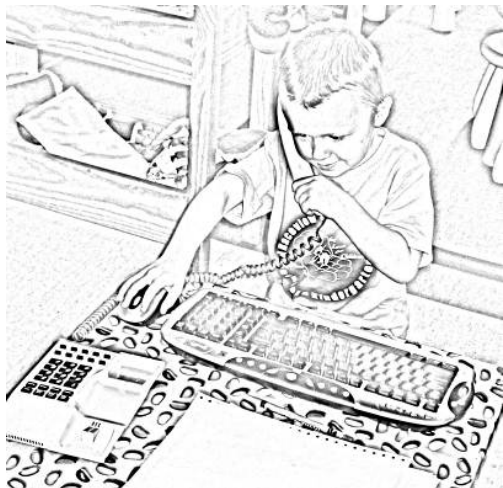


# **WELCOME TO RACEVIEW CONGREGATIONAL KINDERGARTEN**

The Raceview Congregational Kindergarten has been serving the Ipswich community for over 50 years. We know that your child's stay will be an enjoyable one for your family. Our Centre is part of the Raceview Congregational Church. As part of the church, our centre operates within the Christian values of people feeling loved, cared for, valued, nurtured and supportive. We are a fully inclusive Kindergarten.

## **RCK MANAGEMENT COMMITTEE**



The business of the Centre is managed by the management committee including a Chairman, the Centre Secretary, the Centre Treasurer, the Centre Director, volunteer parent representatives. This committee meets regularly and reports annually to the Raceview Congregational Church.

Parents who are unable to attend these meetings are able to add to the agenda by raising ideas with the director or the parent representatives.

**Parent volunteers** are also required for positions such as Book Club Conveyor, Fundraising Organiser.

## **CENTRE CONTACT DETAILS**

### ***Postal:-***

***P.O. BOX 4319, RACEVIEW QLD 4305***

### ***Street:-***

***117 WILDEY STREET, RACEVIEW QLD 4305***

### ***Phone:-***

***CENTRE: 0434 554 050***

***CHURCH SECRETARY: 07 3288 9809***

***PASTOR: 0433 873 459***



## OUR PHILOSOPHY



We endeavour to earn the respect of our families and the community through commitment, dedication, trustworthiness and educational expertise.

**The environment:** We provide an environment that is safe, happy, caring and inclusive, that is aesthetically pleasing, and that evolves throughout the year with purposeful selection of good quality, appropriate resources.

Our environment invites families and children to become an active part of our centre.

We believe that structure and predictability (both physical and in delivery of the program) help children to feel in control of

their environment.

**The Children:** We believe every child is a capable and competent learner who comes to kindy with a unique set of experiences and learnings. We value each child's individuality and believe that we can scaffold their learning best when we are familiar with their individual interests, families and cultural heritages.

We liaise with services and resources to enrich our program. We communicate with specialists to assist in planning an enriching environment for children with additional needs.

We believe that through play children learn about, and make sense of, themselves and the world around them.

We believe that children learn best when they feel safe, supported and appreciated; when they actively participate in varied, challenging and interesting experiences. We believe that through these learning experiences children explore, investigate and express themselves, plus independence and co-operation are encouraged, and appropriate behaviour is reinforced.

We empower children to make choices and take ownership of their play in order that they will learn to take responsibility for themselves, to co-operate with others and to effectively resolve conflicts.

We value of **the process** of children's work rather than simply admiring the finished product.

We celebrate the learning and make it visible by displaying learning stories and publishing our own books about what we learnt. We organise special events for families to connect with and celebrate the learning with their children.

**For Families:** We promote positive partnerships with families through open communication and support. We embrace diversity and respond to changing individual family needs. We believe families are children's most valued teachers and their involvement is encouraged as an important part of the program. We have an "open door" policy so parents are welcome at any time. Parents are encouraged to "do roster", help with yard maintenance and participate in management and fundraising committees.

