



Welcome to Sandgate Kids Kindergarten



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Sandgate QLD 4017

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Acknowledgement of Country

We acknowledge the traditional custodians of this land and offer our respects to the Aboriginal elders both past and present. We remember that our kindergarten is built on traditional Aboriginal land, (Turrbul People) and support, acknowledge, recognise and respect Aboriginal and Torres Strait people, heritage and culture.



Welcome

We would like to extend a warm welcome to all new and returning families to Sandgate Kids Kindergarten for 2021. Congratulations on choosing an affiliated C&K community kindergarten. Your family is now part of a long tradition in quality early childhood education and care.

Our mission statement and philosophy reflect our staff's beliefs in relation to children, their families and our wider community. Together we are on a journey, harnessing potential and exploring possibilities to provide young children a strong foundation for their future.

Sandgate Kids Early Education Association Inc

Sandgate Kids Kindergarten is managed by the Sandgate Kids Early Education Association Inc (the Association). The Association, via a management committee of volunteer parents, oversee the operations of Sandgate Kids Kindergarten, Sandgate Kids Brighton Road and Sandgate Kids Nash Street. This committee is comprised of interested parents from all centres and community members. There are various roles available on the committee that are filled on a yearly basis at the Annual General Meeting held in March. Any interested parents are invited to take an active role in the committee to ensure that our Kindergarten is fairly represented.

The Association also employs finance staff to support and guide the operations of all three centres and provide support to staff, families and the wider community.



Mission Statement

Our mission is to promote in young children a lifelong love of learning in a safe, caring and stimulating environment. We believe this enables optimal development and learning, encouraging children to make decisions, take responsibility for their own behaviour and to share and actively participate in their own learning journey. We aspire to implement Aboriginal and Torres Strait Islander perspectives within our teaching practises.

Our Philosophy

We treasure the joy of childhood; the spontaneous, energetic, curious and imaginative potential and possibility of every child.

We believe families are the immediate and continuing source of security, identity, stability and learning for young children. We aim to create a safe, welcoming and inclusive environment where all children and families experience a sense of belonging; feeling accepted, supported, respected and valued.

We believe in developing and sustaining lasting relationships within our local and extended community. We are active participants in our community and welcome contributions to our program from a variety of community members. We build and develop successful relationships with our local schools to provide a seamless transition to school for our children and their families.

We believe encouraging children's self-confidence and positive self-image is the foundation on which development across all other areas is built. We understand and respect that children learn at different rates and in different ways focusing on a continuum of learning. We believe in the competence and capability of children. Our decisions are genuinely inclusive, our interactions and our environment support every child's equal access to learning and participation.

We believe children's learning and development is best supported through meaningful and engaged play. Our program, the Early Years Learning Framework and C&K Building Waterfalls Curriculum strongly advocate the importance of play. We facilitate play by providing the time, the materials, and the space where children can initiate and develop their ideas. Through play, we aim to empower children with the skills, learning dispositions and attitudes necessary for a happy, healthy and fulfilling life.

We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples; respectfully weaving their ways of knowing and being throughout our program. We support and value diversity within Australian society and believe children should learn to respect and honour cultures and languages as a celebration of diversity. We introduce children to a wide range of social and cultural experiences that promote individual strength, confident, pride, belonging and security.

Our program is constantly developing and aims to embed themes of sustainability, creativity and imagination. We believe in the importance of children developing a strong relationship with and respect for the natural environment. We incorporate sustainable practices and understandings in our program and decision making processes.

Our children value the relationships they form with their friends, the freedom to experiment, the music they dance to and the new things their teachers help them to learn.

As a Kindergarten team we seek new understanding and insights that support, inform and enrich decision making about children's learning. We implement an ongoing cycle that includes planning, documentation and critical reflection. Information gathered is shared with families in order to engage in reflective practice and professional enquiry alongside children, families and the wider community.



C&K Code of Conduct

C&K is committed to engaging with the families of children enrolled at its services in accordance with its values of respect, integrity, safety, collaboration and courage.

