



2020 Kindergarten Dalby South **PARENT HANDBOOK**

07 4662 1078 | info@kdfc.com.au | kdfc.com.au

WELCOME

Welcome to Kath Dickson Kindergarten Dalby South. Thank you for trusting us with the care and education of your very precious child and we are grateful for the opportunity to work with you. We hope that your association with us will be a happy and rewarding one for both your child and your family.

Our educational program caters specifically for children from 3 to 5 years in the year before they start their formal schooling. This is a Queensland Government Approved Kindergarten Program and we are licensed by the Office for Early Childhood Education and Care, Darling Downs and South West, Queensland Region, Toowoomba.

Please do not hesitate to contact us if you have any questions relating to the education and care of your child.

Megann Rummell

Director, Kath Dickson Kindergarten Dalby South



Kath Dickson Kindergarten Dalby South

129 Bunya Street, Dalby

Phone: 07 4662 1078

Email: DalbySouth@kdfc.com.au

Kath Dickson Family Centre Head Office

2 Lawrence Street, Toowoomba
(PO Box 1746, Toowoomba QLD 4350)

Phone: 07 4633 8400, 1300 336 345

Email: info@kdfc.com.au

Your child's program

Child's name:

Group: **ONE** / **TWO**
(please circle)

Days: **MON** **TUE** **ALT WED** **THU** **FRI**
(please circle)

Symbol:

Starting date:

PHILOSOPHY

At Kath Dickson Kindergarten Dalby South a child-centered environment is provided where children feel accepted, happy, safe and nurtured. This environment recognises and supports the importance of play in early childhood education and the link to preparing the children for life long learning.

It is intended that the families, inclusive of culture, customs and language, feel valued and supported. Kath Dickson Kindergarten Dalby South encourages collaborative partnerships between the kindergarten, families and the community.

At Kath Dickson Kindergarten Dalby South we deeply believe that each child comes to us filled with knowledge, experiences and understandings of the world around them. It is our role, as educators, to find out what they do know and understand and what they can already do. This enables us to personalise each child's learning experiences to suit their individual needs, interests and skills. This individualism is embraced and supported as your child takes their journey through their Kindergarten year. We know that each child's starting point will be different and their learning journey unique, with no limit as to where each journey will take them. Each child's imagination, spontaneous thought, eagerness to participate and positive attitude is valued and encouraged.

At Kath Dickson Kindergarten Dalby South we support the Reggio Emilia approach to early childhood education. "Reggio Emilia is an innovative and inspiring approach which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it."

PROGRAM FOR 2020

Session times

Kath Dickson Kindergarten Dalby South will operate two Pre-Prep/ Kindy groups in 2020. Each group will attend the centre 5 days per fortnight (30 hours) as follows:

- | | |
|------------|--|
| Group One: | Mondays, Tuesdays and alternate Wednesdays from 8.30am – 2.45pm |
| Group Two: | Alternate Wednesdays plus Thursdays and Fridays from 8.30am – 2.45pm |

2020 term dates

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

There are some days during the year when, for various reasons, your child is not required to attend Kindergarten. These dates will be supplied to you via the Kath Dickson Kindergarten Dalby South newsletters.



Information correct at time of publication at 17 October 2019

ABOUT THE CENTRE

Kath Dickson Kindergarten Dalby South

Kath Dickson Kindergarten Dalby South is a Community Kindergarten that has been operating in Dalby for over 40 years. It is now a division of **Kath Dickson Family Centre** and is affiliated with Creche and Kindergarten Association (C&K) of Qld.

The centre is licensed under the Education and Care Services National Regulations and the Education and Care Services Act 2013 and must comply with these requirements. The Service's Compliance History Log is available upon request. Notices stating current information about the groups and staffing are displayed in the front foyer of the Kindergarten.

Kath Dickson Family Centre

Kath Dickson Kindergarten Dalby South is a division of Kath Dickson Family Centre, a not-for-profit,

community-based organisation that continues to grow and expand to meet the needs of children, families and communities.

Kath Dickson Family Centre manages Queensland's first family day care scheme as well as operating three early education centres, running community programs including playgroups and a toy library, and training the future generation of educators through the Kath Dickson Institute.

C&K

Kath Dickson Kindergarten Dalby South is an affiliate member of C&K, the largest and longest established provider of community based early childhood education and care services in Queensland. As such, we have access to C&K policies, advice, support and curriculum, as well as allowing us access to government funding to support the program.



