



Parent Handbook



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Yuggera Country

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Lady Gowrie^{QLD}
Community
Kindergartens



**Queensland
Government**

History of Bulimba Community Kindergarten

Bulimba Child Care (Tugulawa) and Bulimba Community Kindergarten started off in 1937 in the hall of the Church of England in Oxford Street. It only operated one day a week and there were no fees charged, you only had to supply your child's milk for the day.

In 1942, the School of Arts (now the Library) was approached by the Director at the time to use the vacant land at the back to pitch a tent to run the Bulimba Child Care and Kindergarten. The land belonged to Bulimba State School and it was kindly granted by Principal Mr Munt.

Some fun olden day facts about the Kindy:

- The Kindergarten only had 'earth toilets' until sewerage was connected in 1960.
- Lady Cilento was once a guest speaker at Bulimba Kindy and Child Care.
- In the 1960's a shed was erected where our deck stands today. This is where, back in the day, the free milk for school program would be delivered each day. The children would sit in the shade of the shed and drink their milk. It became known as 'The Milking Shed'.
- In the 1970's Bulimba Kindergarten had a resident dog called 'Galoshes' (yes like the boots!)



The Bulimba Pre-School and Kindergarten is licensed by the Office of Early Childhood Education and Care under the Child Care Act 2002 and Child Care Regulation 2003. The Centre must meet the requirements about activities, experiences and programs, number of staff members and children and staff member's qualifications according to the legislation.

The centre is required to maintain a record of any formal compliance notices issued by the Office for Early Childhood Education and Care and all parents/guardians and other interested parties are able to request access to this information, it is located in the main office.

Our Kindergarten is affiliated with The Gowrie Qld, which is our Central Governing Body. They act in an advisory capacity.

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 our Service Manager or your child's Teacher for more information about your child's development and our philosophy of learning that underpins our curriculum.

All of our Kindergarten policies (Lady Gowrie) are available for your viewing and reading in the main office. Please ask if you would like to read them.

Our staff are:

Kindergarten Service Manager

- Greer Casey – Graduate Diploma of Early Childhood Studies, Bachelor of Arts/Journalism

Early Childhood Teachers

- Emma Clifford - Bachelor of Education Early Childhood
- Naomi O'Connell - Bachelor of Arts with the Diploma of Education (Primary) / Diploma of Early Childhood Education and Care
- Geraldine Burger - Bachelor of Education (Primary with Honours), Masters of Education (Early Childhood Education)
- Sharon Quick – Graduate Diploma in Education (Early Childhood Teaching) / Bachelor of Arts (Fine Arts)

Assistants (Educators)

- Jenni Sandford - Certificate 3 in Community Services (Children's Services)
- Nadine Allen - Diploma of Early Childhood Education & Care
- Kate Loggie - Certificate IV in Education Support
- Inclusion Support Educators are also fully qualified and work as needed to support a fully inclusive and integrated classroom environment

Administration

- Brooke Pridmore

CONTENTS

Welcome to Bulimba Kindergarten	page 4
Our Philosophy	page 6
Documentation and Reporting Practices	page 8
Code of Conduct	page 8
What a Community Kindergarten Means	page 10
Program Information	page 11
Behaviour Management Policy / Circle of Security	page 13
Before Your Child Starts / What to Bring	page 15
Procedures	page 16
Health and Safety	page 18
Rest Time	page 20
Incursions & Excursions / WH&S / Environment	page 20
Book Club / T-Shirts / Students / Fees	page 21
Complaints Handling Procedure	page 22
Final Note / Your Notes	page 23

Welcome to Bulimba Kindy

At Bulimba Kindergarten we recognise the value and richness of play as a catalyst for children's learning and their ongoing engagement in meaningful experiences. When children play, they approach experiences with interest, ownership, empowerment and possibility.

PLAY is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts
- Stimulates a sense of well being

The teaching staff at Bulimba work within the parameters of the Queensland Kindergarten Learning Guidelines (QKLG) which aligns with the Early Years Learning Framework (EYLF) Version 2. We design environments full of possibilities that encourage each child to actively explore, create, discover, anticipate and investigate. We ensure children maintain ownership of their learning by empowering them to make choices and decisions. Children are encouraged to expand ideas, friendships and connections with local community and environments. We view learning as a collaborative endeavour and a lifelong pursuit.

Through PLAY children are involved in developing important skills which influence and support positive optimistic attitudes to life.

As Teachers we acknowledge families as powerful partners in children's learning. For this reason we encourage parents to share ideas, thoughts and knowledge about their children and to share their time and skills in an effort to build a connected community here at Bulimba Kindy.

We look forward to forming partnerships that benefit your children.

*If we take play away from children
we remove a possibility for learning*

National Laws and Regulations

Bulimba Community Kindergarten comes under the Education and Care Services National Law (Queensland) Act 2011. The National Law is supported by the Education and Care Services National Regulations ie the National Quality Standards. These standards set a high benchmark for early childhood education and care facilities in Australia and in May 2018, Bulimba Community Kindy were assessed and rated against the National Quality Standards and we are proud to announce that we were rated, overall, as an 'Exceeding' centre. The rigorous assessment process looks at seven quality areas : Education Program & Practice; Children's Health & Safety; Physical Environment; Staffing Arrangements; Relationships with Children; Collaborative Partnerships with Families and Communities and Governance & Leadership. We are very proud of our achievement and look forward to continuing to deliver quality early childhood education in the community.