C&K encourages families to actively participate in its education and care programs and aims to engage in constructive and co-operative working relationships with families. C&K is also committed to protecting the safety and wellbeing of the children in its care, their families, staff members, volunteers and all other invitees or visitors. To achieve these aims, it is expected that all parents, guardians and family members of children enrolled in a C&K service will conduct themselves in a manner which is in accordance with the C&K values.

Application

This Code applies to all parents, carers, guardians and family members of children enrolled in a C&K centre and to any invitees or guests (including nominated emergency contacts). The Code must be observed in all conduct and interaction with C&K, including attending a C&K centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of C&K.

Conduct

In all matters associated with C&K parents/guardians must, at all times act in accordance with the C&K values and:

1. Comply with the law and C&K's Policies and Procedures (as amended from time to time).
2. Comply with the C&K values when interacting with children and their families, C&K staff members and volunteers. Aggressive, bullying or intimidating behaviour will not be accepted.
3. Be respectful of cultural diversity and refrain from harassing, discriminating against or vilifying children, their families, C&K staff members and volunteers on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions, or background
4. Be respectful of the privacy of children, their families, C&K staff members and volunteers and refrain from taking photographs at C&K services without the prior written consent of C&K.
5. Comply with the reasonable directions given by C&K staff members to foster a safe and welcoming environment within C&K centres.
6. Raise any concerns in accordance with C&K's grievance and complaint management Procedure;
7. Use C&K's facilities and property and services in an appropriate manner.
8. Refrain from smoking at C&K services and events.
9. Not be adversely affected by alcohol or other substances (with the exception of medically prescribed drugs) when attending C&K services or events, and
10. Ensure that all family members and Emergency Contacts associated with a child's enrolment are made aware of this Code and ensure their compliance with this Code.

Consequence of Non-Compliance

Not complying with this Code may have serious consequences. C&K will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is of serious nature or if, in the opinion of C&K, there is a risk of future non-compliance, C&K may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a C&K service.

Sandgate Kids Kindergarten Code of Conduct

At Sandgate Kids Kindergarten we believe everyone who enters our environment is to act with care, honesty and ethics in relation to their dealings with all staff, parents and children, and to:

- ensure the child's best interests are paramount
- be courteous and respectful towards others
- have the utmost respect, and be respectful towards every child and their family
- be diligent and act in a professional and courteous manner at all times
- have a commitment to quality and continuous improvement in the care provided
- not tolerate any kind of abusive behaviour including, physical, verbal, sexual, intimidation, humiliation of any other kind of offensive behaviour
- act without discrimination, bias, fear or favour.

Our Staff

Kindergarten Manager	Emma Jager	Bachelor of Business
Teacher	Nora Hardie	Bachelor of Education (Early Childhood) Registered Teacher
Educator	Rachael Darragh	Certificate III in Children's Services

All staff hold the necessary First Aid Qualifications and a Blue Card or an exemption. Our staff members have also completed Child Protection Training and Fire Training.

2021 Term Dates

Term 1	Monday, 25 th January – Thursday, 1 st April
Term 2	Monday, 19 th April – Friday, 25 th June
Term 3	Monday, 12 th July – Friday, 17 th September
Term 4	Tuesday, 5 th October – Friday, 10 th December

Public Holidays and Pupil Free Days

Australia Day, Tuesday, 26th January
Good Friday, Friday, 2nd April
Easter Monday, Monday, 5th April
Queen's Birthday, Monday, 4th October

Anzac Day, Monday, 26th April
Labour Day, Monday, 3rd May
EKKA Day, Wednesday, 11th August

Kindergarten Session Times

Group One

Monday and Tuesday – 8.30am – 4.00pm

Group Two

Wednesday, Thursday and alternating Fridays – 8.25am – 2.35pm

Orientation

Two orientation days will be held on the 21st and 22nd of January 2021. These sessions will provide an opportunity for you and your child to get to know your teachers and familiarise yourself with our environment. More information will be sent out

Attendance

Success in education is closely related to good attendance. If your child is unable to attend kindergarten please notify the office, 07 3269 9537 or email us at kindyadmin@sandgatekids.com.au.

