



Dalby Beck Street
KINDERGARTEN

- EST 1965 -

Family Handbook 2026



FREE
Kndergarten
Approved Program



Queensland
Government

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Welcome to Dalby Beck Street Kindergarten

Dalby Beck Street Kindergarten is a community owned early childhood centre, proudly affiliated with **The Gowrie** (Lady Gowrie) as our Central Governing Body (CGB). Established in 1965, our kindergarten has a long-standing history of providing high-quality early education to local families.

Our Program

Our educational program is designed specifically for children in the year before they begin school. If places are available, we may offer enrolment to younger children.

Children remain in the same group for every session, helping them build strong social connections and lasting friendships with peers their age.

We run two groups each year:

- **Bilbies** attend on Tuesdays and Wednesdays
- **Possums** attend on Thursdays and Fridays

Each group attends during the school term, from 8.15 am to 3.45 pm. We have a capacity of 22 children per group, with a total of 44 enrolment annually. Each group is led by a qualified Early Childhood Teacher and supported by at least one Educator.

Governance and Community Involvement

Dalby Beck Street Kindergarten is funded by government support and fundraising efforts from our parent community.

The Kindergarten is managed by a volunteer committee, elected annually from the Dalby Beck Street Kindergarten Association Inc (comprised of parents of enrolled children). This Committee operates under a formal constitution and meets at least once per term.

We encourage all families to get involved through:

- Attending committee meetings
- Participating in working bees
- Supporting fundraising and social events

Standards and Support

Our service is guided and supported by Lady Gowrie Community Kindergartens, who provide:

- Management advice
- Funding facilitation
- Educational consultancy
- Access to experienced early childhood consultants and professional development seminars

We are committed to upholding the National Quality Standards and follow the framework provided by the Australian Children's Education and Care Quality Authority ([ACECQA](#)).

Dalby Beck Street Kindergarten Assoc. Inc. is approved under the Education and Care Services National Law and Regulations, and we meet all legal requirements around staffing, programming, and qualifications.

For more information, the Office for Early Childhood Education and Care can be contacted on (07) 3634 0532.

Our Centre Philosophy

At Beck Street Kindergarten, our aim is to provide the highest quality care and education for our young children and their families by providing an environment that is safe, warm, caring and stimulating, where children and their families feel welcomed, respected, important, and involved, and learning is considered a valued partnership between families and Educators.

Our philosophy is based on the belief that young children learn best through play – the ‘work’ of young children, a collaboration of rich authentic learning experiences that are based on their individual and group interests and needs, that are developmentally appropriate, inclusive and that are socially and culturally relevant to children’s lives. Play provides children with experiences that actively promote positive social interactions, curiosity, creativity, problem solving, decision making and critical thinking. Skills that are required for lifelong learning. Children can make choices guided by Educators through engaging environments, collaborative learning experiences, intentional teaching, or spontaneous teachable moments. Engaging in a caring, accepting, and secure environment, children feel safe to take risks and extend their understanding of the world they live, learn, and play in, knowing that the support and encouragement is with them to ensure every experience, regardless of the outcome will be a positive learning experience.

Belonging

- ❖ To foster a sense of wellbeing in children, to feel happy, enthusiastic, challenged, independent and confident active learners who have a positive self-image of their own uniqueness.
- ❖ To assist children to develop satisfying interpersonal relationships connecting with other children and adults, building a sense of trust and respect in those around them.
- ❖ *“We have lovely Teachers and the best kids at Kindy to play with.”*
- ❖ *“We have the best friends to play with and nice teachers.”*
- ❖ *“Kindy is good, and we have fun.”*
- ❖ *“We can make things; we have a library, and we can read.”*

Being

- ❖ To promote, develop and support an appreciation of good health, including good mental health, hygiene, nutritional habits and skills for physical independence.
- ❖ To inspire a curiosity of the world, to provide an opportunity to initiate, explore, question, experiment, develop problem solving and critical thinking skills, to take risks and be challenged in a safe and supported environment, to allow children to construct their own unique understandings and contribute to understandings of others.
- ❖ To empower children with effective communication skills within a multi-lingual and language rich environment.
- ❖ To contribute to experiences which promotes, respects and embraces cultural and diverse individual needs.
- ❖ To be inclusive of all with support for children with additional needs.
- ❖ *“We have our Sports Day and sing Waltzing Matilda.”*
- ❖ *“We have monkey bars, fort, swings, waterplay and sandpit.”*
- ❖ *“We have room for running.”*
- ❖ *“We learn Japanese and use the iPad.”*
- ❖ *“We learn to sing with our hands.”*

