



HANDBOOK 2023



Ashgrove Memorial Staff 2023

Back row: Jennifer Keyt, Emma-Lee Sandrey, Hellen Meland, Angela Platt

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WELCOME

Welcome to **Ashgrove Memorial Kindergarten**.

We hope that your association with us will be a happy and rewarding one, both for you and your family. We look forward to playing a special part in your child's educational journey.

26 Wessex Lane, Ashgrove 4060 | 07 3366 4706 | admin@ashgrovekindy.org.au

KINDY TERM DATES 2023

FIRST TERM	Monday 23rd January to Friday 31st March
SECOND TERM	Monday 17th April to Friday 23rd June
THIRD TERM	Monday 10th July to Friday 15th September
FOURTH TERM	Tuesday 3rd October to Friday 8th December

PUBLIC HOLIDAYS FOR QUEENSLAND 2023

AUSTRALIA DAY	Thursday 26th January
GOOD FRIDAY	Friday 7th April
EASTER MONDAY	Monday 10th April
ANZAC DAY	Tuesday 25th April
LABOR DAY	Monday 1st May
EXHIBITION ('EKKA')	Wednesday 16th August (Brisbane Only)
MONARCH'S OFFICIAL BIRTHDAY	Monday 2nd October

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ABOUT ASHGROVE MEMORIAL KINDY

Ashgrove Memorial Kindergarten acknowledges the rich culture of Aboriginal and Torres Strait Islander People. We acknowledge the Turrbal and Yuggera People as the traditional custodians of the land that we play and work on. We pay our respects to the past, present and future Elders of the land and we acknowledge their spiritual connection to Country.

MISSION STATEMENT

The mission of The Ashgrove Memorial Kindergarten is to create a nurturing place of happiness and learning. We seek to extend and enrich each child's life, and to provide opportunities for self-expression and growth. Our strength is generated by our commitment to our children, our Centre and our community.

HISTORY OF ASHGROVE MEMORIAL KINDERGARTEN

Built originally in memory of soldiers of the district who died in World War II, this kindergarten has been part of the Ashgrove community since 1949. The building was erected by voluntary labour, including fathers of the children, committee members and interested members of the public.

The plaque commemorating the first stone laid was opened by Sir John D. Lavarack (then Governor of Queensland), and in May 1951 the building was opened by Senator Annabelle Rankin. The playground, building and car park (which are now leased from the Brisbane City Council) have been improved at regular intervals and renovations to the building were done in 1986.

We were affiliated with C&K from 1967 until 2011 when the choice was broadened and we became affiliated with The Gowrie. The staff and committee continue to be committed to the highest standard of education and care of the children of this area and in 2021, the centre was awarded the 'Excellent' rating by ACECQA.

YOUR COMMUNITY KINDERGARTEN

We believe in the importance of community. When you decide to send your child to a community, not-for-profit centre, rather than any other type of service, it includes unique rights and responsibilities. For the duration of your membership, you become the custodians of the kindergarten and support the Management Committee, which is elected from the families at the centre. The benefits of community involvement include contributing to the strength and integrity of the Ashgrove community and developing new friendships with others who share the same commitment.

Your involvement in the education of your child is also integral to the centre. Partnerships between parents and staff are vital for effective learning of the children. At this most vital stage of your child's education, you are welcome to remain as involved as possible. There are family members present during the program most days.

Parental involvement can take many forms – Family Roster (spending part of the day at kindergarten with your child and their class), Maintenance Roster (group or take-home work on the building, grounds or equipment), Management Committee (administering the centre), Parent Meetings (topics on children and learning) and social functions. We are conscious of the many commitments families have, and have

flexible arrangements to suit you. But remember, you are welcome any time, for any length of time. This is your kindergarten.

OPERATION OF THE CENTRE – HOW YOU CAN BE INVOLVED

This centre is affiliated with The Gowrie (Qld), and is run by a committee of parents in consultation with the Director. Ashgrove Memorial is a community, not-for-profit kindergarten that depends on parent support and involvement for its successful operation. One parent (or both parents) of a child attending this centre becomes a member of the Ashgrove Memorial Kindergarten Inc. An annual subscription of \$5.00 per parent is included for payment on your Term 1 fees invoice.

You will receive two weeks written notice of the Annual General Meeting which is held in February of each year. At this meeting the Association elects a committee from its members, which is then in charge of the general management and financing of the centre. **You are encouraged to become part of this committee.** (Most parents are new to the centre).

HOW THE CENTRE OPERATES

All actions of the Management Committee are governed by the Rules of the Association (Model Rules). It regulates the way in which the organisation is to be controlled, details the rights and obligations of members, and also specifies arrangements for meetings e.g. voting rights, quorums, etc. The Model Rules are available for perusal in the office or can be emailed on request.

Committee meetings are held monthly and Office Bearers, as well as other elected Committee Members are required to attend. A quorum is required at every meeting so motions can be passed and decisions made. Minutes of the meeting are available to all members.

Under the National Quality Framework the Executive Committee Members (President, Vice President, Secretary and Treasurer) undertake the role of the Approved Provider of the Centre.

COMMITTEE ROLES AND RESPONSIBILITIES

President	The President provides leadership to the Committee and the Association, and acts as co-ordinator. The President motivates the Committee, Parents and Staff to achieve the agreed goals.
Vice President	Supports president role and acts in his/her absence.
Secretary	The Secretary records and distributes the minutes of all meetings and organizes the agenda.
Treasurer	The Treasurer prepares all accounting records, budgets, financial reports and statements, maintains records of fees and prepares financial records for yearly auditing. The Treasurer supervises the finances of the Association and provides financial advice to the Committee.
General Committee Members	General Committee Members attend monthly meetings, provide input into the centre management and assist in making decisions.

Sub Committees

Maintenance Roster Coordinator	Liaises with staff, organises and supervises the maintenance rosters/working bees.
Social	The Social Committee organizes social functions and liaises with the committee.
Marketing	This sub-committee raises the centre's profile in the community.
Group Liaison	Each class has its own representative to liaise with the committee and to plan small group social events, like coffee mornings.
Other roles may also include	Newsletter Editor, Book Club organiser, Museum loan pick-ups (Terms 2 & 3)



NATIONAL QUALITY FRAMEWORK

The National Quality Framework took effect on 1 January 2012.

The system replaced existing State and Territory licensing and National Quality Assurance processes.

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in Education and Care Services and School age care through:

- The Education and Care Services National Law and the Education and Care Services National Regulations ('National Law and National Regulations')
- The National Quality Standard for Early Childhood Education and Care and School Age Care ('National Quality Standard')
- A National Quality Rating and Assessment process
- Streamlined Regulatory arrangements
- A National body jointly governed by the Australian Government and state and territory governments—the Australian Children's Education and Care Quality Authority (ACECQA)—to oversee the system.