Parents must accompany their child into kindergarten at the beginning of each session and each child must be signed in.

Children will remain with a staff member at the end of every session until a parent/carer arrives to collect them.

Staff require information if someone other than a parent or regular caregiver is collecting your child. Please ensure you include the details of any people likely to be collecting your child in your enrolment book. This can be updated at any stage throughout the year. Photo identification may be necessary before your child is given into another person's care. Children will not be released without parental permission.

Staff are onsite at Kindy outside of kindergarten operating hours however this time is spent programming, preparing and attending meetings. Due to Workplace Health and Safety Regulations and insurance requirements children are not able to remain on the premises outside of Kindy operating hours. The following late fees apply if you are late collecting your child:

\$20.00 is payable for the first 10 minutes (after 2.45pm – Group 1 or after 4.10pm – Group 2)

\$1.50 per minute after the first 10 minutes

Fees

Kindergarten fees are invoiced before the start of every term and payment is due by the end of Week One of that term. Non-payment of fees by the due date can put your child's placement at risk.

If you have a current Health Care, Veteran's or Concession Card please let us know as your fees are subsidised.

If you would prefer to pay your fees in instalments please let us know and we can establish a payment plan with you.

Contact Details

From time to time we may need to contact you, for example if your child is unwell. It is essential that your personal contact details are kept up to date. Please let us know if you change contact numbers or move house.

Affiliation and Licensing

Our Kindergarten is affiliated with C&K. C&K are a non-profit organisation who provide an advisory service to kindergartens. This advisory service liaises with teachers, committees and parents. They provide consultants to assist in our operations and to help ensure the kindergarten provides education of a high standard, correct insurance is in place and that kindergartens receive the appropriate government subsidies. Sandgate Kids Kindergarten is licensed by the Office for Early Childhood Education and Care under the Child Care Act 2002 Regulation 2003.

C&K Central
Ph: 07 3552 5333

257 Gympie Road
KEDRON QLD 4031



National Quality Framework (NQF)

The early childhood education and care sector in Australia now operates under the National Quality Framework (NQF). Sandgate Kindergarten delivers a Queensland Government approved kindergarten program. We adhere to the National Quality Standards, and have implemented a Quality Improvement Plan (QIP), which is an ongoing improvement document under continual review. The QIP is available for viewing and we welcome your input or any feedback that you may have. Please feel free to read this document and add your ideas or suggestions.

The Australian Children's Education and Care Quality Authority oversees the NQF. If you would like more information please visit www.acecqa.gov.au or phone 1300422327.

Our Curriculum

Our program is based on play as we believe it is an essential part of the lives of young children and how they best learn about themselves, others, and the world around them. The Curriculums that underpin our curriculum approach are the Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG). They invite children and adults to take part in a journey that requires a commitment to potentials, possibilities, aspirations and inspirations.

The Early Years Learning Framework (Being, Belonging, Becoming) describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as the optimum platform for young children's development, providing the most appropriate stimulus for brain development.



The Queensland Kindergarten Learning Guideline encompasses five key areas – Identity, Connectedness, Wellbeing, Active learning and Communicating. Therefore these will guide our interactions with a view to nurturing in children, strong qualities of character and positive outlooks towards life and learning.

We believe children are competent and capable learners!

Parents and guardians are invited to discuss the activities and experiences provided as part of the learning program and goals to be achieved throughout our curriculum.

Our Daily Routine

We believe in providing the best possible program and education for your child. All children develop in unique and diverse ways and at different rates. For each child to reach their full potential we aim to establish an atmosphere that creates a sense of belonging and inspires children to build security and trust through consistent routines and transitions. Our daily routine is visually displayed for the children and discussed with them however this routine is flexible and is subject to change as the children's needs and interests are responded to.