Becoming

- ❖ To develop children’s understanding and connection to nature, land and country through care of the environment and sustainable practices.
- ❖ To ensure the child’s transitions are supported, smooth and are a positive experience.
- ❖ To promote honest communication, collaboration and value the contributions, expectations and participation of all children, parents, committee and educators in all aspects of kindergarten life.
- ❖ To engage and form connections with the wider community and promote children’s understanding and respect for their position within it.
- ❖ *“To have lizards, bees, chickens and birds in a big playground.”*

This philosophy is a living document reflecting the current and evolving understandings of the kindergarten and wider Community.

Our Vision

For every child in Dalby and surrounding areas to flourish in a nurturing and enriching learning environment, uniquely tailored to meet the needs of local children and their families.



Our Purpose

We champion the value of early childhood education by providing a safe, high-quality, and affordable kindergarten experience. As a community-owned and operated service, we are committed to ensuring every child and family—regardless of culture, background, or circumstances—has access to exceptional early learning opportunities.



Our Values

Safe: We prioritise the safety and well-being of children, families, and staff in every aspect of our service.

Integrity: We act with honesty, transparency, and accountability, ensuring ethical use of resources and decision-making.

Excellence: We are dedicated to delivering outstanding early childhood education and care that meets the highest standards.

Inclusion: We celebrate the rich diversity of our community, fostering a sense of belonging and equality for all children and families.

Engagement: We nurture strong, collaborative relationships with families, staff, partner organisations, and the broader community to support children's growth and development.

Community: We are deeply rooted in our local community, connecting families and children to resources, support, and shared opportunities for success.



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
 - Social interaction
 - Creativity and self-expression
 - Knowledge and skill for numeracy and the sciences
 - Self confidence
 - Communication and language
 - 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 is specially designed for children aged 3 to 5, focusing on their individual interests, needs, development, and strengths. We align with the [Early Years Learning Framework](#) and [Queensland Kindergarten Learning Guidelines](#) to provide a nurturing and enriching experience. At Dalby Beck Street Kindy, we use [Storypark](#) to streamline documentation and improve communication between educators and parents. Additionally, we manage enrolment and attendance records with [Xap](#), which helps us submit the necessary data for kindergarten funding.

Educational Aim

The program's educational goal is to transition children from toddler activities to the developmental level required for school. We use guided play to bridge the gap between home experiences and school readiness. Our approach ensures a balanced development in physical, social-emotional, and intellectual areas, laying a solid foundation for future academic success and personal adjustment.

We encouraged children to:

- Imagine, investigate, wonder, plan, question, think, discuss, experiment, and reflect to build their understanding of how the world works.
- Develop physical skills that promote independence, confidence, strength, and agility.
- Build self-confidence and a positive self-image.
- Cultivate pro-social skills, such as listening, taking turns, sharing, cooperating, and using language effectively to communicate and engage in play.
- Foster a positive attitude towards learning by involving them in decision-making about the program, routines, classroom environment, and rules.
- Think creatively and express themselves through music, movement, and various art forms.

Parents and Guardians are invited to discuss the experiences provided as part of our learning programs and the goals to be achieved through our programs. Please ask your Teacher for more detailed information about your child's development, how we will provide opportunities to foster your child's development and our underpinning philosophy of learning that underpins our programs.

Quality Improvement Plan

Under the National Regulations, all approved services are required to maintain a Quality Improvement Plan (QIP). The QIP supports services in self-assessing their performance in delivering high-quality education and care and serves as a framework for ongoing improvement.

The QIP is also a critical component of the Assessment and Rating process, which is conducted by the Regulatory Authority—in Queensland, this is the Early Childhood Education and Care Office, Department of Education and Training (DET). The plan highlights a service's strengths and outlines goals for improvement across the seven Quality Areas of the National Quality Standard.