The objectives of the National Quality Framework are:

- To ensure the safety, health and wellbeing of children attending education and care services
- To improve the educational and developmental outcomes for children attending education and care services
- To promote continuous improvement in the provision of quality education and care services
- To establish a system of national integration and shared responsibility between participating jurisdictions and the Commonwealth in the administration of the National Quality Framework
- To improve public knowledge, and access to information, about the quality of education and care services
- To reduce the regulatory and administrative burden for education and care services by enabling information to be shared between participating jurisdictions and the Commonwealth.

A central focus of the National Quality Framework is on outcomes for children. This is why all Education and Care Services must provide a program that is based on an **Approved Learning Framework**, which considers the developmental needs, interests and experiences of each child and takes into account the individual differences of each child.

The guiding principles are:

- The rights and best interests of the child are paramount
- Children are successful, competent and capable learners
- Equity, inclusion and diversity underpin the National Quality Framework
- Australia's Aboriginal and Torres Strait Islander cultures are valued
- The role of parents and families is respected and supported
- Best practice is expected in the provision of services

Ashgrove Memorial Kindergarten Community Kindergarten uses the Early Years Learning Framework, Queensland Kindergarten Learning Guideline as their approved learning framework.

PHILOSOPHY

This philosophy outlines the principles under which our centre operates. It reflects the principles of the National Quality Framework (NQF) (COAG, 2008) and the National Quality Standard (NQS) (DEEWR, 2009b). The national Early Years Learning Framework and the Queensland Kindergarten Learning Guide curriculum are also embedded in and inform this philosophy. It underpins the decisions, policies and daily practices of the approved provider, nominated supervisor, educators, co-ordinators and staff members and assists in planning, implementing and evaluating quality experiences for children. It reflects a shared understanding of the role of the kindergarten with children, families and the community.

Ashgrove Memorial Kindergarten Philosophy

We acknowledge the rights of the children as paramount. They have the right to a safe, healthy and inclusive environment in which to learn. They have a right to be treated warmly and respectfully. We value not only the competence and capability of each child, but also in their right to be active participants in and co-constructors of their learning. For this reason, our practices and curriculum decisions promote children's agency as active participants and decision makers. We aim to provide an environment that is inviting, engaging, stimulating and culturally respectful.

We have a strong emphasis on play as children's natural, dynamic and holistic context for learning. Each child's current knowledge, ideas, culture, abilities and interests are the foundation of our program. Our learning experiences are diverse and we endeavor to travel with each child on their learning journey.

We value strong, respectful relationships between educators, children, families and our community. We believe in equity and inclusion and we value diversity. We reflect this in the involvement of our families in our program and we support their role in the parenting and education of their children, respecting their values and beliefs about child rearing. We strive to work as a team with families to gain the optimal outcomes for the child. We encourage the enrolment of children with additional needs and value their involvement. We strive to develop a sense of belonging.

We acknowledge Australia's First People and Torres Strait Islander people as the original custodians of this land and we value their diverse cultures. Whenever possible, we endeavor to embed indigenous practices and knowledge and our pathway to equity and social justice is reflected in our practices.

We enable children to feel connected to their world and have every opportunity to develop intellectually, physically, socially and emotionally, at their own pace. We provide opportunities to engage, learn and develop a personally sustainable approach to their world for their own and future generations.

As educators, we are committed to improvement and are continually expanding our knowledge of children and educational practices through critical reflection, conferences, workshops, professional collaboration and reading professional journals. We strive for excellence in our service to children, families and our community.

LEARNING AND DEVELOPMENT FRAMEWORK

Ashgrove Memorial Kindergarten is committed to the provision of high quality Early Childhood Education and Care. Our Kindergartens are underpinned by the Centre philosophy and a spirit of warmth, encouragement, and respect for others. In each kindergarten you will find familiar staff and a predictable pattern to the day to give children a sense of security. You will also find a thoughtful and well-resourced learning environment, where most materials (e.g., paints, blocks, books and equipment for imaginative play) are always available for children to use. Integrated into the predictable elements of a day will be new experiences, reflective of children's interests, and planned to challenge and stimulate learning and development.

Our Early Childhood Program is informed by the National Early Years Learning Framework and are supported by the Queensland Kindergarten Learning Guideline which is an educational curriculum approved and developed by the Queensland Curriculum and Assessment Authority.

Our goal is to promote early learning through thoughtful and purposeful play. We see children as active and competent learners, with their own interests and learning styles. The educators/teachers work to engage children in rich and meaningful play, providing opportunity for thinking, problem solving, communicating and working with others. Within this context, the Kindergarten employs a range of teaching strategies to promote and support learning, and encourage children to take on new challenges.

In planning our curriculum, educators/teachers recognise that children's learning and development is affected by the variety of contexts in which they live. This includes experiences within their family and the wider community as well as at the Kindergarten. We welcome your support in this respect, and any information about current child interests and activities, challenges and concerns. Frequent observations of individual children, and input from parents about their children inform curriculum planning. You are welcome to access your child's observations and records at the Kindergarten, and to discuss these with a staff member.



QUALITY IMPROVEMENT PLAN AND ASSESSMENT AND RATING PROCESS

The Centre will undergo a **National Quality Rating and Assessment and Rating** process. Through this process services are assessed against the National Quality Standard by the Regulatory Authority and provided with a rating from one of the five ratings levels.

The Levels are:

1. **Significant Improvement Required**
2. **Working Towards National Quality Standard**
3. **Meeting National Quality Standard**
4. **Exceeding National Quality Standard**
5. **Excellent (the criteria for this rating level is determined by ACECQA)**



Australian Children's
Education & Care
Quality Authority™

The National Quality Standard sets a national benchmark for the quality of Education and Care Services. It will also give Services and families better understanding of what a quality service is.

The Quality Areas are:

		Significant Improvement Required	Working Towards NQS	Meeting NQS	Exceeding NQS	Excellent
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 Governance and leadership						

As part of the assessment process the Kindergarten develops and implements a Quality Improvement Plan (QIP) to enable all stakeholders to actively engage and continuously improve the quality of the Kindergarten. The Quality Improvement Plan is a summary of the self-assessment of the Kindergarten. Completing the Quality Improvement Plan provides the link between the areas identified for improvement through the self-assessment process and the quality improvement strategies developed to address them.

The Quality Improvement Plan is available in the upstairs and downstairs foyer areas. Families throughout their enrolment at the Kindergarten are able to contribute to this process through discussion, emails or surveys.

ASHGROVE MEMORIAL RATING

Ashgrove Memorial Kindergarten underwent the Assessment and Rating process in April 2015 and a rating of Exceeding National Quality Standard was provided.

In September 2021, following application the Centre was then awarded the rating of Excellence.

Rated
EXCELLENT
by ACECQA



The Centre team and Committee remain committed to continually reviewing practice and planning for ongoing improvement, which reflects the local context of the Centre and journey of the Kindergarten community. Information relating to the Assessment and Rating process and the Quality Improvement Plan is available at the Centre. If you are seeking any further information, staff will be happy to discuss further.