Online Documentation - Storypark

Storypark allows us to document, record and communicate your child's learning as it happens via photos, video, audio and observations within a secure online environment. You will also be able to provide feedback which will enable us to plan new ways to extend your child's unique interests and abilities.

Kindergarten Policies

We are affiliated with the Crèche and Kindergarten (C&K) Association of Queensland. All of our policies can be viewed by visiting the C&K website www.candk.asn.au. If you require any additional information or would like to review a particular policy please speak to a staff member and we can organise this for you.

Open Communication

We endeavour to keep our families up to date regarding Kindy events and news. A fortnightly newsletter is emailed to all families. Other notices and reminders are emailed out and posted on our Community Group on Storypark.

Please do not hesitate to come and discuss any issues concerning you and your child with staff at an appropriate time. Every effort will be made to resolve any issues in a confidential manner.

- If a parent has concerns relating to the curriculum or any other educational matter we advocate that the parent makes direct contact with the child's teacher,
- Where a parent has a query relating to fees, waiting list or other administrative or management matters please speak to Emma Jager in the first instance.

If you are dissatisfied with the response, you may wish to notify our Association President who can be contacted via president@sandgatekids.com.au in writing. Committee contact details can be found in the foyer. If the matter has not been resolved after this process, the C&K Early Education Consultant may be asked to assist or the Department of Education, Training and Employment (DETE).

C&K Association of Queensland

257 Gympie Road

Kedron QLD 4501

Ph 3552 5333 Fax 3356 7976

The Department of Education Training and Employment

PO Box 3376, Stafford DC QLD 4053

Ph: 3634 0532 or Fax: 3634 0593

Email: nundah.ocecec@dete.qld.gov.au

Media

Parental permission is sought for Kindy to use children's photographs in portfolios, newsletters and other internal communications.

A permission form is included in the C&K Enrolment booklet. Parents are asked as a courtesy, to check with staff regarding the use of cameras, videos, audio etc at Kindy to protect the privacy of other families.

From time to time children's images may be used in Association and/or Kindergarten publications and media. A separate form is provided to parents to obtain permission for these publications. No images of your child will be used without your permission.



Security

We take the safety of our children very seriously so a security gate has been installed at the Brighton Road site. You will be provided with a four digit PIN code to use which will allow you and your family members to access through this gate. Please keep this number secure and do not share it with others. If your PIN code is not working for some reason please let our staff know so this can be rectified.

Please do not allow children to operate the PIN pad or climb up to release the gate when entering or exiting Kindy.

Health and Medical Issues

Infectious Diseases

- Children with contagious illnesses will not be admitted to kindergarten and must remain at home for the period specified by the Health Department or family doctor.
- Parents must contact the office to report contagious illnesses and vaccination preventable diseases. Please see time out poster in foyer for reference.
- As not all children attending kindergarten are immunised, we need to officially notify families of an outbreak of a confirmed case of a contagious illness at kindergarten, whilst maintaining the confidentiality of your child.
- Children with vomiting, diarrhoea and/or conjunctivitis must have commenced treatment and secretions stopped before the child will be re-admitted to the environment. The last occurrence of vomiting/diarrhoea must be at least 24 hours prior to the child re-attending the environment.
- In the event of children becoming ill while at Kindy, the parent or the emergency contact persons will be notified.
- In the event of a parent or emergency contact being unavailable the responsible person-in-charge will take whatever steps considered necessary to ensure the children's wellbeing.
- In the event of serious injury an Ambulance will be called and the child will be placed into the care of the Ambulance officer (as unfortunately staff are unable to accompany the child).
- Parents of an injured child will be contacted promptly. An incident register is kept to comply with regulations. Parents will be required to sign relevant documentation if injuries do occur. Parents are required to notify us if, after this incident, a child has received medical attention within 24 hours.
- If your child is sick or away you will need to ring and let us know the reason for the absence, as we have to record all reasons for non-attendance.

