



# 2024 HANDBOOK

## Policies & Procedures

56A Shire Road (entry next to 23 Gosford St),  
Mt Gravatt QLD 4122

**Tel:** 07 3349 2995

**Mobile:** 0491 614 848

**Email:** [mtgravattkindy@bigpond.com](mailto:mtgravattkindy@bigpond.com)

**Website:** [www.mtgravattkindergarten.asn.au](http://www.mtgravattkindergarten.asn.au)

Monday, Tuesday, Wednesday:

8:30am to 2:30pm

Thursday, Friday:

8am to 3:30pm

Admin office hours:

Five-day fortnight: 9am to 2.30pm

Monday, Wednesday, Friday

Tuesday, Thursday



**Lady Gowrie**<sup>QLD</sup>  
Community  
Kindergartens

Follow us on social media:



## Welcome

This kindy family handbook aims to provide you with information about the centre, staff, daily requirements, policies and procedures.

## Philosophy

### **Our community**

At Mt Gravatt Community Kindergarten we believe that each child is unique, capable and competent, with individual strengths, interests and expectations. We promote children's agency and believe that each child should be listened to, respected and valued. In our kindergarten learning environment, children are encouraged to supported to explore, play and engage.

Children come to our kindergarten with their own history of family, experiences and knowledge. We believe that each child's family should be listened to, respected and valued. We encourage and support all families to build a working partnership with the kindergarten.

We believe that Mt Gravatt Community Kindergarten is a first step into an extended community for many children and it is a time to empower children with a developing understanding of community and environment.

### **Our place**

We value promoting a centre where all can feel a sense of belonging. We recognise the traditional custodians of this land on which we explore, play, laugh and learn. We believe that meaningful connections between children, adults and environments provide a rich and significant platform for learning. We value and respect Kaggur Mabul, the land on which our kindergarten is situated and acknowledge the rich impact this beautiful environment has on learning and wellbeing.

### **Our belief**

Play is valued as an authentic and effective method of teaching and learning for all children. Children are valued as co-creators of a constantly evolving curriculum and environment in which they are encouraged to explore, create, wonder, question, observe and reflect upon.

We believe in engaging in a cycle of learning that demonstrates the value of critical reflection, and continual learning processes. We believe that children are lifelong learners who learn through reflection, connection to others and meaningful engagement with their world.

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## Contact details

Tel: 07 3349 2995

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Mobile: 0491 614 848

56A Shire Road (entry next to 23 Gosford St),  
Mt Gravatt QLD 4122

## 2024 Management Committee

### President

[president@mtgravattkindergarten.asn.au](mailto:president@mtgravattkindergarten.asn.au)

### Vice-President / Grants

[vicepresident@mtgravattkindergarten.asn.au](mailto:vicepresident@mtgravattkindergarten.asn.au)

### Secretary

[secretary@mtgravattkindergarten.asn.au](mailto:secretary@mtgravattkindergarten.asn.au)

### Treasurer

[treasurer@mtgravattkindergarten.asn.au](mailto:treasurer@mtgravattkindergarten.asn.au)

## Sub-committee

### Grants Office

[grants@mtgravattkindergarten.asn.au](mailto:grants@mtgravattkindergarten.asn.au)

### Fundraising

[fundraising@mtgravattkindergarten.asn.au](mailto:fundraising@mtgravattkindergarten.asn.au)

### Works Director / Working Bee Coordinator

[maintenance@mtgravattkindergarten.asn.au](mailto:maintenance@mtgravattkindergarten.asn.au)

## Administration Officer

Kindy office hours: Five-day fortnight: 9am to 2.30pm - Monday, Wednesday, Friday / Tuesday, Thursday between 9am and 2.30pm. All other times please email-[mtgravattkindy@bigpond.com](mailto:mtgravattkindy@bigpond.com)



At Mt Gravatt Community Kindergarten and in this special place called Kaggur Mabul 'Land of the Echidna' we acknowledge the traditional custodians of these lands.

We share and care for this space with past, present and future families who explore, discover, play, learn, laugh with friends and connect with nature on this special mountain.

## About our centre

We are a single unit centre catering for two groups of kindergarten children. There are a maximum of 22 children on site at any one time.

