

Family Handbook

2027

Our centre acknowledges and pays its respects to the Traditional Custodians of the lands on which we live and work and honour their continuing connection to land, sea, and community.

We also pay respects to all Elders past, present and emerging.

Our centre recognises our learning communities have been shaped, and will continue to be shaped, by the influences of Aboriginal and Torres Strait Islander cultures, wisdoms, and knowledge.

Honouring First Nations Peoples' histories, perspectives and continuing connections to land, sea and sky in all early childhood programs deepens everyone's learning; to learn from and with the longest living culture in the world and walk together for a better future for all.

Our kindy recognises that innovative early childhood curriculum is richest when it connects past, present, and future.





H onouring First Nations Peoples

Ourcentre premises is located on land whereAustralia'sFirstNations Peoples' have been teaching and learningwaysofbelonging,beingand becoming for more than 65,000 years.

Our learning communities have been shaped, and will continue to be shaped, by the influences of Aboriginal and Torres Strait Islander cultures, wisdoms, and knowledges.

Honouring First Nations Peoples' histories, perspectives, and continuing connections to land, sea and sky in all our programs, deepens everyone's learning. It is a great privilege to learn from, and with, the oldest living and thriving cultures on Earth and walk together to a better future for all.

We carefully work with our curriculum to promote fairness, empowerment and respect, with teachers/educators embedding First Nations Peoples perspectives throughout what we do.



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Welcome to our community

Our community led kindergartenprovides ahigh quality programwhich

focuses on ***curiosity, collaboration, intentionality, and flexibility.***

WHY CHOOSE COMMUNITY KINDY?

START HERE
To learn more about comunnity kindy

IT'S ACCESSIBLE

Our sessional kindergarten is free for all kindy-aged children making our program accessible to all families in our community.

IT'S COMMUNITY FOCUSED

As a kindergarten we intentionally collaborate with small local business and organisations in our community.



IT'S SMALL

With a capacity of 22 children per group, our kindy is small and personal, giving us the opportunity to focus on children individually and holistically.

IT'S FAMILY LED

Our centre is run by a volunteer parent committee, and the input of our families directs our values and program.

IT'S CHILD FOCUSED

We recognise children are capable, unique, and contribute to the world around them. Curiosity is encouraged.

IT'S NOT-FOR-PROFIT

Our Kindy is a registered charity and not-for-profit. All funding received goes directly into resources, staffing and upkeep of our kindy.

Our Philosophy

How do we value children?

We value children holistically. They are capable, unique and contribute to the world around them.

What does education mean to us?

It's open ended
It's a lifelong journey
It is all around us
It encompass social – emotional wellbeing
It's individually tailored
It's accessible to all

We acknowledge parent's are a child's first teacher

How do we teach?

We teach play based and child-led
We teach intentionally
We teach in a deliberate, purposeful and thoughtful way
We teach with a flexible routine
We teach warmly, respectfully, collaboratively
Curiosity is encouraged

What kind of environment do we offer?

We value community and inclusion
We celebrate diversity
Our environment is safe
Our team is strong
We respect and value everyone
Positive outcomes are our focus



Section 1

Enrolling and starting with our centre

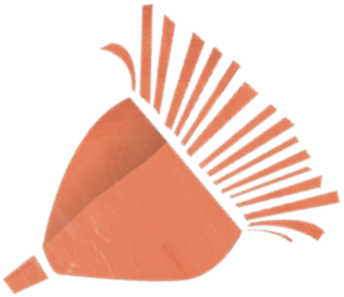
Thank you for choosing to enrol your child at our centre.
Our Director will organise orientation activities so you and your child can become familiar with our centre. This is a great opportunity for you to ask lots of questions, and to find out where everything is located and for us to learn more about you, your child and your family.

Before your child starts

When possible, please take the opportunity to participate in our family-teacher interviews and stay and play session before the Kindy year commences. We encourage families to visit for multiple short stays to support their child's transition as needed.

We have a short book we have made entitled "My New Kindy". This book shows children what we do at kindy each day, and what to expect on their first day.

If you have not received a copy of this book, please email us at **admin@westendscottstkindy.com.au** and we will send through a copy for you.



The first day

You and your child may be a bit nervous about the first day, and this is completely normal. Our Kindy staff will be on hand to support you both as you start this new journey together.