REGULATORY AUTHORITY

The Regulatory Authority in Queensland has the primary responsibility for the approval, monitoring and quality assessment of Services throughout the State in accordance with the National Legislative Framework and in relation to the National Quality Standard.

The national body— **ACECQA** —oversees the system and guides its implementation in a nationally consistent way.

Further information on **ACECQA** is able to be accessed via their website **www.acecqa.gov.au**



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The Kindergarten holds Provider Approval and Service Approval under a **National legislative framework** that consists of:

- Education and Care Services National Law (Queensland)
- Education and Care Services National Regulations.

This legislation sets the *minimum* quality standards that these services must meet in order to legally operate. The National Law, the National Regulations and the National Quality Standard (which is located in a schedule to the National Regulations) are the key legislative documents that establish the National Quality Framework.

Our Regulatory Authority is the Department of Education (Regulation, Assessment and Service Quality, Early Childhood and Community Engagement.)

A copy of the National Law and National Regulations are available at the Kindergarten for families to access.

For any matters relative to this Kindergarten and should you wish to speak to the Regulatory Authority, please contact:

Regulation, Assessment & Service Quality, Early Childhood and Community Engagement

DEPARTMENT OF EDUCATION

PO Box 15033
CITY EAST QLD 4002
13 Q Gov (13 74 68)

ecec@qed.qld.gov.au
www.qed.qld.gov.au

Metro City Regional Office

DEPARTMENT OF EDUCATION

PMB 250
Mansfield DC Qld 4122

07 3028 8064
metrocity.ecec@qed.qld.gov.au

WAITING LIST

A waiting list form is to be completed for children wishing to be placed on the waiting list. This form is available on our website www.ashgrovekindy.org.au The submission of this form does not guarantee a place at the Kindergarten.

There is a **\$20.00 fee** related to placing your child on the waitlist the receipt being proof of placement on the list, under the Queensland Kindergarten Funding Scheme priority of access is to those children of eligible age the year of their attendance.

Kindy-aged children need to be 4 years old by 30 June in the year they attend kindergarten.

Contact details for the Kindergarten are:

26 Wessex Lane, Ashgrove 4060 | 07 3366 4706 | admin@ashgrovekindy.org.au

Child Born	2023	2024	2025	2026	2027	2028
1 July 2018 to 30 June 2019	KINDY AGE	Prep	Grade 1	Grade 2	Grade 3	Grade 4
1 July 2019 to 30 June 2020		KINDY AGE	Prep	Grade 1	Grade 2	Grade 3
1 July 2020 to 30 June 2021			KINDY AGE	Prep	Grade 1	Grade 2
1 July 2021 to 30 June 2022				KINDY AGE	Prep	Grade 1
1 July 2022 to 30 June 2023					KINDY AGE	Prep

ENROLMENTS

Upon confirmation of your enrolment, you will be sent an electronic link to complete enrolment documentation via our administration platform of Story Park Manage (a printed enrolment pack which includes an Enrolment Form will also be available on request from the Kindergarten if you prefer to complete this version). Enrolment Forms are printed and kept on your child's file. We encourage you to provide as much information as possible about your child and your family. This will assist staff in caring for and educating your child.

Some information on these forms may require updating from time to time and administration staff will assist you with these updates. It is essential that you advise your Kindergarten of significant changes immediately (e.g. parent contact details, emergency contacts, medical history and/or changes to medication, alternative collection arrangements).

When completing the Enrolment form families are asked to consider the following sections in particular and provide the information requested to ensure appropriate procedures are in place to support the enrolment of their child.

- **Medical conditions** - The Kindergarten is to ensure that all appropriate and reasonable measures are taken to support children with medical conditions or specific health care needs while in care.
- **Emergency Contacts** - In an emergency the Kindergarten will need to contact the family. It is essential to provide the name and contact details for an alternative adult who can be contacted in case of emergency if parent/guardian are unavailable. Please give this thought, and determine the most appropriate contacts in case of an emergency. In the unlikely event of a medical emergency or accident, it is policy of the Kindergarten to transport the child to the nearest hospital Emergency Unit via the Queensland Ambulance Service.
- **Permission Section** – Please ensure the full permission form on pages 6 and 7 of the enrolment form are completed, staff are able to discuss any areas with you if required please contact the kindergarten.

For further information please see the following policies:

- Medical Conditions Policy
- Medical Conditions Policy – Allergy/Anaphylaxis Management Policy
 - Medical Conditions Policy – Asthma Management Policy
 - Medical Conditions Policy – Diabetes Management Policy

ATTENDANCE

Regular attendance is encouraged at the Kindergarten to support children's engagement and learning in the program. Regular attendance also supports transition and readiness for school.

If at any time your child is not attending the Kindergarten on their allocated day, please notify the Kindergarten.

If you are wishing to cancel your enrolment at the kindergarten, two weeks written notice is required prior to the child's final day of attendance.

If a child has been absent from the program without notification for a period of two weeks it is at the discretion of the Kindergarten to cancel the placement and fill the vacancy of that booking.



HEALTH AND WELLBEING

Exclusion of sick children and staff is one of the three most important ways of limiting the spread of infection in early childhood education and care services (with handwashing /drying hands and immunisation the other two).

If a child is unwell at home, parents/guardians will be expected not to bring the child to the Kindergarten.

Where a child becomes unwell while they are in care staff will contact the parent / guardian as per the Exclusion and Recording of Illness and Infectious Diseases Policy.

In supporting children's wellbeing while they are at the Kindergarten, medication, which is prescribed by a Registered Medical Practitioner is able to be administered by staff as per the Administration of Medication Policy. As medication is given to treat a condition and one cannot be sure what reaction a child may have to a medication that they have not previously taken. Parents are asked not to bring their child to the Kindergarten until **at least 3 doses** of any **new** medication (they have not taken previously) have been administered.

Please speak with staff regarding the Forms and information required to be completed in relation to Medication.

For further information please see the following policies:

- Administration of Medication Policy
- Exclusion and Recording of Illness and Infectious Diseases Policy
- Hand Hygiene and Infection Prevention Policy

SUPPORTING WELLBEING OF OUR KINDERGARTEN COMMUNITY – COVID-19

Since the world health organisation declaration of the global pandemic of novel coronavirus (COVID-19), Ashgrove Memorial Kindergarten has been responsive in supporting the safety and wellbeing of the centre community through:

- Reviewing policies and procedures;
- Adhering to directives and recommendations from Queensland Government, Queensland Health, Department of Education (Early Childhood Education and Care), Australian Government and Australian Health Protection Principal Committee (AHPPC).
- Implementing recommendations from documents such as Lady Gowrie Community Kindertartens Responding to a Confirmed Case or Confirmed Close Contact.

