



# ***St Paul's Lutheran Kindergarten Parent Handbook***

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**Hours: 6:30am – 6:00pm**

**Monday – Friday**

**50 weeks per year**



# Introduction:

We feel truly blessed that you have chosen our service as your child's early childhood educational service. We hope that you will be very happy during your time here with us.

At St Paul's Lutheran Kindergarten, we provide your child with a safe, secure, comfortable and supportive learning environment. Our program stimulates young minds to think outside the square. It fosters creativity, challenges thinking and doing, and supports co-operative learning. We will address the needs, interests and abilities of each child and recognise them as the unique individuals they are.

This handbook has been designed to be a guide for you to help you and your child settle into our service, and for you to have an understanding of our policies, full copies of our service policies are available in the foyer. The handbook contains a lot of valuable and useful information about our service, the way it is managed, and what to expect during your time here.

Our handbook has been designed around the National Quality Framework, and information has been broken up into the seven quality standards for ease of use. You will also find sections in italics that are direct links with the Education and Care Services National Regulations 2010 for your reference.

Please keep this handbook in a safe place so that you can use it as a guide to general information and the policies of our service.

We look forward to sharing the coming year with you and your child.

## About our service:

St Paul's Lutheran Kindergarten grew from an identified need in the local community for a high quality early childhood service. The development of the kindergarten was collaboration between the local community, St Paul's Lutheran Primary School and Queensland Lutheran Early Childhood Services (QLECS).

The service operates as a non-profit community based organisation. This means that our first priority is the children in our care. The service receives funding for its operation

through your fees and Commonwealth Child Care Benefit. Being Community based means that all funds raised by fees and fundraising are used for upgrading & maintaining the services' resources and equipment for the children in addition to covering daily running expenses.

Queensland Lutheran Early Childhood Services (QLECS) co-manages and administers our service.

Our service is open Monday through Friday, 6:30am until 6:00pm. We operate 50 weeks per year, closing for two weeks over the Christmas period, and on all gazetted public holidays.

## Philosophy and Mission Statement:

### Our Philosophy

We are a Christ centred community that acknowledges that children are a gift from God and should be encouraged, supported and nurtured to be successful in their own learning.

**We believe** that children develop a sense of Being, Belonging and Becoming by engaging in play. Learning through play provides children with hands on experiences where they are able to discover, problem solve and explore.

**We believe** that children learn through the guidance and support of parents, teachers and other members of our community.

**We believe** that our environment stimulates children's sense of identity, connectedness with the world, a strong sense of well-being and ability to be confident and involved learners. We promote a loving, nurturing supportive environment allowing children to develop and explore at their own level of learning.

**We believe** that The Early Years Learning Framework and the Queensland Kindergarten Guidelines are embedded in our program.

**We believe** our programs are flexible, based on the children's interests and needs. They provide boundaries but allow for discovery and exploration.

**We believe** our programs encourage the development of independence, decision making and self respect in all children by nurturing every child's physical, mental, social and spiritual needs.

**We believe** our service teaches all to be respectful of the differences in the community. To understand each child's individual beliefs, cultures and values. We believe in recognising each child's uniqueness.

**We believe** in using positive management strategies when dealing with children's behaviour, in consultation with parents and staff. We believe in providing positive guidance and boundaries to all children to help them develop positive social skills.

**We believe** in upholding the Christian Ethos of the Lutheran Church and ensure this is embedded in our daily practices.

### **Mission Statement:**

Our Community Kindergarten is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-Centred community.

#### **To support this Mission the Kindergarten aims -**

1. to provide for each child a wide range of experiences and activities which will stimulate interest in, and desire for learning;
2. to provide an atmosphere where each child is encouraged to recognise and develop their individual God-given talents as fully as possible;
3. to provide a setting where children can explore the development of Christian values, attitudes and relationships;
4. to give each child quality learning opportunities in a play-based environment as a foundation for future learning;
5. to stimulate interest in, and to provide opportunities for, growth in creative and cultural pursuits;
6. to provide opportunity for the total mental, physical, emotional, social and spiritual growth of each child in a single setting.

7. to command an atmosphere in which learning is valued, excellence is encouraged and honest effort is recognised and praised regardless of academic capabilities.

## Why we have a Philosophy?

A philosophy is a defined statement of intent, to help guide both parents and the service team towards the best practice possible. Basically it's why we do what we do, and, because we've written it down, we are able to use it to guide our actions and evaluate our progress towards a set goal.

All educators work together as a team with a shared vision and common core beliefs.

### Acknowledgements:

Documents used to influence the formulation of our philosophy include the National Quality Standards and Education and Care Services National Regulation 2010, The Early Years Learning Framework, Queensland Lutheran Early Childhood Services Philosophy.

## Service Closures for this year:

- Australia Day
- Good Friday
- Easter Monday
- ANZAC Day
- Queen's Birthday
- Exhibition Show Holiday
- Labour Day
- Christmas Break

### Please note:

- To ensure fairness for all families, our service does not offer make up days

Please note that families are not charged during our Christmas Closure.

# 1. Educational Program and Practice:

Our service uses the Early Years Learning Framework, or the Queensland Kindergarten Guidelines, as a basis for all of our programming and planning.

*Our programs contribute to the following outcomes for children:*

- *Children have a strong sense of identity*
- *Children are connected with and contribute to his or her world*
- *Children have a strong sense of wellbeing*
- *Children are confident and involved learners*
- *Children are effective communicators*

**(Regulation 73)**

## Early Years Learning Framework

The Early Years Learning Framework, developed by the Council of Australian Governments, forms the basis for our kindergarten program. The Framework was developed to ensure that children receive quality educational programs in their early childhood years as this is a vital time for them to learn and develop.

The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. It is designed to be used in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

**Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

If you would like more information about the Early Years Learning Framework, please ask one of our staff.