**For Staff:** We foster each staff member's professional development and actively seek learning opportunities to ensure we keep pace with current developments in *Early Childhood Education*.

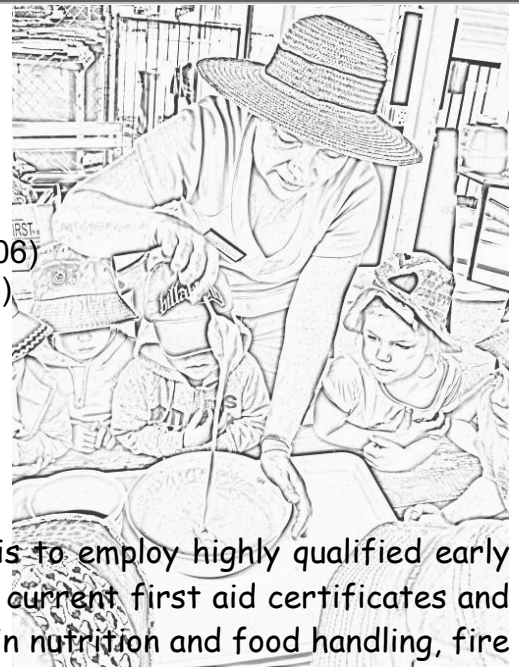
## THE TEACHING STAFF 2021

**Teacher/Director: Mrs Catherine Braun**

Qualifications: Bachelor of Teaching (1996)  
Bachelor of Education (1997)  
Certificate III Children's Services (2006)  
Diploma of Children's Services (2006)

**Assistant: Mrs Amanda Pickering**

Qualifications: Certificate III Children's Services



RCK believe that the key to the early year's education is to employ highly qualified early childhood Teacher & Assistants. All staff members hold current first aid certificates and suitability cards. The staff also have additional training in nutrition and food handling, fire safety training, selected special needs work-shops, behaviour management in-service training. They are constantly retraining to keep up to date with current early childhood educational trends and practices.

★ *Director and teacher aide are employed to care for a maximum of 22 children a day from the hours of 9:00am to 2:20pm*

### OPPORTUNITIES TO SPEAK WITH THE TEACHER



The teacher is available at the beginning and at the end of the day to talk informally with parents as they drop off and pick up their children.

Please consider that these are usually busy times and we do encourage you to make an appointment with the teacher so that you are given full attention, should you wish to discuss a matter in more detail.

When ringing the centre to speak to the director, please ring ***between 8am and 8.50am*** or ***between 2.30 and 3.30pm***.

Please feel reassured that if we need you for any reason, we will not hesitate to call.

## **VOLUNTEERS AND VISITORS TO THE CENTRE**

From time to time, visitors such as university students and school work experience students may come to the centre. It is important to support these students as they learn and develop positive teaching strategies towards being early childhood educators for future generations. These students and volunteers are **never left alone with the children** and are often great assets to the children and the centre.

Volunteers and visitors are asked to sign the Visitors' Register acknowledging that they hold a current suitability card to allow them to work with children.



**ONLY THE TEACHER AND TEACHER AIDES  
ARE ALLOWED TO CHANGE WET CHILDREN**

### **WHAT EACH CHILD NEEDS TO BRING TO KINDY EACH DAY**

- ★ A backpack to fit inside the lockers
- ★ A washable, wide brimmed bucket hat with a 5cm brim or a legionnaire's hat
- ★ A library book bag
- ★ One fitted and one flat cot-sized sheets, and a blanket(winter terms), fitting in a drawstring bag (Fitted sheet to be 65cms x 120cms with elastic sewn diagonally across all four corners)
- ★ Two small lunch boxes
- ★ Spare clothes



**ALL ITEMS SENT TO THE CENTRE ARE TO BE CLEARLY LABELLED**

*Please write your child's name clearly  
using a capital letter then lower case e.g. Jane*

### **TREASURES FROM HOME**

Please leave all special toys and belongings at home as losing or breaking a special toy causes heartache.

