meeting of the association held within two months of the close of its financial year usually in the first couple of weeks of the Kindergarten year. The committee consists of a president, vice president, secretary, treasurer, grants coordinator, maintenance, library and fundraising and general committee members.

It is a requirement that the immediate past executive members and their assistants continue in an advisory capacity as honorary committee members in the following year. This ensures a smooth transition between committees and maintains continuity of management. The Committee meets at least twice a term, and is responsible for the administration of the centre, appointment of staff and the financial budget. All teachers attend these meetings in a non-voting, advisory capacity.

We actively seek participation from willing parents to participate in many activities across the Kindergarten; from library management, to fundraising, to garden maintenance to technology management and much more. If you have the time, we have a job for you! The success of our Kindergarten relies heavily on the input of our families.

Parent Involvement

This centre recognises the important role played by parents in the education of their children and expects parent participation and involvement on a variety of levels e.g., sharing skills and interests in the educational program, attending parent meetings, social functions, working bees and becoming involved at Management Committee level.

Enrolment Agreement

To finalise the enrolment of your child at Dalby Beck Street Kindergarten, an Enrolment agreement must be completed and signed by all responsible guardians of the child. Signing the Enrolment Agreement is a condition of enrolment and confirms your acceptance of the regulations and policies of the centre.

Communication between the kindergarten and home is vital.

Up to date emergency contact numbers are essential!

This includes: parent's home, work and/or mobile numbers in case of accident or illness.

Please notify the kindergarten ASAP if there are changes to:

Home address

Email address

Phone numbers

Doctor's contact details

Work Address or phone

Emergency contact details

Legal documents relating to access to the child

All contact details are confidential; no details are given to others without permission.

Please feel assured that Dalby Beck Street Kindergarten staff appreciate your privacy and treat any information about changes in family arrangements/court orders or any changes/events that may affect a child's behaviour confidentially.

Communication – Kindyhub

Our main method of communication between the kindergarten and home is via **Kindyhub**. Kindyhub is a digital communication tool for parents which enables our educators to document and securely share important news and information, children's learning experiences and photographs.

Please complete the Kindyhub signup sheet included in your enrolment pack and return to administration with your enrolment form. Once your form has been processed, you will receive an invitation via email to finalise your membership. At this time, you can either choose to download the Kindyhub app or to continue receiving Kindyhub notifications via email.

2020 Calendar

(40 week, 2 day 7.5 hr program per group, Tues & Thurs or Wed & Fri)

JANUARY						
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FEBRUARY						
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MARCH						
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30	31					

APRIL						
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JUNE						
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JULY						
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AUGUST						
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31						

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
M	T	W	T	F	S	S
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28	29	30	31			

	White Group		Public Holidays
	Red Group		Non Contact Preparation/Training Days
	School Holidays		Dalby Show Holiday

Fees

Enrolment Fee \$50

This one-off fee secures your place at Dalby Beck Street Kindy; enrolment will not be confirmed until this has been paid. This fee includes a Membership Levy which provides voting rights at our general meetings and one Dalby Beck Street Kindergarten Polo Shirt.

Daily Fee (Pre-Prep) \$44

Pre-prep is children born between 1 July 2015 and 30 June 2016.

Daily Fee (Kindy) \$50

Kindy is children born between 1 July 2016 and 30 June 2017; however, children must be 3 years of age before they can commence and are accepted at the Director's discretion.

Maintenance Levy \$50 per term

This levy provides valuable funds to maintain and repair the kindergarten building and grounds.

2020 Term Fees for Pre-Prep aged children

Term 1	20 days @	\$44	+ \$50 Maintenance Levy =	\$930	Due 27/01/2020
Term 2	20 days @	\$44	+ \$50 Maintenance Levy =	\$930	Due 20/04/2020
Term 3	20 days @	\$44	+ \$50 Maintenance Levy =	\$930	Due 13/07/2020
Term 4	20 days @	\$44	+ \$50 Maintenance Levy =	\$930	Due 05/10/2020
			TOTAL	\$3720	

Fees are payable on Public Holidays

For families who have a Health Care Card, identify as Aboriginal or Torres Strait Islander or have multiple births of three or more, the service can claim a subsidy under the Queensland Kindergarten Funding Scheme to reduce your out of pocket expenses. This amount is currently \$3,286.00 per child per year.