Group A: Monday, Tuesday, Wednesday – 8:30am to 2:30pm

Group B: Thursday, Friday – 8am to 3:30pm

## Lady Gowrie

Our kindergarten is affiliated with [Lady Gowrie](#) Queensland. We receive our government educational grants (Queensland Kindergarten Funding) through The Gowrie. As our central governing body (CGB), The Gowrie also advises us on various business and early childhood matters and provides an advisory service through an early childhood education and care co-ordinator visiting the service throughout the year. They are of great benefit to the smooth running of our kindergarten, providing guidelines and policies to follow.

## Centre management

The centre is managed by a committee of parents elected by the members of the Mt Gravatt Community Kindergarten Inc. Each family enrolled at the centre is a financial member of the association. The committee operates under a constitution, a copy of which is available in the office.

## Law and regulations

Our kindergarten operates under the **National Quality Framework** that consists of:

- The Education and Care Services National Law (Queensland) Act 2011
- The Education and Care Services National Regulations
- National Quality Standard (located in a schedule to the National Regulations)

This legislation sets a national standard for children's education and care across Australia. It outlines the legal obligations and the minimum quality standards that these services must meet to operate. If you are interested in seeing these documents, please ask and we can provide you with the links.

## Regulatory Authority

The Regulatory Authority in Queensland is the Department of Education. It has responsibility for the approval, monitoring and quality assessment of services throughout the State in accordance with the National Quality Framework.

**Our Regulatory Authority** contact is the Metro South (Mt Gravatt) Regional Office, Department of Education; tel: 3028 8063, [metrosouth.ecec@qed.qld.gov.au](mailto:metrosouth.ecec@qed.qld.gov.au) .

The national body— **Australian Children's Education & Care Quality Authority (ACECQA)**—oversees the system and guides its implementation in a nationally consistent way.

Further information on ACECQA can be accessed at [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Quality Rating

In 2012 and 2019 our kindergarten was rated and assessed against the National Quality Standard and was found to be 'Exceeding the National Standard' on both occasions.

## QIP – Quality Improvement Plan

The National Regulations require approved services to have a Quality Improved Plan (QIP).

The aim of a QIP is to help providers self-assess their performance in delivering quality education and care, and to plan ongoing future improvement. The QIP also forms an essential component in the Assessment and Ratings of a service by the Regulatory Authority.

The QIP highlights the strengths of a service and identifies goals and improvements being sought across the seven Quality Areas in the National Quality Standard:

QA1 Educational Program and Practice

QA2 Children’s Health and Safety

QA3 Physical Environment

QA4 Staffing Arrangements

QA5 Relationships with Children

QA6 Collaborative Partnerships with Families and Communities

QA7 Leadership and Service Management

At Mt Gravatt Community Kindergarten we have a working QIP which is always available to parents if you are interested.



## Child protection

Mt Gravatt Community Kindergarten, as a child safe environment, promotes the protection of all children and encourages a culture of awareness and education. A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time.

Everyone dealing with protecting children needs to feel they can speak up when they have a problem or concern, knowing they will be heard. We believe that voicing a concern about the safety of a child should not be viewed as an accusation. Staff, parents and volunteers should be confident that all concerns will follow due process and be treated seriously. All information needs to be dealt with confidentiality and with respect to all concerned.

**The responsibility of protecting children is everyone’s business.**

The Child Protection Policy and a Child and Youth Risk Management Strategy for the kindergarten are available – please ask us if you would like to see a copy of these.

If you are concerned about a child's safety and wellbeing:

Refer a family to Family and Child Connect: 13 32 64

Department of Child Safety: Mt Gravatt Child Safety Service Centre: 3097 0400

Child Safety After Hours: 1800 177 135

## Teaching team: 2024

Director | Teacher | Educational Leader | Nominated Supervisor

**Holly Champlin**

Graduate Diploma in Education (Early Years), Bachelor of Psychological Science

[holly@mtgravattkindergarten.asn.au](mailto:holly@mtgravattkindergarten.asn.au)

Teacher | Nominated Supervisor

**Danielle Warner**

Bachelor of Education (Early Childhood), Diploma of Teaching (Early Childhood)

[danielle@mtgravattkindergarten.asn.au](mailto:danielle@mtgravattkindergarten.asn.au)