### **WHAT EACH CHILD NEEDS TO BRING TO THE CENTRE WHEN ENROLMENT COMMENCES**

- 1 A4 refillable display book (please do not cover)
- A sturdy, well balanced cup, clearly labelled with your child's name (to be used for water every day).

## **PLAY CLOTHES, PLEASE!**

### **PLAY CAN BE A MESSY BUSINESS!**



Comfortable play clothes that will not be harmed by a little soiling are best for the centre so that your child can enjoy messy activities without worrying about damaging special clothes. Girls should wear shorts rather than skirts to allow for safe physical activities. Children should also be able to dress themselves and manage their own shoes.

As some children feel embarrassed about asking for help, please ensure that your child is able to manage his/her own clothes for toileting.

**RCK t-shirts are available at a cost of \$15 per shirt from the director.**

## **MORNING TEA & LUNCH**



**Drinks:** Cool fresh water is available to the children at all times. Water is the best drink following a meal as it aids teeth cleaning.

***Do not send drinks with your child.***

- ★ Please send morning tea and lunch in two small separate plastic containers or snap lock bags that are clearly named.
- ★ Send small food portions that your child can handle independently e.g. apples cut up, oranges peeled & pieced.

## **Food Suggestions (1–2 ITEMS PER MEAL)**

- Morning Tea:** ***This is a quick snack that is not refrigerated.***  
A piece of fruit or healthy snack e.g. rice crackers, fruit muffin, vege sticks
- Lunch:** Sandwiches - meat, cheese, vegemite, salad etc.  
Fresh or dried fruit, crisp bread

- ★ If we have students with severe allergies to nuts, eggs etc we will notify parents and ask that that food/product not be bought to the centre.
- ★ Please do not send the following foods as the centre promotes good nutrition:  
chips, cakes, biscuits, sweet treats, lollies, chocolate,  
muesli bars, roll ups, LCM's.
- ★ Avoid sending the following items due to safety risks:  
ring-pull tins, glad-wrap, plastic bags.

With a view to the sustainable future of our planet, we encourage you to choose fresh over processed foods and, where possible, to use no extra wrapping. Sandwiches and fruit, for example can be packed directly into the lunchbox.

## **RCK's LITTLE KINDY & KINDERGARTEN PROGRAMS**

RCK believes that the provision of skills is essential to fostering a foundation for lifelong learning. Children develop significantly in their physical, cognitive, social, emotional and spiritual aspects in these early years, and their early learning experiences deeply influence their future attitudes to learning.

The Kindergarten programs value each child as a capable and competent learner.

The programs emphasise **Learning through Play**.



*“Play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other’s thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children’s thinking and enhance their desire to know and to learn.”*

*(BELONGING BEING & BECOMING:  
The Early Years Learning Framework for Australia, 2009)*

We are a Queensland Government approved Kindergarten provider.

***The Early Years Learning Framework for Australia***  
and the ***Queensland Kindergarten Learning Guideline***  
form the basis for our planning.

### **5 Learning Outcomes:**

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.



### **UPDATES ON YOUR CHILD’S PROGRESS**

The establishment of partnerships between parents, children and teachers is recognized as vital to effective learning. As well as sharing an ongoing profile of your child’s development throughout the year, the teacher is happy to discuss your child’s progress with you and share information about the program.

***Please make an appointment to meet at a mutually convenient time.***



## **RCK's DAILY ROUTINE**

(Sample only - routine is at the Teacher's discretion, influenced by seasonal changes and evolves throughout the year as children mature.)