We ask that families adhere to standard COVID safe practices of:

- Maintaining physical distancing of 1.5 m where possible;
- Wearing a face mask where physical distancing is not possible or as per current directions for the Local Government Area (unless an exemption as per the Queensland Government website is held);
- Maintaining good hand hygiene;
- Staying home when sick;
- Discussing vaccination for COVID-19 with your medical practitioner.

At times it may be necessary for us to make changes to our arrivals and departures procedure, attendance of children and families on site, or other factors in relation to COVID-19, the Kindergarten will communicate these changes with families via email, Community Posts on Story Park and printed information in the Kindergarten entrance.

We sincerely thank all families for their ongoing support of the wellbeing of our centre community. We acknowledge that during the global pandemic individuals and families may benefit from further support in relation their individual wellbeing. Information is available at the Kindergarten in relation to national support services for mental health, parenting and domestic violence.

FEES

PAYMENT OF FEES

The fee policy states that fees are payable in advance upon issue of accounts. The Fee Information Sheet is part of your Enrolment package.

It is important that you notify administration if you have any difficulties with fees and payment options may be considered. Please note that if fees are not paid by end of term your child's enrolment may be cancelled.

Further reduced fees are available through QKFS Plus, Triplets subsidy, identifying as an Aboriginal or Torres Strait Islander, South Sea Islander and government health care / pension card holders. Please contact Administration at the Kindergarten for assistance with this.

COSTS OF THE CENTRE

All of these costs are reviewed each year. Fees are established by the Association and are necessary to meet the cost of the upkeep of equipment, repairs, cleaning, salaries, etc.

In 2023 our Fees are as follows:

Group	Base Fees	Base Subsidy \$1500 applied (Fee paid by the family is listed below)	Family Tax Payment A/B - \$2000 applied (Fee paid by the family is listed below)	KFS Plus Subsidy applied (Fee paid by the family is listed below)
GREEN	\$4,680 per Annum	\$3,180 per Annum	\$1,180 per Annum	No cost to Families
BLUE	\$4,680 per Annum	\$3,180 per Annum	\$1,180 per Annum	No cost to Families
YELLOW	\$4,680 per Annum	\$3,180 per Annum	\$1,180 per Annum	No cost to Families
RED	\$4,680 per Annum	\$3,180 per Annum	\$1,180 per Annum	No cost to Families

(For children of eligible age - 4 by June 30)

KFS + eligibility is listed as:

- Hold a current Australian Government Health Care Card (HCC)
- Hold a current Australian Government Pensioner Concession Card (automatic HCC entitlements)
- Hold a Department of Veterans' Affairs Gold Card or White Card
- Have formal communication, such as a letter, from the relevant agency stating the intent to issue a Health Care Card

- Have evidence of formal foster or kinship care arrangements
- Identify as Aboriginal and/or Torres Strait Islander
- Have three or more children, of the same age, enrolled in the same year
- Have a child who is identified as living in a formal child protection out-of- home care arrangement.
- The family and child have entered Australia under the Australian Government's Refugee and Humanitarian Program, or are in the process of seeking asylum in Australia and hold a temporary visa until their application for refugee status is determined.

Proof of eligibility is required for all categories under KFS + and Family Tax Payment A or B, except for those

OTHER FEES

Association Membership Fee (per parent per year) (one parent must be a member and anyone who would like to vote at an annual general meeting or committee meeting must be a member)	+ \$5
Maintenance Roster Levy (per parent per year) (refunded at \$75.00 per roster after each one is completed or forfeited if preferred.)	+ \$150
Excursion Fee for the farm visit	+ \$45

There are four terms in the year and accounts for term fees will be issued at the start of each term, to be paid in advance. Once a child is enrolled, fees are payable whether the child is absent or present, or until notice is given of withdrawal from the Centre of two weeks in advance. Refund of fees is determined by the Committee, and all fee enquiries can be directed either to the Treasurer or the Administrator.

At the beginning of each term, fees will be invoiced to families/fee payers via Storypark.

Fees for use of the After Care service will be invoiced to families on a fortnightly basis.

Any difficulty in paying fees by the due date should be discussed with the Administrator or Treasurer prior to the payment date. An arrangement can then be made for payment by instalments or other mutually agreed payment plan. All discussions will be confidential and considered on a case by case basis.

PROCEDURE FOR FEES IN ARREARS

If fees are unable to be processed using the nominated bank account/credit card, the Treasurer or Administrative Assistant will:

- Issue a "First Reminder" notice. The original invoice will be resent with a friendly reminder note showing the amount overdue / unpaid. Families / fee payers will then have 7 days to make payment or speak to the Treasurer or Administrative Assistant re a payment plan.
- If no payment has been received within 7 days of the "First Reminder", or no payment plan agreed, then a "Second Reminder" will be issued. Families / fee payers are requested to settle their fees within 7 days.

- Should fees still be in arrears one week after the "Second Reminder", (with no other agreed payment plan in place), a "Final Notice" will be issued to the family / fee payer via registered mail. Failure to pay all outstanding fees may result in the services of a debt collection agency or the loss of your child's place in the centre.

Please note: Fees are payable for student free days and public holidays that occur during the term and also during absences such as family holidays and illness.

For further information please see the following policies:

- Access, Orientation & Communication Policy, Families and Children
 - Fees and Payment of Fees Policy

HOURS OF OPERATION

Ashgrove Memorial Kindergarten operates the following programs with up to 22 children attending per group each day.

Group	Days	Class Times
GREEN	Monday, Tuesday, alt Wednesday	8.15am – 2.15pm
BLUE	Alt Wednesdays, Thursday, Friday	8.45am – 2.45pm
YELLOW	Monday, Tuesday, alt Wednesday	8.30am – 2.30pm
RED	Alt Wednesdays, Thursday, Friday	8.30am – 2.30pm

AFTER CARE

After Care operates from Monday to Friday, 2.15 pm to 5.30 pm.

It is important that children are collected before **finishing times**. Children may also become anxious if parents are late collecting them. Staff have commitments outside work hours and appreciate families being punctual.

If at any time you have an emergency and are going to be delayed, please contact the Kindergarten. Staff can then allay your child's concerns and make contingency plans for their own commitments.

If a parent has not arrived **by the session ending time**, the child will be taken to the After Care Program and fees will be charged accordingly.

ARRIVALS AND DEPARTURES

All children must be accompanied into the Kindergarten and collected by a parent or responsible adult whose details are recorded on the child's enrolment form.