Teaching Assistant | Educator

**Katrina Neighbour**

Diploma of Early Childhood Education and Care

Teaching Assistant | Educator

**Catherine Neilson-Murray**

Graduate Diploma in Education (Early Childhood)

Inclusion Support Assistant | Educator

**Sharon Morton**

Certificate III in Early Childhood Education and Care

## 2024 Teaching Roster

Group A: Monday, Tuesday, Wednesday

Holly Champlin (teacher), Katrina Neighbour (assistant)

Group B: Thursday, Friday

Danielle Warner (teacher), Catherine Neilson-Murray (assistant)





Our director and teachers are qualified early childhood teachers, who are registered with the Queensland College of Teachers and have Kindergarten Teacher Recognition under the Queensland Kindergarten Funding Scheme (QKFS). They will develop and implement the educational program. Their roles include:

- Supporting families by providing high quality care and education
- Overseeing the development, implementation and evaluation of the curriculum
- Implementing sound policies and high-quality practices
- Supporting, mentoring and managing of staff
- Supporting staff growth through professional development
- Promoting a sense of community within the centre
- Marketing the centre and Lady Gowrie (Qld) to the wider community
- Carrying out a wide range of administrative duties

Our **assistants** support the teacher in implementing their roles.

An **inclusion support assistant** may be employed to help facilitate the inclusion of a child with additional needs into the environment. The inclusion support assistant works under the guidance of the teacher and their assistant.

**Relief staff:** If a teacher is absent, qualified registered early childhood teachers are engaged.

All our teaching staff hold current first aid and CPR certificates, as well as having anaphylaxis and asthma training. They all have positive suitability notices (often known as blue cards).

Our teaching staff members continue their professional development through attendance at seminars, workshops and conferences. Teachers participate in at least 20 hours per year and further studies are undertaken during vacation times and outside program hours.

**The teachers are always available after program time to talk with you informally about your child.**

**If you would like further information about your child's progress at any time, or if you have a concern about the program, please see your child's teacher to arrange a personal interview.**



## Educational program and practices

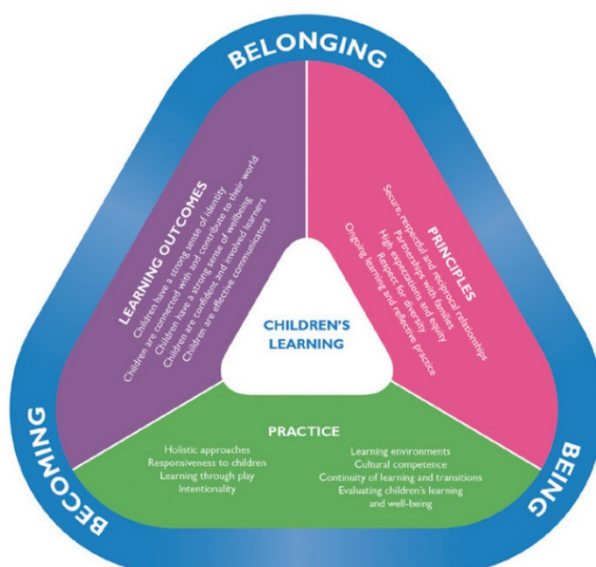
The curriculum we use at our kindergarten is based on the theory, principles and practices of:

- the Queensland Kindergarten Learning Guideline (QKLG) which is based on the
- National Early Years Learning Framework (EYLF).

Teachers then co-develop learning programs with the children which focus on this curriculum aligned with close observation of the interests and needs of each child in their individual groups.

Our curriculum has a vision that “all children experience learning that is engaging and builds success in life”. The Queensland Kindergarten Learning Guideline describes a set of five learning and development areas that relate to the five broad learning outcomes identified in the Early Years Learning Framework:

- 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



Our staff are all very familiar with these curriculums and along with their knowledge of the children in their groups develop programs that are focused on the children’s ideas and interests.