These tips will help make the first day as smooth as possible:

- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable, so give yourselves plenty of time to settle in on that first day
- Your child may become upset with a few tears. Reassure them that you will be returning later that day, and feel confident knowing our experienced and caring teachers will make your child feel safe, secure and comfortable
- Make sure your child knows where their belongings are – let them see where their bag is, and that their food is in the fridge.
- For our unsettled children, we intentionally send as text or give you a short call to update you on how they are going and to confirm when they are settled and happy.

What to bring

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

- Spare change of clothing
- Sheet set (provided to you at enrolment)
- Wide-brimmed/ legionnaires hat
- Nutritious food for the day
- Fruit Snack
- Water bottle



Daily Routine

Routine



8:30 am Arrival



Outside Time



Munch and Crunch



More Outside Time



Indoor Group Time



Lunch



Indoor Play Time



Rest Time



2:30 pm Home Time

What to Bring



Bag to store personal items



Spare shirt, pants, socks and undies.



Wide-brimmed sun safe hat



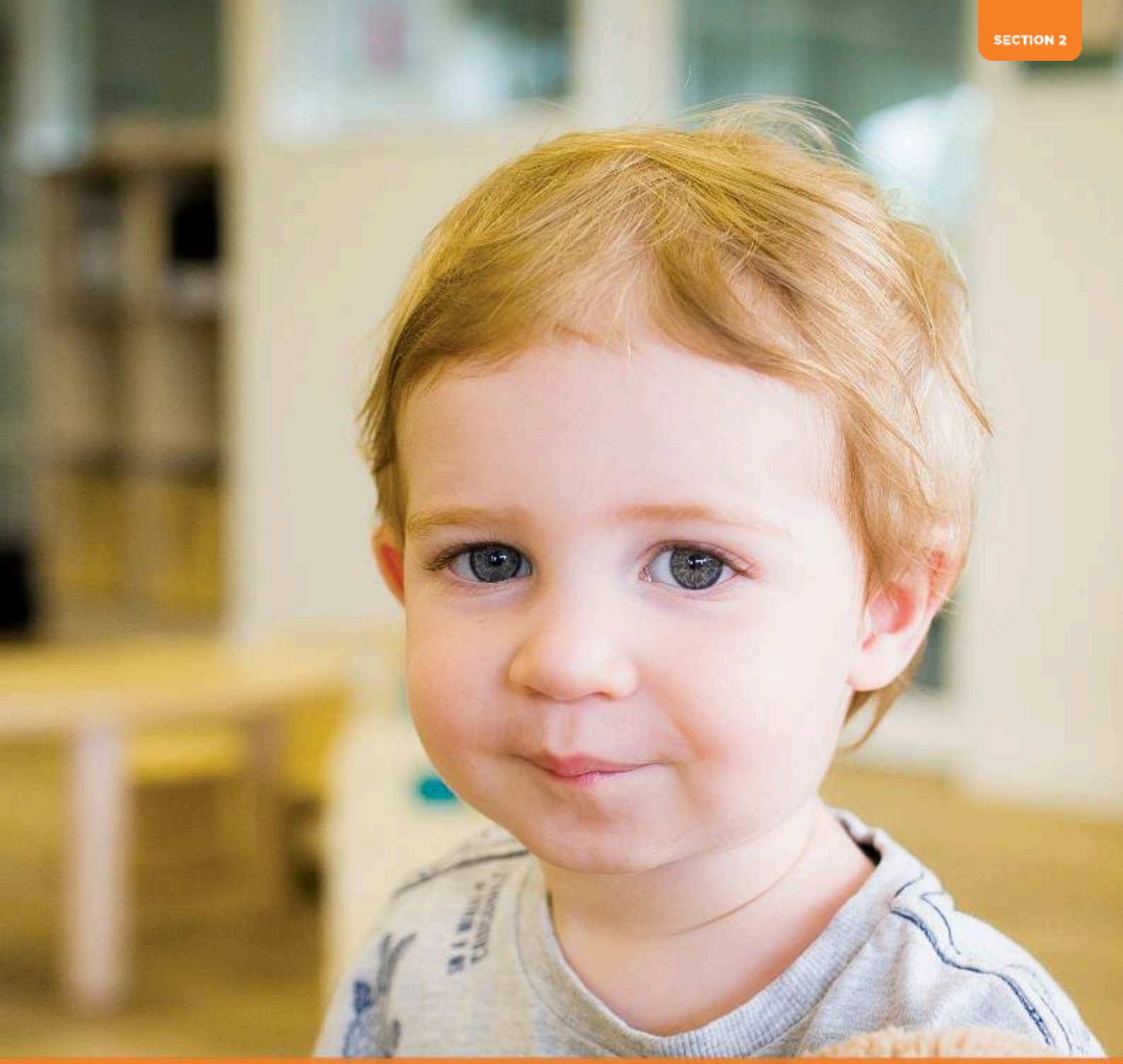
Food and water, as well as fruit for munch and crunch
Please note: no insulated lunchboxes. We have a fridge to store lunch)



