

Family Handbook

Alderley Kindergarten

Lady Gowrie QLD Community Kindergartens

Galang Nguruindhau **(Welcome in Turrbal dialect)**

We gather today in this special place to continue our learning journey together. We respectfully acknowledge and thank the first peoples of this region, the Turrbal people, who we share the land, the sky and the waterways and acknowledge Elders past and present.

We recognise that this land, with its abundance of native trees and animals and waterways, has always been a place of learning, friendship and kindness. We show our respect to the care of this land for future generations as we continue on our journey to reconciliation.

Contents

Welcome to Alderley Kindergarten 1

Our Purpose 1

Our Philosophy 2

- Who we are 3
- Affiliation with The Gowrie (QLD) Inc. 3
- Educational Program and Curriculum 4
- Literacy and Numeracy 4
- Extensions of the Program 5
- Information Evenings 5

Preparing for Kindergarten 5

- Before your child starts 5
- The first day 5
- When you arrive at Kindy 6
- When collecting your child 6
- Maintaining a safe, happy and healthy environment 6

Daily Routine 7

- Short Day Program (3 day group): 7
- Long Day Program (2 day group): 8

Operational Information 8

- Term Dates for 2027 8
- Timetable for the first week 9
- What to bring 9

Arrivals and Departures 10

- Kubbi Group 1/ Kuta Group 1 Departure 11
- Kubbi Group 2/ Kuta Group 2 Departure 11
- Late Pick Ups 11

Kindy Club Program (Outside Hours Care) 12

- Permanent Kindy Club 12
- Casual Kindy Club 12
- Kindy Club Housekeeping 12
- Vacation Care 13

Access and Admissions to our Kindy Club Policy 13
Children's clothing and sun smart policy 14
Sun Smart 14
Food and Nutrition 15
Birthdays 15
Anaphylaxis (severe allergic reaction) 15
Rest and Relaxation 16
When your child is ill 16
Gowrie Child Protection Statement 17
Child Protection- Information for Parents 17
Background 17
Procedure- What staff should do 17
Compliance Log Book 18
Health and Hygiene 18
Hygiene 18
Immunisation 18
Medication 19
Information for parents 19
Risks to Pregnant Women 20
Accidents, Incidents, Injury and Trauma 21
Illness and Infectious Diseases 21
Emergency Management 21
Sustainability 23
Non-Smoking 24
Maintenance Jobs 24
Working Bees 24
Staff and program 25
Code of Conduct- Values and Principles 29
Treasurer 33
In conjunction with the committee and director: 33
Oversee all building maintenance issues including any issues arising from recent renovation/plans for future development 33
Organise and supervise working bees (2 per year.) 33
Complete maintenance tasks within the scope of your ability and time 33

At the end of the year complete a maintenance audit with the director which will guide future maintenance priorities and action 33
Fees and Administration 35
Sessional Program Fees 35
2027 Schedule of Fees 35
KFS Support Funding 36
Alderley Kindergarten Enrolments Procedure 37
Complaints Procedure 39
Government Assistance 40
Service Approval and Regulatory Authority 40
National Quality Standard 40
In Conclusion 42

Welcome to Alderley Kindergarten

We are thrilled that you have chosen Alderley Kindergarten to educate your child, we hope that your association with our Kindergarten will be a happy and beneficial one for your family.

Alderley Kindergarten is a community based organisation and is affiliated with Lady Gowrie (QLD). We have been providing early childhood education for over 70 years.

This family handbook will provide you with an insight into the types of experiences your child will have at Alderley Kindergarten and what to expect in this special year ahead. Our Director, Alanna Conway, will be pleased to assist you with any questions you may have along the way.

We share lots of great tips, information and program highlights on our social networks.

We invite you to join us at: Facebook Instagram Website

Again, welcome to our Alderley Kindergarten community. We look forward to getting to know you in this exciting and important stage of your child's learning journey.

Service Details:

Staff Member	Position	Contact Details
Alanna Conway	Nominated Supervisor/ Director	director@alderleykindy.com.au
Jemma Manning	Educational Leader	edleader@alderleykindy.com.au
Tennealle Muller	Administrator	enrolments@alderleykindy.com.au admin@alderleykindy.com.au
Donna Syrett	Accounts & Payroll Administrator	accounts@alderleykindy.com.au
The kindergarten team can be contacted on 3356 3675 or 0400 313 180		

Our Purpose

Our core mission is to provide the best possible foundation for a ***lifelong love of learning****, of* ***wellbeing*** *and* ***making a positive contribution to the world****. We recognise that early childhood is the time where foundations are laid for future health, learning and wellbeing, however we also believe that childhood is a unique time of life to be valued and enjoyed, in its own right. We strive to provide a* ***supportive, joyous and nurturing environment*** *for the children and families of our kindergarten, one where they feel they truly* ***belong****.*



Our Philosophy

L
Learning and growing together through play

E
Every child is recognised and respected as a unique individual

A
Authentic partnerships with our community and first custodians of the land

R
Respect and care for ourselves, for others and for the environment

N
Networking with others within the local community to support families and children

I
Involving children and families in all aspects of the curriculum

N
Nurturing the whole child in their kindergarten year

G
Guiding and encouraging children to take managed risks within the environment

T
The ideas, knowledge and expertise of families is welcomed and valued

H
Holistic approaches to child development

R
Rights of every child underpin our practice

O
Our program focuses on leading children towards a deeper, more sustainable relationship with the natural world
Underpinned by the principles and practices of the EYLF and the QKLG

U
Giving children every opportunity to realise their maximum potential

G
Having meaningful and collaborative relationships with all stakeholders

H

P
Place where children are happy, healthy and safe

L
Lifelong learning and commitment to professional development

A
Advocates for the early childhood profession

Y
Yarning and sharing knowledge to support children's wellbeing, learning and sense of being

About Us

Who we are

We are a community based, not for profit Kindergarten providing a nurturing and educational experience for children in the year before they attend prep.

Children have been taught and cared for at our Kindergarten since 1948. The Kindergarten is an incorporated organisation and managed by a committee of parents, elected at the Annual General meeting in February each year. Thus, our Kindergarten is run *by* the community and *for* the community. All profits and money raised go back into the kindergarten to further upgrade and replenish resources and facilities.

We find that our Kindergarten attracts families who are keen to be involved. Parents are encouraged and welcome to contribute formally through the volunteer Management Committee, and informally as participants in our daily educational program.

Affiliation with The Gowrie (QLD) Inc.

Lady Gowrie QLD Community Kindergartens

In July 2011, Alderley Kindergarten became affiliated with The Gowrie (QLD) Inc., a well established non-profit, early childhood organisation and a member of the national consortium, Gowrie Australia. This affiliation provides the Kindergarten with invaluable support and advice, whilst also ensuring that our Kindergarten maintains the highest possible standards.

QA1: Educational Program and Practice

Educational Program and Curriculum

We aim to deliver a program that is based on current best practice in early childhood, and is underpinned by the the Queensland Kindergarten Learning Guidelines, a curriculum directly based upon the national curriculum, the Early Years Learning Framework, (EYLF) which emphasizes the importance of **belonging, being and becoming.**

As children investigate and explore their surroundings, role play, solve problems, and interact with friends, they are developing the social, emotional, cognitive and physical skills they need for life. In our play based curriculum the direction of the program is negotiated between children and adults. Responding to children's interests ensures their engagement with learning. However it is the role of the Educator to extend and build upon these interests so that effective and productive learning takes place. Literacy and numeracy concepts are embedded naturally throughout the curriculum as Teachers observe and scaffold children's emerging literacy and numeracy learning.

Through their play children are encouraged to:

- observe and explore concepts relating to our world
- develop skills and language needed to play with others
- become more independent
- learn to make friends
- develop physical skills
- share and co-operate with others
- foster a positive attitude to learning
- express emotions in appropriate ways.

Much of what your child does at the Kindergarten may look like "just play". However, our program is based on the belief that children's play is the means by which they learn and develop.

Literacy and Numeracy

Our early education program provides children with opportunities for 'exploring the use of the printed word' and 'investigating early maths concepts'. Our program is designed so that the children are engaging in these activities constantly through play. For example, when children use, or pretend to use print for a **purpose** (making a stop sign, pretending to be a doctor writing a prescription, tapping out a 'message' on an old keyboard, labelling an artwork) they are in fact **exploring the use of the printed word**, and in doing so, developing their literacy.

Similarly, **maths** is so much more than counting and recognising numbers. Maths is position (beside, below, above) sorting and categorizing, shape, matching and comparing, ordering and sequencing, problem solving. As children engage with puzzles and matching games, sort toys as they put them away, listen to stories, build with blocks and manipulative toys, they are developing an understanding of all of the above mathematical concepts.

Children from both groups will have the opportunity to interact through combined excursions or shows, Kindy Club and Vacation Care sessions, shared meal times and experiences related to the curriculum. Such interaction will depend on observations made by staff about group dynamics.

Extensions of the Program

At least once per term the program is enriched and complemented by a variety of additional experiences:

For example in previous years;

- Puppet shows with a conservation theme
- Sustainability Talk by Brisbane City Council
- An interactive Science Experience
- Multicultural dance
- Bunyaville excursion/Trevena Glen Farm excursion
- Wildlife Experience

There are no additional costs for these incursions and annual excursion as they are included in the free kindy program.

Information Evenings

In addition, the Kindergarten may also hold parent information evenings throughout the year on topics such as Supporting Children's Behaviour, Speech and Language Development, Transition to School etc. We also liaise with other local kindergartens in our immediate area in the provision of such information sessions.

Preparing for Kindergarten

Before your child starts

When possible, take the opportunity to spend some time with us before your child starts. Play Dates occur in Term 4 of the year prior which are the perfect introduction to our Kindergarten environment and provide an opportunity for your child to meet their kindergarten class and teachers.

In the lead up to your child's first day, take some time to talk with them about what their first day will be like; who the people will be looking after them, the children they will play with and the experiences they will engage in. Remind your child of what they saw when they visited the Kindergarten; the locker for their bag, the toilets and the play areas.