### **Queensland Kindergarten Learning Guidelines**

Our Kindergarten Teacher's formulate a program from their knowledge and observations of the children in their care. The new Queensland Kindergarten Learning Guidelines forms the basis for the planning of the curriculum for the children.

The Queensland Kindergarten Learning Guidelines is based on the National Early Years Learning Framework. The guidelines support the vision that "all children experience learning that is engaging and builds success for life".

The guideline provides specific advice to support Kindergarten teachers to:

- make deliberate and well-informed decisions to promote and enrich children's holistic learning and development
- build respectful relationships with partners, including children, parents, carers, communities and colleagues
- promote children's wellbeing, sense of belonging and ongoing learning progress
- interact with children, with a clear learning focus, in order to support learning
- effectively monitor and assess children's learning, and communicate appropriately with relevant partners about children's progress
- build connections between children's prior, current and future learning experiences to promote continuity of learning. (Draft Kindergarten Learning Guidelines,2010)

The guideline describes a set of five learning outcomes that relate to children' development:-

- Children have a strong sense of identity.

- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators

All approved Kindergartens must offer an early childhood program that use the Queensland Kindergarten Learning Guidelines as the basis for children's learning and development.

We encourage independence and challenge children to take responsibility for their own learning. Planned and spontaneous activities which stimulate growth, involvement and rich learning are designed within a flexible program.

The program we offer balances all areas of learning, along with periods of mental challenge, physical exertion, drama, art, language experiences, social interaction, dramatic play, and rest periods for relaxation and reflection. The Beginning Strands of the Lutheran Christian Studies Framework are also integrated into the curriculum.

### **Philosophy of Education**

The aim and goal of the staff working at the Kindergarten is to develop the 'whole child'. We recognise the individual potential in each child, and guide and extend their development by providing opportunities for maximum growth in every foundational learning area, including thinking, communication, sense of self and others, social living and learning, health and physical understanding, understanding environments, cultural understanding and of course, spiritual understanding.

We aim to provide a safe and secure learning environment where children feel comfortable to challenge their own thinking and to take risks to try something they may not



have tried before. We take on a 'holistic' approach to early childhood education and provide a broad, integrated, caring and educational program within a Christian context.

We highly value the input of parents into the program and every day running of the service. We welcome their participation and see the value this has for the children attending the service. We work in a special partnership with parents for the benefit of encouraging the full potential of their child/children.

### **Kindergarten**

St Paul's Lutheran Kindergarten is an Approved Kindergarten Provider. This means that there is an approved Kindergarten program operating for a 15 hours per week, over 40 weeks per year for all children in the year prior to Prep. The Kindergarten Program is run by experienced Early Childhood Teachers.

### **Documentation**

Each room displays their current weekly program. Please feel free to have a look what your child has been doing during the day and what we have planned for later on in the week.

If you would like to see any further programming, either past or present, please ask your child's Group Leader, Teacher or our Director.

*The program for the service is on display in the parent information area, past programs are available upon request. (Regulation 75)*

*Parents can request information on the content and operation of the program as it relates to their child as well as information about their child's participation in the program.*

*(Regulation 76)*

Each child at our service has a current profile, a developmental record of their time at the service. Our profiles contain documentation on your child's developmental journey while

in our care. These are available for families to look through at any time, please see one of our staff if you are unsure of where to find them.

Our service provides Child Portfolios in the form of a scrapbook as a gift to our families at the end of the year. Each portfolio will contain photos, artwork, goals and evaluations for your child.

**We ask parents to supply the scrapbook for the child's end of year portfolio.**

*Staff will document the children's experiences and participation in the program provided.*

*(Regulation 74)*

### **Image of the child**

We use The United Nations Declaration on the Rights of the Child, the Early Childhood Australia Code of Ethics and our service Philosophy as a strong foundation on which to build our programs, model our practices and develop our policies.

The United Nations Declaration on the Rights of the Child sets out that every child has:

- The right to affection, love and understanding
- The right to adequate nutrition and medical care
- The right to free education and full opportunity for play and recreation
- The right to protection from all forms of neglect, cruelty and exploitation
- The right to a name and nationality
- The right to special care, if disabled
- The right to be among the first to receive relief in times of disaster
- The right to learn to be a useful member of society and to develop individual abilities
- The right to be brought up in a spirit of peace and universal brotherhood
- The right to enjoy these entitlements, regardless of race, colour, sex, religion, national or social origin

The Early Childhood Australia Code of Ethics consists of statements about appropriate and expected behaviour for all early childhood professionals, broken up into the following eight areas

- I. In relation to children
- II. In relation to families

- III. In relation to colleagues
- IV. In relation to communities
- V. In relation to students
- VI. In relation to my employer
- VII. In relation to myself as a professional
- III. In relation to the conduct of research

Please see our poster displayed in the hallway for further detail on the Code of Ethics.

## **Daily Procedures**

### **Arrival and Departure**

Upon arrival and departure at the service, the custodial parent or carer **must** sign the sign-in/out book. If you are going to be on a different contact number during the day, please inform staff before leaving your child. Children must be collected by an authorised adult.

Please ensure that staff are notified of any altered departure arrangements. If the person picking up your child is not known by the staff, they will be asked to show identification before your child is released into their care.

On arrival at Kindy, please assist your child with their morning jobs. These jobs will include, for example, putting their bag into their locker, putting on sunscreen and their hat, changing library books, and putting their drink bottle into the box provided. Please assist us by reminding your child that they are not permitted to enter the kitchen with you, for safety reasons.

Please supervise your child and their siblings when you are arriving and departing Kindy. Please also be advised that if children would like to play once you have signed them out, it must be under the strict supervision of their parent or guardian.

Parents and children are to access the Kindergarten by use of the front doors. No children or parents are to access the Kindergarten via back gates.