Fees are invoiced in term blocks and will be issued via email approximately three weeks before the start of each term and due for payment before the first day of term. You are welcome to pay in weekly or fortnightly instalments over the term. Please contact our Administration Officer, Sacha Fabian if you wish to pay this way.

Please be aware: A Fees Policy is in place at Dalby Beck Street Kindergarten. Your signed Enrolment Agreement is legally binding and confirms your acceptance and awareness of the required fee payments.

If fees become two weeks overdue, the committee reserves the right to suspend your enrolment until your fees are brought up to date. Should you become four weeks overdue your enrolment may be cancelled and your place offered to someone on our waiting list.

Fee payment is accepted by cash, cheque or direct deposit to the below account:

Dalby Beck Street Kindergarten Assoc. Inc.
BSB 064 412
Account # 00 800 328

For enquiries regarding your account, please speak to our Administration Officer directly or email admin@beckstkindy.com.au.

Centre Routines

Opening Times

Dalby Beck Street Kindergarten opens at **8.15am** and closes at **3.45pm** during the school term.

Early drop offs and late pickups outside of these hours will not be tolerated and late fees will apply where this becomes a regular occurrence. Staff require time to prepare and tidy up at either side of the program times. Parent's co-operation is sought in keeping to the session times.

Red Group Wednesday and Friday (8.15am-3.45pm)

White Group Tuesday and Thursday (8.15am-3.45pm)

Queensland 2020 School Term Dates

Term 1	Tuesday 28 th January- Friday 3 rd April	10 weeks
Term 2	Monday 20 th April - Friday 26 th June	10 weeks
Term 3	Monday 13 th July - Friday 18 th September	10 weeks
Term 4	Tuesday 6 th October - Friday 11 th December	10 weeks

Parking

There is parking available on Beck Street in front of the centre. Parking is also available on the block next to the centre for dry weather only. We ask that you ensure that the gates are latched when you enter/leave for the safety of our children. We ask that you do not park adjacent to the street parking on the foot path opposite the centre as we have had several small accidents involving cars being backed into. Please do not leave children unattended in vehicles.

Family Responsibilities

On arrival we ask you to:

- Each child must be accompanied to and from the centre by a responsible adult. Please advise the Director if anyone other than the custodial parent is to collect the child. Sign in your child on the sign in/out sheet using your **full name**. This is a licensing requirement and needs to be done every day.
- Ensure emergency contact numbers are kept up to date.
- If necessary, spray your child with mosquito repellent.
- Put bags in the lockers provided. Please ensure all your child's items are clearly labelled.
- Please make sure you relay any relevant information about your child to the staff.
- Sunscreen is applied in group time prior to going outside; the staff will re-apply later when they go outside in the afternoon.
- When necessary complete a medication form, handing medication to staff ensuring that it is clearly labelled with the Doctor's name, your child's name and the instructions. Staff must be informed promptly about medication.
- Make sure you say "goodbye" to your child before leaving. Never sneak out as this does not help staff settle in your child. If needed, ask the staff for help if your child is having difficulty in settling. Staff are more than happy to work with you/tell you what is needed to ensure that your child is settled.

On departure we ask you to:

- Sign out your child on the sign in/out sheet using your **full name**. This is a licensing requirement and needs to be done every day.
- Talk with staff about your child's day.
- Please check your child's pocket on the verandah daily for notices and information.
- It is the parent's responsibilities to notify the child's teachers regarding information recorded about a child.
- It is the parent's responsibility to read all the information pertaining to the centre in order to be familiar with policy information. It is the parent's responsibility to comply with relevant health and hygiene policies of the centre and to participate in the centre's activities.