The first day

Every child is unique and how they respond to separating from their parents and adjusting to a new setting will vary from child to child. Some parents expect that their child may experience separation anxiety whilst others think that their child will take to the new setting easily. Sometimes parents are surprised by their child's reactions. It is important to stay calm and positive as this will help your child to regulate their emotions.

On your child's first day please plan your morning so you do not have to rush in and out of the centre. You should be prepared to stay until your child is settled, and when leaving be sure to:

- say goodbye
- tell them when you will be back
- leave promptly

If you should feel that your child may need longer to adjust to separation, please talk this over with your child's Teacher – some children may need a more gradual transition than others.

The first month (or longer) can seem rather overwhelming, for children and parents alike. Your child may be hesitant and tearful when saying goodbye to you and this may continue for some weeks. Do not despair! This is quite natural, especially if your child is not used to being away from you. You can help your child settle more easily by following the advice given by your child's Teacher.

Remember to always tell your child that you are going and when you will return and then go. Avoid lingering. By prolonging your farewell, your child may sense your hesitation and become more upset. Let your child's Teachers know that you are leaving so they can support the transition.

Families can call at any time to see how their child is going.

When you arrive at Kindy

- Wash your and your child's hands
- Sign your child in (it is a regulatory requirement that all children are signed in and out of the kindergarten by their parent/ guardian)
- Encourage your child to:
    - Put their bag in their locker
    - Put their lunchbox in the fridge. If your child's food is in an insulated container, please remove the food from the container before placing it in the fridge so the food remains at a safe temperature
    - Put their drink bottle on the drink bottle table
- If you haven't applied sunscreen at home, apply sunscreen and record this when you sign in.
- Share any news or important information with your child's educators.
- To help your child settle you may like to complete a puzzle on the mat whilst we wait for the class to arrive
- Say goodbye



When collecting your child

- Sign your child out
- Talk with educators about your child's day
- Encourage your child to collect all their belongings
- Wash your and your child's hands

Maintaining a safe, happy and healthy environment

To support the health, safety and wellbeing of all children, educators and visitors, we ask that you assist us with:

- Staying at home if your child is unwell
- Ensuring your child's bag is checked for items that could potentially harm a child such as plastic bags, sharp items, medication and batteries

- Smoking is banned at early childhood education and care centres and 5 metres beyond their boundary
- Follow health and safety instructions displayed throughout our kindergarten
- Do not leave any child unattended in your vehicle when dropping off or picking up
- Close all gates and doors as you enter/ exit rooms, buildings and only open the centre gate for your own child
- Advise us immediately if you or your emergency contact's details have changed

Daily Routine

Our kindergarten day follows a flexible yet predictable routine to provide a sense of continuity for the children. This ensures children feel safe and secure and can predict what is going to happen next.

Short Day Program (3 day group):

8.20am	Gates open for children in sessional program. Assist children to put drink bottles on table, apply sunscreen, shoes in bucket and bags in lockers. Parents to sign in and are to remain with their child until 8.30am (unless they are booked in Kindy Club). Children to be settled by their parents at quiet activities on verandas.
8.30am	Doors open. Place lunches in fridge. Parents say goodbye and children come inside to play with puzzles or toys on the central mat.
9.00am	Inside/Outside Session begins.
10.00am	Morning Tea
10.30am	Tidy Up
10.45am	Language/Music Session
11.00am	Inside/Outside Session
12.15pm	Tidy Up
12.30pm	Language/Music Session
12.40pm	Beds put out
12.50pm	Lunch
1.15pm	Rest/Quiet Time
2.15 - 2.30pm	Pickup – parents are requested to collect their child and sign out from 2.15pm unless their child is attending the Kindy Club Program

Long Day Program (2 day group):

7.50am	Gates open for children in sessional program. Assist children to put drink bottles on table, apply sunscreen, put shoes in bucket and place bags in lockers. Parents are to sign in and remain with their child until 8.00am (unless they are booked in Kindy Club). Children are to be settled by their parents at quiet activities on verandas.
8.00am	Doors open. Place lunches in fridge. Parents say goodbye and children come inside to play with puzzles or toys on the central mat.
8.30am	Inside/Outside Session begins.
10.00am	Morning Tea
10.30am	Tidy Up
10.45am	Language/Music Session
11.00am	Inside/Outside Session
12.15pm	Tidy Up
12.30pm	Language/Music Session
12.40pm	Beds put out
12.50pm	Lunch
1.15pm	Rest/Quiet Time
2.15 – 3.30pm	Additional play session.
3.15 – 3.30pm	Pickup – parents are requested to collect their child and sign out from 3.15pm unless their child is attending the Kindy Club Program

Operational Information

Term Dates for 2027

Term	First Day	Last Day
1	Monday 25 January	Thursday 25 March (9 weeks)
2	Monday 12 April	Friday 25 June (11 weeks)
3	Monday 12 July	Friday 17 September (10 weeks)
4	Tuesday 5 October	Friday 10 December (10 weeks)

In 2027 our Kindergarten is funded to deliver an educational program for 40 weeks of this year.

Timetable for the first week

2027	Mon 25th Jan	Tues 26th Jan	Wed 27th Jan	Thurs 28th Jan	Fri 29th Jan
Kuta 1 (3 days)	8.30am-2.30pm	**AUSTRALIA DAY PUBLIC HOLIDAY**	8.30am-2.30pm		
Kubbi 1 (3 days)	8.30am-2.30pm	**AUSTRALIA DAY PUBLIC HOLIDAY**	8.30am-2.30pm		
Kuta 2 (2 days)				8.00am-3.30pm	8.00am-3.30pm
Kubbi 2 (2 days)				8.00am-3.30pm	8.00am-3.30pm

What to bring

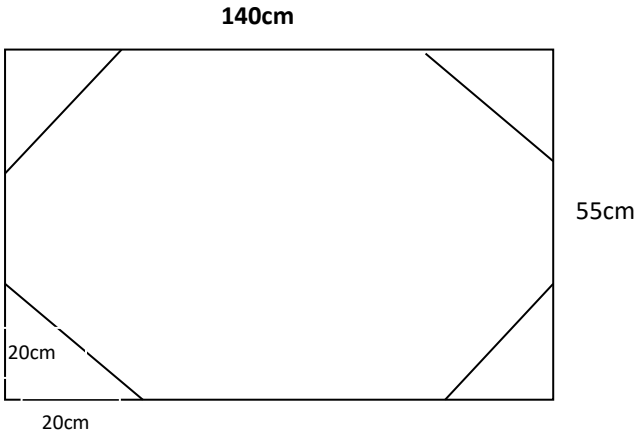
Every day please bring a bag with all items labelled containing:



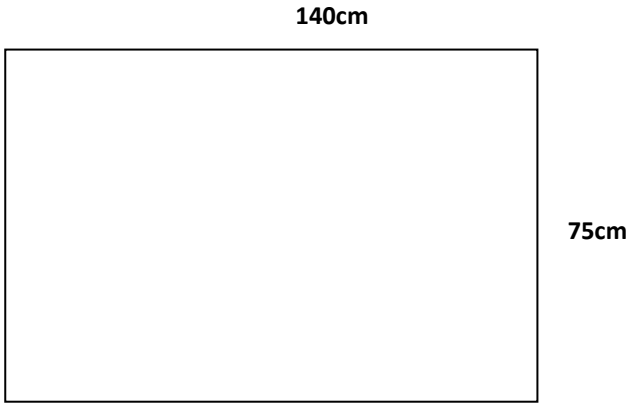
Water Bottle	Water is the only fluid we encourage children to drink throughout the kindergarten day. The water bottle must be: ○ LARGE so that it contains enough water (500ml or more) ○ CLEAR so that staff can easily monitor children's water intake
Morning Tea and Lunch	Morning Tea and Lunch should be placed in a **single** lunch box. This will go in our fridge. **No insulated lunchboxes are allowed in our fridges.** They actually prevent the cold air from getting to the contents, thus permitting bacteria to multiply. Please refer to 'Food and Nutrition' for lunchbox ideas.
Hat	Broad brimmed or legionnaire's style as per our Sun Protection Policy. Children's hats are **not** to have a string around the neck area. Alderley Kindergarten bucket hats can be purchased online.
Clothing	Two spare sets and please ensure everything is named. Clothing must be sun safe and appropriate to the weather. Alderley Kindergarten t-shirts can be purchased online.
Library bag	Books may be borrowed from our Children's Library. To borrow books children must have a **clearly named** non plastic library bag.
Sheets	In a sheet bag, clearly named on the outside of the bag. Kindy sheets can be purchased online. **Please do not send fitted sheets as they prevent beds stacking properly.**

Kindy Sheets - DIY instructions if you'd like to make them yourself

Bottom Sheet – Finished Size = 140cm x 55cm
Elastic on each corner –
a) approx. 20cm from each corner
b) each piece approx. 32cm



Top Sheet – Finished Size = 140cm x 75cm



Arrivals and Departures

The doors will be open prior to the commencement of the session to give parents an opportunity to assist children in putting away belongings then settling them before departing. Quiet activities will be provided on the verandah prior to doors opening.

Teaching staff contact hours begin at 8.00am for Kuta Group 2 & Kubbi Group 2 and 8.30am for Kuta Group 1 & Kubbi Group 1. Therefore, until that time, Educators will still be very busy organising and preparing for the day. Educators will set up outside in the playground first, and then close the doors to prepare for their teaching day without interruptions or distractions. Please ensure that you remain with and supervise your children on the front verandah of their rooms until this time each morning (unless they are signed in to Kindy Club). Teachers are not able to supervise children on the verandahs before this time. If you need to leave earlier, please either sign them in to Kindy Club or ask another parent to watch your child for you. This is a legal requirement.

Once the doors open there will be approximately 15 minutes of play that is to be confined to a designated area, a mat with toys or puzzles on it. Once the majority of the group have arrived, we'll sing our welcome song, and then children and Teachers will have their first planning meeting for the day.

Late Arrivals: We appeal to parents to bring their children to kindergarten no later than 8.15am for Kuta & Kubbi Group 2 or 8.45 am for Kuta & Kubbi Group 1 families if at all possible. Children arriving later than this not only interrupt our first group discussion of the day, but they miss the opportunity to input their ideas into the direction of the day's play. We find that children who've had the chance to pool ideas and plan together generally engage in more productive and purposeful play.