ABOUT THE STAFF

Current staff

At the time of printing, the current staff of the Kindergarten are as follows:

Miss Megann Rummell, Director/Teacher

- Bachelor of Education (Early Childhood)
- Apply First Aid
- Perform CPR
- Management of Anaphylaxis

Mrs Lyn Elliott, Assistant

- Certificate III in Children's Service's
- Diploma in Children's Services
- Apply First Aid
- Perform CPR

Staffing requirements

Under the Education and Care Services National Regulations a kindergarten is required to appoint two staff members to attend to each group of 3-5 year old children.

In a C&K affiliated centre the adult/child ratio is: 3-5 year olds ; 2 adults: 22 children

The Director of the centre must have a Bachelor/Diploma of Teaching, Early Childhood.

Both Staff are required to have a current First Aid Certificate and CPR.

Staff members are appointed to their positions and are accountable to the CEO and Board of Kath Dickson Family Centre.

Teacher/Director

The Teacher/Director's key responsibility is to ensure children's safety and maintain close communication with parents at all times. He/she is to implement policies for the centre as required by C&K regulations, and in liaison with Kath Dickson Family Centre. Additionally the Teacher/Director keeps Kath Dickson Family Centre informed about the centre. He/she is to keep the required records up-to-date, including child development records, and a written curriculum.

Assistant

The Assistant's role is to support the Teacher/Director in preparation and supervision of activities, be flexible in following the changing interests and needs of the children, act consistently in supervision and discipline,

refer parents who might express a concern to the director and fulfill housekeeping duties directly related to the curriculum.

Staff professional development

Our Centre actively supports the ongoing professional development of all staff members through attendance at courses, seminars, workshops and conferences. Professional development broadens and updates staff knowledge and understanding of early childhood education, which flows on to benefit children in their care.

Preparation time

Our Centre recognises the value of childfree preparation time before and after the session. During this time, staff are busy preparing the learning environment, maintaining the written program, administrating records, conducting parent and staff meetings, and attending regional meetings.

These additional duties serve to enhance the quality of our program offered to the children. Your co-operation in keeping to session times would be appreciated.



ABOUT THE CURRICULUM

Curriculum framework

As a C&K affiliated centre, we implement and promote the *Building Waterfalls* curriculum.

Building Waterfalls is an open and reflective curriculum framework designed to engage adults and children collaboratively in the process of learning to learn. It combines the philosophy of C&K, which is that children learn through exploring, investigating, problem solving and negotiating, as well as contemporary international early childhood research and practice.

Apart from recognising that children learn best through play, *Building Waterfalls* also acknowledges the important role adults, other children and the physical environment play in children's learning, and parents as the child's first and primary educators. Parents are encouraged to contribute ideas to the program either verbally or through the suggestion box. Teacher's learning journal and the children's portfolios are always available for the parents to discuss and contribute to.

Building Waterfalls complements *The Early Years Learning Framework*, an overarching document that provides educators in all Australian early childhood settings with broad direction for supporting and enhancing children's learning.

A copy of these curriculum documents may be perused at any time.

Kath Dickson Kindergarten goals

Our main goal at Kath Dickson Kindergarten Dalby South is to provide a safe, supportive and nurturing environment that meets the needs of each individual child. Through careful daily observations and learning stories we develop an individual based, child centred educational play based program. The program aims to create a learning environment where the children are confident and capable to:



- Express ideas and feelings creatively, using a wide variety of art media.
- Develop increased gross and fine motor skills through enjoying in a variety of indoor and outdoor activities.
- Display signs of emerging literacy by 'reading' storybooks and experimenting with writing.
- Show signs of emerging numeracy by attempting to count and beginning to use numbers for counting objects.
- Demonstrate increasing ability to solve problems through interacting with other children and participating in experiences such as puzzles, playdough, clay, manipulatives, etc.
- Develop increasing responsibility for their own personal health and safety, showing independence at toileting, washing hands and eating healthy foods.
- Explore and investigate, natural and man made environments and seek to make sense of their world.
- Develop increasing self confidence and display a positive self attitude by separating easily from the parents and mixing well with others
- Develop positive relationships by joining in experiences with other children, listening to others, sharing and taking turns.
- Gain increasing understanding of what it is to be a part of group. To respect and understand their own rights as well as the rights of others.
- Take risks, 'having a go' at new, unfamiliar activities in a safe and supportive environment.
- Persist with tasks.

The program is child centred, set in a play based environment which is both open and flexible, allowing children to participate in many different hands-on experiences, exploring and experimenting, making discoveries and consolidating their learning.

