

Family Handbook





Our centre acknowledges
and pays its respects to the
Traditional Custodians of the
lands on which our office is
placed and other centres in
Queensland and their
continuing connection to land,
sea and Community.



Our centre also pays respects
to all Elders past, present and
emerging.



Honouring First Nations Peoples



Our centre is located on land where Australia's First Nations Peoples' have been teaching and learning ways of belonging, being and becoming for more than 65,000 years.

Our learning community has 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

We would like to extend a very warm welcome to you and your family as you become part of our Aspley East Kindergarten community. We are honoured that you have chosen us to be part of your child's early education, and we look forward to building strong relationships with you to support your child's learning and development throughout their time at our kindergarten.

At Aspley East Kindy we pride ourselves on fostering an inclusive community and learning environments in which the diversity and individuality of families and children is recognised and celebrated. We believe that the inclusion of all children is a mutually enriching experience for everyone in our community. Individuality and the interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with additional needs, are appreciated, respected, and encouraged.

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 and educational standards.

We are very excited to be part of the Queensland Government's 'free kindy' initiative in 2024, where children will receive a kindergarten program for 15 hours/week at no cost to families.

We are extremely proud to have served the local community since 1966 and are dedicated to the provision of high-quality education and care for children in the year prior to their journey into formal schooling.





Our purpose

To nurture and inspire children to succeed in an ever-changing world.

Our vision

Where every child flourishes

Our values

We work with integrity

We respect each other

We strive for excellence in everything we do



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, take the opportunity to spend some time with us before your child starts. This may be one visit or several visits over a few weeks. Meet your child's teachers/educators, explore play areas, and observe our program in action. This will support both you and your child to feel more confident on your child's first day. Please speak to your centre about specific orientation activities.

In the lead up to your child's first day, take time to talk with them about what their first day will be like; discuss what they will bring with them, the people who will be looking after them, the children they will play with and the experiences they will engage in.

Remind your child of what they saw when they visited the centre – their teachers/educators, the locker for their bag, the toilets, and the play areas.

The first day

You and your child may be a bit nervous about the first day, and this is completely normal. Your child's teachers/educators 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/educators 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 (if applicable)
- Call at any time to see how your child is going

What to bring

Please bring a bag/backpack for your child every day containing the items below. **Please clearly label everything with your child's name:**

- **Spare clothing** (as well as a waterproof bag for clothes if they get wet)
- **Sheets** (fitted cot sheet and flat sheet in a drawstring bag or pillowcase)
- **Wide-brimmed/legionnaires hat**
- **Nutritious food for the day in a lunchbox.** (No insulated bags can go in our fridge due to food safety issues)
- **Water bottle** (preferably one that your child can manage and possibly clear so we can monitor your child's water consumption through the day)
- **Sunscreen** (Please bring a roll-on SPF-50 sunscreen to stay at kindy for your child)



When you arrive:

Please take the time to read the full centre drop-off and pick up routines as described in the COVID-19 Commitment Statement.

Some of the main points to note are please:

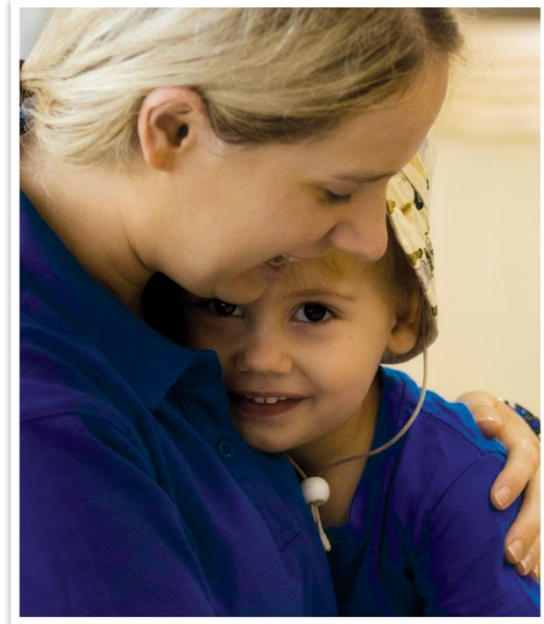
- Keep your child/ren home if they are unwell
- Do not administer fever-reducing medication to your child prior to arrival
- Wash hands on arrival

- To support your child's transition, establish a routine each time you arrive
- Sign your child in
- Put your child's bag in their locker
- Put your child's food in the fridge. If your child's food is in an insulated container, please remove food from the container before placing it in the fridge, so the food remains at a safe temperature
- Put your child's water bottle on the table
- Put your child's sheets in the sheet basket
- If you haven't applied sunscreen at home, please apply sunscreen and record this on the sunscreen register if your child's group is playing outside first.
- Share any news or important information with teachers/educators - for example, did your child have a restless night's sleep?
- To help your child settle in you may like to read a book, push them on the swing or another activity you enjoy together
- Say goodbye and let your child know when you will return

When collecting your child:

Parents need to arrive at least five minutes before our closing times which will either be 2.30pm or 4pm, depending on which group their child attends.