Our playground is accessible only with STAFF supervision: In order to ensure safety, it is our policy that **children only play in the playground during session times**; i.e. when staff are in the playground supervising.

On arrival please bring your children into the kindergarten without accessing the playground, and on departure please follow the same procedure. **We also ask that siblings remain with parents on the verandah.** Our Outside Hour Care (Kindy Club) Program is operational during this time in the playground and extra children joining in play creates difficulties for Kindy Club staff, as their role is to supervise the children in their care, not the older or younger children.

Kubbi Group 1/ Kuta Group 1 Departure

Pick up time from our sessional program is 2.15pm-2.30pm. The Centre doors will be closed until 2.15pm to allow children time to pack up beds and gather belongings. If you need to collect your child earlier than 2.15pm, we ask that you do so **before rest time** i.e. no later than 1.15pm so as to ensure minimal disruption at rest time.

Kubbi Group 2/ Kuta Group 2 Departure

Pick up time from Kubbi Group 2/Kuta Group 2 sessional program is 3.15pm-3.30pm. The Centre doors will be closed until 3.15pm to allow children time to pack up and gather belongings. If you need to collect your child earlier than 3.15pm, we ask that you do so **either before rest time** i.e. no later than 1.15pm, or **after rest time** has finished, i.e. after 2:15pm, so as to ensure minimal disruption at rest time.

Parents are responsible for supervising their children, including siblings, during pick up time. For safety reasons, please ensure your **children do not play on outside equipment during pick up time**. As stated, children are only permitted to play in the playground during session time, i.e. when staff are supervising. If you need to discuss a matter with the Teacher, please make an appointment at a mutually convenient time. On departure, please remember to sign your child "out" at the kiosk.

If parents have a meeting with their child's Teacher, or are performing a maintenance task for the kindergarten, their child may be placed in the Kindy Club program free of charge (provided there are places available). This service is not available to siblings.

If you arrange for someone other than yourself to collect your child (and they are not noted as a nominee in the original Enrolment Form), we must have the required documentation about that person provided in advance. You will need to fill out the required paperwork prior to the day of collection. We cannot permit children to be collected by someone whose identity hasn't been validated.

Late Pick Ups

It is expected that all children not enrolled in our Kindy Club (Outside Hours Care) program will have been collected and left the Centre by 3.30pm (Kuta Group 2/Kubbi Group 2) or 2.30pm (Kubbi Group 1 /Kuta Group 1)

If parents or carers haven't arrived to collect their child by the allocated time, that child will be placed in our Kindy Club Program at the expense of the parent (minimum casual fee is $26 for 2 day group and $37 for 3 day group for the afternoon session).



If you are running late, a phone call to the parent mobile number (0400 313 180) or the office (3356 3675) is all it takes for your child to be enrolled in our Kindy Club program. We can take up to 25 children each afternoon. If someone else picks up your child, it is your responsibility to ensure that they do so on time.

If a parent or carer is late to collect a child at 5.30pm, they will be required to pay late fees to cover the costs of employing staff to stay past closing time. This late pick-up fee will be strictly enforced.

Kindy Club (Outside Hours Care) Program

Our Kindy Club Program was established in 2008 to provide an additional user-pays service for parents who require care for their children after 2.30pm.

The Kindy Club program is offered Monday to Friday during term (excluding public holidays and pupil free days) from 7.30am – 8.30am & 2.30pm-5.30pm, and is located on the premises.

Our Kindy Club Program is run by a team with the required qualifications and experience. At full capacity there is a maximum of 10 children per staff member.

All Kindy Club attendances are on a **PERMANENT** basis. **CASUAL** attendances will encounter a $5 booking fee (in addition to the daily permanent fee).

A light and nutritious afternoon tea is provided for children as part of the fee.

Permanent Kindy Club

Permanent users are required to book for the entire term and pay for the block morning or afternoon session. Permanent users are billed at a reduced rate, and **bookings are carried over from term to term unless otherwise notified in writing. Changes can only be made in the first week of each term**, otherwise families are locked in to the permanent booking for the remainder of the term.

Casual Kindy Club

Casual users can book a session at any time for the morning or afternoon block**, where there are vacancies**, however, each casual booking encounters a booking fee. Please contact the office via email: kindyclub@alderleykindy.com.au to book your child into casual care.

Kindy Club Housekeeping

Older siblings at collection time: Could parents collecting their children from the Kindy Club Program please ensure that they take their kindergarten children home promptly and that older siblings accompanying them don't access the playground whilst they are here.

Older children joining in play creates significant difficulties for Kindy Club staff as their role is to supervise the children in their care, not the older and bigger children.

As much as we love to be a family friendly kindergarten, the playground is for the children enrolled here, not the older children, and we would not be covered by insurance if an accident was to occur.

Also, it's important to be aware that climbing equipment is set up for 3½ to 4½ year olds, not 2 year olds and toddlers.

Vacation Care

In 2027, Vacation Care will be available every day of the holidays in April, July and September from **8.30am to 5.00pm** at the rate of $80 per day. Please note that this fee may be subject to change each calendar year. It will be necessary to book in in advance by the cutoff date prior to each vacation care period. Bookings received after this date will be charged at a casual rate of an additional $10 per day.

Cancellation fees: As staffing is organised based on numbers enrolled for vacation care, if a family cancels a vacation care booking with more than 48 hours notice they will not be charged for that day. However if less than 48 hours notice is given 50% of the daily vacation care fee will be charged. If the reason for non-attendance is illness, no fee will be charged if a medical certificate is provided.

Vacation care is available to all children enrolled in 2027. Families are welcome to book into any day of vacation care, you are not restricted to your usual kindy days. **Please note the Vacation Care program is not offered after the end of Term 4 (Christmas holiday vacation period) as the Centre is closed from Friday 10th December.**

If a parent or carer is late to collect a child at 5.00pm, they will be required to pay late fees to cover the costs of employing staff to stay past closing time. This late pick-up fee will be strictly enforced.

Access and Admissions to our Kindy Club Policy

The Alderley Kindergarten 'Kindy Club and Vacation Care' service is an additional user funded service which receives no government funding and is not covered by the Health Care Card subsidy. The service was put in place by the Committee in 2008 to provide parents an affordable option for the care of their children outside the usual kindergarten hours. The service is completely separate to the usual government funded sessional kindergarten program.

Policy Last Reviewed: May 2025



Children's clothing and sun smart policy



Please dress your child in suitable sleeved play clothes so that they may readily enjoy the activities provided. We encourage messy and sensory play so all children involved in the program may get dirty or paint on their clothes. Kindy shirts are available to purchase at the office.

At Alderley Kindergarten we recognise the benefits of barefoot play for children's safety, growth and the development of sensory awareness. Nerve endings in the feet can sense the variety of textures. Bare feet can grip climbing equipment and promote more effective balance and control, e.g. during music sessions or when climbing. Children **must** arrive and leave the kindergarten with shoes on their feet however we encourage children to take their shoes off during the kindergarten day.

If for any reason your child needs to keep their shoes on, there will be plenty of alternative experiences and activities to take the place of climbing. Please let us know if this is necessary. If parents do wish to keep shoes on in colder weather please make sure that these shoes are suitable for active play e.g. sneakers not crocs or sandals.

Sun Smart

Alderley Kindergarten supports the Sun Smart concept and therefore requires children (and adults) to wear appropriate hats whilst outdoors and to have sunscreen applied each morning. We also encourage parents to dress in Sun Smart clothing that provides adequate protection from the sun. The Cancer Council QLD recommends clothing with the following features:

- Dark coloured
- Collars and sleeves
- Closely woven fabric
- Natural fibre

Parents are expected to provide their child with a well-fitting, broad-brimmed or legionnaire-style hat that is clearly name and brought every day. Please ensure no strings are around the neck. Alderley Kindy hats are available to purchase in the office.

Parents are responsible for ensuring that their children have sunscreen applied prior to or at drop off. It is a policy requirement that parents document that they have applied or intend to apply sunscreen to their child on the sign-in sheet. Our Kindergarten provides SPF50+ sunscreen which is available for

parents to apply to their child in the morning. If your child has a particular sensitivity to the sunscreen provided, please apply an alternative.

Sunscreen is reapplied before children enrolled in the Kindy Club program go outside to play after their afternoon tea.

Food and Nutrition

Alderley Kindergarten upholds the concept of wholesome nutrition based on the basic food groups. We request parents provide healthy choices such as sandwiches with healthy fillings, cracker biscuits, cheese, fresh and dried fruit, and avoid highly packaged and processed items such as sweetened yoghurt, stewed fruit in juice, roll ups, muesli bars, commercial sweet biscuits and cakes etc.

Staff encourage children to eat fruit/veggies first at morning tea and sandwiches (or alternative) first at lunch time.

At special times such as Christmas and Easter, if children wish to present their friends with candy canes or chocolate eggs, we request that they do this somewhere other than the Kindergarten environment. Some children have special dietary requirements and it is important to consider the potentially large amount of lollies and chocolate the children will receive and consume.

Birthdays

When it is your child's birthday you may wish to provide a birthday cake or other goodies to share with the whole class. **We ask that you talk to your child's teacher** before sending along food for the class, as some items that may be fun for the children may also have added colours, flavours and/or preservatives. In addition, some children have special dietary needs. We also ask that birthday or other celebratory treats to be provided for the whole class are small in size, as many parents may not wish their child to fill up on sweets instead of eating their lunch. Miniature cupcakes or muffins are ideas.

Parents of children with allergies usually leave their own home made patty cakes in our freezers so that their children are still able to enjoy being part of the celebration.

Please keep in mind our Kindergarten currently has a **NO NUT POLICY** when providing birthday cakes for your child to share with their classmates. If using a packet mix, please check content information carefully. **We recommend homemade cakes and to avoid those baked in commercial kitchens.**

Anaphylaxis (severe allergic reaction)

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Anaphylaxis occurs after exposure to an allergen to which a child is already sensitive. This allergic reaction can produce such severe swelling of the air passages that suffocation and death may occur within minutes.