### **Important:**

Your child cannot leave the service with any person other than a parent or a nominated adult on your enrolment form. Should you require someone who is not listed on your enrolment form to collect your child, please telephone or email our service stating the person's name and their relationship to the child. This person must be over 18 years of age. Please inform this person that they will be required to show photo identification prior to collecting your child.

*"Children can only leave the service after a parent or person nominated on the enrolment form has signed them out" (Regulation 99)*

If there are any Custody Arrangements with Court Orders, we must have a copy to keep on file. We will make every effort to assist parents with this, but we cannot become involved in private family matters.

### **Routines**

Each group will follow a routine that outlines the major events in each day. Children feel more secure in their environment when they can understand and predict the transitions that will occur in their day. The routine will be displayed on the noticeboard for families and cover things like - the morning welcome, outdoor play, group time, meal times, creative activities, rest time, going home.

### **Daily Requirements**

*Please clearly name all of your child's belongings that come to the Service.*

- **Hat** - Legionnaire/broad brimmed hats that protect the face, neck, ears and crown of the head are essential.
- **Bag** - Small enough for your child to carry, but able to hold all belongings.
- **Spare Clothes** - A full set of spare clothes - sensitive to season and weather.
- **Lunch Box and Drink Bottle** (Clearly named).

*Please remember that we are a NUT FREE environment; please ensure that your child's lunch contains no nut products.*

- **Two Sheets** - one patterned sheet - 75cm x 140cm (excluding hem allowance), with elastic (30cm) across all four corners. This is the bottom sheet; One plain sheet 90cm x 140cm (excluding hem allowance), with elastic across two corners. This is the top sheet. OR a set of cot sheets (one fitted and one plain)
- **One sheet bag** - approx 45cm x 45cm (excluding hem allowance), with a drawstring at the top.
- **One Spare Clothes Bag** (can match sheets)
- *We encourage toys to stay at home as they can become easily lost or broken.*

### **Spiritual Links**

Our service has close links with the St Paul's congregation and Primary School pastor. The Pastor will visit the service regularly to share devotional time with staff, and also to spend time with the children. He is also available for Parents and Families who have spiritual concerns.

## **2. Relationships with Children:**

Our service places a high value on the relationships that our educators form with your children. We aim for responsive and respectful relationships that will then allow us to encourage your child's sense of security and their sense of belonging within the service.

Our educators focus on each individual child in our care, engaging in meaningful conversation or interaction, gathering an understanding of their interests and needs and how we can support these and ensuring that every child feels included, secure and safe in our care. Through developing these trusting relationships with your children, we can assist them

to feel confident, capable and have a sense of belonging at our service, which the Early Years Learning Framework acknowledges as being integral to human existence.

We aim to provide education and care to your child in a way that:

- *Encourages the children to express themselves and their opinions; and*
- *Allows the children to undertake experiences that develop self-reliance and self-esteem; and*
- *Maintains at all times the dignity and rights of each child; and*
- *Gives each child positive guidance and encouragement toward acceptable behaviour; and*
- *Has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.*

**(Regulation 155)**

Not only will our educators form relationships with your children, we will encourage your child to develop meaningful and respectful relationships with their peers through providing opportunity to interact in both small and large groups, in pairs and with both older and younger children. We will also bring our local community in, through visitors to our program, volunteers and special guests, allowing your child to form a connection with their community.

***The service provides opportunities to interact and develop respectful and positive relationships with each other and with staff member of, and volunteers at, the service.***

**(Regulation 156)**

### **3. Collaborative Partnerships with Families and Communities:**

#### **Partnerships with Families**

We recognise that learning and development are affected by the variety of experiences in which children are immersed in the centre, home and the wider community. The Centre is

most effective when it works for all children, parents and staff. We therefore need to put in place structures and a process to support staff and parents if childcare is to meet the needs of the children. We encourage an active partnership between staff and parents, so that knowledge, skills and interests are shared. We encourage all families to visit with us at the service at any time, there is no need to make an appointment, please just pop in.

Staff are committed to supporting and strengthening this relationship by promoting active communication and exchange of information in a professional and confidential manner with parents. Please feel free to discuss your child's day with the Group Leader or write in the communications book. We encourage parents to ask for the following information:

- A general description of the activities and experiences given by the service
- Service philosophy about learning and child development outcomes and how the intended outcomes will be achieved
- The goals about knowledge and skills to be developed through activities and experiences

Face to face appointments can also be scheduled at mutually convenient times with either the Group Leader or Director, in a suitable private area.

*"A parent of a child being educated and cared for by the service may enter the education and care service premises at any time that the child is being educated and cared for by the service. Permission to enter will be withdrawn if a parent poses a risk to the safety of the children and staff or the parent is prohibited contact with the child by court order".*

*(Regulation 157)*

## **Contact Details**

It is imperative our records are always kept up to date to allow for quick communication in the event of an illness or emergency. Please notify the office immediately in writing if there is any change of:

- Home address or telephone number
- Work address or telephone number
- Doctor name / Phone Number

- Emergency Contact and Authorised Nominee details
- The Onset of a long-term illness (e.g. Asthma or allergies)
- Family circumstances

### **Daily Communication**

Each family who attends our service will be allocated a pigeon hole in their child's room. Please check your pigeon hole daily for fee statements, newsletters, important notices and artwork from your child. Should you wish, you may opt to have your correspondence emailed directly to you, please indicate this on your enrolment form. Please do still continue to check your pigeon hole as some things are not able to be emailed.

Communication regarding the day's events will be available through photographs and our Highlights of Our Day posters in each room. Please also take the time to look over the program as it may include learning stories and experiences that your child features in, and will let you know what is coming up later in the week. These are valuable tools to give our families insight about our day, and make great conversation starters with your children on the way home.

### **Important Notices**

Important notices for families will be placed on the window above the sign in sheets. These notices will include changes to staffing due to leave or absence, changes to groups, and events coming up.