ON ARRIVAL AT THE KINDERGARTEN, PLEASE:

1. Sign your child **in** via the ipad with your Storypark code.
2. Take your child to their room or playground and transfer to the care of an educator/teacher.
3. In the morning –
 - **Upstairs unit children** - enter via the FRONT DOOR **no earlier than the start time.**
 - **Downstairs unit children** - enter via the BACK GATE **no earlier than 8.30**
 - Families will be greeted by the teacher. This provides staff with child-free preparation time and teachers are then free to give the children undivided attention when they first arrive.
4. If entering or departing via the back playground gate, use the **code 4706**, to open the digitally controlled gate. Press C if you enter an incorrect code and try again.
 - ***Please do not teach or show this code to children because the gate code is a security device that helps us to keep the children safely inside the playground.***

AT DEPARTURE TIME, PLEASE:

1. Come in and greet your child
2. Together, say farewell to staff
3. Sign your child **out** via the iPad with your Storypark code.
4. After 2.15pm, please **leave the playground free for the After Care children** to start their program.
 - If entering or departing via the back playground gate, use the **code 4706**, to open the digitally controlled gate. Press C if you enter an incorrect code and try again.

For safety reasons, please remain with your child from the time they leave the room until you depart the Kindergarten.

Signing your child in and out of the program is a requirement under legislation. These records are also important in the event of an emergency evacuation of the premises.

We encourage families to take particular care whilst dropping off and picking up your child from the Kindergarten, as the car park and street at times throughout the day can become busy with the operation of the Centre having visitors and the usage from the public.

ALTERNATIVE ARRANGEMENTS FOR COLLECTING CHILDREN

If alternative arrangements for collecting children need to be made, please ensure that Kindergarten staff are notified in advance. The name of who will be collecting your child from the premises is required and the completion of an Authority to Collect Form if the person is not already listed on your Enrolment Form.

On arrival at the Kindergarten, the person will be required to show photo identification before your child will be released into their care.

Children will only be released to adults whose names are recorded on the Enrolment Forms, or where the Kindergarten has been advised of an alternative arrangement and the necessary paperwork/Storypark update is completed. Families will be contacted by telephone if changes to collection information have not been provided prior to this occurring.



FAMILY PARTICIPATION

Families are encouraged to participate in the program of the Kindergarten and education of their child. There are a number of different ways that you can do this, including:

- Spending time with your child/children at the Kindergarten
- Helping educators/teachers in curriculum planning by sharing ideas and/or resources
- Sharing information about your child's interests and development
- Volunteering at the Kindergarten
- Providing feedback on centre educators/teacher and issues
- Attending social events;
- Becoming collectors of scrap materials which children can use.

There is strong research evidence showing the benefits of parent/family participation in early childhood education and care for children, families and staff. Talk with staff at the Kindergarten about your interests, availability and opportunities for parent participation.

For quick, easy and environmentally friendly information sharing, we encourage the use of email wherever practical for families. Please let us know if you would like to receive centre information via email. Kindergarten email contacts are as follows:

ASHGROVE MEMORIAL KINDERGARTEN

Director and Nominated Supervisor for 2023

Lisa Cranny – director@ashgrovekindy.org.au

EXECUTIVE COMMITTEE 2023– APPROVED PROVIDER

President – Sharon Muller (2023 Red Group)

Vice President – Lauren Martyn Jones (2023 Red Group)

Secretary – Leila Kirsch (2023 Yellow Group)

Treasurer – Dora Szazs White (2023 Red Group)

SETTLING IN AND TRANSITIONING TO A NEW GROUP

You may find that you have a mixture of feelings when placing your child in Kindergarten. Children may experience a multitude of emotions and reactions to starting in a new environment. Some children will settle with no initial difficulties and may show some anxiety later whereas others may express their anxiety immediately. Some children may not feel any anxiety. Staff will work with you to support you and your child in these initial stages.

There are also many ways in which you can help the settling in process -

- Participate with your child in an orientation program
- If possible, find time to spend with your child at the Kindergarten. As a child, having a parent close by makes you feel a great deal braver; it allows you to take small steps away from home rather than one giant one; it also provides you with someone who can interpret your likes and dislikes to other adults.
- Spending time with your child also provides opportunity for you to get to know staff and kindergarten routines and to build trusting relationships.
- Provide photos of significant family members for your child's locker or the wall of your child's room to strengthen the link between home and centre.
- Try to put yourself in your child's position. Ask yourself, "How do I like to be in new situations where I know no-one and can't anticipate what will happen next?" "Do I like going to work every day or are there some days when I'd like to stay at home?" Being able to empathise with your child will help you provide appropriate support.
- Keep talking with educators/teachers and decide with them the best way to begin leaving your child in their care.
- Always say goodbye to your child before you go and make certain that the staff knows that you are leaving.
- Share some of your cultural ways and home language with the educators/teachers.
- Remember that all of us have our own ways of settling into new situations.

We encourage families to email, phone or discuss with the educators and teachers any suggestions regarding transitions for their child.



COMMUNICATING WITH THE KINDERGARTEN

Ashgrove Memorial Kindergarten is committed to supporting two-way information sharing. Both families and educator/teachers need to be aware of the importance of passing on information which helps both parties better anticipate children's needs and behaviour. For example, it is important to inform educators/teachers if your child has had a restless night, or if there are any changes occurring in the pattern of family life. In return, educators/staff will keep you informed of your child's achievements, interactions and behaviour at the kindergarten.

Information sharing at Kindergarten can occur informally, at the beginning and end of each day or you may wish to write to or email the staff at the kindergarten. Opportunities for more formal discussions can be arranged with the teacher.

Noticeboards, family pockets, letters, emails and newsletters also carry important messages so please read these carefully.

Every child has their own portfolio that depicts their Kindergarten journey. Portfolios are one of the ways we communicate your child's story of discovery of their environment, relationships and the way they see the world. We encourage families to contribute to the portfolio to assist us in supporting the children in education and care at the Kindergarten and to bridge the connection between home and the Kindergarten. Please talk with the staff for further information and where they are located in their room.

Ashgrove Memorial Kindergarten uses the digital documentation platform of Storypark to enhance family communication and to offer families additional platforms for accessing information about their child's play and learning.

Storypark is a secure, private online space to ensure your child receives the best support possible and that you are involved and up-to-date with your child's development.

Storypark helps educators, children and families:

- improve understanding of each child's interests and abilities so they receive even better support
- deepen relationships and strengthen communication
- share videos, photos and text capturing children's learning and development
- reinforce experiences and deepen children's learning
- capture family culture and heritage
- involve the children in their portfolio
- interact quickly and effectively through iPhone, Android and tablets

Your child's learning will be discussed with you in regular parent-teacher interviews throughout the year, usually when you attend family roster but at other times as suitable. Program news will be emailed home regularly. Your child's learning will be documented in their portfolio and you will receive a transition document at the end of the year. Your teacher is keen to let you know more – please ask

DAILY ROUTINE

Teachers and educators plan the program based on the needs, skills and interests of all the children in the group. The day has a general routine or flow, however, flexibility and change can occur depending on the needs/interests of the children, weather, a visitor/s to the Centre or other factors.

Your child will have been allocated a locker for them to store their bag and other personal things.