The Centre retains the right to ban all nut and other serious food allergens from children's morning teas and lunches if a child is enrolled who suffers from Anaphylaxis to nut based products or other foods such as eggs. We start the year with food restrictions in place, however in recent years we have moved towards a more inclusive food approach as the year progresses, where rather than eliminating certain foods, we educate and support our children to best manage their own meal times and routines, plus respect the needs of their friends and understand what allergies are and what can happen to people with allergies. This approach is only implemented once we are confident the children have

settled into kindy, understand our meal time routines and have relevant discussions around food allergies.

Rest and Relaxation

Alderley Kindergarten will ensure that the needs for rest and relaxation of children are met throughout the year. Our program and environment provides opportunities for rest and relaxation throughout the program day. Our program does allow for a rest period following lunch. Our teachers and educators ensure that this is a positive experience for children that reflects the individual group and cultural needs. As a team, we actively reflect on the routine of the program throughout the year and adjust the rest period to be reflective of children and family needs.

When your child is ill

Children with contagious diseases must be excluded from the kindergarten for specified times (please refer to the Exclusion Table at the end of this handbook). Parents/guardians must contact their child's teacher to report contagious illnesses.

Children who have been suffering from fever, vomiting, diarrhoea or conjunctivitis must be excluded from the kindergarten until there has been a 24hour clearance after the last occurrence. If there are two or more cases of gastroenteritis at the kindergarten the children must be excluded for 48hours after symptoms cease.

We ask that you keep your child at home if:

1. They have had a higher than normal temperature sometime in the past 24hours (note: normal body temperature is 36-37^{o}C). Parents are ask to consider whether children requiring medication are well enough to be at the kindergarten.
2. They have a temperature over 38^{o}C
3. They have had vomiting or diarrhoea sometime in the past 24hours (48 hours in the case of Norovirus or if two or more cases have occurred at the kindergarten)
4. They have had conjunctivitis
5. They are showing any symptoms of cold and flu

If your child is **becoming unwell** the night or morning before attending Kindy, the child must be kept at home. If your child attends Kindergarten and is displaying any symptoms of sickness then a parent/guardian will be called to collect the child.

We also ask that you keep yourself and any siblings at home when sick. If this is not possible, we ask that you ring the kindergarten and a member of staff will come and collect your child from the car.

Gowrie Child Protection Statement

Alderley Kindergarten and The Gowrie QLD, promotes the protection of all children and encourages 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. A range of information supporting families, including websites and brochures are also available at the service

Child Protection- Information for Parents

Background

Early Childhood Education and Care services have a critical role to play in building resilience, support and linking families and promoting the safety and wellbeing of children.

The Service will support families by:

- building relationships with parents and providing information and general support.
- supplying information about specialist resources and referral support services which could assist with issues related to children and the family situation;
- building resilience and strengthening critical early childhood protective factors such as language and communication, critical thinking and problem solving skills with children at the service
- ongoing staff training and development to enable them to fulfil their key responsibilities

Procedure- What staff should do

Staff will acknowledge that:

- the safety of children is the paramount consideration

Children need to know and believe that:

- they have the right to be safe at all times
- children are entitled to basic human rights regardless of additional needs, cultural or socio-economic factors
- children are people in their own right deserving of respect, care and protection
- children are entitled to the support of an adult to act as an advocate on their behalf

Staff will act in a positive way to develop a safe environment for children in their care and will take action to fulfil their duty of care by:

- exercising a duty of care to protect children and keep them safe
- being aware of the Child Protection Act
- having a current Positive Notice Suitability Card (Blue Card) prior to any involvement in the children's programs
- supporting families and advocating for quality services for families and children, in response to known protective behaviours which will decrease child's risk of harm
- notifying the Director when they have reasonable grounds to suspect that a child has been harmed, or is at risk of harm
- Providing an environment in which children are free from harm, or risk of harm

Staff are also advised to be mindful of their duty of care and responsibility of children in their care, that other staff members are in visual sight when children are in their care.

Staff should also tell another staff member when they are leaving an area to toilet a child.

Staff responding to harm will:

- Take into account, and document what parents and children tell them and what they see
- Record observations and/or conversations accurately and objectively as soon as possible after the incident has occurred
- Not assume an investigative role but simply record all observations factually without any editorial comment, suppositions, interpretations, or allegations
- Consult immediately with the Director who will in turn immediately consult with the nominee.
- Complete a *Reporting Of Harm Form* and hand to the Director
- All documentation and information to be regarded as confidential

The Director responding to harm will:

- Inform the licensee (President) if there is an immediate risk to the child, and take action to ensure the safety of the child
- Seek to gain support for staff engaged in responding to child abuse.
- Report suspected child harm to the appropriate statutory authorities and to determine the strategy for informing parents
- Protect the anonymity of staff whom are obliged to report their concerns
- Be aware that authorised Departmental Officers or police officers investigating the allegations may lawfully visit the Centre or child's home, and have the responsibility of informing at least one of the child's parents

Compliance Log Book

Changes made to the *Child Care Act 2002* require all services to keep a log book detailing any compliance notices received from the Office of Early Childhood.. Any Early Childhood Officer and/or parent can request to view the log book and have a photocopy of its contents.

Health and Hygiene

Hygiene

We promote effective hand hygiene as the single most important strategy against the spread of infection within our Kindergarten. Hand sanitiser is available at the front entrance of the kindergarten and we ask that all families, children, staff and visitors to the centre **wash their hands on arrival and departure.** Hand washing procedures are maintained in the bathrooms. Posters and songs are used to reinforce proper hand washing procedures. **Please ensure you take your child to the bathroom and wash their hands on arrival and departure.**

Immunisation

Alderley Kindergarten strongly encourages that all children are fully immunised against diphtheria, whooping cough, tetanus, poliomyelitis, measles, mumps, hepatitis and chicken pox. Immunisation is our protection against epidemics of highly infectious childhood diseases. All parents/ guardians must provide an 'Immunisation History Statement' upon enrolment or sign a 'Conscientious Objection Form'. In accordance with the National Health and Medical Research Council exclusion guidelines, any child who has never been vaccinated will be excluded from the program during outbreaks of vaccine preventable infectious diseases.

Medication

It is important to strictly monitor the administration of prescribed and non-prescribed medication to ensure children's safety and wellbeing. To administer medication is a responsibility that must be taken seriously due to potential health risks that may arise as result of incorrect administration.

Information for parents

- Parents are asked not to bring their child to the service until at least 3 doses of any new medication (they have not taken previously) have been administered.
- Whenever possible medication will be administered by parents at home.
- Parents will consider whether children requiring medication are well enough to be at the Centre
- Where a child is receiving medication at home but not at the Centre, parents will provide staff with details of the medication and its purpose and of any possible side effects
- Where medication for long term conditions is required, parents will provide the Service with a letter/ Action Plan/ Management Plan from the child's doctor or specialist providing details of the medical condition, correct dosage (as prescribed) and how the condition is to be managed.

In the interest of children's safety and wellbeing, and in accordance with Gowrie Policy, medication will only be administered if it is prescribed by a Doctor, in its original container with the original pharmacist's dispensing label with details of:

Child's name
Name of medication
Dosage
Frequency
How it is to be administered
Date of dispensing
Expiry date

Medication will only be administered if the parent/guardian has completed and signed a ***Medication Form.***

Medication is required to be handed to a staff member so that it can be stored securely (out of children's access) and at the recommended temperature. Medication is not to be left in children's bags.

The only medication that can be administered by staff without a doctor's authority is paracetamol. This is for use in an emergency, such as a child developing a high fever and staff either being unable to contact parents, or parents being unable to get to the Centre promptly. For staff to be authorised to administer this dose, parents are required to grant permission for this through the enrolment form.

Staff must be informed of any medication requirements and will record directions in the Medication Register. When the medication is given, another Teacher will verify this information. All medications are stored in a safe area which is inaccessible to children.

If a child has had Paracetamol or Aspirin before arriving in the morning, this **MUST** be disclosed to the Teacher, thus avoiding the risk of staff possibly overdosing a child who develops a fever in the course

of the morning. However, we would question why a child who has been administered Paracetamol (Panadol) or Ibuprofen (Nurofen) has been sent to kindergarten when the proper place for children who are unwell is home.

Children who become ill or injured during the session will be removed from the group to rest or given appropriate first aid treatment. Contact will be made with the parent so that the child can be taken home if necessary. **Please ensure that we have your most up-to-date contact details on our records.** If the Director should deem it necessary, an ambulance may be called.

Any medication that is unused or has reached expiry date will be returned to the family for disposal.

Risks to Pregnant Women

Parents, if you are pregnant, may be pregnant or are planning a pregnancy please read the following information carefully as there are some common childhood diseases which pose a serious risk to pregnant women.

Gowrie (QLD) recognises that it has obligations to ensure that pregnant employees and volunteers are not exposed to risks to their health and safety arising from exposure to infectious diseases (See Gowrie (QLD) Policy **STAFF IMMUNISATION POLICY)**. All those working with young children may be exposed to diseases that are preventable by vaccination. Those who have not previously been infected with or immunised against these diseases are at risk of contracting an infection.

Vaccination is the only effective way to manage the risks in the early childhood setting as these diseases are infectious before the onset of illness.

Gowrie (QLD) strongly recommends that all early childhood employees be vaccinated against:

Hepatitis A	Whooping Cough	Measles-Mumps-Rubella (MMR)	Chickenpox (Varicella)
COVID-19			

Other infectious diseases which pose a risk to pregnant employees and volunteers are:

Cytomegalovirus (CMV) No immunity possible – can always recur	Parvovirus (or Slapped Cheek Virus) Can test for immunity

Apart from vaccination, infectious disease prevention is best achieved through correct hygiene practices such as hand-washing. Please see relevant information regarding these diseases in the book "Staying Healthy In Childcare" which is located in the office.

Accidents, Incidents, Injury and Trauma

In the event of a minor incident, injury or trauma, staff (all Teachers/Educators hold approved first aid qualifications) will administer first aid. You will be advised of the incident either prior to your arrival or upon your arrival at the kindergarten depending on the nature of the incident. An incident register is kept at the Centre to comply with Workplace Health and Safety regulations. You will be given a copy of the record (with full details about the incident & the treatment) to read & sign.