WHAT TO BRING/WEAR

Daily requirements

- Back pack or school bag- large enough to hold all requirements
- Non Insulated Lunch Box (which your child can open him/herself) containing morning tea and lunch in reusable containers. Please read the Centre's Food and Nutrition Policy in the Policy Section of the Handbook
- A drink bottle with water (these can be refilled during the day)
- Spare set of clothes (please make sure all items are clearly labelled)
- Wide brimmed hat – these can hang on the children's individual hat hooks but can be taken home when you feel the need to wash them.
- A small sheet set (cot size fits Kindy bed – approx. 60cm x 140cm), in a drawstring bag or pillow case (to separate them from other sheets for hygiene purposes). A covering sheet in summer (the air conditioning may feel cool) and maybe a small cot size blanket in winter, are necessary. **These are required to be taken home fortnightly for washing.**

At the start of the year

- 1 box of tissues, to be left at Kindy

Clothing

At Kindy your child will be hard at 'work' and often the most beneficial learning experiences come from messy play e.g. in the sandpit, water play, painting, clay etc. Comfort is all important here, remembering that clothes will more than likely get dirty.

We suggest that children come dressed in comfortable everyday clothes with shoes that are non-restrictive and allow them to easily participate in physical activities.



Shirts with collars and sleeves must be worn to keep with our SunSmart policy. Children should also be able to remove their clothes easily for toileting purposes – elastic-waisted shorts and pants are easier to manage than zips, buttons or belts.

Shoes vs barefoot

This centre recognises the benefits of barefoot play for children's safety, growth and the development of sensory awareness. To foster independence, we encourage children to be able to remove and replace shoes themselves.

Lost property

Please ensure all clothing items are clearly named, especially jumpers, so they can be returned easily.

Unidentified property will be placed near the attendance book on the port locker. Please check regularly, especially at the end of each term.

“ The Hundred Languages

*The child
is made of one hundred.
The child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
A hundred always a hundred...*

From the poem 'No way. The hundred is there' by Loris Malaguzzi. Translated by Lella Gandini

SPECIAL ACTIVITIES

Birthdays

Birthdays are a special time for your child. Parents are welcome to send along individual patty cakes so your child can celebrate their birthday with their friends. Patty cakes are the preferred cakes due to our health and safety policy plus they are much easier to share. These will be shared **after** the children have eaten their fruit at morning tea.

Show and tell

As children begin to feel a part of the Kindy, they naturally want to share their home experiences with their teachers and Kindergarten friends. All children are invited to bring along any special treasures to share. However, we do try to steer aware from toys, jewellery and other special items that may be lost or broken at Kindy.

Some ideas for show and tell include favourite books, items from the natural environment including shells, coral, bones, birds nests, pets, etc. Photographs, instruments and other items are also strongly encouraged.

Please make sure that you approach the teacher when

you arrive so that she knows that your child has 'Show and Tell'.

Excursions/Incursions

Excursions are organised throughout the year to enable children to be involved in their local community. Parents will be notified of all necessary details when an excursion has been planned. Written permission will be required prior to departure if your child is to attend.

Safety is a high priority during any excursion; therefore the required C&K adult/child ratio of 1:4 for excursions will be strictly adhered to. However, some excursions still require a ratio of 1:2. These excursions will require parent/caregiver assistance on most occasions.

Past excursions enjoyed by the children have included visits to the Dalby Hospital, Woolworths, Under 8's Day at Dalby South State School and Our Lady of the Southern Cross, Karrangal, Library and Jondaryan Wool Shed. We also encourage special community members to visit Kath Dickson Kindergarten Dalby South including the Emergency Services (Fire, Police and Ambulance), Hairdressers, Cultural Visitors and Grandparents day.



ROUTINES

Arrival and departure

It is a legal requirement for all children to be signed in and out by a responsible adult aged 18 years or older.

On arrival the parent must sign the attendance book on arrival noting the time. A signature and time of departure is required on the attendance book. Any person, other than a parent, who is collecting a child, must be authorised to do so by being listed on their enrolment form. Please advise the Director if your child is to be collected by any one else and note this in the attendance book.

On arrival all children must wash their hands in the bathroom before they begin their day.

Daily routine

Your child will have been allocated a locker with a symbol on it. This is where he/she will place their bag and other belongings when they arrive. There are hooks with the corresponding symbols near the meals area; this is where the children hang their hat. Upon arrival, supervise your child unpacking their bag (rather than do it for them).

Encourage your child to:

- Put their bag in their locker
- Take any show and tell items to teacher
- Place their drink bottle on the small table in meal area
- Wash their hands

Children are not permitted to go into the kitchen area; please place their lunchbox in the large white fridge.