Arrival	<p>Sign your child into the day program on Storypark kiosk on the iPad available at the entrance to your child's room.</p> <p>Please also indicate on documentation nearby whether you have applied sunscreen and if your child is attending the aftercare program.</p> <p>In line with our Sun Protection Policy, authorisation for sunscreen application is with your teacher to co-ordinate during the day when needed.</p> <p>Please encourage your child to unpack their own bag with their lunches, hat and drink bottle and bring them in to wash their hands in the bathroom.</p> <p>The teacher or educator will greet your child. This further supports your child's self-esteem and feeling of belonging.</p>
First Session	<p>All groups alternate, on a half term basis, as to starting the program in the outside environment or the inside environment.</p> <p>After each session, the children are encouraged and supported to tidy the area ready for the next group.</p>
Transition Games	<p>Transition games promoting language/numeracy/movement skills are often used to facilitate the movement of the group from one part of the day to the next.</p> <p><i>e.g. Outdoors to indoors, language group time to the bathroom to wash hands before morning tea.</i></p>
Group Times	<p>Group times happen during the day and promote a sense of belonging and togetherness as a group. These group times may involve language, literacy and numeracy, music and movement opportunities, special visitors to the Centre or to deliver important news.</p>
Relaxing Time	<p>After lunch, the children are encouraged to relax their bodies and then engage in quiet activities such as –</p> <ul style="list-style-type: none"> • reading, • listening to stories, or • practising mindfulness. <p>Children who need to sleep will be supported with this need.</p> <p>This relaxing time is only for about half an hour or so, depending on the need.</p>
Home Time	<p>The children are then encouraged to prepare for home time by putting on their shoes and packing their bags.</p> <p>Children attending the Aftercare program will put their hats on and collect their drink bottles to prepare for outdoor play before afternoon tea.</p>

THINGS YOUR CHILD MAY NEED

Large Backpack	Or similar bag big enough to contain the following items.
Hat	A hat with a full brim or legionnaire's cap to be brought every day. For safety, no cords and no floppy brim. <i>Suitable hats with the centre logo are available for purchase for \$15.</i>
Water Bottle	All groups require a CLEAR water bottle (so we can monitor how much water they drink)
Sheet Bag	Size - 46cm x 50cm approx. with a drawstring top. Named clearly on the outside.
Sheets	Two Sheets – <ul style="list-style-type: none"> • Top Sheet – 140cm long x 80cm wide • Bottom sheet – 140cm long x 64cm wide with a loop made from 28cm of 10mm wide elastic sewn securely across each trimmed corner An information page is available from the Centre if you would like to make sheets. <i>Sheet sets are available to buy at kindy for \$40.</i>
Blanket	A small blanket for winter, if desired
Wet Bag	For soiled or wet clothes. <i>Available to buy at kindy for \$15</i>
Change of Clothes	A change of clothes (or two), appropriate for current weather. Please name every item.
Morning Tea & Lunch	One container for morning tea and one container for lunch. Please see food and nutrition section of handbook

CLOTHING

Please dress your children in appropriate clothes that are suitable for outdoor play and that they can manage by themselves when they go to the bathroom (e.g. elasticised pants without braces or belts).

We are an accredited SunSmart Centre, therefore children are required to wear clothing which will provide adequate protection from the sun (i.e. dresses/shirts with sleeves (not singlet-style or cap-sleeve tops or dresses.)).

Remember to name every item.

No Superhero costumes (these limit movement and creative play and are not appropriate for the programme) or jewellery (as they could catch on equipment and should not be worn).

HATS

Hats should have a full brim and should cover neck and ears (e.g. bucket/legionnaire's hat) with **no cords**. Children need to have their own hats available every day.

Suitable hats with the centre logo are available for purchase for \$15.

SHOES

It is the general policy of the centre to remove children's shoes for play. Please buy shoes that are easy for the child to put back on. Shoelaces are generally too difficult before 7 years of age. Shoes should be flat and non-slip, with flexible soles and tread.

Shoes are removed for safety and developmental reasons. Being barefoot is the best way for children to develop strength and co-ordination while climbing. Children tumble and fall on each other, so bare feet are safer. It is also important for freedom of movement, sensory experience, better balance and physical control and for lowering noise levels. However, on very cold days (or if you would prefer that your child keep their shoes on) they may be left on. If the shoes are safe, the children will still be able to climb, otherwise they will be encouraged to play on the ground.

LABELS

Please label everything your child brings to the centre.

Use a capital first letter and lower case for the following letters e.g. *Simon*.

Check the Lost Property Box for any lost items of clothing.

MATTERS OF GRIEVANCE

A complaint or grievance is a statement of dissatisfaction made by a parent or guardian about any aspect of their involvement with the Kindergarten, where some action is requested to remedy/improve the situation. Ashgrove Memorial Kindergarten views all complaints, concerns or grievances as opportunities to review and improve policies and procedures.

In the event of a complaint or grievance, parents/guardians of children attending the Kindergarten are encouraged to raise their concerns with the teacher or Nominated Supervisor of the Kindergarten.

The teacher and or Nominated Supervisor will then make a time with the parent or guardian to discuss the matter and work through possible solutions or offer supportive material. The teacher or Nominated Supervisor will advise the Executive Committee that the grievance has been raised.

Should you wish further information, you may contact the President by email president@ashgrovekindy.org.au

For further information please see the following policy:

- Grievance for Families Policy

CODE OF CONDUCT

The Kindergarten Community thrives when there is positive engagement between families, the community and the Kindergarten. The Kindergarten seeks the support of families and community members, in upholding the Early Childhood Australia Code of Ethics, the United Nations Convention on the Rights of the Child and Kindergarten Policies and Procedures. We ask that families and community members conduct themselves in a manner which is respectful of all stakeholders including children.



STAFFING

Ashgrove Memorial Kindergarten recognises that the qualifications and quality of staff is a key determinant of quality in Early Childhood Education and Care. In recognition of this, the organisation applies the following benchmarks:

1. Contact staff are employed according to qualification levels set by National legislation.
2. Teachers are required to hold a four-year Bachelor of Education (Early Childhood)
3. Educators are required to hold at least a one year qualification, such as a Certificate III in Children's Services.

Many of our staff hold higher qualifications than those required for their position. In addition, all contact staff are required to hold current Senior First Aid and Resuscitation, Asthma and Anaphylaxis Management and a Positive Suitability for Working with Children Card (Blue Card).

Staff work as members of a dynamic team, sharing knowledge and expertise, and bringing different skills and perspectives to their work.

When staff are absent every effort will be made to replace them with relief staff who are familiar to the children. However, this may not always be possible.

Ashgrove Memorial Kindergarten encourages and supports staff to engage in further study and ongoing professional development to ensure currency of knowledge and skills. Staff receive regular training in a range of areas including:

- Anaphylaxis, Allergy Management and Asthma Training
- Early Childhood Curriculum
- Effective Communication
- Child Protection
- Fire Safety
- Children's Nutrition and Food Handling.