Play is the primary context through which young children learn. Kindergarten children are encouraged to engage in a variety of types of play in both indoor and outdoor learning environments. Play is a real-life engagement for children and forms an essential part of their early development. We believe children learn best through play as it allows them to:

- Imagine, investigate, wonder, plan, question, think, discuss, experiment and reflect in order to build knowledge and concepts of how the world works
- Develop physical skills which enable them to function independently and confidently and further develop their strength and agility.
- Develop self-confidence and to have a positive self-image.
- Develop a range of appropriate pro- social skills and strategies including listening to others, turn taking, sharing and cooperation, using language to communicate with children and adults.
- Develop a positive attitude to learning by being involved in decision-making regarding the program, the routine, the room and the rules.
- Think imaginatively and to express themselves creatively through music, movement and art media.

Copies of our curriculum and the framework are always available, so please ask your teacher if you would like to read some more.

## Routines

The kindy day flows through a flexible routine, which includes blocks of time where children engage in play-based learning and exploration based on their interests, both in the outside and inside environments.

We come together to engage in group learning times, and we enjoy our mealtimes together to reinforce the social connections of this ritual.

We aim to meet the needs of individual children, and they are encouraged to help themselves to a drink, or to visit the bathroom as they need, while also encouraging everybody to do this at regular times of the day.



## What to bring to kindy

- **A broad brimmed, shady hat (no caps)** (Sun Protection Policy)
- **Sun safe clothing (with sleeves) that is suitable for play.** At kindy play can include climbing, sand, mud, water, exploring and investigating.
- **Spare set of clothes**
- **Lunchbox with healthy morning tea and lunch (no cooler bag)** (Healthy Eating Policy)
- **Drink bottle – water only**
- **Sheets** – One fitted sheet, one top sheet, and one drawstring bag for storing sheets, all clearly named.

Please ensure all items are clearly labelled.

Parents please remember:

- Apply sunscreen and insect repellent before coming to kindy each day.
- **Kindy has a no nut policy** (Allergy Management Policy)
- Kindy encourages litter-less lunches (Sustainability Policy)
- To pack a healthy lunch for your child – please do not send chocolates, sweets or treats.



## How to prepare your child

- Bring your child to the interview to meet their teachers
- Bring your child to the orientation play morning in January
- Be familiar with this handbook
- Read the Welcome to Kindy booklet prepared especially for the children.
- Talk about kindergarten in a positive way; for example discuss things they might do, such as painting, blocks etc.
- Use your child's teachers' names when discussing kindergarten.
- Familiarise your child with lunch containers (and practise how to open them), their hat, their bag etc.
- Encourage your child to be independent and self-sufficient, eg: carry their own bag, putting on their own shoes etc

## Settling in procedures

At Mt Gravatt Community Kindergarten we encourage children to come along to our orientation morning, as this is designed to assist in settling your child into their new kindy group. This is offered in the week before kindy begins during the school holiday period.

Children will come to kindy, in two small groups, for a 1.5 hour play, without their parents. They will need to bring a bag, hat, water bottle and a light snack.

### Group A

- **Wednesday 17th January:** 8am to 9.30am or 10am to 11.30am.
- The whole group of 22 children starts kindy on **Monday 22nd January.**

### Group B

- **Thursday 18th January:** 8am to 9.30am or 10am to 11.30am
- The whole group of 22 children starts kindy on **Thursday 25th January.** Friday 26th January is a public holiday for Australia Day so children will attend only for one day the first week of kindy.

Each child is different, and some will settle quickly into kindy, while others can take longer, but be assured staff will always offer support at this time for you and your child. By talking with staff, parents will be able to develop a procedure to help your child settle more easily and happily.

Please note that due to health and safety legislation children are not able to run around and play in the kindy grounds after pick-up time.

## Being on time

*Kindy's start times are:*

**8:30am on Monday, Tuesday and Wednesday**

**8:00am on Thursday and Friday**

We ask that your child is brought to the centre on time as it assists them to best settle into the day.

Kindergarten hours are strictly observed, as staff members are not responsible for any child outside these hours. On arrival, please bring your child to greet his or her teacher each morning and to say goodbye in the afternoon.

*Kindy's finish times are:*

**2:30pm on Monday, Tuesday and Wednesday**

**3:30pm on Thursday and Friday**

Children need to be signed in on arrival and signed out upon departure. **Please note that there is a legal requirement for you as a parent or the caregiver (in your absence) to sign in/out via the electronic roll on the iPad on arrival and departure.**

**If there are unforeseen circumstances and you are running late, please phone the kindergarten and advise accordingly. This will help us reassure your child that you are not far away.**

**Late collection fees:** we all run late from time to time, however, please note teaching staff still have work to do at the end of the program day and meetings to attend. Your pickup time will be recorded on the iPad. Families will be charged \$15 late collection for the first 15 minutes, or part thereof, followed by \$5/minute for any additional minute of late collection, invoiced at the end of the week. Please refer to the Late Collection Fee Procedure.