Daily Routine

There are no strict fixed times for the daily routine. This flexibility allows children to develop their play and ideas. Our day flows around the interests and needs of our children, however it generally goes like this:

- 8.15am** Families are welcome to come in, put their belongings away; lunch in fridge, hand washer and yoga mat put in place, update their portfolios, read a book, participate in Japanese language learning activities, do a drawing or puzzle while waiting for our friends to arrive.
- 8.30am** We gather on the mat to say Good Morning, do our daily chart for the day, month, year, weather and season.
We do some counting (this signals to parents that group time is nearly finished should they wish to leave prior to outside time.)
We put on our sunscreen, wash our hands and find our hats to go outside.
- 9.15am** Outside play
- 10.00am** Morning Tea then more outside play
- 11.00am** We pack away outside and move to play inside
- 1.00pm** Wash our hands and have our lunch.
- 1.30pm** We put down our rest mat, choose a book to read and rest or sleep
- 2.00pm** We pack away our rest mats and books, enjoy music and movement and story time
(Term 2: Eisteddfod Practice, Term 3: Athletics Practice)
Daily Diary - What we have learnt today and what we would like to learn next Kindy Day.
- 2.45pm** Afternoon Snacks, shoes on, bags packed
**Birthday Cakes are at this time should Parents wish to join the Celebration*
- 3.00pm** Group games, outside or inside (depending on weather) manipulative play
- 3.45pm** Goodbye song, then waiting on the mat until we are collected participating in more activities until we are picked up.

Being On Time

We ask that your child is brought to the Centre on time to benefit fully from the program. You will appreciate that Kindergarten hours are strictly observed, and the staff are not responsible for any child outside these hours. Children may be picked up early.

In the interests of safety, please bring your child to greet his or her teacher each morning and to say goodbye in the afternoon.

Please note that there is a legal requirement for you as a parent or the caregiver (in your absence) to properly sign the daily attendance book located on the lockers on arrival and departure. If you arrange for someone else to collect your child, be sure to let us know. If you are unavoidably delayed, a phone call to the Centre will help us reassure your child that you are not far away. It is required that children be brought to and collected from the Kindergarten by a responsible adult.

Excursions

Excursions are incorporated into the program on the basis that they offer sound educational value to the children. Parents will be notified if the children are to go on an excursion or outing. A minimum number of volunteer parents will be required to assist staff with supervision. Children need to wear appropriate footwear and hats are compulsory. Permission notes for each excursion must be signed by the parent/guardian prior to departure. Where possible the centre subsidises these excursions so that there is no great cost for the families. We welcome families on these excursions but there are some excursions where younger siblings cannot accompany the group for safety reasons. All information pertinent to these excursions will be on the permission form.

Safety, Emergency and Evacuation Procedures

All children and staff will participate in regular emergency drills, fire, evacuation and lock down procedures. Staff and Committee undergo annual fire training; in addition, emergency exit plans are located at each exit door in the Centre

Lending Library

The children have the opportunity to take a library book home for a week. Your child needs a library bag to carry the book. We request that parents help their child look after the book, and teach them how to handle the book. We will tell groups about care of books before we start the lending library each year. In the library you can borrow any books that are available including Parent Resources. Library cards for each child will be found in the library, parents are to fill these out when borrowing and returning the books. The procedure for borrowing books is in our library.