PLEASE ENSURE THE DOOR IS CLOSED AND LOCKED AS YOU LEAVE THE KITCHEN

Sunscreen

If you have not applied sunscreen to your child at home prior to coming to Kindy, please ensure you apply sunscreen to your child on arrival each morning. The centre supplies sunscreen and it is located on the ledge above the port rack.

Once you have applied sunscreen please indicate this in the sunscreen record column in the attendance book.

Mealtimes

All children must bring a healthy morning tea and lunch with the inclusion of fruit. Please read the centre's *Food and Nutrition Policy* for more detailed information on what types of foods are acceptable/not acceptable to bring to Kindy.

Rest time

In accordance with the Education and Care Services National Regulations, our program "must take reasonable steps to ensure that the needs for sleep and rest" are provided for the children.

Rest is recognised as an important pre-requisite for a young child's growth and development. Whilst children are not required to sleep, staff and children alike create a restful environment and those who need or wish, are able to sleep. Those who do not wish to sleep are encouraged to do quiet activities.

We encourage all children to develop skills of rest, relaxation and recuperation, which will become important in their later lives.



Visitors to the centre

Student Placement: This Centre supports the inclusion of school, VET and university practical experience students in the education program providing they hold a current Positive Notice blue card for Child related employment (for students over 18 years) and are contributing positively to the early childhood curriculum and general centre operation.

Visiting "Specialists": As an extension to our planned program, individuals or groups with special skills are invited to Kindy to share their skills, knowledge, talents or experiences with the children. These have included the Emergency Services (Police, Fire, Ambulance), Henny Penny Hatching, Mr Mani and Mrs Jennifer Hirovanaa (parents who shared their culture of the Cook Islands with the children), Mr Richard Getawan (Torres Strait Islander Presenter), Hair Stylist Ms Jasmine Knight (Parent) and Mr Mel Morrison (Indigenous Australian Presenter) just to name a few.

Parent visits: If you have any special skills e.g. musical or other interest or hobby that you would like to share with the children please let the teacher know so that we can organise a day for you to spend some time at Kindy. We also encourage all Grandparents or special family friends to attend our Grandparents Day celebrations.

PARENT COMMUNICATION

Open communication

Regular, effective and open communication between parents and teachers assists in children benefiting the most out of their early childhood education. Please speak freely to the Director about your child's progress or any concerns you may have. See the Director/Teacher after session times or make an appointment for a time that best suits. Monthly newsletters are published and distributed to keep parents up to date with children's activities and the centre in general.

The kindergarten may be contacted at any time, but if your message is not urgent it is best to ring between 3:00pm and 4:00pm. The Director/Teacher can also be contacted via email: DalbySouth@kdfc.com.au

Your child's information pocket

Each child has a wall pocket in the main room for distribution of all centre information – notices of upcoming events, newsletters, etc. Your child's art work and anything left behind on previous days will also be placed in this pocket. The information pocket is a key to our communication with you; therefore, it is extremely important that you check this pocket each day when you collect your child. Emails will also be used to communicate with parents.

Parent involvement

At Kath Dickson Kindergarten Dalby South we are a community based organisation who rely heavily on a supportive and helpful parent group. We recognise the vital role played by parents in the education of their children and we value parent participation and involvement on a variety of levels.

There are several ways you can be involved in the Kindy:

- Read the notice board, newsletters and emails
- Collect recyclables for use at the Kindy
- Offer to share hobbies, interests and expertise
- Attend working bees and clean up days
- Attend social functions
- Support fundraising
- Volunteer your time and energy at our working bees
- Support and encourage your child
- Clean toys and equipment

Changes to family details

Please keep the Teachers up to date with emergency numbers and any family changes which may impact on the child's behaviour, e.g. the arrival of a new baby, moving house, death of a family member or death of a pet, etc.

Resources

Your unwanted goods may be our treasure! Many important skills are developed by the children's use of varied materials, thus we need a constant supply of all sorts of recyclable goods.

We would be grateful if you could save bits and pieces and bring them into the Kindy. Unfortunately we cannot accept polystyrene products or toilet rolls as they are unsafe for the children to use. Please place all items in a bag and leave them in the painted wheelie bin to be sorted and put away. Examples may include boxes, cardboard cylinders (not toilet rolls), scrap paper, ribbons, cotton reels, bright coloured paper products, buttons, seed pods, material, corks, etc.