Bed sheets for rest time (provided with your enrolment)



Library bag for library borrowing (provided with your enrolment)



Section 2

A place where your child is happy, healthy and safe

Our highest priority is making sure our centre is a place where you and your child feel happy, healthy and safe. We achieve this through the use of inclusive educational strategies, the employment of high-quality teachers/educators, the provision of natural play spaces and by maintaining high standards and hygiene.

Your Teachers

We have two groups at Kindy.
Group A is at the start of the week.
Group B is at the end of the week.



My name is Huia.
I teach Group A.



My name is Bianca
I teach Group B.

There are some other grown-ups that help at Kindy.



My name is Ingrid, and I support the teachers in Group A and B.



My name is Kajal, and I help everyone feel included.



My name is Sirada, and I support everyone as an admin

Natural environments

We believe one of our most significant responsibilities is for children to experience, appreciate and protect nature; to see the beauty in the world, and to learn to be problem solvers and creative thinkers. We aim to develop your child's respect and love for the natural world, so they grow up with the desire, knowledge and skills to promote action for sustainability.

At our kindy your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, learn about their community and may even be involved in caring for chickens, guinea pigs or other animals.
We hope you will join us on this important and exciting journey, and we encourage you to share with us what your family does to connect with and respect our natural environment.

Positive behaviour guidance

Just like most skills, behaviour is learned and developed in social situations. Our specially designed early childhood programs and resources enable our teachers/educators to guide and promote your child's social and emotional wellbeing. Our teachers/educators will build a relationship with your child and family to create a safe, supportive environment for learning.
Our teachers/educators will engage your child in experiences which model positive language and social behaviour. We will offer them the opportunity to develop a positive self-image and understanding of others. If teachers/educators feel your child requires further support in building their social and emotional skills, they will work with them and include your family in the process.



Rest, relaxation and sleep

We understand that rest and relaxation is an important part of your child's day and the way each child 'rests' and 'relaxes' can be different. We will offer your child opportunities to relax and rest throughout the day, in ways that meet their individual needs. This might include a sleep on our kindy stretcher beds, a break with a comfortable cushion to dream on, or a moment in our calm corner.

Fees

Our Kindergarten program is FREE for all eligible kindy-aged children. For non eligible enrolments, a daily fee will apply.

Please see our Fee policy for more information.

Enrolment

Upon acceptance, a non-refundable enrolment/membership fee of $150 will be required.





Photography, video and audio recordings

Our centre uses photography, video and audio recordings to capture learning that occurs at our kindy. This content is 'personal information', and we manage it in accordance with our Privacy Policy. We primarily use this in the delivery of our education and care programs and to keep you informed of your child's progress. With your consent, we may also use it for other purposes like the promotion and marketing of our centre through our website or social media. We respect each child's right to privacy and your right to manage personal information on their behalf. When you complete your child's enrolment, you can consent to your child's image being used internally and/or externally by our centre, or you can choose not to give us permission to take images or recordings of your child. ***You may change your consent at any time by advising us in writing.***

Only share photos of your own child

To keep children safe, and to respect the beliefs of all children and families, when you are at your centre please only share images/recordings of your own child. (This could be by email, posting on social media sites, sharing in private messaging groups and so on.)

It is important to remember that images/recordings you email, text or post on social media sites can and may be seen, and used, by many people. We need to treat these recordings in line with privacy laws.

Privacy

At our kindy, we collect, use, share and store personal information about you and your child to provide you and your children with the highest standard of early childhood education and care. We are committed to protecting your privacy in accordance with our Privacy Policy.

If you have any questions about the way we are handling your personal information, please speak with our Director/Teachers.

Excursions and visitors

From time to time, your child will go out into the community on an excursion. Places such as the local school, nearby nature spaces, and bookshop are spaces where children can have new and different experiences outside their everyday learning.

Visitors are also be invited to share experiences and activities with your child. Artistic or musical performances and cultural experiences are some of the events your child will experience in their kindy year. We will always let you know about excursions or visitors to the centre in advance, and you are most welcome to join in the fun with us.