Administration of Medication

Prescribed medication, ointments or creams will be administered as directed by the child's Doctor and given at those times set down either by the Doctor, in writing, or as set out on the original bottle label by the pharmacist.

Non-prescribed medication will not be administered unless the child's Doctor has given written approval. (Parents are welcome to come and administer their own non-prescribed medicine if needed)

A medication form must be filled out daily with the child's name, parent's signature, name of medication, dose and how the medication is to be stored. The staff member who administered the medication and the witness must also sign this form.

Medication is kept in a locked child proof box or fridge that is inaccessible to the children and is to be collected by the parent daily. (No medication will be handed to any child – it is your responsibility to hand medication to a staff member and to discuss what is required)

At no time will medication provided for one child be administered to another child.

As per the enrolment form, written consent by the parents is required for one initial dose of paracetamol. This will be administered for high fever (38°+) only. Parent/care giver will be contacted if this is to occur.

Medical Conditions and Medical Plans

If a child enrolled at the service has a specific health care need, allergy or other relevant medical condition, a medical plan signed by a child's Doctor must be provided.

Asthma/Anaphylaxis action plans must be completed and signed by the child's Doctor and must be clearly displayed.

Medication for asthma, spacers, puffers and epi-pens are all kept in individual containers in the locked box for that specific child's use.

Please ensure that **any** medication is kept up to date as we cannot administer any medication that has expired.

Immunisation

Parents and guardians are required to provide us with up to date immunisation details, if applicable. Parents can check their child's immunisation status by contacting the Australian Child Immunisation Register 1800 653 809 or online. If a vaccine preventable disease occurs at Kindy, parents of a non-immunised child will be required to exclude the child until the risk has passed, and sign our "Agreement to withdraw a non-immunised child" Form.

Sun Care

We wish to ensure all children attending Kindy are protected from the harmful effects of the sun by modelling and practising sun smart behaviour.

We require parents to follow the steps as outlined by our C&K sun care policy:

- Wide brimmed or legionnaire style hat (caps do not offer enough protection).
- Appropriate sun smart clothing (no singlets as shoulders need to be covered).
- Sun screen 30 plus SPF should be applied on arrival and will be reapplied by children and staff as required.
- Sunscreen is supplied for all children; you do not need to bring sunscreen to Kindy.



Food and Nutrition

On a daily basis we have: snack, morning tea and lunch.

- Snack is a **small** portion of fruit/vegetable or something with crunch - in a clearly labelled container or paper bag to go in our snack basket.
- Morning tea/Afternoon tea is fruit/vegetable in a clearly labelled, non- insulated lunchbox which is placed in our fridge
- Lunch is sandwiches/wraps/fruit/vegetable/yoghurt – in a non-insulated clearly labelled lunch box/paper bag – to be put in our fridge.
- Clearly labelled water bottles, filled with **water only** are placed in our drinks tub to be accessed by the children throughout the day. These are refilled as required.

The National Quality Framework requires that healthy eating is embedded in the Kindergarten program. We are committed to upholding the concept of wholesome nutrition based on the basic food groups. Fruit and vegetables are promoted as appropriate snack foods and water is readily available. Lunches are kept cool in the refrigerator. Parents are advised against sending any food containing an excess of sugar - chocolate, muesli bars, roll ups, biscuits, cakes and sweets are not recommended for lunches. The use of fresh food is encouraged to reduce the intake of preservatives and over use of packaging.

Please make sure that your child can open their containers themselves. We promote litter-less lunches. We ask that children use re-useable containers and you refrain from sending in pre-packaged foodstuffs including twist top yoghurt and pre-packaged snacks. This is part of our sustainability and nutrition policies, where sustainable practices and good nutrition are modelled and implemented in our program. We have four bins – one for items to be re-used, bins for the worms and the chickens and a general waste bin.

Kindy is the perfect place to start your child's healthy lunch time eating habits.