- 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

At Dalby Beck Street Kindergarten, our QIP is available for viewing on the kiosk iPads. We warmly invite families to review the plan and welcome your contributions to its ongoing implementation and review.

Children with Additional Needs
Our Centre is committed to the meaningful inclusion of children with additional needs wherever possible. Each child is viewed as an individual, and we strive to support their physical, emotional, social, and intellectual development through our program.

To provide the most effective support, we encouraged families to share any relevant documentation regarding a diagnosis or suspected diagnosis. This information helps us apply for appropriate funding, engage support staff, and tailor our practices to meet each child's needs.

We value open communication and collaboration with families and external professionals to ensure a nurturing, inclusive learning environment for all children.

Equity and Justice

Dalby Beck Street Kindergarten upholds an inclusive and equitable approach to access and enrolment. In accordance with our By-Laws, enrolments are offered from the Waiting List in the order applications are received.

We recognise and celebrate the diversity of children and families, acknowledging a range of cultural, social, and personal backgrounds. We are committed to creating a welcoming space where all individuals feel respected, valued, and included—regardless of race, culture, language, gender, ability, family structure, or beliefs.

Our practices are grounded in the principles of equity, fairness, and justice, ensuring every child has the opportunity to thrive.

Student Placement/Work Experience Students

Our Centre values student placements as an important part of staff development and the broader educational community. Hosting students contributes to the ongoing improvement of our practices and supports the delivery of high-quality education and care. All placement students are supervised by Centre staff to ensure a safe and supportive learning environment.

We also accommodate school work experience students on a limited basis. These placements are arranged through the school's liaison officer and in consultation with centre management.

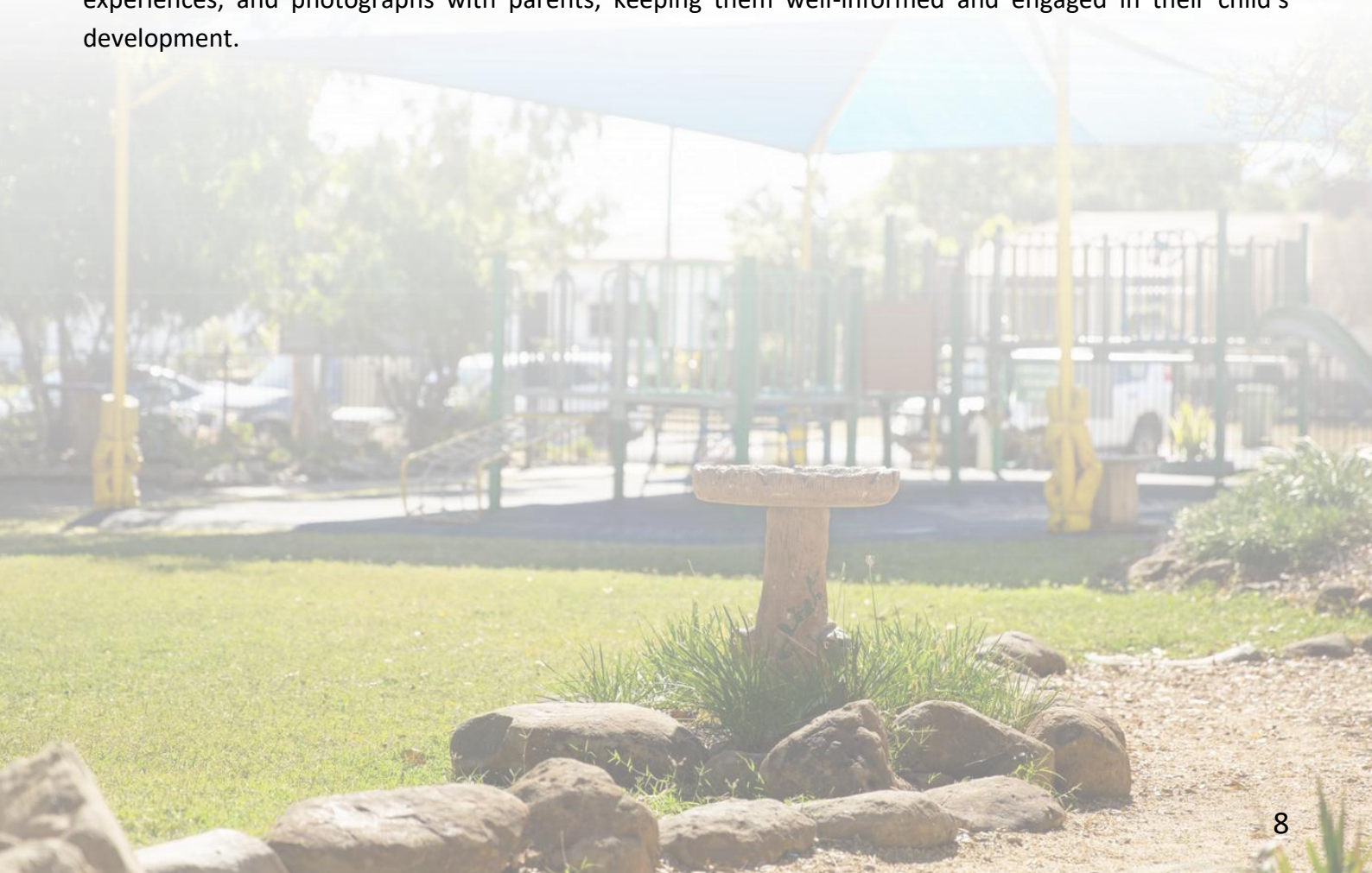
In addition, our Centre may host visitors throughout the year, such as Japanese language students or other cultural exchange groups. These visits are carefully planned and always supervised to ensure the safety and well-being of the children, while enriching the learning environment with diverse experiences.