We encourage you to share ideas and possibilities for new adventures or suggestions for visitors.

Please see our Excursions procedures for further information.

Students and volunteers

We are often asked if a student or a volunteer can work with us in our centre. We always consider the needs of the children, centre and community when reviewing such requests.
When our centre hosts students and volunteers, we ensure they hold the required licences and engage them in an induction process to ensure they understand their responsibilities and obligations.
All students and volunteers are supervised and act under the guidance of teachers/educators at all times. We will advise you in advance should a student or volunteer be working in your centre.

Please see our Volunteers, students and external contractors procedure for more information.

Bringing healthy meals

Healthy eating is encouraged at our centre. Your child needs healthy, nutritious food to fuel their body and mind for learning. Please discuss your child's food requirements/allergies with us when you enrol, including any cultural or religious dietary needs.

Please see our Nutrition and Food Safety procedure for more information.



Rest & Relaxation

We offer a rest time each day to our kindy kids, approximately from 1:30pm 2:00pm. While many children to tend to fall asleep during this time, it is not a requirement that your child does. For the children who do not require sleep, a book or quiet activity they may do on their bed is offered.



A sun safe environment

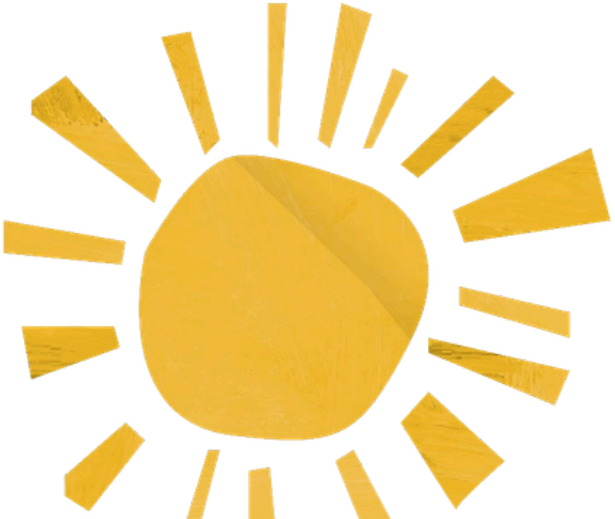
Sun safety is important, and we ask that your child comes to the centre with a legionnaire-style or broad-brimmed hat each day. Apply sunscreen to your child at home or immediately upon arrival at the centre. (We provide sunscreen at no cost) Please record this application on the sunscreen register. Teachers/educators will re-apply sunscreen throughout the day. We encourage the wearing of sun safe clothing and sunglasses.

Please see our Sun Safety Procedure for more information.

Cleaning and Hygiene practices

Our centre follows thorough, best practice procedures to ensure a clean, hygienic centre is maintained for you and your child. Please support this by always washing yours and your child's hands when you arrive at and leave the centre, following the pictorial procedures displayed near all hand washing sinks. Cleaners are employed daily outside operational hours.





Immunisation

Our centre follows strict procedures relating to infection control and exclude children and teachers/educators who are diagnosed with an infectious illness.

We ask you to indicate your child's immunisation status in their enrolment booklet and provide evidence (Australian Childhood Immunisation Register Record or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the centre.

Unvaccinated eligible-aged children are able to participate in our approved kindergarten program and receive Free Kindy funding.

For more information, visit:

www.servicesaustralia.gov.au/

www.health.gov.au/healthtopics/immunisation

Child safety and protection

Safe, protective and healthy environments are fundamental to every child, giving them the opportunity to learn and grow to their full potential.

Our centre teachers/educators advocate for and protect children's safety and wellbeing in a variety of ways, including reporting suspected cases of child abuse. All teachers/educators are required by law to report child protection concerns to the relevant authority.

If you would like to know more about our commitment to child protection, please ask our Director/Teachers.



Illness and infectious diseases

When children play and spend time with one another regularly, illnesses and infectious diseases can occur and spread. If your child is unwell, our teacher will contact you to come and collect them as soon as possible.
To minimise the spread of illness***, please do not bring your child to the centre when unwell or administer any fever-reducing medication to your child prior to your arrival at the centre***. If your child will be absent, please notify us via call or email.