If you have any unwanted books, cot sheets, puzzles or toys in good condition, please feel free to donate them. We would also appreciate donations of items for dramatic play, e.g. old telephones/mobile phones, larger strips of fabric, dress up clothes, scarves, etc.

Parent responsibilities

It is the parent's responsibility to:

- Notify the Director regarding changes in information recorded about the child. (e.g. telephone numbers or address, etc.)
- Read all the information relating to the centre in order to be familiar with policy information
- Comply with relevant health and hygiene policies of the Kindy including exclusions for infectious diseases
- Pay fees in full by the due date each term – any queries with fees are to be discussed with the Finance Officer at Kath Dickson Family Centre on 4633 8400
- Empty your child's pocket daily, read emails, read all notices placed in your child's pocket as well as notices posted on or beside the daily sign in sheet and notices written on the blackboard on the front verandah.
- Adhere to session times.



HEALTH AND SAFETY POLICIES

Sun safety

Kath Dickson Kindergarten Dalby South is an accredited SunSmart Centre with the Queensland Cancer Fund. Children and adults are required to wear broad brimmed, 7.5cm rim, and wear SunSafe clothes whilst outdoors. The Qld Cancer Council recommends clothing with collars and sleeves; closely woven natural fibre fabric; dark coloured.

Parents are encouraged to apply sunscreen to their child's skin each day prior to their attending Kindergarten. Application of sunscreen must be indicated on the **sign in sheet**. This is advisable all year round, not just in summer. Staff will only apply sunscreen when consent has been granted in the enrolment booklet. It is recommended that parents/guardians apply the sunscreen.

Staff restrict outdoor play to cooler periods of the day; place outdoor equipment strategically in shaded areas of the playground and encourage children to play in these shaded areas. Education on sun safety is an integral part of the program.

Hygiene policy

Hygienic practices are observed at all times in the Kindergarten. Physical items are regularly washed and disinfected. Particular attention is paid to developing a consistent routine of correct hand washing:

- One pump of liquid soap
- Rubbed over entire front and back of hands and between fingers
- Rinsed under running water
- Tap turned off
- Hands shaken to leave drips in the sink
- Hands dried on a paper towel

Children are encouraged and assisted to wash hands:

- On arrival at Kindergarten
- Before and after eating/handling food
- After outdoor play
- After going to the toilet
- After touching nose secretions

In addition, it is essential that staff/care providers also wash their hands after helping a child at a toilet, and after blowing their own or a child's nose.

Food and nutrition policy

PLEASE ADVISE THE DIRECTOR IF YOUR CHILD HAS ANY SPECIAL DIETARY NEEDS, FOOD INTOLERANCES OR PARTICULAR EATING HABITS. THIS WILL ENABLE MEAL TIMES AND COOKING EXPERIENCES TO BE AS HAPPY AND SAFE AS POSSIBLE.

The Management and staff at Kath Dickson Kindergarten Dalby South recognise the importance of modeling good nutrition for young children and actively encourage healthy food choices. This policy is designed as a guide, listing food choices that are suitable to pack in your child's Kindy lunchbox. The food suggestions provided below are healthy food choices and are quick and easy to prepare.

Recommended foods:

- Sandwiches / Rolls / Wraps
- Salads / meat, e.g. ham, chicken
- Fresh fruit – prepared for your child to eat
- Fresh Vegetables – carrot sticks, celery sticks, cherry tomato, etc.
- Dried Fruit – apricots, sultanas, apple and pear
- Dairy Products – milk (non-flavoured), cheese sticks or slices, yoghurt (small refillable containers are preferable), custard, etc.
- Biscuits – Cruskits, Vita Wheat, Sao's, plain biscuits (e.g. Milk Arrowroot, Morning Coffee, Scotch Finger, etc.)
- Small muffin, pikelets, scones



We ask that chips, lollies, roll-ups, chocolate coated biscuits and muesli bars, fruit juice and cream-filled biscuits are NOT sent in your child's lunch box.

Due to the high sugar content in these items they are not a healthy alternative and do not support our healthy eating policy.

For lunch ideas search the following link:

<https://www.healthykids.nsw.gov.au/parents-carers/healthy-eating-and-drinking/lunch-box-ideas.aspx>

Drinks

Water and milk (non-flavoured) are the only acceptable drinks for children while they are at Kindy. The children are able to freely access their own drink bottle as well as water to top up bottles throughout the day.



All children are encouraged to drink water throughout the day especially during the warmer months. All children are also encouraged to participate in the swish, swash, swallow campaign after each meal to dislodge food from their teeth limiting the possibility of tooth decay.