Parent Involvement

At Dalby Beck Street Kindergarten, we actively encourage parents to play a key role in their children's education. We invite parents to contribute by sharing their skills and interests, participating in parent meetings and social events, engaging in working bees, or joining the Management Committee. Your involvement helps enrich the educational experience and strengthens our community.

Communication – Storypark

Our primary method of communication between the kindergarten and home is through **Storypark**. This digital tool allows educators to securely document and share important updates, children's learning experiences, and photographs with parents, keeping them well-informed and engaged in their child's development.



Staffing Arrangements

Dalby Beck Street Kindergarten is staffed by qualified and experienced educators dedicated to fostering warm, respectful relationships with children, creating safe and predictable environments and encouraging active engagement in the learning program. Our Kindergarten team, a diverse and hardworking group of early childhood professionals, is committed to maintaining each child's learning, safety, and wellbeing throughout the day. If a staff member needs to be temporarily replaced, information will be posted near the sign-in kiosks for your convenience.

Our Team



Kelly Muller
Teacher

Bachelor of Education -
Early Childhood



Lyn Elliott
Educator

Diploma of Children's
Services



Honami Gillespie
Educator

Diploma of Early Childhood
Education & Care



Sacha Fabian
Nominated Supervisor/
Admin Officer

Cert III in Business
Administration



Emily Clapperton
Trainee

Studying a Cert III in Early
Childhood Education & Care



Amy Cartwright
Trainee

Studying a Cert III in Early
Childhood Education & Care

Management Committee

Dalby Beck Street Kindergarten is a community-operated centre, managed by a voluntary Management Committee made up of parents and guardians. Committee positions are filled each year at the Annual General Meeting (AGM), typically held early in the year. The elected Committee is responsible to the members of the Association for the proper management and conduct of the Kindergarten. Executive committee roles include:

- President
- Vice president
- Secretary
- Treasurer

Additional volunteer roles include:

- Grant coordinator
- Maintenance officer
- Library coordinator
- Fundraising members

Past executive members often continue in an advisory capacity as honorary committee members to support a smooth transition and maintain management continuity. The Committee meets regularly and oversees key areas such as centre administration, staff appointments, and the financial budget. Kindergarten staff attend these meetings in a non-voting, advisory role.

If you have the time, we have a job for you! The ongoing success of our Kindergarten relies on the valued involvement and support of our families.

Enrolment Agreement

To confirm your child's enrolment at Dalby Beck Street Kindergarten, a completed Enrolment Agreement is required for each child. This document signifies your acceptance of the Centre's regulations and policies and is a condition of enrolment. You will also need to provide proof of date of birth and an up-to-date immunisation statement.