Please remember to let us know if someone else will be collecting your child in the afternoon.



- Sign your child out
- Talk with your teachers/educators about your child's day and read through any documentation such as Storypark
- Collect your child's belongings
- Wash your hands and your child's hands



Helping maintain a safe, healthy environment for all

We are committed to ensuring all children, teachers/educators and visitors to our centre are happy, healthy, and safe. We ask that you please follow displayed health and safety posters and the COVID-19 Commitment Statement guidelines.

No-one can enter our centre if they:

- Are unwell
- Have had an ongoing fever over 38 degrees in the past 24 hours
- Have a cough or breathing difficulties (except those with a known respiratory condition)
- Have a sore throat
- Have been directed by a Doctor or Queensland Public Health to self-isolate

Do not bring any item into the centre that contains button batteries or magnets such as electronic toys, children's watches, or shoes with flashing lights.

In Australia, approximately 20 children per week present to hospital after a button battery exposure, with approximately one child every 3 weeks sustaining a severe injury.

Be Button Battery Aware!

Button Batteries are extremely dangerous and life threatening to children. Clothing, shoes, bags, books, toys, craft materials, and Christmas decorations (e.g. fairy/Christmas lights) that contain button batteries are strictly prohibited at your centre.

Please see our [Button Battery Policy for more information.](#)

- **PARKING is only available in the shopping centre car park or in nearby streets.** For safety reasons, there is no parking allowed in the car park directly in front of the kindergarten
- Make sure your child's bag and all recycled materials you gift to the centre (such as cardboard boxes, toys, and egg cartons) are checked, and items removed that could potentially harm a child such as plastic bags, batteries, sharp items and medication
- Smoking is banned at early childhood education and care centres and for 5 metres beyond their boundaries
- Follow all health and safety instructions at the centre
- Do not leave any children unattended in your vehicle or the car park when dropping off and collecting your child/ren
- Use extreme caution when entering and exiting car parks
- Close all gates and doors as you enter/exit rooms, buildings, and playgrounds; only open the centre gate for your own child
- Do not share your sign-in/out PIN with anyone
- Advise your centre immediately if you or your emergency contact's details have changed
- Advise your centre immediately if your child receives a new medical or additional needs diagnosis
- 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 times that siblings always remain with parents as the playground is closed during this time.





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.

The Centre Leadership Team

The Nominated Supervisor is **Rachael Ross** (Director). Rachael is responsible for the overall operations at the centre, including the education program, staff management, and compliance with regulations and our policies and procedures.

The Educational Leader provides curriculum direction and guidance to all teachers/ educators at our centre. For more details regarding this role, please ask our Educational Leader, **Kathy Carden**, or visit www.acecqa.gov.au/resources/educational-leadership.

Designated Supervisors (or sometimes called 'Responsible Persons') are teachers/educators with appropriate experience and qualifications. These teachers/educators can be placed 'in charge' when the Nominated Supervisor/ Director is not at the centre.

Quality teachers/educators

Qualified teachers/educators and employees, work together at our centre to provide your child with a high-quality, play-based early education program.

All our teachers/educators hold appropriate qualifications and licences for their positions, including First Aid, CPR, and asthma and anaphylaxis management.

Policies ensuring your child's wellbeing and inclusion

Our teachers/educators follow well-researched, thorough policies, procedures and guidelines to ensure that your child's experiences at the centre are ones that promote and enhance their safety, wellbeing, and inclusion.

Our policies and associated documents address a broad range of issues, and we encourage you to view key policies available at our centre.



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 centre, your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, and learn about their community. 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 look different at the beginning of the year, compared to the end of the year, as it is adapted to the changing needs of each child and that of their peers.

Red Nose safe sleeping guidelines are consistently implemented at our centre.

At the beginning of the year, we discuss each child's rest and relaxation needs with parents.



Each class begins the year by having an allocated time for rest and relaxation after lunch. Children rest on beds during this time. This routine is modified according to the needs of the group and individual children as required over time.