Immunisation

We strongly encourage the immunisation of all children. Parents must provide the centre with a vaccination certificate, personal health record or an immunisation exemption (obtained from a medical practitioner), it will be photocopied and kept with our child's records.

In the event of an outbreak of a vaccinated preventable disease, the parents of a non-vaccinated child will be required to remove the child from Kindy until the risk has passed.

Please consult your doctor if you require more information about immunisation.

First aid

In accordance with the Education and Care Services National Regulations, all staff in contact with children must hold a current First Aid and CPR Certificate.

First Aid will be administered immediately to all children when/if required. This will be followed up with an incident/accident report detailing the incident and signed by the educators and parents.

Medication

Only medication prescribed by a practicing physician (Doctor) will be administered as directed in writing by the child's doctor. The dosage will be checked by 2 staff members before being administered

- All medication is to be handed to staff upon arrival to the centre.
- All medication is to be written in the Centre's Medication Folder and signed by the parent.
- Non-prescribed medication WILL NOT be given by staff to any child
- Children's Paracetamol (and Nurofen if required) is kept at the Centre and will be administered to a child whose temperature reaches 38°C, if written permission has been given by the parent for their child to receive these. The parent/guardian of the unwell child will be contacted immediately.
- No medication, creams or ointments are to be kept in your child's bag.

Please note: If you have administered paracetamol to your child before Kindergarten it is strongly recommended that your child remains at home for the day. High temperatures, pain and fever are indicators for illness and must not be ignored. Being at Kindy when sick is not nice for your child nor for other children who may become infected.

Storage of harmful substances

All medication and dangerous goods are stored safely in areas not accessible by the children.

Medical conditions policy

If your child has a medical condition, we will require a Management Plan from yourself and/or doctor on how to best deal with the condition in the Kindergarten environment (e.g. Asthma, anaphylaxis, epilepsy or any other serious medical conditions).

Illness

Parents must notify staff if their child is to be absent through illness.

Colds are considered serious enough to keep your child at home until the symptoms are no longer severe. To protect the health of others, children with contagious illnesses will not be admitted to the centre. In the event of a child becoming ill while at the centre, the parent will be contacted immediately.

In the event of a parent or emergency person not being available, the Director will take whatever steps are considered necessary to ensure all the children's well being.

Infectious disease

Parents must contact the centre to report contagious illness. Please see the 'Time Out' Recommended Exclusion Period and the chart on the notice board in the front room and at the end of this Handbook.

Injuries

Parents of a seriously injured child will be contacted promptly. In compliance with the Work Health and Safety Act, an Incident/Illness Register is kept at the Centre. Minor injuries will be reported to the parent when the child is collected and the parent will be required to sign the Register.

As per the Regulations, any serious incident is required to be reported to the Office of Early Childhood Education and Care.

Fire drill and emergency evacuation

The fire drill evacuation procedure posters are located near the exits of the building. Fire Drills are conducted during the term.

Any visitors attending the Centre during fire drill are legally required to take part.

Insurance

We are covered for Public Liability with Guild Insurance Limited.

ENROLMENT PROCESS

Enrolment conditions

1. A child may not attend until he/she has turned 3 years of age. Preference must be given first to Pre-prep children, i.e. those who will turn 4 years of age by the 30th June in the year they attend. If vacancies still exist after this, 3 year old children may attend the centre (based on position on the waiting list). No government funding is received for 3 year old children in the program.
2. If toilet training is an issue please see the Director at the initial interview.
3. Children enrolled in a group are required to attend (with fees being charged accordingly) all sessions for that group. In certain circumstances, (rural/ isolated areas, special needs) a modified attendance pattern may be approved for individual children upon application to Kath Dickson Family Centre Management.
4. If your child is away from a session, whether due to illness, holidays (other than those set out by Education Queensland) or family reasons, this day is forfeited and cannot be "made-up". Fees are still payable for these absences.

Waiting list

The Centre keeps an enrolment register for the years ahead. You may enrol your child at any time and they may attend Kindergarten once they turn three years of age, vacancies permitting. However, preference must be given to pre-prep children.

Parents will be notified of a placement as it becomes available. Finalisation of placements for each new year is conducted in Term 4, whereby parents are invited to attend an initial interview.

A \$50 non-refundable enrolment fee is to be paid when you accept a place for your child at this Kindergarten.