As already mentioned in this document you are welcome to talk to teachers at any time when the kindy program ends, however if you need a lengthier discussion, please contact your teacher in advance to arrange a suitable time.

If you arrange for someone else to collect your child, be sure to let us know that morning at kindergarten or in writing. Only authorised persons (as indicated on the enrolment form) will be allowed to collect children from the centre. An adult other than one known to the centre requires photographic identification.

**It is required that children be brought to and collected from the kindergarten by a responsible adult of at least 18 years of age.**

## Sick children & illness

- Our centre is no place for a sick child and it is unfair to expose other children and staff to illness.
- We appreciate families support in keeping our community safe and healthy during these Covid times – please do not send children if they have any sign of sore throat, runny nose or fever. Remember children may only display mild symptoms, so if you are unsure, please stay at home.
- If the teacher considers a child not well enough to attend, they can request the parent to take the child home.
- If your child becomes unwell while at the centre they will be withdrawn to rest quietly and you will be contacted to come and collect them.
- Parents must ensure that a child suffering from any infectious illness is excluded from the centre for the period specified by the doctor as per the exclusion available in our policies.

For further information please see the 'Time Out' exclusion chart issued by the Queensland Government and the 'Exclusion of Sick Children and Staff Policy'.

## Emergencies

In the case of a child requiring immediate medical attention an ambulance will be called. The parents/guardians will also be contacted immediately.

## Practical information

### Incursions

The kindergarten organises a range of visitors to support and extend our program throughout the year. There is no extra charge for the incursions; these costs are included in your fees.

### Family information – storing your details

Information about your child and your family gathered via the online enrolment form is stored in a secure online system called XAP (formerly Storypark Manage). It is a condition of the Queensland Government kindergarten funding requirements that community kindergartens use this system. This system will be used for sign-in and sign-in, record keeping, and other reporting obligations.

### Birthdays

A very special day for you and your child, and we make sure your child's kindergarten birthday is celebrated in a memorable way. Please discuss with your child's teacher if you wish to bring in birthday treats to share. Please remember we are a nut-free kindy and please note we require individual serves. E.g. Cupcakes, ice blocks (no whole cakes please).

### Toys from home

We ask parents to ensure that toys are not brought to the centre as they may be broken or lost causing avoidable distress. However, a small familiar toy may be included for relaxation time.

### Barefoot in the playground

For most of the year children are asked to remove their shoes when playing outdoors at kindergarten. The main reasons for this are:

- **Safety**
- **Sensory Experience**

Shoes can be a hazard in outdoor play areas. Children need bare feet to grip as they climb and experience all the different surfaces and textures available in our large and interesting playground. If you do need to keep shoes on, please ensure they have good grip, e.g. joggers.

## Students and visitors

At times during the year

- university early childhood education students,
- work experience students and
- other visitors and volunteers

may visit the centre to observe and interact with the children as arranged with the co-directors. All visitors are required to hold a current Queensland Government issued Blue Card before entering the centre. This includes visiting entertainers and educators.

### **GATE SAFETY:**

- **Always close BOTH gates as you enter and leave the centre.**
- **Do not share the gate code with your kindy child or their older siblings.**
  - **Ensure your children do not stand on the gate.**

## Parent roles & responsibilities

### Parents in the centre

Mt Gravatt Community Kindergarten is a community centre run by a voluntary committee of current parents – throughout the year your assistance will be sought to support the ongoing running of the centre. Our community kindergarten is a unique model that has operated in this way for more than 60 years. We thank you in advance to ensure ongoing viability of our kindy.

Parents are asked to read all the documentation relating to the centre, we ask families:

- To be familiar with policy information and abide by the policies
- To keep up to date with kindy events/activities by reading noticeboard, emails and newsletters
- To keep in regular contact with all teaching staff about what's happening in your family.
- To let us know if you are going to be away or going on holidays.
- To volunteer!