In the event of a serious accident involving your child, you will be contacted immediately. If contact cannot be made, appropriate action will be taken as outlined in the enrolment form. Emergency services will be contacted as required.

Illness and Infectious Diseases

You will be contacted and asked to take your child home if he/she appears unwell and exhibits any of the following symptoms:

- has a fever consistent with Managing High Temperature Policy
- Is crying or distressed as a result of discomfort due to illness
- Is in need of constant one to one care, or
- Is emotionally unsettled.
- Displays any cold and flu symptoms (runny nose, cough, fever)

All parents will be notified of any common Infectious Diseases in any of the programs, by notices or by email communication.
If your child exhibits any symptoms associated with an Infectious Disease, parents are requested to **advise the Nominated Supervisor (Director).**

Emergency Management

Relevant health, hygiene and safety information is located around the building. For example, hand washing and food preparation procedures and fire drill information is located in the kitchens. Evacuation procedures are also displayed next to the main doors to each room. Rubber gloves are provided for general use. Fire extinguishers are located in each room.

Gowrie (QLD) policies on hygiene are designed to:

- reduce the spread of germs within the Centre
- skill and reinforce young children in correct hygiene behaviours
- emphasise hand washing technique
- support a hygienic Childcare Centre

In order to ensure the safety of children, staff and others the centre follows Gowrie (QLD) procedures for emergencies (including lock down) and evacuations. Fire and lock down drills are regularly performed with the children so that they become familiar with such procedures, including responding to the roll call.



QA3: Physical Environment



Our facilities are well maintained and of excellent quality. We are very proud of our playground which was redeveloped in 2018 with interchangeable equipment designed to stimulate & challenge. In 2023 it was further updated with new astroturf and rubber softfall. The children feel surrounded by nature and it complements the rest of our outdoor play area which is a sensory rich and aesthetically pleasing environment for children and Educators to engage in play together.

Our indoor areas are spacious, welcoming and underwent a major renovation in 2013-14 followed by refurbishment of the children's bathroom in 2015-16. As we have been developing and upgrading our resources for over 70 years we are an exceptionally well resourced centre.

Sustainability

Early Childhood is a natural starting point for education for sustainability. Lifelong learning patterns and dispositions are developed in these early years and taken with children into adulthood.

Alderley Kindergarten actively promotes sustainable actions and conservation and encourages children and families to appreciate and protect the environment. Our Kindergarten has made a conscious choice to address areas where sustainability could be improved. Those areas include:

Energy and water consumption: Our Kindergarten has installed water tanks for play, garden and septic use. Solar panels have been installed thereby reducing the cost of electricity.

Recycling: One of our aims is to minimise landfill waste. This has been achieved by reducing rubbish through correct recycling and reusing clean paper products, class, aluminium and plastic products where possible. We have set up a Containers for Change bin at the front entrance for families to place any glass or canned bottles.

Litterless lunches: Sustainable practices in relation to children's lunch boxes have minimised wastage by decreasing the use of plastic bags, plastic wrap and individually packaged small portions of food and drink.

Gardening and outdoor environment: The planting of trees and shrubs is carried out on a regular basis to provide effective shade and to provide a habitat for birds and other wildlife. We have vegetable and herb gardens that the children can learn from and help maintain. Worm farms and composting are used to convert our food waste into organic fertiliser.

Non-Smoking

Our Kindergarten is a non-smoking area. We encourage all families and visitors to recognise this fact and to set an appropriate example to the children. The smoking ban also applies within a five metre smoke-free buffer zone beyond the boundary of the facility. This five metre buffer zone will help to ensure that smokers extinguish their smoking products well before they approach the facility

Maintenance Jobs and Working Bee

As a not for profit community Kindergarten, we rely on the contributions of families for the ongoing maintenance and upkeep of our service. With our service providing education and care for over 75 years, it is expected that our grounds and facilities may require ongoing maintenance.

It is envisioned at the kindergarten that each family will take an active role in 'community jobs' which may include completing some maintenance tasks or attending a kindergarten working bee.

At the start of each year families are given the option to pay a **voluntary** maintenance fund levy, which ensures our kindergarten has sufficient funds to complete larger scale maintenance projects. In the past this has included revamping our fairy garden space, designing a mud kitchen and renovating the shading over the sandpit.

Maintenance Jobs

Each class is responsible for 'community jobs' for their classroom two terms each year. Maintenance jobs include tasks such as cleaning and disinfecting chairs, sewing and mending dress ups, mending books, repairing and washing toys etc. A roster for maintenance jobs is assigned to one group from each classroom each term. Group rotation is set at the beginning of each year.

Working Bees

Working Bees are conducted three times a year. Working Bees are usually bigger jobs requiring more people, such as laying new soft fall in the playground, sifting the sand pit, planting a new garden bed, weeding, cleaning gutters etc. Dates for working bees are set at the beginning of each year. A list of jobs to be completed is put up and parents are asked to indicate their attendance.

QA4: Staffing Arrangements

Staff and program

We are in the enviable position at Alderley Kindergarten of having retained excellent staff for many years. Each of the rooms is run by a tertiary qualified early childhood Teacher and qualified early childhood educators. Our staff regularly attend professional development programs to further advance their skills. All contact staff hold a current Senior First Aid Certificate, CPR certification and a current Positive Notice for Child Related Employment (Blue Card). Children enjoy the stability of the same Teachers and the same group of children to interact with during their time at the Centre. Our current staff mix is outlined below. Changes may occur due to long service leave or other operational requirements.

LEADERSHIP & SERVICE MANAGEMENT		
Director/ Nominated Supervisor	Alanna Conway	Bachelor of Education (Early Childhood)
Educational Leader	Jemma Manning	Bachelor of Education (Early Childhood)
Administrator	Tennealle Muller	Bachelor of International Studies (Politics & International Relations)
Accounts	Donna Syrett	Diploma of Accounting

KUBBI GROUP 1		
Teacher	Di Barnes	Diploma of Teaching (Primary) Diploma of Children's Services Certificate III in Children's Services
Educator	Elaine Granahan	Certificate III in Children's Services
Educator	Mariana Silveira	Diploma of Early Childhood Education Bachelor of Education (Early Childhood) (studying)

KUTA GROUP 1		
Teacher	Debby Kelly	Bachelor of Education Studies Diploma of Teaching (Early Childhood)
Educator	Shannon Young (Mon/Tues)	Diploma of Education (Early Childhood)
Educator	Davina Kempnich	Bachelor of Educational Studies Diploma of Children's Services Certificate III In Children's Services
Educator	TBD (Wed)	
Inclusion Support	Bec Lechowski	Diploma of Children's Services

KUBBI GROUP 2		
Teacher	Naomi Grant	Bachelor of Education Certificate III (Early Childhood Education and Care)
Educator	Dara Hayward	Certificate lll in Children's Services
Educator	Jules Aldridge	Certificate III in Children's Services Diploma of ECEC (working towards)

KUTA GROUP 2		
Teacher	Jemma Manning	Bachelor of Education (Early Childhood)
Educator	Shannon Young	Diploma of Education (Early Childhood)
Educator	Davina Kempnich	Bachelor of Educational Studies Diploma of Children's Services Certificate III In Children's Services
Inclusion Support	Cherie Dux	Cert lll in Children's Services & Diploma of ECEC (working towards)

KINDY CLUB (OUTSIDE HOURS CARE)		
Coordinator	Mariana Silviera	Diploma of Early Childhood Education Bachelor of Education (Early Childhood) (studying)
Educator	Cherie Dux	Cert lll in Children's Services & Diploma of ECEC (working towards)
Educator	Autumn Dawn	Bachelor of Educational Studies Certificate lll in ECEC (working towards)
Educator	Rania Sidhu	Bachelor of Education (Early Childhood) – working towards
Educator	Brodie Staines	Cert lll in Children's Services

Roles of Staff

Accounts Administrator

The Accounts Administrator is responsible for the day to day billing and accounts receivable for the kindergarten including Term and OHC invoicing. The Accounts Administrator liaises with the Administration and Leadership team & Treasurer with regards to financial matters and assists with monthly financial reporting. The Accounts Administrator is contactable via email accounts@alderleykindy.com.au

Administrator

Our Office Administrator is responsible for providing a range of administrative services that support the Director, Administration team and teachers in the delivery of a high quality, inclusive and educational kindergarten program. The Administrator is contactable via email enrolments@alderleykindy.com.au

Nominated Supervisor/Director

All applications for service approval must appoint a person to be the Nominated Supervisor for the service. This requirement applies to both new and existing education and care services.

A Nominated Supervisor is a person who has consented to be the primary supervisor of the day to day operation of an early childhood education and care service. The Nominated Supervisor will have primary management and control of a service in the absence of the approved provider.

As the Nominated Supervisor is the key responsible person for a service (in addition to the approved provider) the Nominated Supervisor has various responsibilities under the National Law. Amongst other responsibilities the Nominated Supervisor must ensure that the children are adequately supervised and that they are not subjected to any form of corporal punishment or unreasonable discipline. The Nominated Supervisor must also ensure that every reasonable precaution is taken to protect the children from harm and hazards likely to cause injury. Additionally, the Nominated Supervisor is responsible for ensuring that the program delivered to the children is based on an approved learning framework, as well as ensuring that the relevant Educator to child ratios are being met within the service.

The Nominated Supervisor is contactable via email director@alderleykindy.com.au

Responsible Person in Day to Day Charge

There must be a responsible person in charge of a centre based service and physically present at all times it is operating. Generally, the responsible person at the service will be the Nominated Supervisor however when the Nominated Supervisor is absent, another staff member will be expected to ensure that the service continues to operate in accordance with the National Law and policies and procedures of the service. This would include the matters for which the nominated supervisor is responsible. However, the overall responsibility for such matters remains with the approved provider and the nominated supervisor. The Responsible Person for each day is detailed on the front notice board.