### **Friends of St Paul's Advisory Group**

Formerly the Community Liaison Group, our Friends of St Paul's Advisory Group acts in an advisory capacity providing parent & local community input into the running of our service. We aim to bring families, staff, management, Church and communities together to discuss important issues for our service and to improve quality outcomes for our children. Our Friends of St Paul's meetings will be held bi-monthly, here at the Kindy and everyone is welcome to attend.



## Parent Involvement

We appreciate that time is precious for busy parents, however we value the individuality and uniqueness of each family and would love your individual input into our service. We would love to have you involved in our service in any way possible. Suggestions are as follows:

- Contributing ideas to the program
- Offering some special skills (e.g. Playing music)
- Collection of junk materials to be used in our programs
- By reading newsletters and notices
- Reading stories to the children
- Attending the Friends of St Paul's Advisory Group Meetings
- Keeping us informed of what is happening in your child's life at home
- Taking home resources to prepare
- Attending social events - working bees, our Christmas Party

## Babysitting

Parents are requested not to ask staff of the Centre if they do private babysitting; St Paul's Kindergarten is a professional service and as part of our policy on babysitting, we do not encourage such practice.

**The service takes no responsibility for such private arrangements; we ask that you do not distract staff from their duties by discussing any such arrangements with them while they are working.**

## Photographs

Throughout the year we will be taking photographs of the children doing various activities and on special occasions. The service has a digital camera that is used on a daily basis to photograph the children. All photographs are taken in a non-intrusive manner so as not to disturb the child's engagement in the experience. Permission will be sought from the child to take a posed photograph and every child has the right to refuse having their photo

taken, this will be respected by our educators. Our photos become the basis of our highlights of our day, which are on display in each room, giving you a valuable insight into the happenings during the day. We also use the photos to document your child's development throughout their profile and portfolio.

Centre photographs are taken once a year and we ask that parents read the notices about these days and inform staff if you do not wish to participate.

### **Birthdays and Other Celebrations**

Birthdays are very important to children and we always enjoy celebrating with them at the centre. Parents may provide a cake, candles and balloons, etc. However, a simple plain cake or cup cakes are sufficient for the children.

Even though we love the opportunity to share these occasions with children, their families and friends, we are not able to allow parents to have their own parties at the Centre. We discourage the practice of bringing in excessive amounts of food and lolly bags.

If there are other celebrations that are a part of your family values/culture/religion we encourage you to share the celebration with our staff and children.

## **4. Children's Health and Safety:**

### **Food & Nutrition**

You are required to provide your child with food and drink for Morning Tea, Lunch and Afternoon Tea each day. We promote good nutrition and healthy eating habits at the Kindergarten, as this best provides for your child's sustenance in order to concentrate and participate fully in their day at Kindy.

- We request that you do not send lollies, **cordial**, **juice**, chips, chocolate, or foods high in sugar, preservatives, flavouring and colouring.
- Please provide all meals clearly labelling Morning tea, Lunch and Afternoon tea. Hard plastic Lunch boxes can be stored in the refrigerator.

- Please make sure your child can open all containers and packaging to promote their independence.
- Please note that parents often underestimate their child's hunger on a Kindy day. It is better to provide more food rather than less food.
- We request that you provide your child with a drink bottle (clearly named) each day. 500ml - 750ml are a good size to ensure your child is drinking enough water each day. Please send your child's bottle along filled to the top with water each day. This enables staff to check how much your child has had to drink.
- If we have a child enrolled at the Kindergarten with severe or anaphylaxis allergies to certain foods or food products, we may ask all parents to exclude these items from their child's lunch box. This ensures the health and safety of the child with the allergy.

We encourage: *Fresh or Dried Fruits*

*Healthy Sandwiches*

*Vegetables*

*Yoghurt*

*Cheese*

*Crackers*

### **Children's Clothing**

Please ensure that clothes are marked with the child's name to ensure that all items of clothing are returned to the rightful owner. Please dress children in suitable clothing to allow for active movement and messy activities i.e. easy to move in, independently managed (for our older toilet trained children) and of no concern should they become paint stained.

Our service requires all children to be wearing t-shirts, tops or dresses that have a sleeve to cover the shoulder (rather than tank tops, singlets or strappy dresses) to ensure protection from the sun.

Ideally, sandshoes or sandals should be worn to Kindy. Shoes can often be a hazard in outdoor play areas and in warmer weather children are encouraged to remove them.

A kindergarten shirt will also be available for you to purchase through the Kindergarten.

## **Rest and Relaxation**

Resting is an important part of our day and our educators create atmosphere in our rooms conducive to relaxation.

*"The service will ensure that the individual needs of the child regarding sleep and rest are met" (Regulation 81)*

Both rooms have their rest time after lunch; however our environments are arranged so that children may seek quiet time away from the group at any time in the day. Children are provided with beds and assistance is given by staff to help children to sleep. Children who do not fall asleep are then provided with quiet activities (e.g. books, quiet activities, puzzles) which will not disturb the other children who are asleep.

We ask that you provide your child with an individually named sheet set and in winter, a blanket. For hygiene reasons we ask that you take them home to be washed at the end of your child's attendance for the week.

## **Behaviour Guidance**

All educators guide children's behaviour with support to learn generally accepted social skills within the community. Our educators encourage and develop strategies for children to respect themselves, others and property through behaviour management and support. They provide programs that are play based and allow children to learn about social skills and rules, appropriate to their developmental level and all children are encouraged to be involved in the development of the room guidelines and rules throughout the centre.

All of our educators have a good knowledge of the individual needs of each child including their developmental abilities, family background and cultural beliefs and all children are supported with behaviour strategies that ensure respect, dignity, privacy and personal growth.