Fees

Fees are payable for children who attend Kindy more than 15 hours/week. These fees are payable at the beginning of each term.

Payment is required for all booked days regardless of whether a child is absent due to sickness or holidays. Payment is required for public holidays.

2 weeks written notice is required to cancel your child's enrolment.

Late collection procedure and fees apply.

[Please see our Fee policy for more information.](#)

Membership

Our kindergarten is an Incorporated Association and membership fees are required to be paid annually.

Enrolment

Enrolment of a child at our kindergarten 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 (if applicable)
- Adhering to our parent and community code of conduct
- Understanding and complying with all the centre's 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>



Photography, video and audio recordings

Our centre uses photography, video and audio recordings to capture learning that occurs at our centres and through our online program. 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, or a centre event, 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 centre, 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.



Excursions and visitors

From time to time, your child might go out into the community on an excursion. Places such as the local school, nearby nature spaces, the library or the museum are spaces where children can have new and different experiences outside their everyday learning. Visitors may 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 may experience. 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 procedure](#) 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 always supervised and act under the guidance of teachers/educators. 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.



Emergency and 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 must 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 update the office of any changes to your contact details.

Workplace Health and Safety

We are committed to providing a workplace that is healthy and safe for employees, volunteers, visitors, families, and children. Part of this commitment has been the formulation of a Workplace Health and Safety Policy.

Please see our [Workplace Health and Safety policy](#) for further information.

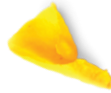




A sun safe environment

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. 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.

Please refer to the centre [COVID-19 Commitment Statement](#) for further information.



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.

For more information, visit:

www.health.gov.au/health-topics/immunisation

Due to COVID-19, the Department of Health recommends that anyone entering an early childhood centre be vaccinated against influenza (the flu).

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.



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, teachers/educators 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 the centre.

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. Please see our [Exclusion due to illness procedure](#) for further information.



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
Diarrhoea	Until there has not been a loose bowel motion for 24 hours
Fever (above 38°C)	24 hours after the fever has stopped without the administration of fever-reducing medication
Gastroenteritis – Exclusion	As advised by Queensland Health, 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 your centre 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 centre, we will work with you to determine how best to support this. The commencement of your child may need to be delayed so our teachers/educators can engage in specialised training to enable them to be capable and confident in meeting the needs of your child's diverse learning needs or medical condition.

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

[Please see our **Medical Conditions** procedure for further information.](#)

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. It is important that the medication is prescribed by a doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration.

[Please see our **Administering Medication** procedure for further information.](#)





Collection and access

A child will only be allowed to leave the centre 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 collected from the office or found on our 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.

To ensure the safety and wellbeing of children, teachers/educators 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 see our [Access, arrival, and departure procedure for further information](#).

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/educators skilfully partner with all children and families to create caring and vibrant learning communities.

University-qualified early childhood teachers, in partnership with qualified educators, will guide and support your child to be a curious, capable, and collaborative learner during their kindergarten year.

At our centre, we see children as thinkers and theorists, 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

Any lost property will be kept near the children's lockers and is often displayed next to the sign-in area if not claimed. Please speak to a staff member if your child has misplaced anything.

Lending Library

Towards the end of Term 1, a small library area is set up on the patio to allow children to borrow books. This is a special activity for parents to share with their children. More details will be given early next year before the commencement of borrowing.

We trust that all books will be cared for and appreciate lost or badly damaged books being replaced.





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/educator 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/educator is purposely supporting your child's interest to explore opportunities for literacy and numeracy development. You might also see teachers/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/educators will encourage your child to explore and investigate a range of materials and express their thinking and emerging understandings in a variety of ways. Teachers/educators will support their curiosity 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/Educators 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 teachers/educators work 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/educators to prepare their environments and access training and support if needed. Fully understanding the needs of 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/educator, 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 or 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.

Aspley East Kindergarten underwent a quality and rating assessment in November 2020 and was deemed to be

“Exceeding the National Quality Standard”.



Quality Improvement Plan

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 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 and improve our service. Please always feel free to email your thoughts to the centre Director, Rachael Ross at: aekdirector@aspleyeastkindy.com.au

Our Philosophy

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

Our Philosophy - At Aspley East Kindy we are committed to:

- Valuing culture, diversity, and uniqueness. Our place is for everyone in our community.
- Developing deep and meaningful programs that reflect trusting relationships with each child and their family
- Encouraging each child’s inquisitive nature to support their learning at their own pace.
- Supporting children’s deep engagement in learning through play, fun and friendship
- Promoting health, happiness, trust and safety for everyone in our community
- Recognising, celebrating, and contributing to our history and significant events that shape the meaning of our place
- Developing reciprocal and collaborative relationships with families. We respect and respond to parent knowledge and wisdom about their child.
- Valuing and promoting The Arts (visual art, music, dance, and drama) to stimulate inquiry and creative thinking.