## Family Expectations

Participation in a community non-profit association

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By enrolling your child at a community kindergarten, you are joining an incorporated association and not-for-profit community organisation. Your family's valuable contribution towards our association for the year of kindergarten is not only welcomed, but essential to ensure the ongoing maintenance and financial viability of the centre.

It is an expectation that families enrolled at our kindergarten will contribute throughout the year. This includes participation in at least one working bee, together with active involvement at our community activities such as Bunnings barbecues, Kindy carnival and other kindergarten events. This can also include being on the kindy management committee.

### Late Fees

Pick-up times from kindy are strictly observed: 2.30pm for Group A (Monday, Tuesday, Wednesday) and 3.30pm for Group B (Thursday, Friday). Kindergarten staff have other responsibilities and meetings to attend to once children leave for the day, so please ensure you arrive on time for collection at the end of the program day. Similarly, please ensure you are not leaving your children at kindy before the program start time: 8.30am for Group A and 8.00am for Group B.

We understand that sometimes there can be unavoidable delays; if this is the case be sure to telephone so we can reassure your child. **Routine lateness will attract late fees** (please refer to the Family Handbook for full details).

You will receive a separate form to acknowledge your understanding of the family expectations at a community kindergarten – please be sure to complete and return to kindy.

## Kindy management

Our kindergarten is a not-for-profit community centre and is managed by a management committee elected from the parent body each year at the Annual General Meeting (AGM). This committee manages the kindergarten and has the power to act on all matters which affect the centre.

The committee must ensure the provision of standards which comply with both Lady Gowrie (Qld) and government guidelines, and which provide for the optimum growth and development of the children.

Information about the management committee has been provided already to families and a new management committee for 2024 elected at the AGM. If you have any questions with regard to the way the kindy is managed please contact us.



## Fees & funding

Mt Gravatt Community Kindergarten is a not-for-profit organisation reinvesting any surplus into the service and program to achieve better outcomes for all children and communities.

From 2024, kindergarten will be 'free' for 15 hours per week, over 41 weeks per year. Group A (18 hours per week) attracts an 'additional hours levy' of \$350 per term.

### Optional contributions to kindy:

#### 1. Fundraising levy

Traditionally to supplement income from fees and government subsidies the management committee, with the support of the parent community, conducts a number of fundraising activities throughout the year. These events usually require a big commitment from parents.

As families become more and more pushed for time, a fundraising levy has been introduced in lieu of endless fundraising. There may still be one or two large fundraising events such as a Bunnings barbecue, however if families feel they can make this optional payment, it will reduce the burden on being asked throughout the year to contribute to raffles, cake stalls and other fundraising drives.

While there will be fewer fundraising activities, important social events, to promote community spirit among the parent cohort will continue. This includes fun events like the bush dance and celebrations for Mother's Day and Father's Day.

Each term families will be asked to contribute \$25 as a fundraising levy – this is optional.

#### 2. Building Fund donation

Each term families will receive an invoice for an optional contribution of \$50 to the kindergarten building fund. If your family is able to support in this way all donations big or small are welcomed. Donations to the building fund are tax deductible.

As a community kindergarten the centre requires this fund for essential ongoing preservation of the kindy buildings and grounds. Income from government grants alone are not sufficient for repairs, improvements and maintenance for general wear and tear. If you or anyone you know would like to make a lasting contribution to the kindergarten by way of a donations to the Building Fund, please use the bank details below:

#### ***All donations are tax deductible***

Mt Gravatt Community Kindergarten Inc

BSB: 014254

Account no: 220204267

## Policies

Below is the full list of available policies for the kindergarten. Some policies are available here by clicking on the link. If you would like to refer to any other policies, please ask us for a copy.