Information regarding the National Quality Framework (NQF) can be found at the ACECQA website www.acecqa.gov.au

As part of our journey to continually improve our program and our service, we have a Quality Improvement Plan (QIP) which can be readily accessed by families, by asking our Service Manager. This document is a 'living' document that is regularly reviewed by the staff, our Service Manager, parent committee, our Lady Gowrie Consultant and the Regulatory Authority.

Child Safety

We're especially proud of our educators and our staff. Every day, they deliver high-quality services that prioritise the safety of your child. We are committed to upholding the highest standards under the National Law, while continually seeking opportunities to enhance our service delivery. We are excited to work with the Queensland and Australian governments as well as leading industry experts on a range of new initiatives that will see improved transparency for parents and enhanced safety for children.

Our Kindergarten Curriculum

Each year we host a Parent Information session in the first two weeks of Term 1 where we discuss how our kindergarten programs implement the Early Years Learning Framework (EYLF version 2) in conjunction with the Queensland Kindergarten Learning Guidelines (QKLG).

These two frameworks complement each other and are closely aligned and share a vision for children's learning that recognises all children engage in learning that promotes confident and creative individuals and successful lifelong learners. Fundamental to this vision and the EYLF is a belief that children's lives are characterized by Belonging, Being and Becoming.

By experiencing 'Belonging' they feel connected to family, community, culture and place. 'Being' recognizes the significance of the here and now in children's lives. And in 'Becoming', children's identities, knowledge, understandings, capacities and skills are developing and changing in their early years.

Within both the EYLF and QKLG is an emphasis on play-based learning. Play provides opportunities for children to learn as they discover, create, improvise and imagine.

While the EYLF (V2) focuses on children from birth to five years of age, the QKLG aims to specifically enrich children's learning in the kindergarten year. Throughout the Kindergarten year, children's right

to experience the joy of early childhood is fundamental and learning is promoted through play, and emergent and planned learning experiences and interactions. The guideline recognises that parents are children's first educators and values the vital role parents, carers and family members play in children's lives and their ongoing learning.

We document the curriculum through a variety of methods:

- Observations that focus on children's social interactions, relationships and learning processes
- Writing, drawing, and painting.
- Stories and photographs of groups and individual projects
- Contributions from families
- Kindy Portal learning stories and future planning
- Daily feedback and informal chats

Our Philosophy

Vision: Exceptional play-based learning through respectful and supportive relationships.

MISSION STATEMENT:

At Bulimba Kindergarten we respect and value our partnerships with children, families, community, environment and staff. Our work with children reflects the United Nations Convention on the Rights of the Child (1989). We believe early childhood is a precious time in children's lives which should be valued and celebrated.

Children:

We seek to provide children with a safe, secure, stimulating and relaxed learning environment. We are advocates for children's safety and protection and ensure that the rights of the child are paramount.

We believe the Circle of Security framework is a valuable tool in our programs focusing on building secure attachments and supporting children's emotional wellbeing.

We value the richness of play as a catalyst for children's learning and their ongoing engagement in meaningful experiences.

We value children as unique, competent, and ever changing.

We celebrate children as lifelong learners, and view learning as a collaborative process between children, adults and the learning environment.

We believe in equity, inclusion and have high expectations for all children and we are responsive to their strengths, interests, ideas, expertise, cultural traditions and ways of knowing.

We believe that children should be encouraged to adopt an active, healthy lifestyle that encourages positive self-image.

Families & Community:

We acknowledge that parents provide the first and most important education for all children and that it is vital that we work in collaboration with families.

We value open communication with parents and care-givers, working in partnership with each other and the community.

We aspire to provide a welcoming and inclusive environment for all families.

We seek to provide families in the local community with excellence in Early Childhood Education.

We develop partnerships with all stakeholders and the local community.

We are respectful of diversity.

We sincerely acknowledge the Traditional Owners of the land on which we meet, and also pay our respects to Elders past and present.

We support our families in their parenting roles through provision of Circle of Security Courses each year.

Our Team:

We value our staff and strive to be an employer who provides a supportive and rewarding work environment for our early childhood professionals. We prioritise wellbeing and collaborative team relationships.

We acknowledge that our staff are active partners in children's learning, co-ordinating their knowledge with curriculum content, children's interests and parental input.

We support our staff to continue to upgrade and extend their professional learning through engagement in Professional Development opportunities that support their continued development as confident and capable professionals.

We value critical reflection as a part of everyday professional practice.

We value collaborative leadership and teamwork, not only at a governance level but in practices enacted by children and educators.

Environment:

We consider sustainability in all its forms ie Environmental, Social & Economic, and we believe in weaving sustainability into all aspects of our programs.

We support each child to develop an understanding of sustainable practices and to become active and informed global citizens.

We encourage the children to explore and care for their environment through hands on experiences such as gardening, recycling, and nature-based play (Environmental).

We value the importance of respecting, caring for and sustaining our natural environment by modelling responsible consumption eg by using recycled, natural and repurposed materials in our daily practices, and conserving energy and water (Economic).

We believe in a culture of inclusion and fairness, every child having the right to belong, contribute and thrive. We support the children to express their ideas and to take in decision making (Social).

We believe learning spaces indoors and outdoors should provide a rich array of experiences and materials that are open ended and conducive to learning by all children.