(Currently being reviewed by current and prospective families. Last reviewed November 2022)



Section 7

Staying connected

Come and join us on your learning journey! While the ways we connect with you, your child and your family may look a little different as we continue to implement practices to limit the risk of COVID-19, our teachers/educators' dedication to building a sense of community and belonging remains unchanged and is at the core of everything we do.

We welcome and encourage you to be a 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 once COVID-19 restrictions are lifted. This is a great way to meet other families and build a sense of community and belonging.

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.

Feedback

We always welcome feedback from families, and you are encouraged to talk with your child's educators or centre Director about your child's progress and share any concerns you may have.

[Please see our Feedback and Complaints procedure for more information.](#)

Our Parental Code of Conduct

It is expected that every parent/guardian and visitor will:

- Comply with C&K Policies and Procedures (available on C&K's website)
- Behave in a way that supports health, safety and wellbeing of yourself and others
- Respect the authority of C&K employees and follow their directions
- Be polite, respectful, listen to and value other's perspectives
- Respect the privacy of others and not photograph, email, text, or post images on social media (including images taken from Storypark) of any person without their consent or in the case of another child, the consent of their family
- Speak positively about C&K and our employees
- Request a meeting with your child's teacher/educator to discuss any questions or concerns you may have about your child's education and care
- Understand our employees have responsibilities that may impact their availability to talk and meet with you

Respect C&K property and the property of our employees, contractors, volunteers, other families, and children

- Raise complaints in accordance with our Complaints Management Policy
- Ensure all family members and emergency contacts associated with your child's enrolment read, understand, and follow this Code of Conduct.

Unacceptable Conduct includes, but is not limited to:

- Using inappropriate, threatening, aggressive or abusive language, gestures, or images. This includes swearing, yelling, and throwing items
- Using language or conduct which is likely to offend, harass, bully, vilify, intimidate, or discriminate against another person
- Interacting physically, verbally, or online with children, our employees or others in a manner which is not appropriate and may endanger the person's health, safety, and wellbeing
- Posting comments or material to social media that may damage the reputation of C&K and any of our employees
- Gossiping or making derogatory statements about C&K, our employees, families, children, or community members. Any concerns must be raised through the Complaints Management Policy
- Sharing confidential information inappropriately
- Theft, fraud or misuse of C&K property or resources
- Involving our employees in disputes between parents/guardians/families
- Visiting a centre, attending a C&K function or engaging in C&K activities whilst under the influence of alcohol, illicit or other harmful substances
- Bringing alcohol, weapons, or illegal substances into a centre
- Smoking within the centre or within 5 metres of the boundary.



Section 8

Committee and Affiliation with C&K

Our centre is a community based, non-profit organisation, run by the parent management committee.

Committee

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.

Nomination forms will be distributed in the early weeks of Term 1. The date for the Annual General Meeting will also be confirmed in January and all families are encouraged to attend this meeting to gain a better understanding of the operation of the centre.

Parents involvement and participation

We welcome parent participation in all aspects of our centre. We encourage families to become involved in the management of our centre, as well as contributing to our educational program.

From the beginning of Term 2, we welcome parents to join their child's class for an hour or two in the morning to gain an understanding of our educational program and enjoying some learning experiences with their child.

We usually have at least one working bee during the year and value parent involvement to assist with these.

Special Events and Fundraising

Each year, we have a few different social and fundraising events, where we encourage families to attend and connect with the Management Committee, staff members and other parents and children. We certainly always appreciate parent support for our fundraising ventures.

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.





Useful organisations

Australian Breastfeeding Association

Australian Children's Education and
Care Quality Authority

Kidsafe Australia

Nutrition Australia

Queensland Health

Anaphylaxis Australia

Grow Me Safely

The Office for Early Childhood Education
and Care

Raising Children Network

NAPCAN (Preventing child abuse)

Asthma Australia

Immunisation Australia

Autism Australia

Diabetes Australia

Education and Care Services Regulations

Staying Healthy – Preventing infectious
diseases in early childhood education and
care services

Epilepsy Australia

National Physical Activity
Guidelines

Thank you to all the children, families and educators from C&K centres for contributing their words and images to the creation of this booklet.



Where children come first