RESPONSIBLE PERSON

Ashgrove Memorial Kindergarten is committed to the provision of qualified, experienced educators, teachers and Directors who are able to develop warm, respectful relationships with children and that staff are placed within the Kindergarten to support optimal learning and development for children.

The Approved Provider and Nominated Supervisor have to ensure that a **Responsible Person** is present at all times the Kindergarten is educating and caring for children. A **Responsible Person** means that when the Nominated Supervisor is absent, the Approved Provider or a staff Member placed in day-to-day charge may be the Responsible Person in their absence.

The Approved Provider and Nominated Supervisor will decide which staff are able to be placed in the position as Responsible Person when the Nominated Supervisor is absent. The name of the Responsible Person for the current time the Service is educating and caring for children is displayed near the entrance to the Kindergarten, upstairs and downstairs.

For further reference please see the following policies:

- Staff Qualifications, Monitoring Procedures and Professional Development Policy
 - Responsible Person and Staffing Arrangements Policy

GUIDING BEHAVIOUR

Our practice is guided by our philosophy. We view children as thinkers and communicators and as individuals worthy of respect and dignity. During the early years, children are learning a great deal about themselves and others, 'reading' social situations and deciding what is, or is not, appropriate behaviour. As they learn and practise such skills, children need understanding, support and skilful guidance. Our approach to guiding behaviour focuses on preserving self-esteem, helping children to understand their feelings and those of others, to manage social situations and to relate effectively to others.

What this means in practice is that the educators/teachers will:

- The staff will provide each child with appropriate support and guidance that helps a child recognise that their feelings and emotions are important in resolving conflict.
- The support and guidance used by each staff member will, at all times, be positive, clear and consistent and always done in a calm and controlled way.
- Positive feedback will be provided by staff for children's behaviour and staff will identify areas for change or adaptation, such as the program or environment. These things will be discussed and reflected on as a staff and with the child's parents.
- There are many different strategies that teachers and educators use but at all times the rights of the children are respected.

At times when children are unable to regain self-control, and may place themselves or others in unsafe circumstances, educators/teachers will provide caring and non-judgmental intervention (e.g. calmly removing the child from the situation and remaining with them to allow venting of feelings). In developing strategies to deal with child behaviour, staff will consult with parents and colleagues.

For further reference please see the following policy:

- Behaviour Guidance Policy

STUDENTS AND VOLUNTEERS

Ashgrove Memorial Kindergarten supports the Early Childhood Education and Care Sector and may be visited throughout the year by groups of students and interested professionals.

Students on field placements will come from a range of institutions offering courses in Early Childhood, including Universities and TAFE colleges.

Staff will advise you of any students or volunteers who are helping in the Kindergarten. It is policy that students and volunteers are fully supervised by staff at all times.

For further reference please see the following policy:

- Student and Volunteer Policy



PARKING

Parking is available in the public carpark behind the Centre and on the street in front of the Kindergarten.

When parking, please make sure that your car is securely locked and that valuables are not left inside.

Please do not leave children in the car while you are collecting other siblings. If necessary, in the case of a sibling that is sleeping or unwell, you are able to park near the entrance to the Kindergarten and then phone the Kindergarten. Staff will support you in bringing your child to the entrance of the Kindergarten to be signed out at a suitable time.

As children move around the carpark and street area with their parents, please be alert and drive carefully when entering and leaving the Kindergarten.



FOOD AND NUTRITION

Please note, that we are an allergy aware Kindergarten.

For children diagnosed as allergic or anaphylactic to a food, we have a range of risk minimisation strategies in place, including children washing their hands before and after a meal, staff supervising meal times, discussing with children only eating the food from their container/lunchbox/plate and discussing that some foods can make some people unwell.

We ask that parents read food labels on their child's snacks or lunches to help ensure the safety of all of our children.

Please do not pack any foods which contain peanut, tree nut or nuts in them, for your child's snacks and lunch. Kindergarten staff will share with you if there are other foods to please not pack in your child's snacks and lunch or ones that need awareness or minimisation. This is due to known allergies that can be triggered for enrolled children.

Our nutrition policy seeks to:

- Support a safe and nutritious diet for children
- Provide a climate for eating which not only promotes the enjoyment of nutritious foods but also supports family values and cultural preferences
- Teach children about food and nutrition and how it relates to their own health and development.

At Ashgrove Memorial Kindergarten parents are required to provide food for their child. For guidelines, please refer to the Food and Nutrition policy which is available at the Kindergarten.

For further reference please see the following policy:

- Nutrition Policy – Food Bought from Home

AFTERNOON TEA AT AFTERCARE

Children attending the aftercare program are provided afternoon tea by the Centre, this includes fresh and dried fruit, cheese and crackers.

Please speak with staff if you would like to know more about the menu.

EMERGENCY PROCEDURES

Fire drills/emergency evacuation rehearsals are carried out on a regular basis at varying times of the day to ensure children are aware and prepared if the real need to evacuate arises. Please do not enter the building if you hear the alarm sounding. If you are inside the building when the alarm sounds, follow the instructions given by the Senior Staff/Fire Officer.

The staff and children will undertake rehearsals of other emergency procedures including lockdown as applicable during the program year.



FAMILY ENGAGEMENT, CELEBRATIONS AND BIRTHDAYS

Celebrating and recognising the individual culture of each family is encouraged and provides the opportunity to support the learning and understanding of the Kindergarten community. During the enrolment process and throughout the program year we encourage families to share with staff traditions, celebrations or events which are significant for your family. Where suitable staff will then incorporate discussion or recognition of this in the program in a respectful and supportive way for all stakeholders. We celebrate birthdays at the centre and it becomes a social experience with the emphasis on sharing. One of your roster days could be organised to occur on your child's birthday.

If you wish to celebrate your child's birthday at the centre, we suggest you send along 24 small wrapped treats, e.g. Freddos, or if in summer, 24 small ice blocks.

If you would prefer that staff support children to celebrate this occasion for your child by including a favoured experience of your child's in the day rather than celebrating with food this can also be easily arranged, please discuss this with staff.

In supporting COVID safe practices at the time, adjustments will be made to the way in which celebrations including birthdays are undertaken at the Kindergarten. Staff will advise families of alternative arrangements during periods where food from home and shared celebration foods are not able to take place.

Should you wish to issue party invitations to some children in your group, we ask you to be discreet while placing invitations in pockets, as those children not invited can be sensitive.



ROSTERS

Family and Maintenance Rosters are offered to help you be involved and to keep costs down.

FAMILY ROSTER (DAYS AT THE CENTRE)

All parents are encouraged to attend roster days at the kindy. Your child will enjoy these days enormously. You are welcome all morning but an hour or so is fine too.

Having a parent or grandparent present during the program is another guarantee that the program and care of the children is of the highest standard.

The main reason for family rosters is so that you can observe and be involved in the program and you can see how your child is progressing. During this time the teacher will discuss with you their learning and progress and collaborate on future goals.