What to Bring to Kindy

- A spare set of clothes - These are to be left in your child's bag and renewed if used. Spare clothes should suit the season. Any soiled clothes will be placed in the 'Soiled Clothing' bucket and a tag will be placed on your child's bag, so you are aware that there is clothing to collect from the bathroom.
- A broad brimmed/legionnaires hat. A hat is essential to protect your child against the dangers of sunburn and skin cancer and must be worn at all times during outdoor activities. **Beck Street Kindergarten hats are available for purchase for \$10.**
- Child friendly footwear as children are usually bare foot during the day.
- A suitable bag/case for their possessions.
- A face washer or small towel with a hook attached to be hung in the bathroom for drying hands.
- Library bag – a cloth drawstring bag approx. 35cms x 40cms (if borrowing from the library)
- A rubber mat (yoga mat) for sleeping on with a large towel to cover the mat. If your child is particularly attached to a cuddly toy or comforter of some kind these can be brought to Kindy and left in their lockers for rest time.
- Lunch box – Lunch boxes are kept in the fridge all day (plastic containers or plastic lunch boxes are acceptable. **IMPORTANT** insulated lunch boxes are **not allowed**.)
- Water bottle – filled with **WATER ONLY** and kept in an esky with ice bricks
- Nutritional food for the day – **morning tea**: fruit must be eaten before cakes/biscuits/snacks, **lunch**: main lunch (sandwiches, salad, hot meal) must be eaten before snacks and we can heat food if needed. **Afternoon tea**: fruit or small snack.
- A box of tissues and/or toilet paper as a donation to the centre.

All your child's belongings – hats, shoes, lunch boxes etc. need to be clearly named.

As names can wear off during washing and general wear and tear please check your child's items regularly and ensure they remain clearly labelled with your child's name.

Toys from Home

We ask parents to ensure that toys are not brought to the Centre as they may be broken or lost causing avoidable distress. Your child is encouraged to bring items of interest to them for show and tell e.g. books, photos, items from the garden etc. Tame, friendly pets are also welcome on prearranged visits.

Laundry

At times we do require laundry to be completed for the kindy. These may be spare towels, tea towels, dress up clothes, doll clothes. These will be left in bags near the lockers. Assistance to complete this washing is greatly appreciated.

Health and Wellbeing

Initial Separation

This can sometimes be a difficult process, but staff will always offer support at this time for you and your child. By talking with staff, parents will be able to develop a procedure to help your child settle more easily and happily. Generally it is better not to prolong your goodbyes. Children usually settle to play very soon after parents leave. Staff will always contact parents if a child remains upset for too long.

Teachers are available before and after program time to talk with you informally about your child.

If you would like further information about your child's progress at any time, or if you have a concern about the program, please see your child's teacher to arrange a personal interview.

Clothing

At the centre we indulge in a lot of 'messy' activities. Please send your child in work/play clothes that they are comfortable in and will be able to freely participate in all the activities. It is important that children wear clothes that enable freedom of movement; dispel the fear of becoming dirty; and they can easily remove for toileting to encourage independence. Clothing and hats should be sun smart (please see below). Please ensure all clothing is clearly labelled with your child's name and provide a spare set of labelled clothes in their kindy bag.

Skin Care

We are a Sun safe Centre, children and adults are required to wear hats while outdoors. Please name your child's hat clearly. Children who have signed permission slips will put sun lotion on before going outside. If your child has an allergy or sensitivity to the sun lotion we provide, please provide lotion suitable for your child. According to Sun Safe guidelines children will be inside between the hours of 11.00am and 3.00pm during the hotter seasons. As we are a sun safe centre we do not allow spaghetti straps or singlet tops. A sun safe Beck Street Kindergarten polo shirt is included in your enrolment fee and additional shirts can be purchased for \$25 each.

Barefoot in the Playground

For most of the year children are asked to remove their shoes when playing outdoors at Kindergarten. We recognise the benefits of barefooted play for children's safety, growth, and the development of sensory awareness. Shoes can be a hazard in outdoor play areas. Children need bare feet to grip as they climb and experience all the different surfaces and textures available in our large and interesting playground/garden. Bare feet are important for indoor activities also, for freedom of movement, sensory experiences and for better balance.

Parents should notify teachers if there are medical reasons why a child should not remove their shoes. Please do not tell your child that they are NOT to remove their shoes unless you have also told their teacher. Shoes can be left on during winter months.

Meals/Food

This centre upholds the concept of wholesome nutrition based on the basic food groups. Fruit and Vegetables are promoted as appropriate snack foods, and water is readily available.

Parents are advised against sending food containing sugar (e.g. pre-packaged foods, chips, lollies) as these are often expensive, use excessive packaging and contain high levels of fats, sugars and salt (despite claims of being 'healthy') and may impact children's behaviour and learning capacity.