The table below details some common childhood illnesses and the exclusion periods recommended by the National Health and Medical Research Council that your centre will follow. You can find the full publication this table is taken from, in *Staying healthy: preventing infectious diseases in early childhood education and care services in childcare*, 5th edition at www.nhmrc.gov.au.

Common illnesses	Exclusion periods
Chickenpox	Until all blisters have dried
Conjunctivitis	Until the discharge from the eyes has stopped unless a doctor has diagnosed as non-infectious
Covid-19	Until symptoms have resolved, normally 5 to 7 days
Diarrhoea	Until there has not been a loose bowel motion for 24 hours
Fever (above 38ºC)	24 hours after the fever has stopped without the administration of fever-reducing medication
Gastroenteritis – Exclusion	As advised by Queensland Heath, a single case (no other cases within three days at a centre) of gastroenteritis (children and adults) should be excluded from a centre until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a centre, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the centre
Human parvovirus B19 (slap cheek)	Not excluded, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing
Influenza and influenza-like illnesses	Until child is well
Pertussis (whooping cough)	from the onset of coughing
Roseola	Not excluded, however, the child should stay at home until they are feeling well
Vomiting	Until 24 hours after vomiting has stopped

Injuries and incidents

In the event of any child-related incident:

- We will contact you for all significant incidents, and you may be asked to collect your child. Teachers/educators will continue to monitor and care for your child until they are collected
- A detailed incident record will be completed in preparation for you to review and sign at the end of your child's day. A copy can be provided if requested
- Where your child requires medical treatment beyond immediate First Aid, and we are unable to contact you, we will ensure your child is cared for and comforted. We will contact your emergency contact(s), and/or call an ambulance
- It is very important to make sure your list of emergency contact(s) is always up to date.

Diverse learning needs and medical conditions

If your child has a diverse learning need or a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy, we ask that you provide a comprehensive current medical management plan that is signed and dated by your child's medical practitioner. Medical management plan templates are available at our centre.

Before your child starts, please have a conversation with us about your child's needs to assist with the management of their condition or disability.

If your child requires a specialised health procedure to be undertaken at the kindy, we will work with you to determine how best to support this.

If your child has a National Disability Insurance Scheme (NDIS) plan, you are welcome to share this with us.

If you would like some of your child's therapy delivered within the centre, please talk with the Director/Teachers about how we can support this.

Medication

Your child may need medication during the times they are at their centre, even though they are well enough to attend. If this circumstance arises, please let your child's teachers/educators know when you arrive, and they will show you where the medication is to be stored, the procedure they will follow to administer it to your child, and the form you need to complete and sign. ***Itisimportantthat the medication is prescribed bya doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration***.





Collection and access

We only allow custodial parents/guardians and Authorised Persons (emergency contacts as recorded in Enrolment Booklet) to have access to remove children from the centre. As a parent/guardian, you have the right to add and remove authorised persons from your child's enrolment. Please contact our admin to make any alterations to these permissions.

The first time an Authorised Person arrives to pick up a child, we require photo identification to ensure the person is in our records. If no photo identification is provided and/or the person has not been given pick up/drop off permission prior to the day, we will not be able to give them access to the child.

We follow any directions that are outlined in current court orders/parenting plans.

Court orders and parenting plans

If there are any current court orders, parenting plans, directive orders, or other official documentation relating to your child, you must provide a copy to the centre upon enrolment or as soon as the documents are issued. Court orders must be stamped with an official seal.
Having copies of the documents will allow teachers/educators to respect and adhere to the requirements of the orders, including access to your child and receiving information about your child from the centre.



Section 3

Our program

Our inclusive educational program will honour every child's right to play, build on their existing learning from home, and provide foundations to be a successful, lifelong learner. Our centre is a place where your child will belong, engage, and contribute to a community of learners. Teachers/Educators are open to your child's ideas and will foster their social and emotional growth and provoke their curiosity.

Your child will experience many opportunities to explore, inquire, solve problems, develop friendships, imagine, use their creativity and extend their capabilities in all curriculum areas including language, literacy, numeracy, science and the arts.

Our inclusive education program

The *Listening and Learning Together: C&K Curriculum Approach* is implemented in our centre. The learning outcomes in our curriculum approach align with both The Early Years Framework for Australia (EYLF), and the Queensland Learning Guideline in (QKLG).

Our teachers skilfully partner with all children and families to create caring and vibrant learning communities.

For children from birth to three, our program for infants and toddlers focuses on slowing down and being with your child as they are encouraged to explore the world.