Teacher

It is the Teacher's responsibility to assist the Director in carrying out the Centre's policies, and to provide professional support to the Director in maintaining high standards in administrative and educational programs. The Teacher takes the main responsibility for planning for and supervising a group/unit under the direction of the Director. The Teacher must also plan and document a curriculum which is responsive to individual children's needs and interests and which reflects a clearly stated philosophy and goals.

Educator

The role of the Educator is to support the Teacher in planning and preparing for, as well as presenting, the educational program. An Educator will always refer parents who might express a concern to the Teacher or Director, as the Director and/or Teacher have the sole responsibility for communicating with parents on any matters of concern. An Educator also maintains complete confidentiality with regard to any information about children and families.

Coordinator 'Kindy Club'

The Coordinator of the Kindy Club Program is responsible for delivering a quality early educational program for children attending the Kindy Club Program that complements and supports the sessional Kindergarten programs. The Coordinator is also responsible for establishing and maintaining a relaxed and low-key atmosphere for the duration of each Kindy Club session to ensure all children have the opportunity to wind down after the Sessional program and pursue individual needs and interests at their own pace.

Educator Kindy Club

The role of the Educator (Kindy Club) is to assist the Coordinator in the preparation and supervision of the Kindy Club Program.

Students, work experience and volunteers

During the year, students from surrounding universities may complete practice teaching blocks at the centre. All students are accountable to the Nominated Supervisor.

All university/TAFE students and volunteers are required to hold a current positive suitability notice (Blue Card) from the Commission for Children and Young People and Child Guardian **prior** to commencement of their practicum/ volunteer work in an Early Childhood Centre. The employer is responsible for ensuring students comply with the Commission for Children and Young People and Child Guardian Act (2000).

Alderley Kindergarten and The Gowrie QLD, promote the protection of all children and encourages 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.

Our Child and Youth Risk Management Strategy and appropriate policies are available for families reference in the office. A range of information supporting families, including websites and brochures are also available at the service.

Staff Professional Development

All staff regularly attend seminars and conferences to keep up to date with current early childhood best practice. Teachers must meet the Queensland College of Teachers professional development requirements. Staff development is encouraged and supported by the Management Committee.

QA5: Relationships with Children

On a regular basis our Teachers prepare a summary for parents outlining what has been happening in class, as well as where the program is headed.

Our Teachers also work with families to compile a record of each individual child in a “child portfolio”. These include photographs and anecdotal observations of each child. We use digital portfolio services for all groups of children attending Alderley Kindergarten. We will provide access to the children’s portfolios in the first few weeks of Term 1. Please see your child’s teacher for more information.

Teachers and Educators will be contributing to the digital portfolios on *Storypark.*

Online communication through Storypark allows teaching staff and parents/family to gain immediate feedback on activities, children’s learning and goals, and maintain insight into the child’s progress and learning.

The child's portfolio is intended to be a co-construction, with parents able to contribute to the digital portfolio as well as Teachers, Educators and even extended family and friends! Please feel free to contribute as much as you like – the beauty of digital portfolios means never running out of space!

Parent-Teacher Interviews

If parents would like to have a private chat with Teachers, do remember that they are always more than happy to make time for this - education is a two way process. Teachers need feedback from parents - only then can they build up a complete picture of each child, and so plan appropriately for them. If you do find that you'd like to talk about something, just let your child's Teacher know that you'd like to make a time outside the usual program hours in order to talk privately and without interruption.

Sharing Information

Events in family life such as major illnesses, visits of grandparents and other relatives, accidents or deaths in the family, can be a major concern or excitement for the children. We would appreciate it if parents would inform Teachers of any unusual happenings of this nature.

Group Trips

Once a year staff will undertake a group excursion with the children. Due notice will be given and parental/guardian written permission sought. Parents are asked to volunteer to accompany the group and help with supervision. The supervision ratio is 1 adult to 2 children.

The Centre may also undertake "everyday excursions", for example to the local post office or local park. Due notice will be given and parental/guardian written permission sought.

Siblings are not able to accompany us on excursions.

If parents are unable to attend, grandparents are able to accompany and supervise their grandchild in place of parents on an excursion.

Code of Conduct- Values and Principles

At Alderley Kindergarten, the staff, students and volunteers agree to provide the service honestly and ethically and:

- with diligence and in a professional and courteous manner
- with the best interest of the child being the paramount concern
- with the utmost respect for the child and the child's family
- with the utmost respect for other staff members, students or volunteers involved in the centre
- with a commitment to quality and continuous improvement in service provision
- with respect for cultural, social and religious diversity, differences and perspectives
- in partnership with the child's family

- without harassment or abuse (including physical, sexual or verbal abuse, intimidation, humiliation, exclusion or any behaviour regarded as offensive or degrading) of a child in care, parents, staff, students, volunteers or other adults involved in the Centre
- without discrimination, bias, fear or favour
- in accordance with the Agreement, Standards, Policy and Procedures relating to the Centre
- must refrain from acting or speaking in any way that could harm the reputation of others

Who must comply with this Code of Conduct?

This Code of Conduct applies to all those individuals who interact with children and young people at the Centre, including the Director, Teachers, Educators, students, volunteers, parents, guests and visitors from the wider community.

Standards Expected- Language and Communication

All staff, students, volunteers, parents, guests and visitors are expected to use appropriate language, and to communicate in a way that provides encouragement and builds self-esteem in each child.

All staff, including students and volunteers, must use appropriate and effective ways of communicating and working with each child, and with other adults.

Children need to be spoken to as we would like ourselves spoken to.

Listening to children tells them that they are important. This means not only hearing the words, but working out the feelings behind the words.

Teachers need to instigate regular discussions with parents to share information about the child and maintain records of these.

Standards Expected- Professional Relationships

All Staff:

- Must respect the individuality of each child, ensuring the inclusion of different cultures, religions and beliefs.
- Need to contribute to and actively assist in the delivery of the program, and share in the evaluation of the program.
- Need to develop and maintain an effective teamwork relationship with other staff.
- Have the right to be treated with respect, and are under an obligation to behave in a respectful manner to others.
- Must refrain from acting in any way that would unfairly harm the reputation of others.
- In supervisory roles are obliged to contribute to the creation of a positive climate of mutual collaboration and co-operation, and to set an example by modelling positive, discreet and ethical behaviour.
- Must treat all team members on their merits, without regard to age, sex, marital status or any other factor not applicable to the position. Team members are to be valued according to how well they perform their duties, their ability and their enthusiasm in maintaining our standard of service.

- Need to contribute to the philosophy of the centre, and maintain confidentiality at all times.
- Need to be flexible in following the needs and interests of the children.
- Need to ensure that children are well supervised at all times.
- Need to consult with other staff members on matters of concern with regards to any child and their family, with due regard for privacy factors.
- Need to actively participate in staff meetings at the centre, at Gowrie (QLD) level and professional workshops.

Guiding Behaviour

As children grow they become more self-regulated and they understand how to behave and control their behaviour themselves. A child or person's behaviour often speaks louder than words.

Gowrie (QLD) recognises its responsibilities in guiding young children's behaviour. Guidance of children's behaviour is considered integral to both the philosophy and the curriculum of a service, and should be reflective of contemporary perspectives associated with guiding and supporting children's self-regulatory skill development. Gowrie (QLD) Behaviour Guidance Policy outlines the responsibilities of the staff, parents and the licensee when implementing the service's approach to managing children's behaviour.

Bullying

This is commonly defined as a form of aggressive behaviour in which there is an imbalance of power favouring the perpetrator. There may be repeated incidents or a single event. Bullying may occur between children, parents or staff members.

This kindergarten considers bullying to be unacceptable behaviour and will not tolerate it under any circumstances.

Breaches of the Code of Conduct

At Alderley Kindergarten, we have grievance procedures in place so that the appropriate action can be taken if an issue arises. Obviously, the steps taken would be determined by the seriousness of the infringement and by whom.

Please refer to Complaints Procedure.. A more detailed outline is available for perusal in the Centre's Grievance Policy.

If a member of staff breaches the code of conduct appropriate disciplinary actions will be taken. The nature of these measures will depend on the seriousness of the infringement.

Measures may include:

- Counselling
- Warnings (i.e. verbal warning, first written warning, final written warning)
- Dismissal (with notice) – may occur where unacceptable behaviour or work performance persists following written warnings.
- Summary dismissal (without notice) – may be appropriate if situations of serious misconduct occur.

QA6: Collaborative Partnerships with Families and Communities

Parents choose our community based Centre over profit driven childcare centres because they believe that the service we provide is superior to that being offered by corporate entities and that it gives their children a better start in life.

It is important that parents also acknowledge and accept that there are **obligations** attached to sending their children to a community based Centre. We depend upon parent involvement at a variety of levels for the smooth operation of our Centre, whether it be through becoming a member of the Management Committee, participating in Parent Roster Days, volunteering time at working bees and fundraising events, or contributing some other vital skill to assist our staff in delivering their programs. Parents are our greatest asset and contribute to and enrich the Kindy in so many ways.

In short, we cannot function without the ongoing help and involvement of parents, and parents are urged to help in whatever way they are able.

How our families are involved

Our Centre has always enjoyed strong support and involvement from parents and the community. Parents are involved on a number of levels:

- Sharing their skills and interests in the educational program – eg yoga, music, dance, vet, doctor, police officer, art, etc.
- Spending time with their child and their peers on parent roster day (once a term)
- Attending and assisting with social functions
- Assisting with maintenance at working bees
- Participating in the Management Committee.

Most parents find that becoming involved in the Centre is an extremely satisfying way to have real input into their child's education.

Management Committee

Alderley Kindergarten was opened in 1948 and was financed by the community. In 2003 the Centre was incorporated under the Associations Incorporation Act 1981 (Qld).

As an Incorporated Body, the Centre cannot legally operate without a Management Committee, which is elected at the Annual General Meeting held in February each year.

The Management Committee is responsible for the general management of the Centre, including all financial matters. The Management Committee is made up of the following positions:

- President – Provides leadership, guides the implementation of the decisions of the Management Committee, chairs Committee meetings, liaises with staff and Gowrie (QLD) representative, acts as official spokesperson for Centre, attends other meetings as required, oversees the operations of the Kindy Club Program.