Please notify staff if your child has any food allergies

Lunch Box Suggestions

Morning Tea

Fruit, carrot sticks, cheese, crackers, yoghurt

Lunch

Sandwiches, rolls, rice crackers with a healthy filling. Food can also be reheated if your child would enjoy a hot lunch.

Afternoon Tea

Fruit, carrot sticks, cheese, crackers, yoghurt



WATER ONLY to be supplied in water bottles

Children are regularly reminded to drink water throughout the day

Special Occasions

Birthdays are celebrated in the afternoon at group time. There are 22 children in each group. If you are bringing in a cake for your child's birthday, patty cakes are preferable as these are easier for the children to handle. Please discuss with the teaching staff before bringing food to share with the group in case there are any dietary requirements in your group to consider.

Hygiene Practices

Children will be instructed on appropriate hygiene practices, toileting, washing hands, eating/drinking and these practices will be followed and modelled by all staff and adults within the Centre. The Centre provides antibacterial hand wash and plastic gloves for handling all children's food by all staff and adults. All Staff will follow all hygiene practices as set out in the Lady Gowrie Policy Handbook.

Injuries or Illness During Session Times

Parents of an injured child will be contacted promptly. In the case of minor injury, a parent will be notified at the end of the day. An *Incident Register* is kept at the centre. An incident report will be filled out by staff, which is then signed off by the parent and the Workplace, Health & Safety Officer.

In the event of a child becoming ill during a session time, the parents or the contact person will be notified. If parents or contact person are not available, the Director will take whatever steps are necessary to ensure the child's wellbeing.

Medication

- Written permission from a parent is required before oral prescribed medication can be given at Kindergarten. Medication will only be given as directed **in writing by the doctor** or according to the **original pharmacy** label.
- If your child is on long term medication you must provide a Medical Management Plan from the doctor treating your child.

If your child requires medication while at the centre please follow this procedure:

1. Parent or carer to fill in the Medication Form.
2. Hand your child's medication to an Educator. It will be stored in a medication box in the kitchen refrigerator or medication cupboard.
3. Tell your child's teacher that your child needs medication that day.
4. Staff will witness the giving of the medication and sign the Medication Form when it is done.
5. Staff cannot give non-prescribed medication such as cough mixtures, drops and creams without a doctor's letter.
6. Children are not allowed to bring cough lollies of any kind to kindergarten.

If your child requires the use of a **nebuliser**, a Medical Management Plan will be required from your doctor. Staff are to be shown the procedure by the parent. In the case of a child having an acute asthma attack or showing no signs of improvement after the use of the nebuliser, the parent will be contacted. If the parent cannot be contacted the child's doctor will be called OR the child will be taken to hospital by ambulance.

Infection Control

Our Policy Statement on *Exclusion of Sick Children and Sick Staff* is available for your perusal upon request from the Director. This policy details guidelines which are followed to ensure that all sick children are immediately and appropriately cared for whilst ensuring that health risks to other children and staff are minimised. It is always at the discretion of the director/care provider to re-admit a child to an early childhood service after sickness (including where the child has a medical certificate stating that the child is fit to be re-admitted). Children with contagious illnesses will not be accepted to any early childhood service until after the exclusion period has elapsed.

In the event of a child becoming ill or a staff member/ care provider forming a reasonable suspicion that a child has a contagious illness, the parent/guardian or emergency contact must collect the child as soon as possible. It is at the staff/care provider's discretion based on their subjective assessment to consider whether a child is suffering a contagious illness or needs an ambulance. The director/care provider must have the parents/guardians current contact numbers always. This list is updated on a regular basis. Parents/guardians have an obligation to provide staff/care providers with current contact details.