Allergies/Special Diets

Some children attending kindergarten may have food allergies. If your child has food sensitivities or allergies please let us know. When a child in your group has an allergy, all parents will be informed so that they are aware not to send any food that may endanger the health of that child. In the case of severe allergies it becomes a kindergarten policy to exclude that particular food.

We are supportive of special dietary requirements of children. Parents are encouraged to discuss their child's needs, including but not limited to, any food allergies and cultural or religious beliefs to determine how we can support you in meeting your child's dietary needs.

Birthdays

Children are invited to celebrate their birthdays at Kindergarten and can bring cupcakes to share with their friends. Please check with staff regarding children with food allergies. **Please note we are a nut aware environment therefore no nut products are permitted.**

Children with specific dietary requirements or allergies may like to send in pre-made cupcakes to be frozen and used when birthdays are celebrated at Kindy.

Parental Involvement

Parent Help is a great way for you to spend time with your child at Kindy. Please put your name down on the roster when it is displayed throughout the year and come and enjoy a day with us and your child.

We also ask for assistance with the maintenance of our Yard. Families are invited to nominate a weekend to undertake this task. Mowing, raking and small maintenance jobs are shared amongst families to do on a weekend that is convenient for them. As a not-for-profit organisation this assistance is crucial in minimising our maintenance costs and your support is greatly appreciated.



Staff do regular safety checks on our equipment, building and yard; however, if you notice any irregularities please let staff know immediately.

Donations

Donations of craft items, loose play items (milk crates, boxes etc), dress ups, old kitchen items, clothes etc are always greatly appreciated. If you have any items that you no longer need or use they could be invaluable resources for Kindy. Please speak to a staff member if you have items you would like to donate.

Libraries

We have a parent library consisting of health information leaflets, books on child development and resource books for you to borrow.

A children's lending library is also offered, commencing in Term 2. A library bag will be needed to transport borrowed books to and from Kindergarten. Any damaged books will need to be replaced.

Parent helpers would be greatly appreciated to help run this on a Tuesday morning (Group 1) and a Thursday morning (Group 2).

Excursions

We will undertake local excursions from time to time throughout the year and we also regularly invite performers and visitors to Kindergarten (incursions). Parents will be notified if the children are having an incursion or going on an excursion as parental permission is required and assistance may be required.



Lockers and Pockets

Each child will be allocated a 'locker' for their bag and personal belongings.

Parents will have their own communication pocket in the foyer. Please ensure that pockets are checked daily for newsletters, accounts, etc.

Please check notice boards, emails and Facebook for updated and messages.

Clothing

Participating in all of the activities at Kindergarten can be messy business. Exploring and feeling different mediums are important for the development of many skills. Please ensure that your child is able to participate with the group by sending your child in **comfortable play clothes**. Children should be able to manage their own buttons and zippers for toileting purposes.

Sandgate Kids Kindergarten t-shirts and hats are available to purchase throughout the year.

Names

All items must be clearly named including jumpers, shoes, bags, drink bottles, spare clothes sheets and sheet bag, library bags, hats etc. Please also remember to label lunch containers and lids.

Rest Time

The Kindergarten Curriculum must incorporate a balance of activities for children including opportunities for rest and relaxation. This provision is required by all C&K centres. Rest time provides an opportunity for children to sleep or unwind.

Establishing patterns of rest and relaxation are benefits that a child can carry into later life. Rest time is a quiet time. It is an opportunity to think and plan and relive experiences. Sleep is not compulsory but the opportunity for children to sleep, if necessary, must be available.

Beds are provided for the children and they will need to bring a set of cot sheets (elastic bottom sheet and top sheet). Sheets will be sent home weekly to be laundered.

As the year progresses our rest time approach will change to meet the needs of the children. In order to develop their resilience for the longer weeks in Prep the following year rest time will be replaced with quiet activities such as yoga, reading etc. Sleep is still available for any child who would like to continue resting.



*Thank you for choosing
Sandgate Kids Kindergarten*