References : The Circle of Security International (2022). Bronfenbrenner's Ecological Model, ACECQA, Education Vic (2016). The Early Years Learning Framework V2.0 (2022). United Nations Convention on the Rights of the Child, UNICEF (2024). Acknowledgement of Country, Reconciliation Australia (2024).

Documentation and Reporting Practices

Documentation is a powerful tool for viewing your child's learning processes. Documentation is a process that involves not only Teachers but also children and parents.

At Bulimba Kindergarten we use an online documenting tool called Kindy Portal. This online program enables a more efficient and effective way to communicate children's learning to parents and carers with clear reference to both the QKLG and the ELYF (V2). You will receive more information and details about how to access your child's account. Your child will have a 'Special Book' in which they can keep their artwork and special memories from the Kindy year.

We encourage you to take time to read your child's Special Book with them from time to time. Parents and Caregivers are invited to take the Special Book home to share with other family members. This is a working document that reflects your child's learning journey. Please feel free to make it meaningful to you as well.

Families are powerful partners in children's learning

At Bulimba Kindy the teaching staff are always available to speak with you about your child's development and learning. At drop-off and pick-up we are available for a quick chat but if you would like to speak in depth about your child, please ask for an interview time.

The staff welcome questions and are happy to take the time to answer any questions you may have. Just ask!

Code of Conduct

At Bulimba Community Kindergarten we aim to create a welcoming and culturally safe environment where all children and families feel a sense of belonging within the service. We acknowledge families as children's first and most influential teachers and work to develop respectful and reciprocal relationships through positive engagement and interactions, and clear communication.

To support the development of positive partnerships, parents/guardians and community members who attend the service are asked to ensure their conduct and communication with others is always respectful.

Parents, Carers and Guardians

We ask families to:

- Read the Family/Parent Handbook and the relevant key policies outlined.
- Conduct themselves in a suitable way in relation to communication and interactions with children, staff, visitors and other parents. Physical contact with any child (other than your own/ one immediately in your care as authorised nominee for) should be avoided at all times.
- Ensure behaviours demonstrate cultural inclusivity.
- Behave in a way that supports the health, safety and wellbeing of children, staff, visitors and other parents. Treat all children, staff, visitors and other parents with courtesy and respect.
- Raise any issues or concerns with the Responsible Person or Nominated Supervisor in a timely manner so these can be addressed. We view feedback from families as an opportunity to review our practices and support ongoing quality improvement for our service. (Please refer to the Grievance for Families Policy in relation to raising a concern)
- Receive feedback regarding their child/children's progress with a view of the best interest of the child.
- Contribute to creating a child safe and community friendly environment.
- Abide by the service policies and procedures, show respect for decisions made by staff and Management Committee members, and respond to directions given by staff in a respectful manner.
- Understand that the service is a smoke, vape, drug and alcohol-free facility and refrain from attending the service if under the influence of alcohol or illicit substances.
- Take responsibility for any other children or visitors brought on site and ensure they are supervised while at the service.

Volunteers, visitors, trades people and contractors

When attending the service:

- Sign in and out on arrival and departure and provide a Blue Card (where applicable).
- Conduct themselves in a professional and appropriate manner at all times while on site.
- Be mindful of appropriate behaviour and language used in the presence of children, staff and others present.
- Follow any directions from staff including in an emergency situation.
- Ensure the work conducted while on site does not impede the safety and wellbeing of children, staff and others present at the service.
- Ensure time spent with children is always in the presence of a staff member. Children who are displaying challenging behaviour should be referred to a staff member so they can be supported according to the service Behaviour Guidance Policy and Interactions with Children Policy.
- Raise any concerns with the Responsible Person or Nominated Supervisor in a timely manner so they can be addressed.

Management Committee and other Committee Members

Should be aware of:

- The role and responsibilities they have agreed to take on.
- The need to value and support family interactions and participation.
- The role context and setting when engaging in a conversation with another parent (e.g. Is the interaction occurring in a private area when in the role of Management Committee member, or is it as a parent to another parent in a more informal capacity?)
- The importance of nurturing collaborative and reciprocal relationships with staff, Lady Gowrie Qld, parents, carers and children through honest and open communication.

- Ensuring that Committee business is conducted in a way that upholds the privacy and confidentiality of all children and families attending the service.
- Conduct activities in accordance with the Rules of the Association (Constitution).

Children

This Code of Conduct applies to all children attending Bulimba Community Kindy premises or who attend events organised by Bulimba Community Kindy, including siblings and friends.

Children will be supported and guided by Bulimba Community Kindy staff/volunteers to conduct themselves in the following manner:

- To respect themselves and others.
- To use language to express themselves and communicate their wants and needs as appropriate to their level of development.
- To care for their environment and equipment as well as the belongings of others
- To co-operate and follow the agreed classroom guidelines.
- Resolve conflict in a peaceful manner.
- To follow the directions and instructions of staff/volunteers.

It is acknowledged that each classroom Teacher will develop, in consultation with their children, rules specific to their classroom which are to be in keeping with the above Code of Conduct for Children and Bulimba Community Kindy's ethos.

As an organisation the Bulimba Community Kindergarten has the right to cease the program for a family who are consistently non-compliant or obstructive in relation to the expectations laid out in this Code of Conduct. The following behaviour towards any person are unacceptable: all forms of bullying, harassment, abuse, discrimination, actions that put another person at risk of harm, or threats of any kind. All unlawful actions will be reported to the appropriate authorities.