- Parents/guardians are required to contact the director/care provider to report contagious illnesses.
- Children with vomiting, diarrhea and/or conjunctivitis must have commenced treatment and secretions stopped before a child will be re-admitted to the centre. The last occurrence of vomiting/diarrhea must be at least **24 hours prior** to the child returning to the centre.
- In the event of an occurrence of a contagious illness the director/care provider must display notices visible to other parents informing all parents of the illness. These notices should include warnings as to the risks associated with the particular illness and, in particular, the risk to any particular class of persons. The notification does not identify the affected child by name.
- All infectious illness must be recorded by the director/care provider. A record of the illness is documented in a folder and stored to maintain confidentiality. This includes the date of notification, the child's name, specific illness and action taken by staff to inform parents/guardians of other children in the service of the illness.
- Lady Gowrie strongly recommends that children should be immunised against diphtheria, whooping cough, tetanus, poliomyelitis, chicken pox, measles, mumps and rubella. Immunisation is our protection against epidemics of highly infectious childhood diseases. The diseases, though rare in Queensland in recent times, are still in existence and if the community level of protection is not kept high, epidemics will occur in the future.

Parents of non-immunised children will be asked to sign an "Agreement to Withdraw a Non-Immunised Child" form, thus agreeing to the removal of their child should an outbreak of a preventable disease occur. Please see Lady Gowrie Qld policy for further information.

Child Protection and Child Safety

Dalby Beck Street Kindergarten and The Gowrie QLD, promote the protection of all children and encourage a culture of awareness and education throughout the early childhood education and care sector in Queensland. A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time. The Child Protection Policy is available for families' reference.

Health and Safety

Please note the following important health and safety guidelines we follow at Dalby Beck Street Kindergarten:

- Hot drinks (tea, coffee etc.) may not be consumed by staff/parents while children are present unless safely in the kitchen away from children.
- Playground equipment is designed to meet safety standards.
- Staff check equipment and grounds daily to ensure they are in a safe condition.
- The swings provided are made of soft materials.
- A permanent impact absorbing surface is installed under climbing equipment or gym mats are used.
- Fences meet minimum height and safety standards.
- Any maintenance required is reported by staff to the committee for repair which is undertaken as soon as possible.
- Any worn or damaged items are removed by staff to either be repaired or discarded as required.
- Children are supervised at all times between 8.15am and 3.45pm. Outside these hours it is the responsibility of parents/carers to supervise children.
- Sandpits are disinfected each day and kept covered when not in use.
- Hand washing and toileting are always supervised. Staff follow thorough hand washing practices.
- Liquid soap is provided in all hand washing areas. Paper towel is provided for visitors. Children supply their own individual hand towels.
- Any open wounds must be covered.
- Cleaning staff attend to the centre daily for cleaning of toilets, all floors, bathrooms and kitchen.
- Children always use individual cups/bottles for drinks.

Concerns

Where a parent has a concern relating to their **child and/or the education program** parents are encouraged to speak with the Director. Parents and guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals to be achieved through our programs.

Please ask your director or teacher for more detailed information about your child's development and how we will provide opportunities to foster your child's development. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and positive co-operation.

Where discussion is needed it is important to make an appointment to speak with the teacher outside of session times rather than to take the teachers away from the children. This also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

Where parents have any query relating to the **committee management** or administration please contact the Management Committee via email committee@beckstkindy.com.au or bring your concern to the monthly committee meeting.

If there is a query relating to **fees/finances**, please contact the Administration Officer.

If you have any further concerns, please contact Lady Gowrie:

33 Brooke Street

Bowen Hills

Phone: 07 32522667

Fax: 07 32522258

Email: info@ladygowrie.com.au



Position Specifications

Director

This position is directly accountable to the Management Committee of the Centre. Other key relationships include children, parents, other team members and the Lady Gowrie Consultant.