If working full-time or other commitments prevent you from participating in these rosters, please see your teacher to arrange other times for your child's progress reports.

We recognise the parents as the child's first and foremost educators, and encourage you to participate while on roster in the learning experiences that are provided. If you have a special skill or interest (e.g. play an instrument), please bring it to show the children. **Please bring your hat to wear during outside time.**

To give your kindergarten child your full attention, it is, if possible, recommended that you make other arrangements for any younger children. However, we do understand if this proves difficult, and if you have a toddler or a baby you might like to come in for an hour or so to at least get your **child's progress report**.

Please inform us if you have any medical issues that we can help you with. **Any medication you bring must be kept in the kitchen, inaccessible to children.**

In the interests of child safety, parents/guardians with a negative notice or prior conviction for an offence involving children must not volunteer their services at the centre.

MAINTENANCE ROSTER

Parents may choose to either pay a roster levy **or** do two (2) rosters per family per year. These consist of grounds or general maintenance, or you may prefer to organise these rosters as the Maintenance Roster Clerk. A \$75 per roster levy is payable which is refunded after the roster is completed. If you prefer not to do rosters and forfeit the total levy of \$150, please indicate on the appropriate section of the Maintenance Roster Form.

Please note – for safety reasons children must not accompany you on maintenance roster sessions.

PARENTS' LIBRARY

Books and DVDs on various aspects of parenting which cover many topics are available for borrowing for a period of **two weeks**. The Parent Library is in the upstairs area. A book is there to be filled in with borrowing details. If a book or DVD is lost, a replacement cost will be charged.

RECYCLING

The children engage in activities and experiences requiring a wide selection of materials and media. As part of our commitment to sustainability, you are asked from time to time to save and collect safe and clean materials and items children could use.

Your child's teacher can advise you on specific items that can be used. Large architects' paper is always welcome, also small untreated pine offcuts for carpentry. No egg cartons thanks.

PETS

Pets are welcome guests for short visits. It is important for children to learn about living things first hand, but too much handling can be stressful for the animals if they are left at the Kindergarten for the whole day. Please consult with staff to arrange pet visits.

HOME / KINDERGARTEN RELATIONSHIPS

Any events that occur at home that may affect your child should be relayed to the teacher so she will be able to understand your child's reactions better and plan for them accordingly. We are trained to sensitively support children's emotional growth, which includes coping with life's difficulties. Information about children will be kept confidential.

Please ensure that the centre has current addresses and emergency numbers.

CENTRE EVENTS

During the year we will be offering you many opportunities to get to know each other, the centre, and the staff. Some of these are –

- Welcome Event
- Social/Family fund raising events
- Presentations by Guest Speakers
- Special Visitors' Mornings
- End of Year Christmas Function

There will be social events planned for parents and friends during the year. Everyone in the family is welcome.

EXCURSION

We go on one excursion during the year, to Trevena Glen farm at Samford. A number of volunteer parents (1 adult to 2 children) are needed to assist us with supervision.

Parents will be notified well in advance. Permission forms for each excursion must be signed by a parent/guardian prior to departure. There is a charge included in fees for the excursion.

VISITING SPECIALITY GROUPS

As an extension of our planned educational program – drama, musical and specialty groups are invited to the centre to present quality experiences to the children. These groups are carefully screened and are only chosen if they are relevant to the needs and interests of the children. Costs are included in the term fees.

AFTER CARE PROGRAM

The Centre's After Care (AC) program is run by qualified staff. It is inexpensive, provides excellent care, and often gives busy families an extra hour or two in their day. One of its major benefits is that it provides continuity of care in a familiar environment for children who require extended care.

HOURS OF OPERATION

The hours of operation of After Care are always subject to review and are based on demand.

The hours for 2023 are Monday to Friday are 2.15pm – 5.30pm

WHY USE AFTER CARE?

Families use the program for a variety of reasons including:

- **Working Parents** – You can use the program to fit in with your work schedule.
- **Confidence Boost** – The program provides a good opportunity for children to gain confidence and develop friendships in a smaller group.
- **Streamlining Pick-ups** – In the afternoon, parents can leave their children in After Care until their older children have been collected from school.
- **Time for You** – An opportunity to run errands, visit the doctor, etc.

ABOUT THE PROGRAM

Our staff are very experienced in caring for children of this age group. They will provide the children with suitable activities, bearing in mind that their normal kindy program has been stimulating and educational. They tend to select activities that are interesting yet not overstimulating, and that are child initiated and play-based.

Communication between all the staff here is excellent, and they are always willing to discuss their plans with parents.

OTHER INFORMATION

All the necessary insurances that protect the Centre cover the AC program. All necessary approvals by the Department of Education, The Gowrie and Queensland Fire Service also apply to the program. If you have any questions about the administration of the AC program, please contact the Director, AC staff or our administration officer.

TERMS AND CONDITIONS

Attendance – The program is available to all children attending this Centre.

Commencement – starts on the first day of Term 1 and is available until the last day of term 4.

USING AFTER CARE

- After Care is run in the playground and then either the upstairs or the downstairs room, term about. Children can be collected by entering through the **back gate**.
- At the end of the kindy session all children not collected are signed out of the day program by staff and accompanied to After Care.
- Any child who has not been collected **by the end of the session** will be placed into After Care and you will be charged accordingly.
- Afternoon tea is provided to all After Care children in attendance at 3.45pm (at no extra cost). This is a very popular part of the afternoon and you may wish to consider it when collecting your child. (Children may be disappointed if you arrive to collect them just as it is served).
- When you collect your child please complete the sign out sheet. You must print your name and sign where indicated on the sheet. **This is a legal requirement.**

AUTHORITY TO TRANSFER TO AFTER CARE

The terms included in the Enrolment Agreement/Form signed by all parents allows for the transfer of children from the day program to After Care.

HEALTH AND SAFETY

If your child becomes ill during After Care you will be notified and asked to collect your child as soon as possible.

If the centre is unable to contact you the staff of AC will take whatever steps are considered necessary to ensure the wellbeing of the child.

FEES

- Fees are always subject to review.
- The fees for aftercare currently will be \$13 for the first hour or part thereof and \$6.50 for every half hour thereafter. Fees will be billed fortnightly.
- Special Instructions

If you have any special instructions that need to be passed on to After Care staff (e.g. medication is required etc.) please communicate this to the kindy session staff who will pass on details to the AC team.



The staff of Ashgrove Memorial Kindergarten welcome your family and look forward to celebrating your child's journey through their Kindergarten Year and their transition to school.

Important policies relative to your participation at the Kindergarten are attached for your convenience and reference.

A complete policy folder is available at the Kindergarten for your access and convenience.

We encourage you to talk with the teacher and staff team to familiarise yourself with your Kindergarten Community.



Thankyou for supporting



**Ashgrove Memorial
Community Kindergarten**
educating and caring since 1949