Communication and Contact Information

Effective communication between families and the Kindergarten is essential. In particular, accurate and current emergency contact information is vital in case of accident or illness.

Please inform the Kindergarten as soon as possible if there are changes to any of the following:

- Home address
- Email address
- Phone numbers
- Doctor's contact details
- Work Address or phone number
- Emergency contact's details
- Legal documents relating to access to the child

All contact information is kept strictly confidential. No details are shared without your permission.

You can feel confident that Dalby Beck Street Kindergarten staff respect your privacy. Any sensitive information, such as changes in family arrangements, court orders, or events that may affect a child's wellbeing, will be handled with care and complete confidentiality.

Calendar 2026



2026 Calendar

40 weeks, 2 day program,
7.5 hrs per day, Tues & Wed or Thur & Fri

07 4662 3586
kindy@beckstkindy.com.au
www.beckstkindy.com.au

JANUARY						
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DECEMBER						
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	Biblies		Public Holidays
	Possums		Dalby Show Holiday
	School Holidays		Non Contact Preparation/Training Days

Qld State School Terms:

- Term 1: 28 January - 4 April
- Term 2: 22 April - 27 June
- Term 3: 14 July - 19 September
- Term 4: 7 October - 13 December



Centre Routines

Opening Times

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

We **do not** offer before or after-hours care; 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.

Bilbies	Tuesday and Wednesday (8.15am-3.45pm)
Possums	Thursday and Friday (8.15am-3.45pm)

2026 Queensland School Term Dates

Term 1	Tuesday 27 January – Thursday 2 April	10 weeks
Term 2	Monday 20 April - Friday 26 June	10 weeks
Term 3	Monday 13 July - Friday 18 September	10 weeks
Term 4	Tuesday 6 October - Friday 11 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 in dry weather only. We ask that you ensure that the gates are latched when you enter/leave for the safety of our children. Please do not park on the opposite side of the street as we have had several small accidents involving cars being backed into. Do not leave children unattended in vehicles; if you need assistance in getting your child into the centre, you can call us from your car on 4662 3586.

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 Teacher if anyone other than the custodial parent is to collect the child. Sign in your child on one of the two kiosks in the foyer area (verandah) using your phone number and pin number created in Xap. This is a licensing requirement and needs to be done every day. **PLEASE DO NOT SHARE YOUR SIGN IN/OUT DETAILS WITH ANYONE ELSE. THE EDUCATION AND CARE SERVICES NATIONAL REGULATIONS STATE THAT WE MUST HAVE RECORDS OF WHO HAS SIGNED YOUR CHILD IN, OR OUT, SO IT IS ESSENTIAL THAT ANY PERSON YOU WISH TO DO THIS ON YOUR BEHALF IS ADDED TO YOUR ENROLMENT RECORD AND ISSUED A PIN. THIS IS A QUICK AND EASY PROCESS TO DO IN XAP.**
- Ensure emergency contact numbers are kept up to date.
- Apply sunscreen to your child and record this on the Sunscreen Register next to the kiosks. Staff will re-apply later before going outside in the afternoon. If you have already applied sunscreen at home, please initial the sunscreen register.
- If necessary, spray your child with mosquito repellent and record this on the Mosquito Repellent Register next to the kiosks during periods where mosquitos are a problem, or advise the teacher.
- 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.
- 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.
- If your child is having difficulty in settling, please ask the staff for help. We will work with you to ensure that your child is settled.

On departure we ask you to:

- Sign out your child on the kiosk. This is required under the National Regulations and needs to be done every day.
- Talk with staff about your child's day.
- Check your child's pocket in the kiosk area/verandah daily for notices, forms and artwork etc.

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.

Absence Reporting

If your child will be absent, please notify us as soon as possible using one of the following methods:

- **Xap:** Log the absence directly in the app.
- **Phone:** Call us on 4662 3586.
- **Storypark:** Send us a message.
- **Email:** kindy@beckstkindy.com.au (Please note that emails may not be checked regularly, especially on Fridays when Sacha isn't working.)