Initial interview

Parents/Guardians will attend an open day where you are able to ask questions and share information with the Director before their child commences at the centre. On this day the Director will go through the following:

- Initial interview form
- Parent Handbook (including Policies and Procedures; Role of Parents, Kath Dickson Family Centre, fee policy, C & K Association)
- Kindy polo shirts (in keeping with SunSmart Policy, available to order)

You and your child will also be given his/her locker symbol and starting date.

Child absence

Parents must notify the Director if a child is to be absent for a session/s because of illness, the taking of holidays other than the designated vacation periods, family reasons, etc. Fees are still payable for these days.

An absence of more than two weeks without notification will result in your child's enrolment being cancelled.

Holidays

Vacations and public holiday dates are the same as those set out by Queensland State Schools. Families taking holidays outside set vacation periods are asked to inform staff in advance.

Cancellation of enrolment

You may cancel your child's enrolment at any time, however, Kath Dickson Family Centre requires a minimum of 2 weeks written notice to the Director or, in lieu of this notice, the payment of 2 weeks fees will be payable to the Centre.

Termination of enrolment

The Director has the sole right to discuss with the parents any child who is unacceptably disruptive to the group. After discussion with the parents, an agreed behavior management plan will be implemented. If there is no change in the behaviour of the child, the matter will be referred to the CEO for consultation and resolution.

Kath Dickson Family Centre retains the right to terminate the enrolment of a child at Kindergarten Dalby South. This is very rare, but a necessary policy for the safe and happy environment of all the children.



FEES POLICY

Why do we charge fees?

Upon enrolment and acceptance of a place within our program you will be asked to sign an agreement that you will be responsible for all fees applicable to the program as stated in this Fee Policy.

As an affiliated centre of the C & K Association of Queensland, we aim to deliver a program that meets the high standard set by Kath Dickson Family Centre and the C&K Association.

As we are a community based non-profit organization, we strive to keep fees to an absolute minimum in order to make our kindy program available to as many children as possible. However, at the same time, they must be high enough to ensure that we can provide both the services and the resources necessary for the best possible education for our children.

We receive funding through the Queensland Kindergarten Funding Scheme (QKFS) to subsidise the cost of running the Kindergarten program for each pre-prep aged child who is enrolled. This funding is not claimable for children under the pre-prep age (i.e. do not turn 4 years before the 30th of June). The balance of costs incurred in running the Kindergarten program are met through parent fees (as set below) and fund raising throughout the year.

Costs associated with any additional activities/excursions etc. included in the program are met through fundraising.

Timeframe for Term 1 fees

Term 1 fees will be invoiced prior to the start of Term 1 and will be due within 21 days of invoice date.

Invoicing of remaining term fees

Term 2, 3, and 4 invoices will be invoiced 4 weeks prior to the end of the previous term to which they relate and are due within 3 weeks.

All accounts should be finalised before the start of the new term to avoid your child being excluded from the program in the new term.

Should you be experiencing hardship or be unable to meet these due dates, please make contact with the Kath Dickson Family Centre Finance Office on 4633 8400 as early as possible to avoid late fees and to make arrangements to finalise the account.

Alteration to standard program fees payable

Two weeks notice must be given if your child withdraws early from the program and fees are payable during this time. Where a child starts or ceases enrolment part way through the term, the invoice will be adjusted by the daily rate for each day outside of the enrolment dates (excluding notice periods). Likewise, where a child attends for more or less days than the standard program each week, the invoice will be adjusted by the daily rate for the difference in days attended.

Fees are payable on absent days during normal enrolment such as sick days and holidays. Where a child withdraws and fees have been paid in advance, the term invoice shall be adjusted for the days not attended after the notice period.

Payment of fees

As we try to minimise the workload of the staff at the centre who are dedicated to implementing the best possible program for your child, **no payments can be received at the kindergarten.**

There are 4 options for payment:

a) Join the Paysmart payment plan.

This allows you to pay the fees fortnightly over the full year. For more information and to obtain application forms please phone the Kath Dickson Family Centre Finance Office on 07 4633 8400.

b) Credit card. Please phone the Kath Dickson Family Centre Finance Office on 07 4633 8400 to make these payments.

c) Pay by direct deposit into the following bank account.

Account BSB: 064-433

Account No: 11170675

Account Name: Kath Dickson Family Centre

Bank: CBA, Toowoomba

Reference: (Invoice Number) (Surname)

d) Cheques may be made payable to Kath Dickson Family Centre and sent to:

Kath Dickson Family Centre
PO Box 1746
Toowoomba Qld 4350

2020 fees

Parent Fees for the 2020 year have been set at the following:

	Pre-Prep (with QKFS Plus funding)	Pre-Kindy
Term 1	\$840	\$366.35
Term 2	\$840	\$366.35
Term 3	\$840	\$366.35
Term 4	\$840	\$366.35
TOTAL	\$3360	\$1345.40
		\$3560

In addition, a maintenance fee of \$50 will be charged per term.