If our educators observe inappropriate behaviours, they will analyse the reasons and/or contributing factors and implement strategies to change the behaviour. This may include having conversations with parents/guardians about the child's behaviour at home and the strategies being used. Ongoing difficult behaviour may require outside intervention from a professional agency.

Please refer to QLECS Behaviour Guidance Policy (5.03)

### **Visitors Who Enhance Our Program**

On some occasions we will have visitors to the service to enhance our programming. These may be paid shows on dental health, multiculturalism, bullying, a visit from a wildlife group, or we may invite guest speakers from our community join our groups for discussion.

The visitors to our program provide the children with an educational experience, which often becomes the basis for further discussion and exploration in the room.

Our service does not do external excursions.

*"Children can only attend excursions after the parent or person nominated on the enrolment form has completed and signed the excursion permission form" (Regulation 102)*

### **Hygiene and Safety**

We take great care to provide a safe and hygienic environment for the children in our care. We aim to reduce the chance of accidents and minimise cross infection.

The following procedures are implemented:

- Toilets are cleaned and disinfected in the middle of each day and at the end of the day, and if the need arises.
- Children are taught and encouraged to wash their hands after toileting, nappy changing and before meals.
- All equipment and the grounds are checked regularly and maintained in a safe condition.

## Illness and Injury Policy

At all times there is at least one staff member in each room that holds a First Aid qualification, it is our centre policy that all staff hold current first aid certificate, CPR, Asthma and Anaphylaxis training. Our care environments are arranged, and resources selected, according to safety guidelines so that the risk of injury to both children and staff is minimised.

In the case of minor injury to a child whilst in care, staff will administer first aid immediately. If first aid has been given to your child during the day, staff will complete an incident /injury form which you will be required to read and sign.

*"Parents will be notified as soon as practicable and not later than 24 hours after their child is involved in any incident, injury, trauma or illness while at the education and care service."*  
(Regulation 86)

The minimum exclusion guidelines (see QLECS Exclusion Policy) have been written on the premise that children who have been ill will not return to child care until they are fully recovered. In some instances, a letter from your Doctor may be required.

*"The staff will take all reasonable steps to prevent the spread of infectious disease and if there is an occurrence of an infectious disease at the service families will be notified by the placement of a notice on the front door as well as verbally by staff".* (Regulation 88)

Children with contagious illnesses will not be admitted to care and non-immunised children may be excluded in the event of a case of an illness or outbreak (see Immunisation below).

*"In the event of a child becoming ill or injured while in care, staff will complete an incident/injury/illness form which includes name, age, circumstances, time and date as well as any action taken by staff, witness details and time and date of notification to parents or persons nominated on the enrolment form".* (Regulation 87)

## Medication

Our service operates under strict regulations and policies in regards to medication being administered to children. Please note the following as exerts from our Regulations, which cannot be waived, changed or modified in any way.

*"Our service has a medical conditions policy that covers the management of conditions including asthma, diabetes and a child at risk of anaphylaxis. Parents are asked to provide staff with a management plan for their child if they identify with one of the above health care needs. Our service will develop risk minimisation procedures in conjunction with parents of children identified to ensure that the risks relating to their child's specific health care need, allergy or relevant medical condition are assessed and minimised".*

*(Regulation 90)*

*"St Paul's Lutheran Kindergarten has a copy of the medical conditions policy readily available and families who indicate that their child has a medical condition or allergy will be provided with a copy" (Regulation 91)*

*"If medication is required to be given during your child's attendance then a medication form is required to be completed by the parent or person nominated on the enrolment form. Staff will only be able to administer medication after the form is completed correctly and signed, staff will complete and sign their section when the medication is administered" (Regulation 92)*

*"Medication will only be administered once the medication form has been signed and correctly filled out. In cases of emergency a parent or person nominated on the enrolment form can consent to the administration of medication verbally or if parent or nominated person cannot be contacted then a registered medical practitioner or emergency service can consent". (Regulation 93)*

*"If staff need to administer medication for an anaphylaxis or asthma emergency they will notify the parent and emergency services as soon as practicable". (Regulation 94)*

*"Medication can only be administered if it is prescribed by a registered medical practitioner, in its original container with original label with the child's name on it and the medication has not expired, details and dosage will be checked by another staff member before administration". (Regulation 95)*

**Please note: No non-prescribed medication will be given.**

## **Puffers and Inhalers**

For asthma and any medication for the long-term treatment of asthma, a management plan from the child's doctor is required at least every six months or when medication or dosage changes. We do have blank forms onsite, which can be taken to the Doctor and filled in, please ask one of our educators or our Director should you require one. Individual medication and equipment is to be supplied by the parent. The medication form will need to be filled out and signed by the parent on arrival and also on their return to the service, if medication has been administered.

## **Anaphylaxis Medication**

Should your child require medication for anaphylaxis, parents must provide a completed management plan that outlines the medical condition of, and recommended treatment for the child. A signed consent form for injection of medication must be kept at the service. For further information, please discuss with the Director prior to your child commencing care.

## **Paracetamol**

Paracetamol will only be administered in the event a child develops a fever resulting in a temperature of 38.5° Celsius or higher. A parent or guardian will be contacted for permission to administer one dose of Panadol and will be asked to collect the child from the service.

If a parent or guardian cannot be contacted educators will follow other methods to lower the child's temperature such as the removal of excess clothing, fluids, and a damp cool face washer. Should no emergency nominee be contactable, an ambulance will be called.

It is at the discretion of the Director to administer Panadol on the event that a parent / guardian cannot be reached.

## **Immunization**

Immunization is the least expensive and most reliable method of preventing some infections. The principle of Immunization is simple: it gives the body a memory of infection without the risk of natural infection. Our service recommends that parents have their children immunized. Immunization status of your child must be completed on your child's



enrolment form and parents are responsible for providing staff with up dated immunization information. Children who have not been immunized may be excluded from child care during specific outbreaks or epidemics of some infectious diseases such as measles and whooping cough. Exclusion of non-immunized children may occur even though the child is well.