Thank you for your support in providing a safe and welcoming environment for children, families and the community whilst you are attending Bulimba Community Kindergarten.

*We connect with, make meaning of and build upon
what we know*

What Being a Community Kindergarten Means

As an affiliate Community Kindergarten we receive funding from Lady Gowrie (QLD) Inc. who is our Central Governing Body. Lady Gowrie work closely with the Director and staff to assist us in the general running of the centre throughout the year.

The Centre is operated by a Management Committee made up of volunteers from the parent body. Committee meetings are held monthly at the Centre but due to confidentiality issues, these are closed to all but staff and elected committee members. If parents wish to contribute to the agenda, they must do so via correspondence addressed to the Director or Committee President.

You can join the Management Committee of the Centre assisting in the vital role of managing and running the Centre for a year. The Committee is responsible for continuing to maintain and protect this well-established Centre as well as organising and planning for the Centre's future needs. As a committee member, you will work closely with the Service Manager and Teachers who are responsible for the educational program and the day to day running of the Kindy. There are many roles on the committee you may like to consider.

Each year the Management Committee is made up of the following roles:

- President
- Vice-President
- Secretary
- Treasurer
- Infrastructure and Maintenance
- Social Committee
- Special Projects Co-Ordinator
- Health, Safety & Wellbeing
- Parent Liaison & Marketing
- Strategy and Fundraising
- Outdoor Environment Committee
- Nominated Supervisor (Kindergarten Service Manager)

It is through this partnership of Parents and Teachers that real work on the Centre is achieved year by year and being on the Committee can be a very rewarding experience.

Alternate Options

From time to time during the year we will put the call out for assistance with ad-hoc jobs eg mending library books, washing dress up clothes and any small sewing projects.

Enrolment Fee

Bulimba Kindy is a Community Kindergarten with no paid maintenance staff. The upkeep of the building and grounds is the responsibility of the current parent body. Therefore, your Enrolment Fee (non-refundable) is put towards ongoing maintenance work.

Program Information

Program Times

- Group One - Monday, Tuesday, Wednesday – 8.45 am to 2.45 pm
Group Two - Monday and Tuesday – 8.00 am to 3.30 pm (Optional ½ hr to 4pm)
Group Three - Wednesday, Thursday, Friday – 8.45 am to 2.45 pm
Group Four - Thursday and Friday – 8.00 am to 3.30 pm (Optional ½ hr to 4pm)

Each unit has a maximum of 22 children. A calendar detailing the school term dates is available on the Kindy website and will be emailed to all families.

Teachers would appreciate being advised if you are going on holidays during term time.

Kindergarten Service Manager / Nominated Supervisor

Our Service Manager is responsible for the day to day running of the Centre as well as liaising with the Management Committee. In the absence of the Nominated Supervisor, a Responsible Person will be appointed to be in charge of the service.

Teachers

Each Teacher is responsible for providing an educational program which is underpinned and guided by the Queensland Kindergarten Learning Guidelines and ELYF. Teachers are responsible for recording your child's learning while they are at our Kindergarten.

Assistants (Educators)

Each group of children has an Assistant working alongside the Teacher. Our Assistants provide important classroom support on a daily basis as well as assisting with all aspects of programming and documentation.

Office Administrator

Our Office Administrator Brooke provides staff, the committee and parents with support when dealing with all fee related issues. Our Office Administrator is available for any enquiries on a Wednesday and Friday from 8.00 am to 2.30 pm.

Daily Routine

8.00am	Longer day children arrive and unpack ready for the day
8.15am	Welcome & Acknowledgement of Country for longer day children
8.30am	Music Session
8.45am	Shorter day children arrive and unpack ready for the day
	Longer day children have Munch & Crunch
9.15am	Welcome & Acknowledgement to country for shorter day children
	Music Session for short day children
9.30am	Outside Play
11.00am	Morning Tea
11.30am	Indoor Program
1.00pm	Lunch
1.30pm	Rest time
2.45pm	Program concludes for shorter day children
	Afternoon Tea for longer day children
3.00pm	Outside play for longer day children
3.30/4.00pm	Program concludes for longer days

Please note, throughout the day each group has designated whole group sessions which will cover a range of learning skills for example literacy, numeracy, science etc. Our daily routine may change according to the weather and children's interests.

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 or the Service Manager for more detailed information about your child's development and our underpinning philosophy of learning that is the foundation of our programs.

Behaviour Management Policy

Our practice is underpinned by the understanding that all children need to feel safe and secure to learn. Therefore, our policy is founded on the establishment of a nurturing, caring environment based on mutual respect and trust. If behavioural guidance is necessary, our goal is always to empower and enable children to develop self-responsibility and self-control in a socially acceptable manner.

Rationale:

Our legal obligation is to provide a secure environment where all children and staff feel safe and protected from physical and verbal aggression. Constant disruptive behaviours which impact on the quality of program delivery need to be addressed.

Our understanding that children's behaviour is influenced by a desire to have their needs met and is affected by a number of factors including age, family, social, cultural experiences, disability or development issues.

Our key approach is to develop positive, preventative management strategies in partnership with parents and other professionals if necessary.

Our positive, consistent strategies that assist children to understand and choose appropriate behaviour are practiced on a regular basis. They include directional language, offering choices, descriptive praise, involving children in developing understanding of the codes of behaviour and teaching and reinforcing social skills through role play, stories and discussions.