Health care card rebate

A rebate is available if the child is the holder of a valid Health Care Card. We will be advised by the Department of the 2020 rebate some time during January 2020.

The Health Care Card must be presented to the Director on enrolment or as soon as a child becomes eligible for a card so that the rebate can be claimed on your behalf and applied to the account.

Overdue fees

A late fee of **\$20** will be charged where the account is not paid by the due date. All fees are due 3 weeks from the date of invoice.

CONCERNS REGARDING FEES MUST BE MADE TO THE FINANCE OFFICE OF KATH DICKSON FAMILY CENTRE BY PHONING 4633 8400.

THE DIRECTOR OF KINDERGARTEN DALBY SOUTH IS NOT RESPONSIBLE FOR THE FEE STRUCTURE OR THE COLLECTION OF FEES.

Fundraising and working bees

Fundraising is can assist to cover the costs of running the centre and to update resources. When all families share in the fundraising and support events where possible, a little effort, from a lot of helpers provides the resources to stage successful events. In return, the commitment from families will limit the events required throughout the year and ensure that necessary improvements may be made to the centre. It is the aim of the Director to select events that will gain the most advantage with minimal effort; however, this is only possible with your support. Fundraising activities in the past have included cake stalls, Mother's Day and Father's Day stalls, catering for clearing sales, wine tours, chocolate and bulb drives.

Past experiences indicate that fundraising can bring benefits not only to the upkeep of the centre, but to families as well. It enables families to interact and develop friendships. These friendships often expand into long-term relationships as children go on to attend schooling together in future years. This enables families to support each other in the care for their children.



OTHER POLICIES

Grievance procedure

If a parent has a concern regarding the care of their child/ren, a discussion should take place between the parent and the Director/Teacher. Should the matter be unresolved, the parent should then contact the Chief Executive Officer of Kath Dickson Family Centre. If the matter remains unresolved parents are encouraged to write to Kath Dickson Family Centre Board of Directors.

Further discussions/concerns may be discussed with the Office of Early Childhood Education and Care, Darling Downs South West Queensland Region, 178 Hume Street, TOOWOOMBA QLD 4350, (07) 4616 9125.

Where the concern relates to the payment of fees please contact the Kath Dickson Family Centre Finance Office on (07) 4633 8400.

Behaviour Management

Our primary focus with the children is that of positive reinforcement. Staff attempt to acknowledge and praise appropriate language and behaviour as it is observed.

If a child is behaving inappropriately, it will be explained to them why the behaviour is unacceptable; staff will then provide positive guidance and assist the child to substitute appropriate behaviour for the inappropriate behaviour they had exhibited. When appropriate and convenient, follow-up will be made with the parents.

Anti-discrimination

When children enter an early childhood setting, they bring with them a rich variety of cultural and social backgrounds and experiences. This centre recognises the individuality of each child and family and has a policy of acceptance regardless of race, creed, gender, disability or culture.

Smoking

This is a non-smoking Centre. For the health of your child and others, smoking is prohibited both indoors and outdoors at the centre.

Confidentiality and privacy

The enrolment booklet has a section requesting Photograph Permission. Please read this carefully and discuss any concerns with the Director.

This centre respects the confidential nature of children's records and will not provide this information without permission of the parents. The Centre may release family details, where necessary, to comply with other policies, for example notification of child abuse or a notifiable disease.



Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea² and/or vomiting (including <ul style="list-style-type: none">• amoebiasis• campylobacter• cryptosporidium• giardia• rotavirus• salmonella• viral gastroenteritis but not norovirus or shigella - see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A³	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles³	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Department of Health

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ⁴ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection³	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis³ (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Poliomyelitis³	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles)³	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB)³	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid³, paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

1. The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
2. Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit
5. Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be not infectious

- For additional information please refer to the National Health and Medical Research Council publication 5th Edition - *Staying Healthy – Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
- or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
- For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

**For further information
contact your nearest
public health unit at
<http://www.health.qld.gov.au/cdcg/contacts.asp>**

Great state. Great opportunity.





Kindergarten Dalby South
129 Bunya Street, Dalby QLD 4405

07 4662 1078
DalbySouth@kdfc.com.au
www.kdfc.com.au



@KathDicksonFamilyCentre