Priorities

- To ensure quality service delivery which provides young children with a secure and nurturing environment and serves to meet the needs of the community
- To be an advocate for children's and children's rights
- To oversee the overall operation of the centre
- To oversee the formulation of educational programs which are aimed at promoting the development of individual children, are developed in co-operation with parents and reflect the multi-cultural nature of our community
- To ensure a safe and healthy work environment for everyone
- To promote the Centre and Lady Gowrie to the local community
- To ensure that all communication is conducted in a professional and courteous manner (including content, delivery and body language)

Key areas of responsibility in respect to children and the curriculum

- Respect the individuality of each child
- Take a leadership role in ensuring meaningful communication occurs with each child throughout the day
- Take a leadership role in using a variety of observational techniques, maintaining accurate and comprehensive developmental records about each child
- Take a leadership role in implementing a detailed educational program which :
 - Reflects sound early childhood principles
 - Relates theory to practice
 - Acknowledges parent values and beliefs and the multi-cultural nature of the community
 - Respects and celebrates individual differences
 - Encourages partnerships with parents
 - Serves to promote social justice
 - Is in the best interest of all using the service
- In consultation with the children's parents and team members, develop a sound inclusive care and education program founded on the principles of child development theories and knowledge of the children in the centre
- Maintain an awareness of current developments in children's services and support the development and implementation of creative and innovative practices where appropriate
- To provide comfort to any distressed child
- Evaluate the program and its effectiveness on a regular basis
- Monitor closely children who are experiencing difficulties and after due consultation with the director and parents, enlist the assistance of support agencies available in the community
- Take a leadership role in ensuring that children's behaviour is managed in accordance with the behaviour management policy of Lady Gowrie.
- Take a leadership position for ensuring that children are well supervised at all times
- Work within and support the philosophy of the center and that of Lady Gowrie.

Key areas of responsibility in respect to families

- Demonstrate empathy to attitudes and feelings of the parents leaving their child at the centre
- Welcome each child and their family into the centre every day
- Ensure all families are treated with respect
- Encourage parent participation in the children's program
- Communicate the program goals, daily events and information about child development effectively through a variety of means
- Instigate regular discussions with parents to share information about the child and maintain records of these
- Attend and actively participate in parent meetings and other centre events where possible.

Assistants

Priorities

- To maintain the environment and equipment in a safe, hygienic and aesthetically pleasing state
- To work as an effective team member
- To assist the Teacher in the delivery of a high quality, inclusive and educational program which will provide the children with a secure nurturing environment
- To minimise stress in young children when separated from their families
- To promote the centre and Lady Gowrie to the local community.

Key areas of responsibility in respect to children and the curriculum

- Respect the individuality of each child
- To become familiar with, contribute to, and actively assist in the delivery of the program as planned by the teacher
- To be flexible in following the needs and interests of the children
- To be a good role model
- To assist in the recording of accurate and comprehensive observations of the children involved in their activities
- To provide encouragement and to build self-esteem in each child
- To provide comfort to any distressed child
- To share with the teacher in the evaluation of the program
- To ensure that children are well supervised at all times
- To consult with the teacher of any matters of concern with regards to any child and their family
- To prepare materials and activities as required by the teacher
- To contribute to the philosophy of the centre

Key areas of responsibility in respect to families

- Welcome each child and their family into the centre every day
- Demonstrate empathy to the attitude and feelings of parents leaving their child at the centre
- Develop a good rapport with families through open and regular communication
- Communicate with the families about the child's involvement in activities each day, under the direction of the teacher
- Actively participate in parent meetings and other centre events where possible.

Administration Officer

This position reports directly to the management committee; however, the Administration Assistant will provide administrative assistance as required by the director of the centre. This is a part-time position – the hours/days may vary from time to time as required by the committee.

Contact Information

Dalby Beck St Kindergarten

07 4662 3586
PO Box 383 DALBY QLD 4405
admin@beckstkindy.com.au

Director

Nerolie Farqharson director@beckstkindy.com.au

Management Committee

committee@beckstkindy.com.au

Lady Gowrie

Tracey Mulloni tracey.mulloni@ladygowrie.com.au
07 3252 2667

Department of Education (DET) Early Childhood Education & Care

07 4646 9125
toowoomba.ecec@det.qld.gov.au

Department of Child Safety

1300 683 390

Australian Children's Education & Care Quality Authority (ACECQA)

1800 181 088
<https://www.acecqa.gov.au/>

Commission for Children & Young People & Child Guardian

07 3211 6700
1800 688 275