Our staff model code values such as friendliness, acceptance, respect, kindness, tolerance and the dignity of the child is maintained at all times.

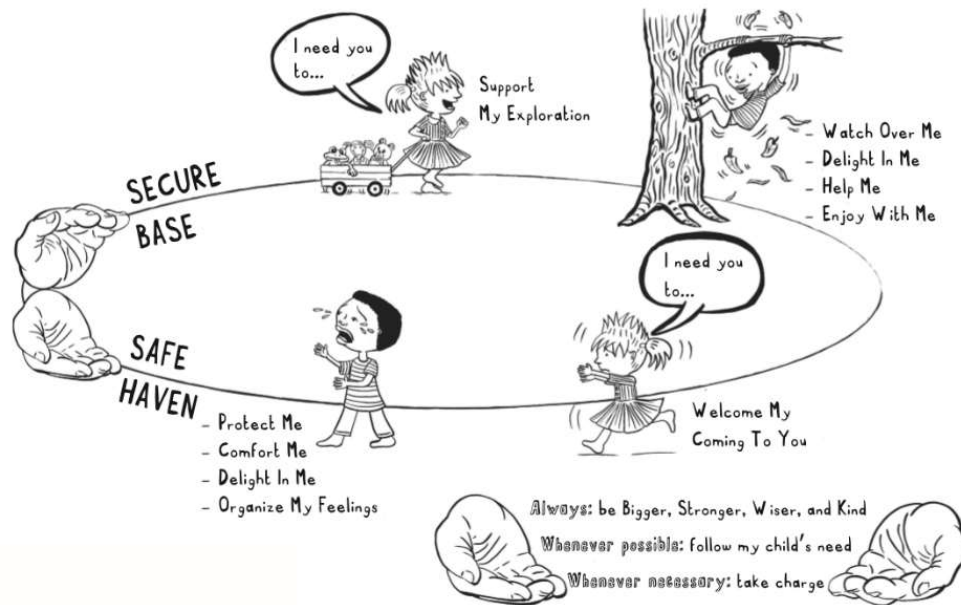
We are valued and treated with dignity, justice, equity and respect

Circle of Security

Bulimba Community Kindergarten implements the Circle of Security approach in line with our Gowrie Behaviour Management policy. All our Teachers and Assistants have completed comprehensive training in this model. We will offer this training to you, as a parent of a child at Bulimba Kindy, so that we can have a collaborative approach between home and Kindy.

The Circle of Security program is based on decades of research into the importance of connectedness and secure attachments in childhood. Bulimba Kindy staff fosters this initiative through their everyday interactions with the children. Below is an illustration of how the concept of the Circle of Security looks. We, as the educators or parents, are the hands on the circle providing children with a secure

base to go out and explore their environment. We are also the safe-haven to welcome the children back when they need comfort or help organising their feelings.



Before Your Child Starts

On your first day at Kindy you can help your child by calmly preparing their belongings for the day. On arrival at Kindy please assist your child to put their bag in their locker and their lunch in the fridge. To support our health policies please encourage and assist your child to wash their hands and then assist your child to apply sunscreen, if you have not already done so at home.

Parents can help their child make a smooth transition between home and school by being calm and positive about the experience. When first arriving, work at an activity together until it is time to go, then calmly say goodbye, reassuring your child that you will collect him/her by 2.45 / 4.00 pm and leave. The teaching staff are happy to offer support during this process should your child need it. Please ring the Centre if you have any concerns about your child settling easily.

Remember that whenever anxieties arise concerning Kindy, please feel free to talk to your child's Teacher.

Staff provide information about your child's day in a number of formats mainly via a digital platform, emails and photos. Please take the time to read/view this. It will stimulate conversation about your child's day.

What to Bring

Please ensure your child has a back-pack or bag that fits in our lockers and they can carry their items to and from the Kindy each day e.g. lunchbox, drink bottle, hat and spare clothes.

Please ensure all items are named.

Meals

Every part of the day is a learning experience for your child and food times are no exception. We ask that children be provided with healthy food so that their bodies gain essential nutrients for growth and health.

Please note that in line with Health Policies **cooler bags are not permitted**. We encourage, where possible, you provide lunches in reusable containers. These containers are placed in the fridge. Please provide:

Groups 1 & 3

Munch & Crunch (non-refrigerated small snack)
Morning Tea
Lunch

Groups 2 & 4

Munch & Crunch (non-refrigerated small snack)
Morning Tea
Lunch
Afternoon Tea (non-refrigerated small snack)

We have a Healthy Food Policy at the Kindy and we strongly encourage you to keep foods that are high in fats and sugars at home to be eaten as an occasional treat.

For more ideas on healthy food visit:

- . Nutrition Australia
- . Queensland Health (Healthy Kids)
- . Heart Foundation
- . Get up and grow (Australian Government)

Allergies

Parents must staff at your child's initial interview of any existing allergies, whether they are food, plant or animal related. In case of anaphylaxis a Doctor's letter must be accompanied with the provision of an Epi Pen. Parents of an anaphylactic child are required to meet with their child's Teacher to explain the details of their child's allergic reactions and treatment procedures. Photos of anaphylactic children will be displayed on the kitchen wall, along with a statement of the treatment procedure provided by the treating Doctor.

Bulimba Kindy is a 'Peanut, Tree Nut and Fancy Nut Aware Service' and we request that families do not send meals containing highly allergenic foods with traces of nuts or nut products to lessen the risk of a child's anaphylactic reaction.