### **Sun Protection**

Queensland has the highest incident of skin cancer in Australia, and as a result our service places a high level of importance on being "sun smart". We ask that all families upon arrival apply sunscreen to their children and inform staff that it has been done. Our educators will apply additional sunscreen every 2 hours when the children are outdoors, and again, after rest time, prior to going back outside to play. Sun smart hats must be worn in outdoor areas. Please ensure that your child is wearing clothing that meets our sun protection policy.

### **Emergency and Evacuation Procedures**

Emergency and evacuation procedures are prominently displayed in the rooms and are clearly visible to staff and visitors. These procedures include emergency services, contact numbers and locations, and local meeting points in the event of an evacuation. A copy of the emergency procedures for our service is distributed to all new staff and volunteers on their first day at the service. Parents, staff, contractors, trades people and visitors are referred to the Emergency Procedures for appropriate action in the case of fire or other emergency requiring evacuation/lock-down.

All children enrolled in our service are regularly familiarised with evacuation/lockdown procedures at the discretion of the staff.

Parents will be asked to give consent to allow the children to be involved, 4 times a year, in whole school fire drill practices in which the Kindergarten children leave premises to assemble in the school emergency evacuation area (near school tennis court).

## Child Protection

Our educators are committed to protecting children and young people from harm and promoting children's safety, dignity and wellbeing. Parents should be aware that it is our professional responsibility to report and record all signs and symptoms of child abuse and neglect. Documentation is gathered before any case is reported to the appropriate authority.

*"All staff are aware of child protection law and their obligations that they have under Queensland Child Protection Act 1999". (Regulation 84)*

## Tobacco, Drug and Alcohol Free Environment

Parents should be aware that staff have a legal responsibility to question any parent or guardian who displays, in their opinion, signs and symptoms of drug or alcohol substances. Staff will advise parents that it is unsafe and a criminal offence to drive under the influence of alcohol, and that they should seek alternate arrangements to transport themselves and their child. We are not at liberty to drive parents or children home, but will call a taxi or call a friend for you.

*"St Paul's Kindergarten provides an environment free from the use of tobacco, illicit drugs and alcohol". (Regulation 82)*

# 5. Staffing Arrangements:

St Paul's Lutheran Kindergarten is staffed by a professional team, all with a wide range of qualifications and experiences. Our Kindy teachers have non-contact planning time every week to reflect on the program and plan for the following week. This reduces stress levels, promotes positive health, increases staff retention and recognizes the value of their work loads.

St Paul's educators are chosen not only for their qualifications in Early Childhood but for their genuine care and dedication to the children entrusted to them. As we are a Christian Centre, we endeavour to employ staff with a strong Christian value base.

### **Professional Development**

We feel it is important to keep our staff up to date with new trends, developments and practices within the Early Childhood Field. The service provides staff with the opportunity to attend in service training, seminars and conferences. We feel this ongoing training is extremely important for professional staff development as it enables us to offer a high quality service. Queensland Lutheran Early Childhood Services (QLECS) hold an Annual Early Childhood retreat and Conference which staff are encouraged to attend. In addition, customized training is also arranged as needed.

We hold regular team meetings at the service to reflect on our quality of care, service procedures, and professional development.

### **Information about Groups**

Each room consists of 2 Group Leaders and a Teacher who are responsible for developing a program to meet the individual and group needs of that group. Staff ask that you feel free to communicate with them on a regular basis. If they are unable to provide the information you require, please speak to the Director.

Other staff are also employed to relieve lunches, program time, sick leave etc.

Our groups are structured as follows:

<b>Kindergarten</b>	36 months - school age	24 children to 2 staff
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### **Our Roster**

Our Team Roster has been created with continuity of care for our children in mind. Our Educators work a roster that rotates to ensures that families and children know who will be present at the center each morning and afternoon, and allows our educators the stability to arrange care for their own children and plan appointments, which minimizes staff

absences. It also gives the opportunity for educator to experience all aspects of the center from open through close.

*Notices of current staff is displayed at the service. Families will be informed of staff changes via the window above the sign in sheets.*

## **Students and Volunteers**

Our service welcomes students and volunteers. We receive requests from Universities, TAFE Colleges and schools to host students who are taking part in work experience programs that relate to Early Childhood Education. Before any student or volunteer is permitted to spend time at our service, they must be approved by the Director, hold a Suitability Card and sign confidentiality and policy agreements. Parents will be notified if a student will be visiting the service.

Volunteers may also be accepted, only after careful screening and consideration of the children's needs. All volunteers, apart from a parent of a child who is in attendance, must hold a Suitability Card.

# **6. Leadership and Service Management:**

## **About Queensland Lutheran Early Childhood Services (QLECS)**

QLECS support and oversee the running of our service, including financial, staffing and compliance matters.

The QLECS Board meets monthly and its aims are to:

- Represent the needs of parents, children, staff, community and the service as a whole;
- Attend to business and financial decisions of the service; and
- Plan the strategic growth of the organisation.

The Children's Services Manager (CSM) is part of the QLECS Operations Team and will work closely with the staff of our service, ensuring smooth operations and administration by QLECS. The Children's Services Manager provides assistance to our service through programing support, approval assistance, grant applications, staff support and advice, financial administration and support, and other areas as needed.

### **Service Approval**

St Paul's Lutheran Kindergarten's approved service provider is Lutheran Church of Australia Queensland District.

As part of this approval our service is required to adhere to the following regulations:

*"Information on the service will be on display easily visible from the main entrance. A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled will be displayed when applicable. A notice of an occurrence of an infectious disease at the service will be displayed". (Regulation 173)*

*'A service compliance folder is kept". (Regulation 167)*

*"The service will keep all records in accordance with the conditions set out in the National Law". (Regulation 181)*

### **National Quality Framework**

From 2012 the National Quality Framework (NQF) requires our service to undertake a quality rating and assessment process. The National Quality Framework sets a new national benchmark for the quality of education and care services.