Access, Orientation and Communication Policy  
Administration of Medication Policy  
Arrivals and Departures Policy  
Behaviour Guidance Policy  
Bullying and Cyberbullying Policy  
Chemical Usage, Storage and Handling Policy  
Child Protection Policy  
Children's Immunisation Policy  
Children's Record Keeping Policy  
Cleaning and Sanitisation Policy  
Clothing for Children Policy  
Dental Health and Ear Care Policy  
Eligible Age Year of Attendance for Kindergarten Access and Admissions Policy  
Emergency Procedures and Evacuation Policy  
Environmental Hazards and Critical Incident Policy  
Exclusions and Recording of Illness and Infectious Diseases Policy  
Family and Community Participation Policy  
Fees and Payment of Fees Policy  
First Aid Administration Policy  
Food Preparation, Handling and Storage Policy  
Governance Policy  
Grievance for Families Policy  
Hand Hygiene and Infection Prevention Policy  
High Temperature Management Policy  
Incidents, Injury and Trauma Policy  
Inclusion and Anti Bias Policy  
Interactions with Children Policy  
Medical Conditions Policy  
Medical Conditions- Allergy/ Anaphylaxis Management Policy  
Medical Conditions- Asthma Management Policy  
Medical Conditions- Diabetes Management Policy  
Missing Child Response Policy  
National Quality Framework- Quality Improvement Plan (QIP) Policy  
Nutrition Policy- Food Brought from Home  
Pets and Animals in Children's Services Policy  
Privacy and Confidentiality Policy  
Program Planning and Development Policy  
Safety and Supervision Policy  
Sleep and Rest Time Policy  
Student and Volunteer Policy  
Sun Protection Policy  
Sustainability Policy  
Tobacco, Drug and Alcohol-Free Environment Policy  
Toileting and Nappy Changing Policy  
Transportation of Children Policy  
Use of Technology and Interactive Media Policy  
Work Health and Safety Policy

## Administration of medication

If required, medication will be administered according to the following guidelines:

- Prescribed medication will be administered as directed by the child's doctor and as set out on the original bottle label by the pharmacist. This must clearly state the doctor's name and the child's name.
- Paracetamol - Prior written consent by the parent is required before one (1) initial dose of paracetamol will be administered for high fever. Following the administration of one (1) only dose of paracetamol, the parent/emergency contact person will be required to collect the child from the centre and to take the child to a medical practitioner for diagnosis if the fever continues. Medical clearance may be requested before the child will be readmitted to the centre. When there is no fever apparent, paracetamol cannot be administered, even on request of a parent/guardian, as a precautionary measure.
- Puffers/inhalers & spacers - All asthma medication will be administered as for prescribed medication above, requiring written direction from the child's doctor or as set out on the original bottle or puffer label by the pharmacist.
- Individual medication and equipment (spacer) is to be supplied by the parent as is the child's medication and asthma management plan (which must be held in the centre records). A puffer/inhaler must be used with a spacer for all children.

All medication must be handed directly to a staff member for safe storage and must be collected at the end of each day. All details of medication administered at the centre will be documented.

**N.B. Staff cannot give non-prescribed medication such as cough mixtures, drops and creams without a doctor's letter.**

Children are not allowed to bring cough lollies of any kind to kindergarten.



## Fire safety, emergency, lockdown & evacuation procedures

- Performed at monthly intervals with the children.
- Details of evacuation procedures are displayed in the main room, kitchen, office and bathroom.

## Handwashing

We promote effective hand hygiene as the single most important strategy against the spread of infection and infectious diseases within the kindergarten (please refer to the Hand, Hygiene and Infection Control Policy).

Handwashing practices at the centre are in accordance with our policy. Please note that staff always ensure children wash their hands before eating, after toileting, after nose blowing and after playing outside. Parents can please assist us in limiting the spread of germs and viruses by making sure children wash their hands upon arrival at the centre and as they leave each day.

## Hygiene and safety

The Gowrie (Qld) encourages and supports all services to provide a clean and hygienic environment at all times. Parents are asked to familiarise themselves with correct hygiene practices and to follow these at all times whilst at the centre. Further information can be found in the Workplace Health and Safety Policy.



## Injuries, incidents, illness

Incidents of injury, accident or illness are documented by teaching staff via the 'Incident, injury, Trauma and Illness Record' and parents are informed. If a child arrives at kindergarten with a pre-existing injury, caregivers are required to complete an 'Injury Upon Arrival' form.

## Issues and concerns policy - grievances

Our centre deals with any issues or concerns of parents/guardians or staff members confidentially and with sensitivity. Members of the management committee are available to parents/guardians and staff members. Our centre is committed to resolving any issues and concerns that are raised.