Sheets

For rest time one (1) named sheet is required. Should you wish to make your child's sheet it should measure 120 cm x 55 cm and have elastic sewn at each corner in order to keep it on the bed. Sheets can be ordered via www.noisykids.com.au (go to the Kindy Sheet tab). No draw-string bag, pillows or top sheets are required.

Water Bottle

Please send along an adequate, clearly named and durable water bottle to Kindy each day. No glass bottles please. Make sure it is easy to use and easy to refill as we encourage the children to drink sufficient amounts of water and to take regular drink breaks throughout the day.

Suitable Clothing:

Children will need clothes which are comfortable and:

- allow for growing independence (e.g. pants that can come off easily for toileting, shoes with easy fastenings).
- will neither restrict activity nor safety
- are cool and will provide adequate sun protection e.g. covered shoulders
- Include a wide brimmed hat for sun-safety
- Kindy branded T-shirts (long and short sleeved), jumpers, hats and library bags are available to buy on our Kindy website: www.bulimbakindy.com.au/shop

Spare Clothes

During the day your child will encounter many activities such as climbing, rolling, digging, painting and water play, making play clothes the best option. Please provide a named change of clothes in your child's bag that can be used if necessary. As it is safest for the children to have bare feet for outside play and music and movement, we ask that shoes are removed for these parts of the day. In winter, sneakers or running shoes are the safest option for these activities.

Library Bag

Children may borrow books from the Kindy library on a weekly basis from our lending library. Please provide a library bag (45cm x 35cm approximately) for the books to be carried safely to and from Kindy. Library bags can be purchased on our Kindy website shop page or via www.noisykids.com.au.

Treasures from Home

Toys or jewellery can often get lost or broken when brought to Kindy. To avoid any heartache it is best to keep your child's treasures at home.

Happy Birthday

We usually celebrate children's birthdays at Kindy and you are very welcome to bring along something to share with friends on their birthday eg patty cakes, fruit ice blocks, as long as allergies are considered. Please talk directly with your child's Teacher prior to the birthday to organise, and if you have any questions.

If your child is having a birthday party you are welcome to discreetly place invitations in the children's message pockets. If your child receives an invitation please hold off opening until you get home from Kindy. Staff are unable to assist with the handing out of invitations.

Procedures

Signing In and Out

It is a legal requirement that each child is signed in and out of the Kindy each day via the XAP Kiosk. If you are arranging for someone else to pick up your child, **please complete the Nominee details via your XAP access.** If that person is unknown to staff, documentation of the person's identity e.g.

driver's licence will need to be shown to staff. Please ensure that the front gates are secured after either entering or leaving the premises to ensure the safety of our children.

Absences

In supporting safety for children, families are kindly asked to please advise the Kindy via phone, email or Xap, if their child will be absent from Kindy. For periods of two (2) to five (5) weeks, please complete a *Child's Absence Notification Form* (near Kiosk). If the absence will be for a longer period please complete the *Record of Extended Absences Form* (available from the office).

Our Central Governing Body, Lady Gowrie Qld is able to support a period of notified absence for a consecutive period, on one occasion during the program year of up to five weeks. In this instance, this period of absence is only applicable where the Eligible Child has commenced attendance in the Kindy program eg it is not able to be supported for the start of the program year and the child has not yet attended the program. A family for example, that is taking an extended holiday in term two, will be eligible to receive *Free Kindy* under Queensland Kindergarten Funding, for up to five weeks. Following the conclusion of this five weeks, any additional continued absence will incur a daily fee. Please refer to the Fee Policy Letter for more information.

Change of Personal Details

If any of your personal details (such as telephone numbers, mobile numbers, email addresses, home address, emergency contacts, medical details, etc) change, please notify us immediately and also update your XAP records.

Before and After-Hours Safety

It is very important that children are dropped off and picked up at the appropriate times and within the guidelines set out by the Centre. This ensures the safety of all children attending and enables staff to go about duties required outside of program times.

Therefore, as parents please note:

- ❖ The program starts at either 8.00am or 8.45am depending on your assigned group and parents are requested to supervise their child until that time because staff are preparing for the days program. When leaving please let a staff member know.
- ❖ Children need to be collected by either 2.45pm or 3.30pm/4.00pm depending on your assigned group. Please advise staff when you are taking your child home as it gets very busy in the afternoon. Please note that all areas of the playground are closed to children when the safety barrier is in place. The barrier denotes the 'out of bounds' area of our playground and is in place to keep children safe.
- ❖ A late collection process will be implemented if there is consistent non-compliance with program times. This may lead to late fees and your child's enrolment being revoked at this Kindy.

For safety please supervise your children at all times. This includes siblings.

Whilst we understand that the playground is tempting, for safety reasons the children are not permitted to play on any of the equipment after hours.

Teachers and the Service Manager will approach any person who we feel is not behaving in a safe manner or is not adhering to our Centre guidelines. If problems persist and the Service Director feels it necessary, the President will be consulted for any further action.

Parking

There is to be absolutely NO PARKING in front of our main gates. This is for emergency vehicles only. Please observe the parking restriction signs at all times.