In the year before school, university-qualified early childhood teachers will guide and support your child to be a curious, capable and collaborative learner.

At our centre, we see children from birth as thinkers and theorisers, rich in ideas and knowledge, as powerful learners and active citizens. Speak to your child's teacher/educator about how our approach is embedded at your centre.

Lost Property

When we find an item unlabled and lost, we will place this item in our lost property basket in the entryway. If you have lost an item and areunsure if it may be at Kindy, please feelfreetoask any of our friendly staff if we haveseenit.

Lending Library

Late Term 1, we begin our lending library. Each week we open up our library and invite the children to borrow a book. Our linen pack that is provided on commencement includes a library bag for the children to carry the book in.





What does play-based learning look like?

Learning and enrichment of play will happen in ways that are meaningful and relevant to your child. For example, if your child is playing in the sandpit, their teacher will encourage them to draw maps in the sand and label them, or measure the water levels in the dam they have built. In this example, the teacher is purposely supporting your child's interest to explore opportunities for literacy and numeracy development. You might also see teachers and educators supporting your child and others to set up a shop where the children can transfer their real-life knowledge to their play and extend on their learning. This may include developing labels and signs, making money/credit cards, researching what is required for a shop, negotiating roles played by friends and solving problems.

Our teachers will encourage your child to explore and investigate a range of materials and express their thinking and emerging understandings in a variety of ways. **We will *support thei rcuriosity and creativity and encourage them to investigate and solve problems.*** We will help them to capture their learning and share their thinking.

Communicating children's learning

We know how important it is to understand what your child is learning and the experiences they are engaging in. Teachers will reflect on and interpret children's learning experiences adding their professional knowledge for your child and the whole group.

Children's learning, growth, their interest and achievements across a year, will be gathered and shared within the centre through print and electronic formats, such as Storypark, project books, our collaborative journals, displays and informal and formal discussions.

You will see a range of different displays and records of your child's learning throughout your centre.

We encourage you to take some time to look at the program and add your comments. Contributing to this connects the child's life at the centre to your life at home.



Section 4

Embracing inclusion and diversity

Our centre embraces and celebrates the diversity that exists within and between our communities. By respecting diversity, children are supported to create positive relationships and a strong sense of identity. Inclusive early childhood programs acknowledge that all children have different life experiences, and such programs support children to value and celebrate similarities and differences.

We invite and welcome you to share your culture, background and life experiences with us. You will find that your centre will engage in a variety of celebrations throughout the year that value people and cultures from all backgrounds and we encourage you to share and take part in these celebrations.

Embracing Diversity

Our Kindy works closely with families, specialists and agencies to support access and participation for all children. It is important for us to know what is unique to your child to feel welcome, safe and able to participate. Prior to enrolment, sharing information at orientation and centre visits becomes a valuable process for teachers to prepare their environments and access training and support if needed. Fully understanding the needs for your child becomes a positive experience as they transition into a new centre.

Our centre takes pride in providing a commitment to the best possible support for your child through reflection and the critique of their thinking and practice to provide learning opportunities for all children further.





Section 5

Transitions

Moving to a new room in your childcare centre or moving on from kindergarten to Prep is a big and important step and our teachers/educators will be there to support and assist you and your child with these transitions. Our skilled teachers/educators will collaborate with you on this journey and use a range of strategies to provide a smooth, comfortable transition for your child as they progress on their learning journey.

Transitioning to school

We will help your child to transition from kindergarten to Prep and encourage your involvement in this process. Your child will have a Transition Statement prepared by their teacher, with input from you and your child. This statement provides a snapshot of your child's learning across their kindergarten year and contains valuable information for you and your child's Prep teacher; it explains what sort of learner your child is, their strengths and interests, and ensures your child's school knows how to support your child from the moment they arrive.

Before a Transition Statement can be shared, parents need to review and agree to share this information with your chosen school. We strongly encourage you to share your child's Transition Statement and to talk with your school if your child may need additional support.

What you can do to make the transition to school a positive and calm experience

There are lots of ways to help make the move to school a smooth one. Here are just a few tried and tested ideas:

• Talk regularly with your child about the experiences they might engage in, the friends they will make, and the interesting things they will learn

• Encourage them to put on and do up their own shoes, and carry their own bag

• Walk past the new school so that your child knows what it looks like

• Learn the names for break times such as Big Lunch or Second Break

• Encourage eating and drinking without help by supporting your child to wrap and unwrap food and fill up their drink bottle

• Share and discuss positive experiences from your own school days

• Ask for their help in naming items and uniforms, so they know how to identify them if they get lost

• Show where you will pick your child up each day, and explain what to do if you are late are not there

• Talk about being staying safe at school

• Attend the school's Open Day and meet your child's teacher

• Find the Prep classrooms, bag lockers, play areas, toilets, lunch spaces and drink bubblers together

• Participate in the school's 'Under 8's Week' activities if they are open to the community

• Keep an eye out on our website and Facebook page for information

• Reassure your child that if they are unsure of anything, to ask an adult





Section 6

Our commitment to quality

To enable us to consistently provide high-quality early childhood education and care programs that cater to the needs of different families in unique communities, we are committed to continuous review and improvement. Our teachers/educators engage in an ongoing process of reflection, planning and review to ensure they can build on their own strengths, and work on areas that need further focus. We strive to involve children, families and the community in this process and encourage and welcome your thoughts, recommendations and feedback on what we are doing well, and areas where we can improve.

Our commitment to continuous improvement and the provision of the highest standards of education and care is evident in the excellent results our centres are receiving in the National Quality Framework assessment and ratings process that all early childhood centres across Australia participate in.

National Quality Framework

The National Quality Framework (NQF) encourages centres to provide a high quality and consistent standard of early childhood education and care across Australia.

The NQF includes:

- A national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- A National Quality Standard (NQS)
- An assessment and ratings system
- A regulatory authority in each state and territory which has responsibility for the approval, monitoring and quality assessment of centres
- A national body responsible for providing oversight of the new system and ensuring consistency of approach – the Australian Children's Education and Care Quality Authority (ACECQA)

Centres are assessed and rated against seven quality areas of the NQS. The standards cover children's development and education as well as relationships with families, educator qualifications, and the centre environment.

Policy and Procedures

We follow C&K's policies and procedures to ensure compliance with Australia's National Quality and Standards. Most policies can be found on C&K's website, however you require help sourcing a policy or procedure please contact us.

Code of Conduct

Our staff Code of Conduct is available in our entryway for your reference, and is also available on the C&K website.

All families and community members are welcome at our Kindergarten. We aim to work together to create an engaging and safe environment that supports your child's learning and wellbeing. Parents/Guardians and community members who visit our centres must ensure their conduct and communication is respectful and aligns with this Code of Conduct.

Grievances and Complaints

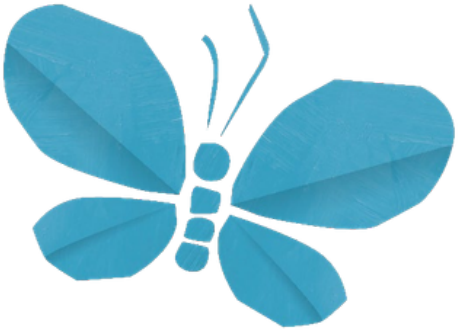
C&K is committed to effective and efficient complaints management. We recognise that listening to, reviewing and acting upon feedback helps us improve our operations and service quality.
Depending upon the nature of the complaint you may wish to speak to our Teacher/Director, the Management Committee, or C&K directly.

In most circumstances our Management Committee will endeavour to resolve any grievances and complaints you may have.

Communication

We believe timely and informative communications are vital for families and help develop a strong relationship with your child's centre and with our centre as an organisation.

Our centre will communicate with you regularly about your child's experiences and their progress. We encourage you to get involved in the day-to-day life of the centre and projects with your child.





Section 7

Staying connected

Come and join us on your learning journey! We welcome and encourage you to be part of our programs. Share your ideas, talents and skills, ask questions, sign up for the volunteer roster (if available) and help us set and achieve a wide range of goals

We also hope you will join us at the various events we hold, or participate in, throughout the year. This is a great way to meet other families and build a sense of community and belonging.

As a Community Kindergarten, parents are invited to be a part of our community. We recognise the important role played by parents in the education of their children and value your involvement.

We stay connected to our families with regular communication via Storypark, newsletters, visuals around the kindergarten, and through personal written and verbal conversations.

From Term 2, we invite parents to schedule a morning where they can participate as a parent helper. Whether it is reading a book with the children, singing songs, sharing a talent, cooking or sharing more about their culture, we value the enrichment our families provide to the program.

We invite families to volunteer as parent-helpers for excursions outside the kindergarten. We also regularly organise celebrations that include family involvement for special calendar days such as Mother's Day, Father's Day, and our end of year celebration.

We collaborate with families in the transition from kindergarten to prep. We provide support to our families to ensure their child is school – ready.

Our kindergarten is managed by a parent-volunteer committee. Each year we invite families who wish to participate to nominate themselves for a role in the committee. During our Annual General Meeting held in February of each year, we vote in the new committee who play a vital and integral part in the management of our Kindy. For more information on the roles and responsibilities, please see section 8 of this handbook.





Section 8

Ourcentre isacommunitybased,non-profitorganisation,run by the parent management committee.

Committee

Our Centre is a non-profit organisation that relies on the volunteer Management Committee of the Association to manage the centre alongside the Director. Each year a new committee is elected from the parents of enrolled children. The elections take place at the Annual General Meeting that is held in February each year***. At least one parentor guardian from each family should attend this meeting.***

A Committee Handbook is available for detailed information on the role and responsibilities of each Committee Member. We have provided a brief overview below.

President

The President is the 'key contact' on the Committee. The President must be an enthusiastic and confident leader with good organisational and interpersonal skills, who can delegate, support others, and participate as a team member.

Responsibilities include:

• Leading the management and strategic direction of the centre.

• Chairing meetings (If the President cannot attend a meeting, another Committee member can act as Chair)

• Responding to any requests from C&K within the agreed timeframe.

• The President is also likely to be the key person in managing the staff members at your centre.

Vice President

The Vice President supports the President. The President may delegate some of their tasks to the Vice-President to manage workload. The Vice President acts in the role of President if the President is unavailable. It is essential that the President and the Vice President have a good working relationship and understand their roles to avoid duplicating tasks.

Treasurer

The Treasurer is responsible for the financial management of your Association. They must have a good understanding of accounting principles and support the Committee to understand, manage and meet its financial obligations. If you do not have a Committee member with these skills, you may wish to engage an appropriately qualified bookkeeper and / or accountant to support the Treasurer and Committee to meet these responsibilities.

Responsibilities include:

• Maintaining detailed accounting records and preparing financial statements to ensure there is an audit trail for all transactions (copies of cheques, invoices, vouchers, receipts etc)

• Overseeing the Association's financial processes.

• Banking money promptly into the appropriate account.

• Overseeing fee collection and debt management.

Secretary

The Secretary must have excellent organisational skills, understand governance principles, and assist the Committee to understand and meet its compliance obligations under the Constitution and relevant legislation. Responsibilities include:

• Preparing meeting agendas and other required meeting documents and papers and taking meeting minutes.

• Providing support to the Nominated Supervisor, ensuring centre policies and procedures are reviewed regularly, meet legislative requirements, and reflect current early childhood education and care best practice.

• Acting as the key contact for regulatory bodies such as the Office of Fair Trading and the Australian Charities and Not for Profits Commission, and lodging any necessary documents

• Maintaining your Association's Member Register

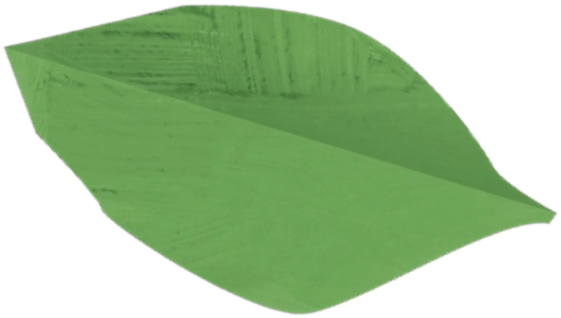
Parents involvement and participation

As a Community Kindergarten, parents are invited to be a part of our community. We recognise the important role played by parents in the education of their children and value your involvement. Opportunities include participating in the educational program, sharing you skills and interests with the children, attending parent meetings, social functions, and becoming involved at a Management Committee level.

Affiliation with C&K

C&K affiliated kindergartens operate as independent legal entities (generally incorporated associations), managed by a volunteer management committee.

As a Central Governing Body (CGB), C&K supports the needs of affiliated kindergartens to focus on their children, families and community through their strong and trusted brand and connected professional community.



Centres affiliated with C&K receive comprehensive support in governance including managing kindergarten and inclusion funding, training for committees and educators, advice and support regarding inclusion, use of the C&K brand, curriculum approach and resource materials. Advice and assistance are also provided to support regulatory frameworks including the National Quality Standards. C&K also offers educators opportunities for professional learning and building strong networks with other educators.



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