Some helpful guidelines to follow:

- Where a parent has a concern relating to their **child and/or the education program** please contact the child's teacher personally.
- Where a parent has any query relating to the **committee management or administration** please contact the management committee via the secretary or president or bring your concern to the monthly committee meeting.
- If there is a query relating to **fees/finances** please contact the treasurer/admin assistant.
- Please maintain confidentiality until dispute is resolved.

If you have any further concerns, please contact The Lady Gowrie (Qld) through:

Phone: 3252 2667

Email: [info@ladygowrie.com.au](mailto:info@ladygowrie.com.au)

Website: <http://gowrieqld.com.au/>

## Nuts and other foods that cause severe allergy

Over the last few years, we have had several children enrolled that have suffered from extreme allergy to peanuts and other tree nuts.

These allergies can be so severe that exposure to even small traces of those foods can cause anaphylaxis. Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening as it can produce such severe swelling of the air passageways that suffocation and death may occur within minutes. It is important that all parents appreciate and co-operate with the kindergarten's policies on managing such allergies.

As a NO NUTS centre, please ensure no foods containing nuts are included in children's lunchboxes, including peanut butter, Nutella etc.

Please note – muesli bars contain nut products. Please refer to Gowrie's 'Allergy Management Policy'

### **Prior to enrolment - responsibility of parents of allergic child**

It is the responsibility of the parent/s to notify the centre that their child has a severe allergy and is at risk of an anaphylactic reaction. This should be done at the time of enrolment or if the child is already enrolled, as soon as possible after the child is diagnosed with a severe allergy.

Parent/s will need to provide the centre with a written and current Emergency Action Plan chart from your doctor or specialist that outlines the child's medical condition, the recommended treatment able to be provided by the person-in-charge in the event of an allergic reaction and any other matters the doctor/specialist deems relevant.

## Non-discrimination

The Mt Gravatt Community Kindergarten Inc. has a commitment to not discriminate against any person or family on the basis of gender, race, ethnic origin, disability, impairment, age, religion or any other determinant which contravenes statutory requirements.

## Sun care/insect repellent

Because we have a beautiful rainforest environment, we have many birds and insects that want to share it too. Sometimes mosquitoes can be a nuisance to the children. Parents are asked to apply sunscreen to their children before they start their day, and if children are susceptible to insect bites, then please apply appropriate repellent as well. It is recommended sunscreen be applied 20 minutes before sun exposure, so applying at home provides your children with the best protection from the sun's harmful rays. Parents are reminded to dress children in sun safe clothing.

## Other Important Information

### Inclusion support

Planning for children with additional needs requires careful thought and often the assistance of specialists. It is important to know how the specific needs may or may not affect the child's learning and activities while at the centre. This information will help us to meet the needs of the child and seek assistance from specialist and support workers.

Please help us provide for your child by bringing to our attention any additional needs or problems your child may have.

### Withdrawal of enrolment

If your family needs to withdraw your child from the kindergarten during the year we would appreciate as much notice as possible, so we can fill the vacancy. Four weeks' written notice is required.

Please note that unlike a childcare centre we cannot "hold" places without charge for extended periods such as overseas trips. You are welcome to take your child on family holidays; however it is expected that when you accept an enrolment offer that it is for the full kindy year.

### Workplace health & safety

The Gowrie policy for Workplace Health and Safety will apply to you when participating in working bees and other activities at kindy. Please ask us to see a copy; it will also be available at the working bee when you sign-in for the morning.

## Immunisation

- The Queensland Government strongly encourages the immunisation of children.
- Parents are required to provide information regarding immunisation status of their child upon enrolment.
- Parents of non-immunised children are required to complete and sign a “Conscientious Objection to Immunisation” form or provide documentation regarding medical reasons for a child not being immunised.
- In the event of an outbreak of a vaccine preventable disease, parents of a non-immunised child will be required to remove their child from the centre until the risk has passed.

Parents are required to inform staff as soon as possible if their child or family members contract a vaccine preventable disease.

## Insurance

The kindergarten is insured through the Guild Insurance Co. Ltd. The policy number is P00062408.

This provides cover for building, furniture and equipment against fire, storm and tempest, malicious damage and burglary.

It also has public liability cover of \$20,000,000, products liability, professional indemnity cover and voluntary workers cover (parents on roster etc). Please ask if you would like to see a copy of the policy.