Parking outside of the Centre can be difficult at drop off and pick up times. We suggest:

- Walking/riding/car-pooling, if possible
- Using the back entrance in the morning. Note that the school locks the gates during the day
- Picking up from 2.30pm and leaving quickly to free up your parking spot for others
- Parking further down the street and walking. There are lollipop people on the main crossings

Please understand that we're all experiencing the same problems and that the Centre has done its best to deal with the situation over the years (meeting with local council etc).

Hot Drinks

Please note that hot drinks ie tea or coffee are not to be brought into the Kindy as they may pose a risk to our children should they spill.

Animals / Pets

Animals are not permitted on site for the safety and well-being of all.

Health and Safety

Illness

Queensland Health provides a very comprehensive "TIME OUT" poster for contagious conditions to keep children and staff healthy. Please view the details here: [Time out for contagious conditions: keeping children and staff healthy](#)

Children suffering from contagious illnesses are asked not to attend Kindergarten. In such a close environment illness spreads rapidly. In consideration of other children/families, it is very important that children who are ill remain at home until the infectious period is over. **If a child has had a fever/vomiting/diarrhoea or has been feeling "off colour" within 24 hours before Kindergarten, he/she is not well enough to be attending. The exclusion period is 24 hours after the last vomit.**

Should your child have a persistently running nose or persistent cough, we request that you keep your child at home until the infection is completely over and your child is well enough to join the group. Please ensure that you treat your child for head lice as soon as the problem is apparent. It would be greatly appreciated if you could also let the staff know so that they can inform other parents. Please be assured that strict confidentiality will be maintained at all times.

Managing a High Temperature

Staff will manage children presenting with a high temperature (oral or auxiliary temperature greater than 38.0 C) as per The Gowrie policy and procedures. The child will be monitored and a parent/carer will be contacted to collect the child from the centre as soon as possible. If the child's temperature

continues to rise to 39.0 C degrees or higher while waiting for collection, then an ambulance will be called.

Medication

Medication from home cannot be given without a completed and signed Medication form stating child's name, dosage and Doctor's name. Staff are unable to give medication unless absolutely necessary and if a new medication is being given to children, they must have had at least 3 doses before coming back to Kindy. Medication is stored in a locked container in the fridge or cupboard.

Children with long term medical conditions need to provide correct paperwork from their Doctor for display in our kitchen, as well as their Epi pen or asthma inhaler (labelled as above) ie Anaphylaxis Action Plan.

Immunisation

Evidence of immunisation is through providing your child's Immunisation History Statement which is an official record issued by the Australian Immunisation Register (AIR). You can get your child's Immunisation History Statement by accessing your online mygov account or by using the Medicare Express Plus App.

If you choose not to immunise your child, you must sign one of our 'Conscientious Objection to Immunisation' forms.

Hygiene Practices

A high standard of hygiene practice is implemented in the Centre. This includes:

- A hand washing procedure for staff and children upon arrival and departure is encouraged
- Rubber gloves worn by staff when changing soiled clothing or if a child is bleeding
- Equipment used by children is regularly disinfected
- Separate sheets are used for each child
- Bathrooms are carefully cleaned on a daily basis
- Children are encouraged to wash their hands upon arrival, before and after meals, after using the toilet and before and after cooking activities and before leaving the centre
- Open wounds must be covered
- Soiled clothing is stored in a sealed container away from children's reach in the children's bathroom.

Emergencies

In case of emergencies, the meeting point is by the front gates. There is a recorded fire practice every month and fire equipment is checked regularly. All staff are trained in fire procedures and first aid annually.

Sun Safety

In accordance with our Sun Policy we ask you to:

- Send a broad brimmed hat for your child to wear every day
- Apply sunscreen each morning – preferably before coming to Kindy. This is due to the fact that sunscreen should be applied at least 20 minutes before exposure. If you forget, you may apply cream on arrival, from our supply
- Sign our sunscreen permission form, or let us know if you have any objections
- Send your child in sun appropriate clothing, with shoulders covered

- Staff will reapply sunscreen, when necessary, throughout the day

When Your Child is Sick

Please let your Teacher know either via an email or via XAP when your child has to be absent from Kindy due to illness. Some children tire easily and need a quiet day or two at home. Please don't hesitate to give your child this rest and let us know. Your consideration is much appreciated.

Child Protection Statement

At Bulimba Kindy, each child is protected through Supervision, Incident & Emergency Management and Child Protection procedures.

At all times, reasonable precautions and adequate supervision ensures children are protected from harm and hazard. Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, are practised and implemented. Management, Teachers, Assistants and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Policy for Injuries, Incident, Trauma, Illness & Infectious Diseases

Bulimba Community Kindergarten adheres to the respective policies developed by Lady Gowrie Qld and copies of these policies can be located in the Administration Office or Parent Library.

Lockdown and Evacuation Procedures

Fire and evacuation drills are practised once per month and lockdown drills are practised once per term. Please see the Service Manager for more information or the policies can be found in the Administration office.

Rest Time

The Kindy program must incorporate a balance of activities for children including opportunities for rest and relaxation.

Rest time –

- Provides an opportunity for the child to rest / unwind
- Helps the child to learn to relax (which is beneficial in later life)
- Provides a time of quiet to think and plan and relive experiences and if necessary, sleep

Incursions & Excursions

Throughout the year the Kindy invite outside performers, emergency services personnel and other professionals to come and present to the children. The children will also go on an excursion to either Bunyaville Environmental Education Centre or another place of educational interest. These excursions will give families the opportunity to attend with their child and participate in the excursion and also assist staff with supervision. Both incursions and excursions are covered by the Kindy and hence are at no extra cost to families. The Kindy will also hold a number of events throughout the year which enable family members and special friends to join their child at Kindy for activities e.g. our Nature Play

Morning. These events are open to parents, grandparents, aunties, uncles or a special guest of your child's choosing, who will come along to share some time at Kindy.