The National Quality Framework is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children

6. Collaborative partnerships with families and communities
7. Leadership and service management.

## Fees

St Paul's Lutheran Kindergarten is a non-profit community based organisation that relies on the prompt payment fees to remain financially viable. All operating costs including maintenance of facilities, rent, equipment, cleaning, wages, supplies, resources, printing costs, and more, rely on the payment of fees. Fees are set by QLECS and are based on a carefully considered budget. Any surplus is expended into improving equipment, resources, facilities, building improvements etc. at the service. Fees will generally be reviewed annually and maintained as low as possible.

It is important that your fees are kept up to date at all times.

Daily Fee	\$74.00, (\$34.00 for holidays when service has been given notification)
Non-refundable wait list fee	\$11.00 (GST inclusive)
Non-refundable enrolment fee	\$50.00 (GST inclusive)

Payments must be continued during a child's absence for illness, holidays or for any other reason. Public holidays must be paid for however a reduced rate is offered. Fees are not paid for the Christmas/New Year closure (2 weeks).

Failure to pay fees may result in your details being referred to QLECS where the debt recovery policy will be implemented. Please talk to the Director if you are having difficulties paying your child care fees so a payment plan can be implemented. We endeavour at all times to keep our fees as low as possible, without jeopardising the programs we offer.

Upon enrolment, fees payable are two weeks in advance thereafter fees are payable on the first day of attendance each week. Fees for casual attendances must be paid on the day of attendance. Fee accounts are issued weekly.

Full fees are payable until enrolments meet CCMS requirements, adjustments will then be made. Bounced cheques will incur a \$30 administration charge in addition to any bank charges.

Late fees are charged to families who have not arrived by 6.00pm. If a parent hasn't made contact by 6.05pm then staff will try and contact the parent and if no contact can be made they will try the authorised persons indicated on the enrolment form. If no contact is made with anyone authorised on the enrolment form by 6.30pm the police will be called and we will follow their recommendations.

**Late Collection Fee:** \$10.00 for any part of the first 10 minutes then \$1.00 per minute after this.

Please note this fee is per child, not per account.

#### **Method of Payment**

We are a cash free service and ask that all fees are paid by direct deposit, EZIDEBIT or EFTpos

#### **Our Bank Account Details:**

**Account Name:** St Paul's Lutheran Kindergarten

**BSB:** 034072

**Account Number:** 245002

**Bank:** Westpac Bank Morayfield

If your family is experiencing financial difficulties or exceptional circumstances, please discuss this with the Director. A payment plan may be established for you.

St Paul's Lutheran Kindergarten is an Approved Care Provider and eligible parents/carers can access Child Care Benefit (CCB) and /or Child Care Rebate (CCR) to assist with the payment of their fees.

CCB is available to eligible families through the Family Assistance Office (FAO). Before starting care you should contact the FAO to test your eligibility for CCB and CCR. The FAO makes an assessment and advises if you are eligible for Child Care Benefit and the amount (CCB percentage). If there are any changes in your family circumstances (e.g. changes to income), you are required to advise the FAO within 14 days.

Under the Child Care Management System, St Paul's Lutheran Kindergarten links families to our service for the payment of CCB. This will happen once the claiming parent provides their Customer Reference Number (CRN) and date of birth, and their child's CRN and date of birth to the centre. This information is requested on the child's enrolment form.

For more information contact the FAO on 13 61 50 or please speak to the Director.

### **Absences**

Each child is eligible for CCB for 42 days for allowable absences from care across all approved child care services during each financial year without the need to provide documentation such as medical certificates. All absences beyond the first 42 days will only be paid for 'additional absences' if parents/guardians provide evidence that the absence has occurred under a permitted circumstance such as - an illness (medical certificate); an outbreak of infectious disease when a child is not immunised; any other absences due to sickness of the child, parent or sibling supported by medical certificates; a period of local emergency; exceptional circumstances. Additional absences don't include public holidays. Parents are required to sign the attendance sheet for all absences.

### **Discontinuing Enrolment**

***You are required to give two weeks written notice to the Director if you are discontinuing your child's enrolment. Fees are payable up to and including end of notification date.***



*Failure to attend during the notice period will result in full fees (no CCB) being payable by families.*

## **St Paul's Lutheran Kindergarten Policies**

Our service operates under Queensland Lutheran Early Childhood Services Policies. The policies cover all aspects of operation and management of our service in accordance with stakeholders. The policies also incorporate the Code of Ethics produced by Early Childhood Australia. It is a condition of your enrolment at St Paul's Lutheran Kindergarten that you agree to abide by these policies.

*"All staff and parents are required to abide by these policies" (Regulation 169, 170)*

If you would like to raise an issue about a policy, please put your views in writing addressed to the Director or the Children's Services Manager. Policies are reviewed at our Friends of St Paul's Advisory Group Meetings and we welcome all parent feedback. All families will be notified of any changes to policies.

*"Parents will be informed at least 14 days before any policy or procedure is changed that has significant impact on the services provision of education and care to any child enrolled at the service or the families ability to utilise the service, or changes to fees" (Regulation 172)*

Our service has a range of policies and procedures readily available which include the following:

- delivery and collection of children
- excursions
- refusal of authorisation for a child to leave the service
- dealing with infectious disease
- dealing with medical conditions
- emergency evacuations
- health and safety matters relating to
- nutrition, food and beverages and dietary requirements
- sun protection
- water safety
- administration of first aid

- incident, injury, trauma and illness
- child safe environment
- staffing arrangements
- staffing including
- code of conduct
- determining the responsible person present
- participation of volunteers and students
- relationships with children
- interactions with children
- service management
- governance and management of the service, including confidentiality of records
- enrolment and orientation
- payment of fees
- dealing with complaints

#### ***Regulation 168, 171***

Our policies are available to all families in our policy folder in the foyer.