- Vice-President – Supports the President and undertakes their duties at times when they are unavailable, coordinate's staff development and training program & parent information program, undertakes special projects as required.
- Treasurer – Works with Director and Bookkeeper to oversee the financial management of the Association, including Kindy Club, prepares and monitors the budgets, and reports to Committee on income & expenditure.
- Secretary – Prepares monthly meeting agenda, records minutes of official meetings each month and disseminates minutes within 7 days of a meeting being held, and fulfils official role under the Associations and Incorporations Act (Qld).
- Fundraising Officer – Develops a Fundraising calendar for the year and coordinates and delivers fund raising activities and events for the Kindergarten.
- Maintenance Officer – In conjunction with the committee and director: oversee all building maintenance issues including any issues arising from recent renovation/plans for future development; organise and supervise working bees (3 per year.)**;** complete maintenance tasks within the scope of your ability and time; and at the end of the year complete a maintenance audit with the director which will guide future maintenance priorities and action
- Workplace Health and Safety Officer – Review the WHS policies of the Kindergarten; coordinate the WHS training needs of the Kindergarten; keep and update the Kindergarten's WHS Safety Manual; comply with WHS Act 1995 & WHS Regulations 2008
- Marketing-Promotions-Social Media officer – Oversees preparation of promotional materials as required. Promotes Kindy events through local newspapers, Alderley Kindy Webpage and Facebook page.
- Grants Officer – Identifies potential community benefit funding sources and prepares grant applications for planned projects.

SUBCOMMITTEES:

- Social – Organise and facilitate social events (that don't have a fundraising goal) for parents eg coffee mornings, play dates in local parks.
- Environment Officer – explore ways the kindy can promote and make changes to improve environmental sustainability

Being a Committee Member can be very satisfying as it provides a way for you to become involved in managing and directing the quality of your child's early education years.

Parent Roster Day

Spending a day at the Centre each term provides a wonderful opportunity to share in your child's kindy experience. Please mark the day you are able to attend on the Parent Roster Calendar in your child's room.

An extra adult lending a hand means also that individual children receive more adult support and attention. If you'd really like to help out with rosters but have a baby or younger child, you are still more than welcome to come along and bring the younger one. However, parents need to be aware that supervision of siblings is their responsibility whilst at the Centre.

Staff will greet you on the day and run through any relevant details, such as where our adult kitchen and bathroom areas are, what to do in an emergency or lockdown situation, where to store belongings such as bags and devices, only using your device if needed and doing this away from children in the designated area, and any relevant allergy details and subsequent excluded foods.

Communication

If you wish to have a discussion with your Teacher about any matter, it is best to phone between 2.45pm and 3.30pm for Kubbi Group 1 & Kuta Group 1 and between 3.45pm and 4.30pm for Kuta Group 2 & Kubbi Group 2. Alternatively, email is an excellent way to stay in touch with your child's Teacher. Your Teachers contact email address will be provided upon commencement of term 1. The Director can be contacted on director@alderleykindy.com.au .

Communications from Teachers, Administration and Committee are sent electronically on a regular basis to keep parents up to date with educational programs and Centre activities. **Please let us know if you are not receiving these communications or if your email address changes.**

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 our Nominated Supervisor, or your child's teacher for more detailed information about your child's development, how we provide opportunities to foster your child's development and information regarding our philosophy that underpins our learning program.

QA7: Leadership and Service Management

Fees and Administration

In accordance with the Queensland Kindergarten Funding Scheme (KFS), a child is eligible for funding for only **one** Kindergarten enrolment. You will be required to verify that Alderley Kindergarten is the early childhood education facility that you nominate to receive this funding. Please note, as per the Funding Guidelines, enrolling in two sessional kindergarten programs is only available in certain circumstances and timeframes, and will need to be discussed with office staff. Where a child may be enrolled in a second placement at another Kindergarten program, they may only receive a funding subsidy for one enrolment.

Sessional Program Fees

Fees are invoiced at the beginning of each term and distributed via email advising when the debit will be made. All fees are to be paid via Direct Debit via ChildCare EasyPay.

Without prior written agreement from the Management Committee, an administration fee will be charged on any fees not paid within 14 days of the Direct Debit date.

If fees remain outstanding at the end of the term and no agreed payment plan is in place, the Management Committee reserves the right to exclude the child and cancel their enrolment for any subsequent terms. Fees outstanding for more than three months may be referred to a credit collection agency at the discretion of the Management Committee.

2027 Schedule of Fees

Fee Type	Amount Payable
Kindergarten Program	
Enrolment Fee- non refundable - Payable upon acceptance of Letter of Offer	$200
Kindy Program 2027 - Invoiced at the beginning of each term - Paid via our Direct Debit system	**Three Day Program (18 hours): Additional Hours Levy** $310/term **Two Day Program (15 hours):** $Free
Maintenance Fee (voluntary) - Billed in one block ($300 or $150) at the commencement of Term 1 for those that wish to make a voluntary contribution.	Voluntary ($300 or $150 if you wish to make a donation)
Kindy Club (Outside Hours Care) Program	

Before Hours Care Three Day Program (7.30am-8.30am) Two Day Program (7.30am- 8.00am)	 $10/session* $5/ session* * A booking fee applies to all casual bookings
After Hours Care Three Day Program (2.30pm-5.30pm) Two Day Program (3.30pm-5.30pm)	 $32/session* $21/ session* * A booking fee applies to all casual bookings
Vacation Care (April, July, Sept School Holidays) 8.30am-5.00pm	$80/day

KFS Support Funding

KFS Plus Kindy Support is an initiative which extends subsidies to children of eligible age. Families eligible for KFS Plus Kindy Support will have their $200 enrolment fee refunded. Alderley Kindergarten can claim KFS Plus Kindy Support where a family meets one of the criteria below:

1. **Health Care Card holders**
   Families, including foster carers, of a kindy-aged child present their current Health Care Card, Veterans Affairs Gold or White Card or Australian Government Pension Concession card with automatic Health Care Card entitlements or formal communication, such as a letter, from the relevant agency stating the intent to issue a Health Care Card. The service should take a copy of the card and keep the copy as a record; OR
2. **Family Tax Benefit recipients**

   Families who receive the Australian Government's Family Tax Benefit (FTB) Part A and/or Part B payment are eligible for the Kindy FTB subsidy to reduce fees. Families can provide one of the following documents to provide evidence for their claim for the Kindy FTB subsidy:

   - a reconciliation statement from Services Australia About your Family Tax Benefit' letter for the previous financial year a child is enrolled in kindy.
   - a recent income statement issued by Services Australia that shows payment of FTB
   - a screen shot from a family's MyGov app with payment dates for FTB in the same financial year a child is enrolled in kindy, or
   - a copy of a recent bank statement that shows receipt of Family Assistance payments from Services Australia or Centrelink; OR.
3. **Identifies as being Aboriginal or Torres Strait Islander**
   A family identifies as being Aboriginal or Torres Strait Islander, or has a child who does, and this is recorded on their enrolment form, which must be signed and kept by the service as a record; OR
4. **Multiple births**
   Available to families with multiple births of 3 or more kindy-aged children. Proof of date of birth for these children is required. Services should keep a copy as a record.
5. **Asylum Seeker** Available to those with a Kindy Participation Code (KPC) as [part of the RASEC Pilot].

Alderley Kindergarten Enrolments Procedure

Policy Statement:

Alderley Kindergarten is open to the general community and promotes universal access for all children primarily of the eligible-age cohort to attend an Approved Kindergarten Program. Our Kindergarten will allocate enrolment into the Service in an equitable and reasoned manner and will follow government priority of access guidelines under the Queensland Kindergarten Funding Scheme (KFS).

Waiting List:

Parents may place their child's name on our waiting list at any time after birth. Waitlist Application forms are available via our webpage www.alderleykindy.com.au Placement on the waiting list does not guarantee a placement. At the time of lodgement of the waiting list form, families will be made aware of the year their child is eligible for enrolment into the Approved Kindergarten Program and how waiting lists will be prioritised.

Sibling Policy:

Alderley Kindergarten's sibling policy entitles an eligible child to priority of an enrolment offer if:

- An older sibling has previously been enrolled and attended the Kindergarten for 12 months;
- The child's name is on the waiting list by **Open Day prior to the year of entry**; and
- A position is available

Siblings are offered enrolment in order of placement on the sibling waiting list. Siblings **must** be on the waiting list by **the Open Day prior the year of entry** otherwise a position cannot be guaranteed. The conditions of the Enrolments Procedure outlined below also apply to sibling enrolments. A response to offer and deposit must be made within the timeframe specified or the offer will be considered as declined.

Enrolments Procedure:

Children are offered enrolment in order of placement on the waiting list, with priority given to delayed exit placements of current year cohort, and siblings in order of placement on the sibling waiting list. Families are invited to advise us of any connection with the kindergarten, such as a parent attending the kindergarten, however this will not prioritise their position on the waitlist. Offers of enrolment will be made at a time determined by the Approved Provider, in discussion with our Enrolments Administrator and Director. Each year, the Kindergarten will announce the specific offer dates prior to sending out the offers.

Enrolment offers are emailed to families in order of placement on the waiting list. In accordance with access and funding guidelines of the Department of Education and Training, priority of enrolment will be made to those children of the eligible-age cohort for a Kindergarten program (turning 4 by June 30 for the year they attend Kindergarten).

- Each child is only able to access funding for **one** government Approved Kindergarten Program at a time. Those families nominating Alderley Kindergarten for the KFS Funding will be placed prior to the consideration of enrolments where the family indicates that the KFS Funding will be allocated to another service. As per the funding guidelines, enrolling in 2 sessional

kindergarten programs is only available in certain circumstances and timeframes and will need to be discussed with staff.

- Whereby a family indicates that they will nominate the Kindergarten for KFS Funding upon enrolment but, due to individual circumstances, chooses not to after the offer is made, in line with funding guidelines, Alderley Kindergarten has the right to revoke the offer in favour of a family who can nominate our Kindergarten for the KFS Funding.
- Whereby a family accepts a position and indicates that the KFS Funding will be allocated to another service, they agree to cover the full program fee each term. This is inclusive of families who are on subsidies such as Health Care Cards.
- Final decision on the placement of each child is based on the Directors discretion. Issues like keeping the classes balanced with a spread of ages, gender balance and placement of children with additional needs all factor into the final make up of a class.