Workplace Health and Safety

The Centre operates under the regulations of the State Government's Workplace Health and Safety legislation and enforces the anti-discrimination regulations. There is a handbook specifically designed for our Centre which is available for parents to read. This is located in the office. We encourage all parents to read this document.

Environment

At Bulimba Community Kindergarten children and families are actively encouraged to discover the importance of caring for our environment. We provide a well-established outdoor environment which includes areas of garden and shade for children to explore and investigate. The maintenance, care and upkeep of our outdoor environment are shared by children, parents and staff and we introduce children to the importance of nature and our physical world.

Practical ways of caring for our environment include:

Lunch - We encourage children to bring their lunches in reusable containers thus minimising the use of plastics and wrappings in our environment. Lunches are stored in our fridge so please consider the size of your containers when packing lunches. **In line with Policy, cooler bags are not permitted.** In line with our sustainability practice all fruit and vegetable scraps go to our compost bin.

Email, XAP and Kindy Portal – We use email and XAP as much as possible as a means of sending home newsletters and notices. In this way we are helping to minimise the use of excess paper. If you are happy to receive notices via email please make sure your Teacher has your current email address and that you check regularly to see if there are any important notices. Please ensure you sign up to the Kindy Portal online digital platform via your Teacher's email invitation in order to access your child's observations, and information about the program.

Outdoor Environment Committee – Each year our committee works at maintaining and developing our grounds and environment. If you have a love of plants your help on this small committee would be most appreciated. Maybe you don't want to be on a committee but would like to spend some time here when the children are outside and work with groups of children maintaining our garden areas e.g. keeping the gardens watered through the hot, dry months.

Book Club

At Kindy we offer the families the opportunity to purchase books through Scholastic Book Club. This is a great chance to buy quality books whilst knowing that a portion of total sales goes towards vouchers for the Kindy to purchase books for its library. Some families will buy a book for the Kindy, through the club. Kindy staff handle the delivery of brochures into each child's note pocket and orders and payment are all handled online.

T-Shirts

The Kindy has a range of t-shirts, jumpers, hats and long-sleeved t-shirts in varying colours for sale at the beginning and middle of each year. Samples will be on display at the AGM / Parent Information

Session and a supply of samples are also held on site for parents to look at for sizing purposes. Apparel can be purchased online on our Kindy website shop: [All Products | BulimbaKindy](#)

Students

Sometimes we are pleased to welcome university students undergoing their practicum. All students over the age of 18 years and relief staff must have a Blue Card before working at the Centre.

Parents of children currently being offered a program are not required to possess this documentation in order to volunteer their services. However, if a negative notice has been issued then such volunteers will not be accepted.

Fees

We were thrilled with the news that the Queensland Government introduced *free kindy* in January 2024. A *free kindy* program is for 15 hours a week or 600 hours a year, taught by a qualified Early Childhood Teacher, for eligible children.

We recognise that families have different childcare needs so we offer an additional option to extend our hours to support this.

Our Short Day Groups (1 and 3) operate from 8.45am to 2.45pm x 3 days per week, providing 18 hours per week programs. 15 hours of the program are covered by FREE KINDY FUNDING, any the additional 3 hours per week incurs an Additional Hours Levy payable by the family.

Our Long day Groups (2 and 4) operate from 8am to 3.30pm x 2 days per week, providing 15 hours of Kindergarten program which is fully covered by FREE KINDY FUNDING. Parents can opt in for and additional ½ hour from 3.30pm to 4pm, offered in the same room with the same staff, with a small Additional Hours Levy payable by the family.

At Bulimba Kindergarten, the Management Committee formally set the fees for the following year at the Annual General Meeting which is held in November each year. Upon official approval of the budget a formal fee policy letter will issue to all families prior to their child's commencement.

The introduction of *free kindy* in Queensland is a significant step and recognises the importance of early childhood education and its positive impact on a child's overall development. We look forward to welcoming your family into our Kindy program under this new funding program.

Please be advised that the Committee reserves the right to exclude a child from attending the Centre if all fees and levies are not paid by the due date.

If for any reason you need to remove your child from the Centre, you are required to give a minimum of two (2) weeks notice in writing. Four (4) weeks notice in writing is preferred so that the place can be filled.

Complaints Handling Procedures

We maintain contact with parents on a daily basis so please approach staff at any time with questions or concerns. Any complaints should be made to the Director who will respond as quickly as possible.

If satisfaction is not gained then the complaint should be passed on to the President of the Management Committee. Should the committee need further guidance, the matter will be referred to the appropriate body:

Early Childhood Regulatory Authority, Metropolitan South Region, Level G, Coorparoo Education Precinct, 347 Old Cleveland Road, Coorparoo Qld 4151 / Phone : 07 3028 8063.

Final Note

Children's learning is dynamic, complex and holistic. Physical, social, emotional, personal, creative, cognitive and linguistic aspects of learning are all intricately interwoven and interrelated and we look forward to sharing this valuable learning journey with you and your child.

Thank you for allowing Bulimba Community Kindy to be part of your child's learning journey.



Your Notes:
