



Aspley East Kindergarten Family Handbook 2021

This handbook includes important information regarding the educational program, curriculum and philosophy of Aspley East Kindy and is a companion document to the C&K Family Handbook.

Aspley East Kindergarten acknowledges the Traditional Custodians of this land on which we gather, learn and grow. We pay our respects to the Turrubul people and acknowledge their deep spiritual relationship and connection with their country. We acknowledge the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples.

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Welcome

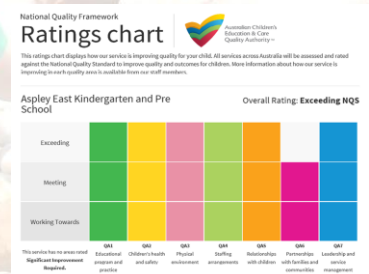
Welcome and thank you for choosing C&K Aspley East Kindergarten for your child's early education and care needs. This booklet provides specific information relating to our Centre. Please keep this booklet as a reference whilst your child is enrolled with us.

C&K Aspley East is a 2 unit community centre. We are a not-for-profit organisation and are affiliated with C&K. As an affiliate service the Management Committee must manage the centre according to C&K operational guidelines, policies, procedures and educational standards. C&K's policy suite is available for viewing on the C&K website www.candk.asn.au. This booklet references a number of specific policies which you will need to peruse before your child begins Kindergarten.

The National Quality Framework

The National Quality Standard (NQS) is a key aspect of the NQF and sets a national benchmark for early childhood education and care, and outside school hours care services in Australia. To ensure children enjoy the best possible conditions in their early educational and developmental years, the NQS promotes continuous improvement in quality.

Aspley East Kindergarten underwent a quality and rating assessment in November 2012 and was deemed to be "Exceeding the National Quality Standard". You can find more information about the National Quality Standard at: <http://acecqa.gov.au/national-quality-framework/the-national-quality-standard>



A requirement of the NQS is for services to engage in continuous improvement. This is achieved through the development of a Quality Improvement Plan. This plan is always displayed in the foyer and available for parent comment/input. Throughout the kindy year you will be asked to provide feedback on your experience at the kindergarten in order to support this continuous improvement. The staff at Aspley East highly values the input, feedback and support of parents to develop our kindergarten. Please always feel free to email your thoughts to the centre Director Marie White: mwhite@aspleyeastkindy.com.au

Centre Philosophy

Our Mission - Aspley East Kindergarten is an inclusive and welcoming community providing the highest quality kindergarten education for children in the local community.

At Aspley East Kindy we are committed to:

- Acknowledging, celebrating and supporting the central role of family and culture to the lives in children
- Developing programs that have at their centre, deep, meaningful and trusting relationships with each child and their family
- Working alongside each child to support their search for meaning and learning at their own pace
- Supporting children's deep engagement in learning through play, fun and friendship
- Health, happiness and safety for everyone in our community
- Recognising and celebrating our history and the meaning of our place
- Valuing and promoting The Arts (Paint, drawing, clay, music, drama) as a way to stimulate inquiry and creative thinking

What to bring to kindy

To avoid distress over lost belongings **PLEASE CLEARLY NAME EVERY ITEM**. A change of clothes (including shorts, T-shirts & underwear) should always be included in your child's bag.

T-Shirts, Hats & Sheets: Centre t-shirts and hats are available to buy from the Centre.

Toys: A cuddly toy, if required for settling at rest time is welcome. Toys brought from home can disrupt the program; get lost or encourage competition and comparisons among children.

Items to be brought to Kindy:-

Item	Suggestions & Dimensions
BAG/BACKPACK	A suitable size to contain all belongings including lunch box. Not a bag on wheels.
HAT	Preferably a broad brim or a legionnaire's hat, no toggles. No caps.
SHEETS	All children need a sheet set for rest time each day at kindy. Each class will generally have a bed rest period for Term 1, before making an assessment about the needs of the group beyond Term 1. You can purchase a new sheet set from kindy for \$47. We also sell second hand sheet sets for \$10. Alternatively, you may provide a cot sheet set for your child.
LUNCH BOX	Easy opening, with name marked on the top and sides. Insulated lunch bags can be used to transport lunch but lunch boxes must be taken out to put in the fridge. Please avoid disposable packaging (glad wrap, zip lock bags, aluminum foil) instead using recyclable containers inside the lunch box. Ensure that your child can open containers, yoghurts (avoid 'squeezy' yoghurts as children cannot open these independently), cheeses etc. independently.
SPARE CLOTHES	Please include a range of spare clothes as children are often involved in messy play at kindy.
WATER BOTTLE	Manageable design, with name on the front. Please label lids also.
SUNSCREEN	Each child needs a roll on sunscreen which will be kept at kindy. Please bring this on your child's first day.

Centre Routines, Rituals & Practices

Routine is important for children, it builds security—they know about their world and what happens next. Routine does not mean that the same thing happens at the same time every day. For example, “at 10.15am all children will eat morning tea and have 15 minutes to do so”. At Aspley East Kindy, the routines provide the structure for the kindy day, but they are not dictated strictly by time or agendas, but by the rhythm of individuals and the learning group.

Arrival & Departure Routine -

A child will leave the centre only with a parent, authorised nominee, or an authorised delegate as a part of an excursion or because the child requires medical care. A parent who is prohibited by a court order from having contact is not considered an authorised parent or nominee.

If someone, other than yourself or someone listed in the enrolment booklet is to collect your child, a signed 'Additional Emergency Contact' is required. This form can be found on the kindy website:

www.aspleyeastkindy.com.au

Any change in pick up arrangements must be communicated to your child's teachers or the child will not be permitted to be taken from the premises.

In order to ensure the safety and wellbeing of children, staff are required to identify the identity of another adult authorised to pick up a child by sighting photographic identification. Please ensure that others who may collect your child are aware of this requirement.

Please do not allow your child to enter the playground before and/or after the Kindy sessions as accident insurance does not cover these hours. We ask that during drop off and pick up that siblings remain with parents as the playground is closed for all children during this time.

Food & Nutrition

In order to make meal times pleasant for all and to enhance children's independence, we ask that before kindy begins you ensure that your child can:

- Open the lid of their lunch box and drink bottle
- Open their food containers (the newer types of squeeze yoghurts with the screw tops, whilst convenient, are impossible for most kindy children to open – please consider alternatives that your child can manage by themselves)
- Open any packets of food (alternatively please open these a little before placing in the lunchbox or tip them into a manageable container).

For meals, you may wish to separate you child's morning tea and lunch into two separate containers or you may also provide morning tea and lunch in one lunchbox. Please ensure that all containers are clearly labelled with your child's name. Staff cannot leave the group of children to heat foods at meal times so please send foods that do not require heating.

Food Allergies - Australia has one of the highest rates of food allergies in the developed world and as such, we will all come into contact with someone with a food allergy at some point. Food allergies can range from mild to severe and life threatening (anaphylaxis). Each year there is likely to be at least one child with a severe food allergy enrolled at our kindergarten. In order to minimise the risk of exposure to known allergens, we may require that you do not send certain foods (such as nuts) to kindy with your child. As soon as we are made aware of any food allergies, families will be informed via a letter.

Birthdays & Celebrations - Birthdays are a time to celebrate and special food can be brought to share on these occasions. On your child's birthday, you may like to bring something special to share with the class like muffins, patty cakes or another celebratory dish that is special to your family. Family is welcome to come and spend the morning or join your child for the sharing of food. Please feel free to discuss this with staff in order to make it a special day for your child. The centre is interested in engaging with celebrations that are important to families. Please talk with the staff about events of cultural or religious importance that are celebrated in your family and feel free to bring these events to your child's kindy class (in negotiation with your child's teacher).

Emergency & Evacuation Procedures

The centre's evacuation procedure is posted in several locations around the room. Parents are encouraged to become familiar with this procedure in case of an emergency. Exits are clearly marked. If we have to evacuate the building, children can be collected from the Aspley East State School unless told otherwise when notified. In the event of an emergency, you will receive an SMS advising you to collect your child/children from the school groups. It is important to ensure update the office of any changes to your contact details.

Workplace Health & Safety

The C&K Aspley East Kindergarten & Preschool is committed to providing a workplace that is healthy and safe for employees, volunteers, visitors and our children. Part of this commitment has been the formulation of a Workplace Health and Safety Policy.

In order to adhere to the recommendations outlined in this policy, we have made it a condition of enrolment that all Parents/Guardians read this policy and make sure they are familiar with the appropriate sections at any time they may be in attendance at the Centre, e.g. for working bees, roster days etc. The Work Place Health & Safety Policies & Procedures Manual is located in the parent information area near the front entrance and can also be found on our website.

Library

Children's Library – The children borrow books weekly. This is an activity for parents to share with their children. More details will be given early next year before commencement of borrowing. We trust that all books will be cared for, but lost or badly damaged books must be replaced. The children's library can be found at the front entrance to Kindy.

Parent's Library – A Parent Library is available for parent's use. It is free and books can be taken out for (2) weeks. This is a "Do It Yourself" library. Follow the guidelines in the folder on top of the bookshelf. The parent library can be found at the front entry to Kindy.

Parking

The kindergarten car park is for STAFF only. To ensure everyone's safety, the car park in front of the Kindy **cannot** be used when dropping off or picking up your child. Cars moving in and out of the car park put children and families entering and departing the kindy at great risk and as such will not be tolerated. Please ensure that anyone who is likely to drop off or pick up your child is aware that there is no parking in the kindy car park.

Parking spaces are available in the kindy car park for those who have a disability or other access issues.

Parking for drop off and pick up of children is available in the nearby streets.

Participation on Committees

The Management Committee is the overseeing body that exists to manage the centre's affairs and run its ongoing business. This includes regular administrative business, setting of policies and fees, maintenance of the buildings and surroundings and future planning of the centre's facilities and liaison with teaching staff and parents. The committee is comprised of the centre's teaching staff together with elected members fulfilling designated positions from the attending parents. The committee typically comprises a: President, Vice-President, Treasurer, Secretary and general committee members.

Descriptions of each of these roles are available from the office for your review. Please take the time to read the role descriptions and consider your suitability for one of the positions above.

The date for the Annual General Meeting will be confirmed in January.

Nomination forms will be distributed in the early weeks of Term 1.

Enrolment

Enrolment of a child in the program is conditional upon families fulfilling their responsibilities to the Centre and other members of the Association. The conditions of enrolment are:

- Regular Payment of Fees by the due date.

A Building levy of \$50.00 per family is requested each term which helps to maintain and improve the centre. This is voluntary and tax deductible.

- Understanding and complying with all of the centre policies and procedures. Copies of pertinent policies are given on enrolment and included in newsletters and other communication throughout the year. You can also view all policies on the C&K website: <http://www.candk.asn.au/ck-policies-and-procedures>
- Parent Rosters – Parent roster begins from Term 2. If Grandparents would like to attend a roster day they must have a certified positive notice letter and/or a blue card from the Department of Justice and Attorney-General – Blue Card Services.
- Grocery Items – We ask all parents to donate a particular grocery item at various times throughout the year. Each group will be allocated a term during the year but we will notify you when it is your group's turn.

Absence/Cancellation of Enrolment

If you wish to withdraw your child from the Centre permanently, it is necessary to notify the Centre in writing giving two weeks' notice. This gives the Centre the opportunity to enrol another child from the waiting list. If no notice of absence is received, after 2 weeks your child's position will be filled – as stated by the Management Committee. **The absence of a child for a period of two calendar weeks without notification to the Director will result in the child being considered as having been withdrawn from the Centre and the vacancy thus created will be filled immediately from the waiting list.**

Finance & Fees

The Centre has two sources of income – Government funding and fees (paid by families). Fees are kept as low as possible, but must be set to meet the operational needs of the Centre. Fees are payable **in advance** each term, that is, 4 times per year. They may be paid half yearly or yearly if that is more suitable.

Fees are calculated on the basis of annual enrolment. There is NO REFUND FOR DAYS ABSENT, FOR PUBLIC HOLIDAYS OR PUPIL FREE DAYS, which occur during the fee period. If you leave for holidays before the end of the school year, full fees are still required for that fee period.

At the start of each fee period, an invoice will be emailed to you. The invoice will outline details of the fees payable for the next period and the date they are due. The Centre is a cashless centre and details regarding making payments will be issued with your first fee invoice next year. The Kindergarten relies on the timely payment of fees to cover the running costs of the Centre. We ask that you please make every effort to pay your fees by the due date. However, if you are experiencing a problem in this regard, please contact either Helen in the office (Monday, Tuesday, Thursday, Friday) or the President of the Management Committee prior to the due date to discuss alternative arrangements (such as a payment plan) to avoid any further action.

As the Centre relies on the timely payment of fees, the steps below outline the course of action that will take place in the event that fees are not received by the due date.

1. Invoices are issued at the start of each fee period allowing up to 10 days notice prior to the due date.
2. If payment has not been made by the due date a reminder notice will be issued the next business day.
3. If payment becomes overdue by more than 7 days a Notice of Late Fees **RED** letter will be issued into your communication file. (Please note that some banks may take up to 72 hours to process your payment through to the Kindergarten's account. This is not an acceptable reason to be overdue by more than 7 days).
4. The Notice of Late Fees **RED** letter will request immediate payment and advise that a \$25.00 (per term) Administration Fee has been added to your account (refer to 'Enrolment' section) and is due immediately.
5. If no contact has been made by you and your fees continue to remain outstanding, then this will result in a review by the Management Committee of the continued enrolment of your child at the Centre.

Schedule of Fees - 2021

Fee Period	Length of Term	Fees
Term 1	10 Weeks	\$890.00
Term 2	10 Weeks	\$890.00
Term 3	10 Weeks	\$890.00
Term 4	10 Weeks	\$890.00

PLEASE NOTE – Fees for each fee period are to be paid by the due date.

ENROLMENT FEE (Non- refundable): \$125 per child (incl GST) (payable at the time of enrolment)

MEMBERSHIP FEE: \$11.00 per family (incl GST) (payable with 1st Terms' Invoice)

WAITING LIST FEE: \$11.00 (incl. GST)

BUILDING FUND (Voluntary): \$50.00 (Tax Deductible)

LATE COLLECTION FEE: \$20 for the first 10 minutes or part thereof plus \$1.50 for every minute thereafter.

LATE PAYMENT OF FEES: \$25.00 added to your Invoice

Health Care Card

If you or your child meets one of the following criteria you may be eligible for QKFS Plus Kindy Support:

- Identify as Aboriginal and/or Torres Strait Islander and/or South Sea Islander (or have a child who does) **or**
- Multiple births of three or more children, of the same age, enrolled in the same year, **or**
- Hold a current Health Care Card, Veterans Affairs Card or Australian Government Pension Concession Card with automatic Health Care Card entitlements.

If you are eligible then you will have an opportunity to access Kindy at reduced out-of-pocket expense. Please advise us as soon as possible if you think you may be eligible for QKFS Plus Kindy Support.

Late Collection Fees

Aspley East Kindergarten and Preschool - Late Collection Fee Policy

Aspley East Kindergarten and Preschool opening hours are as follows:

Mon/Tues/Alt Wed 8:45am – 2:45pm
Thurs/Fri 8:15am – 3:45pm

Teachers are in attendance before and after opening hours for the purpose of preparing the programs and resources and engaging in training and staff development. Late collections from Kindy impact significantly on the work and home life of the teachers. Parents are kindly asked to ensure that they arrive at the kindergarten at least 5 minutes before closing time to ensure that all families have left the centre by closing time.

In the case that you arrive to collect your child after the centre closing time, late fees may apply. The late fee is charged at the following rates:

\$20.00 for the first 10 minutes or part thereof plus \$1.50 for every minute thereafter.

The following procedure will be followed in the case that you are late to collect your child:

- In the first instance, a record will be made and a staff member will remind you that fees will apply for any late collections in future.
- For any future late collections, you will be asked by the staff to sign a form acknowledging that you have arrived after the centre closing time and recognise that the late fee will apply.
- The fee will be added to your term account.

Enrolment at Aspley East Kindy is conditional upon families fulfilling their responsibilities to the centre and other members of the association. Persistent late collections are unacceptable and may result in a review of the continued enrolment of your attending child. All late collections are reported to the kindergarten management committee for consideration of further action.