To accept an offer families must:

- Respond within timeframe specified on offer of enrolment, or the offer will be considered as declined
- Upload a copy of their child's birth certificate, immunisation record
- Complete the relevant acceptance and class preference form
- Pay a non-refundable enrolment fee.

Early Entry:

If places are available, the Management Committee may exercise, at its discretion, to allow enrolments of non-eligible age enrolments (early entry). In line with the Queensland Kindergarten Funding Guidelines, these enrolments cannot be offered until late February of the enrolment year, to ensure all age-eligible children are given the opportunity to enrol.

Early entry will only occur if waiting lists of eligible-age children have been exhausted.

Offers of early entry will be given based on a child's age, with preference given to children who turn four (4) in July (oldest to youngest), taking into consideration the needs and suitability of the child as determined by the Director.

Confirmation of an early entry enrolment will occur following a meeting with the family, teaching staff and Director to determine whether early enrolment will be in the best interest of the child.

Whereby a family is offered an early entry position, they agree to cover the full program fee each term. This is inclusive of families who are on subsidies such as Health Care Cards.

An additional year of Kindy:

Alderley Kindergarten strongly advocates for children's right to another year of Kindergarten ('Kindy Expert') for those who may be still developing the physical, emotional, social or cognitive maturity required to ensure a smooth transition to Prep. This decision is made by the guardians of the child, in discussions with Alderley Kindergarten teaching staff.

Families will be invited to indicate their interest in reserving a 'Kindy Expert' place for their child prior to **Open Day**. Their child's default reservation will be in the **Unit and Group** that they are currently enrolled in. Should a family wish to change Unit or Group for the following year, they will be required to indicate their changed preference at this time. Families will have until **Week 1, Term 3** to finalise their Kindy Expert reservation. Families will be asked to confirm their child's enrolment by paying the re-enrolment fee. This fee is non-refundable should a family withdraw their re-enrolment after the end of **Week 1 Term 4,** given the added administration work trying to fill positions late in the year**.** Any family that withdraws their re-enrolment prior to this will be eligible for a refund if the vacated position is filled.

Absences:

If you are going on holidays or your child is ill, please advise the Kindergarten as soon as possible. Free Kindy funding for an extended consecutive period of leave, is only available on one occasion during the program year of up to 5 weeks. **A fee of $250 per week will be charged for extended periods of absence (greater than 5 weeks).** Fees must continue to be paid through all absences or periods of extended leave in order to hold a position at the Kindergarten.

Withdrawal of child

If you wish to withdraw your child from the Kindergarten permanently, four (4) weeks written notice is required. A $200 enrolment withdrawal fee is also payable, to reflect the administrative workload in filling the vacated place

POLICY REVIEWED: AUGUST 2025

Complaints Procedure

A complaint or grievance is a statement of dissatisfaction made by a parent or guardian about any aspect of their involvement with the Kindergarten as an Organisation and/or the program they are attending, where some action is requested to remedy/improve the situation. Gowrie (QLD) views all complaints, concerns or grievances as opportunities to review and improve policies and procedures.

If you have a concern relating to the payment of fees, the waiting list or any other administrative issues, please discuss the matter with the Director or the Treasurer.

If you have a concern relating to the educational program or another child, please first discuss the matter with your child's Teacher. If this matter remains unresolved, please consult the Director/Nominated Supervisor who will then make a time with the parent or guardian to discuss the matter and work through possible solutions or offer supportive material.

The Nominated Supervisor will document the conversation and action taken, and consult the President.

Concerns relating to Centre Policy or management should always be raised first with the Director.

If families feel that a grievance has not been resolved satisfactorily at this level or if the grievance is in regard to the Nominated Supervisor, the parent/guardian will be encouraged to place the complaint in writing and address the matter to the President who will bring the complaint/concern to the attention of the **Executive Committee** for noting and action.

All complaints and grievances will be handled with respect for confidentiality and procedural fairness will be observed in all aspects of handling a complaint.

Confidentiality must be maintained at all times so that only the persons most directly involved and who can best address the concern should be aware of the matter.

Government Assistance

As an affiliated Centre, representatives from Gowrie (QLD) inspect our Kindergarten throughout the year. If satisfied with the standard, Gowrie (QLD) recommends to the State Government that we are eligible for funding.

To retain our affiliation, we are subject to ongoing evaluation as well as regular visits from a Gowrie (QLD) Inc. ECEC Coordinator. We must have:

- an approved Constitution
- qualified Teachers
- qualified Educators
- an approved educational and developmental program
- an approved building and outdoor play area
- adequate and suitable equipment
- close parent/Teacher co-operation.

Service Approval and Regulatory Authority

The Office for Early Childhood Education and Care (the Office) was established as part of the State Government's Toward Q2 vision for Queensland to drive early childhood reform. The Office takes the lead responsibility for children's early development and management of early childhood education and care services, and reports to the Minister for the Department of Education and Training (DET). Information about the Office is available at www.qed.qld.gov.au/earlychildhood or by phoning 137468 (13QGOV).

The Office is responsible for the administration of the *Child Care Act 2002* and the *Child Care Regulation 2003*, previously the responsibility of the Department of Communities. Early Childhood Officers work proactively with the early childhood sector in administering this legislation.

Early Childhood Development is a key focus for all Australian Governments with significant reforms occurring at the national and state levels. Governments are committed to long-term, substantial reform in the early childhood development sector to provide families with high-quality, accessible and affordable integrated services.

National Quality Standard

The National Quality Standard assists services to provide the best possible level of early childhood education and care by being clear about the factors that best support a child's development.

It also gives services and family's confidence in evaluating what distinguishes high quality or excellent services.

The National Quality Standard is divided into seven areas that contribute to the quality of early childhood education and care. These areas have been identified by research and are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements (including the number of staff looking after children)
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Under each of these areas detail is provided about what a service can do to provide the highest quality early childhood education and care for a child.

Assessment of all services against the new National Quality Standard began in January 2012. We are proud to announce that Alderley Kindergarten underwent Assessment & Rating process in 2020 and achieved an overall rating of **Exceeding** the National Quality Standard. If you require further information please refer to The Australian Children's Education & Care Quality Authority's website, www.acecqa.gov.au.

Quality Improvement Plan

The aim of a Quality Improvement Plan (QIP) is to self-assess performance in delivering quality education and care, and to plan for future improvements. The Kindergarten maintains a QIP which is actively used in practice and regularly revisited – it recognises the Kindergarten's current strengths and areas for further development. Parents are encouraged to engage in the self-assessment process & the implementation of the QIP. A copy of the QIP can be obtained by asking your teacher or by asking in the office. From time-to-time surveys may be done to assist in developing the QIP. Otherwise, your feedback is always valued.

The Gowrie (QLD) Inc. Policies

As part of the recent reforms to affect the Kindergarten sector in Queensland, additional Governing Bodies were established. The role of a governing body is to administer on behalf of the Office of Early Childhood the Government Funding to each affiliated community Kindergarten. For many years Queensland only had one governing body. From 2011 there have been three governing bodies.

The Alderley Kindergarten Committee and Staff made the decision to move to Gowrie (QLD) effective 1 July 2011. Under this affiliation the kindergarten accesses the common policies and procedures of Gowrie (QLD) and staff engage in professional development activities in the wider Gowrie (QLD) group.

Gowrie (QLD) has been overseeing childcare centres and kindergartens in Queensland for over 70 years, and is part of a national organisation long associated with high quality care and educational experiences for kindergarten and pre-school aged children. For more information, please visit www.gowrie-brisbane.com.au.

We operate our Centre in accordance with the requirements and policies set out in Gowrie (QLD) Handbook. These Policies are regularly reviewed and updated by Gowrie (QLD), and then discussed and ratified by the Management Committee.

This extensive list of policies relates to matters such as:

- Administration - waiting list and enrolment procedures
- Health - hygiene, administration of medication, immunisation
- Professional conduct - confidentiality and privacy, non-discrimination, Teacher qualifications.
- Safety - playground equipment, child protection and fencing requirements.
- Educational program and practice

These policies are filed in Gowrie (QLD)'s Kindergarten Handbook, which is located on the bookshelf in the office and available to be viewed by parents at any time.

Further information can be obtained from the Office for Early Childhood Education and Care's information service on 1800 637 711.

Accessibility of Information

Parents can access legislative information such as the Education and Care Services Law Act and Regulations, The Early Years Learning Framework and The Queensland Kindergarten Learning Guidelines via our website: www.alderleykindy.com.au Centre Policies, as well as community and ancillary documentation is available in the foyer and from the main office. Information regarding payment of fees can be referred directly to our Accounts Administrator, Donna. Information on general administrative matters can be referred to the Director, Alanna Conway.

Educators are able to provide resources on a wide range of areas. A parent resource library is available in the office providing reference books on a large range of topics.

Educators are committed to informing parents of their child's progress and events that are occurring within the service. This information is communicated verbally, through notes in children's pockets, via email, newsletters and daily posts on Storypark. The Management Committee is responsible for informing families about centre policies and areas where parents can be involved.

Compliance Log Book

In accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 this service has a compliance log book that logs any compliance notices received from the Early Childhood Education and Care Office (The Department responsible for approving and monitoring the compliance of early childhood services in Queensland). As the parents/ guardians you are able to access this log book in the foyer.

In Conclusion

If at any time you wish to discuss any of the issues details herein, you are encouraged to talk to the Nominated Supervisor, Alanna Conway.

We hope your time as part of the Alderley Kindergarten community will be happy and rewarding for all members of your family.

Please support the Kindergarten where you can. Any help you can offer will be valued and appreciated.

Please taken an active interest in the Kindergarten's affairs to ensure that a high standard is maintenance for the benefit of your child.

To stay up to date with the Kindy affairs please familiarise yourself with our Kindy website: www.alderleykindy.com.au

Kindy Facebook page: https://www.facebook.com/AlderleyKindy/

Kindy Instagram page: https://www.instagram.com/alderleykindergarten