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** Children arrive (**all children must be signed in via the iPad**).
Children are encouraged to complete their morning tasks – lunch box in fridge, water bottle on the trolley, bag in their locker, and sunscreen applied. Families are welcome to stay and engage with their children while they await their friends.
Indoor activities.
- 9.15am** Good morning group time.
Acknowledgement of country, Hello song, Show and Share, run through key experiences for the day.
- 9.45am** Transition to morning tea then outdoor play time.
- 11.30am** Pack up outside and transition inside for story time.
Inside play time.
- 12.45pm** Pack up and transition to lunch.
- 1.30pm** Rest time, relaxing music/audio stories (children can request to sleep).
- 2.00pm** Pack away and apply sunscreen.
Tabletop activities (fine motor/manipulative/small group games).
- 2.30pm** Music and movement group time.
- 2.50pm** Pack bags, shoes on and outdoor play with group activities/free play.
- 3.45pm** Home time (**all children are to be signed out via the iPad**).

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 your child in/out 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 excursion permission form.

Safety, Emergency and Evacuation Procedures

All children and staff will participate in regular emergency drills, fire, evacuation and lock down procedures. Staff 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 it with care. 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. A borrowing list will be found in the library; parents are to fill this out when borrowing and returning the books. The procedure for borrowing books is in our library.



What to Bring to Kindy

- A family photo to display – encourages a sense of security and belonging
- A **washer** with a loop on one **corner** for your child to use to dry their hands. We ask you to take this home at the end of your child's two days of attendance to wash in preparation for the next week. Please ensure it is a washer and not a hand towel, and that the loop is on the corner due to space limitations. Please mark the washer somewhere with your child's name.
- Cot sheet and pillow for rest time
- 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. Please place the spare clothes in a labelled zip lock bag. 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 Kindy will supply each child with one kindy hat. **Additional or replacement hats are available for purchase from \$15.**
- Child friendly footwear, children have the option of being bare foot during the day however will require footwear when accessing our adjoining 'block'
- A suitable bag/case for their possessions
- Library bag – a cloth drawstring bag approx. 35cms x 40cms (if borrowing from the library)
- Lunch box – Lunch boxes are kept in the fridge; plastic containers or plastic lunch boxes are acceptable. **IMPORTANT:** insulated lunch boxes are **not allowed**
- Water bottle – filled with **WATER ONLY**
- Nutritional food for the day – **morning tea:** fruit will be encouraged to be eaten before cakes/biscuits/snacks; **lunch:** main lunch (sandwiches, salad) will be encouraged to be eaten before snacks
- Toilet paper and/or A4 printer paper as a donation to the centre

All your child's belongings – clothes, hats, shoes, lunch boxes, water bottle, spare clothes 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.

A ribbon sewn onto the inside of your child's hat can help your child identify their item.

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, and items from the garden etc. Tame, friendly pets are also welcome on prearranged visits. Any item brought in for show and tell that contains button batteries will be stored securely in the office and brought out just for show and tell.

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; expel 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 a labelled zip lock bag to be kept 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 a sun safe centre, we do not allow spaghetti straps or singlet tops. **One sun safe Beck Street Kindergarten polo shirt will be provided to each child. 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 kindy. 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

Meal times are an important time in a day. It is a chance for children to sit in a group and interact informally with friends and teachers. Many discussions about healthy eating and looking after bodies and teeth also occur at these times as well as seeing what others are eating and opening up conversations about what we like to eat. At Beck Street Kindy, parents provide the food to be eaten by their child. Morning tea and lunch are eaten at routine times and Teachers and Educators also eat their food at these times. Lunch boxes are kept in the fridge so please, no insulated containers as the insulation stops the fridge cooling the food effectively. Please be mindful when packing our child's lunch box that we encourage wholesome, nutritious foods.

WATER ONLY to be supplied in water bottles. Please leave other drinks such as juice poppers and milk drinks for home.

Please consider:

- How will my child recognise their lunch box and water bottle? Where is their name?
- Can my child open the lunch box?
- How much packaging is there in the lunch? Can we minimise this?
- Is there enough food?