#### **Inclusion Policy**

Children have a wide variety of cultural and social backgrounds and experiences. We recognise the unique individuality of each child and their family, and observe a policy of acceptance and respect for everyone regardless of race, creed, gender, class, culture or ability.

Where a child has additional needs, parents/guardians are asked to discuss their child's requirements/expectations with the Director. Medical information may be required.

#### **Insurance**

The service is fully covered by Public and Products Liability with Liberty International through LCA Insurance Fund.

***"The service will keep a copy of their current certificate of insurance". (Regulation 180)***

## **Media Involvement**

St Paul's Lutheran Kindergarten has set out the following policy regarding media involvement:

- Permission to photograph or video at our service is included in the Enrolment Agreement Form. This includes newspapers and advertising displays etc. If parents do not give permission, educators will ensure that the child is not included in these activities.
- When photos go into local newspapers, first names only will be printed unless otherwise negotiated.
- Should our service wish to print multiple copies of photos for advertising, permission will be sought from parents prior to use.

## **Feedback and Concerns**

Parent input, comments and questions are always welcome. From time to time you may receive a survey or evaluation form asking you to provide feedback on you and your child's experiences at the service. Please take the time to read and respond to these requests as they assist us to improve the quality of our service.

## **Enrolment to Prep**

**Please be aware that although you have enrolled at St Paul's Lutheran Kindergarten you MUST also put in enrolment forms to the school in order for your child to enter Prep the following year.**

**These forms can be collected either form the school directly or through Kindy.**

## **Priority of Access**

St Paul's Kindergarten gives priority of access in the following way:

1. A child at risk of serious abuse or neglect
2. A child of a single parent who satisfies, or of both parents who satisfy, the work, training, study test
3. Any other child

**Note: As per Department of Education, Employment and Workplace Relations**

**We value constructive feedback from all stakeholders**

**Open communication is the most effective means of addressing any issue**

The following procedure is recommended for parents to follow if a concern arises:

1. In the first instance, please approach the Director to discuss the matter. Be willing to express how you feel clearly and be open to working with the Director to resolve this matter. This may involve more than one discussion.
2. Concerns that are unresolved can be conveyed to the Children's Services Manager (CSM) verbally or in writing.

Contact Details are:

QLECS

PO Box 1857 Milton QLD 4064

Phone 3511 4079 Fax 3511 4051

Unresolved concerns can also be raised with:

Office for Early Childhood Education and Care

Department of Education and Training

PO Box 15033 City East QLD 4002

Phone 1800 637 711 Fax 3234 0310 or email [eccec@deta.qld.edu.au](mailto:eccec@deta.qld.edu.au)

## National Immunization Program (NIP) Schedule

2 Months	<b>Hepatitis B (hepB)</b> <b>Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa)</b> <b><i>Haemophilus influenza</i> type b (Hib)</b> <b>Polio (inactivated poliomyelitis IPV)</b> <b>Pneumococcal conjugate (7vPCV)</b> <b>Rotavirus</b>
4 Months	Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenza</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus
6 Months	Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenza</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus
12 Months	Hepatitis B (hepB) <i>Haemophilus influenza</i> type b (Hib) Measles, mumps and rubella (MMR) Meningococcal C (MenCCV)
12-24 Months	Hepatitis A ( <i>Aboriginal and Torres Strait Islander children in high risk areas</i> )
18 Months	Chickenpox (varicella) (VZV)
18-24 Months	Pneumococcal polysaccharide (23vPPV) ( <i>Aboriginal and Torres Strait Islander children in high risk areas</i> ) Hepatitis A ( <i>Aboriginal and Torres Strait Islander children in high risk areas</i> )
4 Years	Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) Measles, mumps and rubella (MMR) Polio (inactivated poliomyelitis IPV)
10 -13 Years	Hepatitis B Chickenpox (varicella) (VZV)
12-13 Years	Human Papillomavirus (HPV)
15-17 Years	Diphtheria, tetanus and whooping cough (acellular pertussis) (dTPa)
15-49 Years	Influenza ( <i>Aboriginal and Torres Strait Islander people medically at risk</i> ) Pneumococcal polysaccharide (23vPPV) ( <i>Aboriginal and Torres Strait Islander people medically at risk</i> )
50 Years	Influenza ( <i>Aboriginal and Torres Strait Islander people</i> ) Pneumococcal polysaccharide (23vPPV) ( <i>Aboriginal and Torres Strait Islander people</i> )
65 Years	Influenza (flu) Pneumococcal polysaccharide (23vPPV)



### Thank you

Thank you for taking the time to read through our Parent Handbook. Policies and procedures relating to St Paul's Lutheran Kindergarten are constantly under review. Policy development is a holistic process encouraging parents, management and staff to contribute to the development in various areas. Parents will be notified via notice boards and newsletters when there is new information regarding these matters. Families beliefs, ideas and parenting techniques are valued at our service.

Thank you for entrusting the care and early education of your child to St Paul's Lutheran Kindergarten. Remember our door is always open for you to visit.

**We welcome you to St Paul's Lutheran Kindergarten and look forward to an enriching partnership**

*For attaining wisdom and discipline:  
for understanding words of insight;  
for acquiring a disciplined and prudent life;  
doing what is right just and fair;  
for giving prudence to the simple;  
knowledge and discretion to the young -  
let the wise listen and add to their learning,  
and let the discerning get guidance -*

*Proverbs 1: 2-5*

**Acknowledgements:**

Early Years Learning Framework

Education and Care Services National Regulations 2012

Office of Early Childhood Education and Care

Written: Oct 2012.

Up dated: August 2013.