Healthy eating guidelines available [here](#)

Please notify staff if your child has any food allergies

We are a 'Peanut, Tree Nut and Fancy Nut Aware Service'

Special Occasions

A birthday is a special time in a child's life and we encourage your child to share this with their kindy friends. If you would like to bring something for your child to share with the group, you are more than welcome. This may be cupcakes, ice blocks, or something else of your choice. You are more than welcome to join us for this time. Birthdays are usually celebrated in the afternoon at group time. There are 22 children in each group. Sometimes there may be children with allergies or at risk of anaphylaxis in the group so please let the teaching staff know before bringing food to share so we can arrange a suitable alternative for the allergy/anaphylaxis child so they may feel included too.

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.

7. Healthy Snack Ideas

Food Foundations • another NAQ Nutrition program

Fruit Ideas

- Slices of fruit (apples, bananas, mandarin, orange, grapes, strawberries)
- Dried fruit (in small amounts) or tinned fruit in natural juice
- Frozen fruit - grapes, banana, orange wedges
- Fruit juice jelly (make jelly with fruit juice and gelatine, add chopped or tinned fruit)
- Fruit slushies (blend together fruit, and water)

Vegetable Ideas

- Vegetable sticks with cream cheese, mashed avocado or healthy dips
- Vegetable pikelets or savoury scones (eg. grated veggies, cheese & finely sliced cold meat)
- Baked potato filled with tuna or creamed corn or topped with cheese

Meat and Alternative Ideas

- Slices of roast meat
- Chicken bites – cooked chicken breast cut into bite sized pieces
- Boiled egg

Healthy snacks can be quick, simple and nutritious

Dairy Ideas

- Milkshakes or smoothies (fruit, milk, ice- blended)
- Yoghurt with extra fresh fruit
- Cheese – diced, sliced or grated

Grain (bread and cereal) foods

- Raisin or fruit toast
- English muffins (plain or fruit) with ricotta cheese & banana
- Weetbix™ with fruit spread & banana slices
- Pikelets- plain, savoury or with fruit such as berries or banana
- Scones- plain, pumpkin, savoury or fruit
- Rice cakes with vegemite, avocado, sliced banana or cheese & tomato
- Corn thins topped with hummus & tomato slices
- Toasted sandwiches filled with baked beans, tuna, cheese or egg
- Homemade pizzas (on English muffins, pita bread or plain pizza bases)

Special Occasions

- Fizzy fun (100% fruit juice diluted 50% with soda water, topped with plain or fruit yoghurt)
- Fruit flowers (balls of melon surrounded by orange segments with a stem or banana)
- Pita bread nachos (pita bread slices baked in the oven until crisp, sprinkled with baked beans & cheese or served with a salsa dip)

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, Educator, Nominated Supervisor and Committee Member.

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, staff 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.



Infection Control

Our Policy on *Exclusion of Sick Children* is available for your perusal upon request from the Centre. 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 manager/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 Centre 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 Centre 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, we will display notices visible to parents informing of the illness. These notices may include warnings as to the risks associated with the illness and the risk to any particular class of person. The notification does not identify the affected child by name.
- A record of the illness is documented 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 a "Conscientious Objector 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.



Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

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

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

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

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

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

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

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

Further information on recommendations:

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



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



Queensland
Government

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.

The **Child Protection Act 1999** mandates that staff are to report a reasonable suspicion that a child in care has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse.

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 child free areas of the kitchen or office.
- 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 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.
- Any open wounds must be covered.
- Children always use individual drink bottles.
- Cleaning staff attend the centre daily for cleaning of toilets, floors, bathrooms, and kitchen.



Concerns

Where a parent has a concern relating to their **child and/or the education program** parents are encouraged to speak with the Teacher. 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 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 next meeting.

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



Contact Information

Dalby Beck St Kindergarten

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kindy@beckstkindy.com.au
www.beckstkindy.com.au

Nominated Supervisor

Sacha Fabian
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Early Childhood Teacher

Kelly Muller
kmuller@beckstkindy.com.au

Management Committee

committee@beckstkindy.com.au

Enrolments/Administration/Accounts

Sacha Fabian
admin@beckstkindy.com.au

Lady Gowrie Qld Early Childhood Education and Care Coordinator (ECEC)

Tracy Mulloni
07 3252 2667
tracy.mulloni@ladygowrie.com.au

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