<b>9.00am</b>	Door opens and group enter, take off shoes and sit on the carpet Sing and wave off parents Mark the roll and discuss activities
<b>9.05am</b>	Outdoor/Indoor planned activities
<b>9.50am</b>	Pack up time
<b>10.00am</b>	Music and movement
<b>10.30am</b>	Transition to Morning Tea
<b>11.00am</b>	Book browsing
<b>11.15 am</b>	Indoor/Outdoor Planned Activities
<b>11.55am</b>	Pack up time
<b>12.00</b>	Story time / Language Session
<b>12.20 pm</b>	Transition to Lunch
<b>12.50 pm</b>	Rest time
<b>1.50 pm</b>	Pack away beds, put on shoes, toilet, drink, pack school bag, change library books
<b>2.00 pm</b>	Group games/ Show and Tell / Music
<b>2.20pm</b>	Sing Goodbye song and doors open (parents are to enter the centre, say hello to the teachers before leaving the centre with the their child)



This routine is flexible and varies according to the needs and interest of the children as well as weather, special events and visitors to our classroom.

---

## **SUN SMART INITIATIVE**



The centre currently follows the Sun Smart Program from the Queensland Cancer Fund. The following policies have been put into place to meet the required guidelines

- All children will wear a shady hat when outdoors.  
(Kindy hats are available for \$15)
- *Sunscreen should ideally be applied at home 20 minutes prior to attending kindy/preschool* when children have outside play during the morning. Sunscreen is, however, available upon arrival.
- In cooler weather, when outdoor play is later in the day, sunscreen will be reapplied under supervision of staff.



## **CENTRE HOURS:**

**Monday to Friday  
9:00am to 2:20pm**

Please ensure that your child is at the centre by 9am as late arrival disrupts the class and your child may miss out on important learning.

## **PICKUP:**

The doors are open from 2:20pm to allow your child to show you what they did during the day. Please walk in and say hello to the staff as it is a requirement by law that they release your child to the designated collecting person.

Please contact the centre if you are going to be late, as it can be distressing to your child not to have you arrive for pickup.

If someone other than yourself or partner is to collect your child from the centre, it is a requirement by law that the collecting person must show photo I.D. It is also a requirement that you notify the centre of the name of the collecting person, so that teachers know who is to collect your child.

***No notification and no photo I.D. means no release of your child to the collecting person by the teachers.***

Please ensure you and your child leave the centre by 2.30pm as the staff are required to perform cleaning and director's duties for the next day.

### **LATE PICK UP FEE (after 2:30pm):**

\$2.00 per child for the first 5 minutes

\$1.00 per minute thereafter.

.....

## **SEPARATION ANXIETY:**

### **HOW TO LEAVE YOUR CHILD IN CARE**

#### ***"Quick Goodbyes, Long Hellos"***

- Chat quietly and confidently to your child while approaching the group area.
- Help your child put their bag into their locker.
- Crouch down to your child's level and patiently look around and discuss what is available.
- Go with your child to an area of interest.
- Greet the teachers while remaining with your child.
- Announce to your child that you will be leaving with a quick explanation of what you will be doing (don't make it sound too inviting) and what time you will be back. Hand your child to the teachers.
- If your child is distressed, please feel free to remain within hearing distance, but out of eyesight of your child.
- You are invited to phone the centre to check on your child during the day.



## **POSITIVE BEHAVIOUR MANAGEMENT**

*"Take care of ourselves, others and our belongings"*

This is our main rule which has many smaller basic rules. These rules are discussed, implemented and modelled regularly in the classroom.

RCK adopts a positive behaviour management approach whereby children are praised regularly and often. This approach endeavours to reward those children following the rules and displaying correct behaviour. In turn, this encourages others to do the same through peer leadership and discourages negative behaviours.



Should a child, however, choose not to follow the rules or displays inappropriate behaviour, then they are spoken to (ie. reminded of appropriate behaviour) and/or redirected to a more productive task. If the negative behaviour continues, the child is given a "stern warning". If the negative behaviour still continues the child is sent to time out away from the group to reflect upon their behaviour.



Discussion about appropriate behaviour takes place before the child re-joins the group or goes back to play. Should the inappropriate behaviour continue, a parent/teacher interview will be requested with the view to devising and implementing an individual behaviour management plan.

## **PAYMENT OF FEES**

### **BOND - \$200 per child**

payable at time of enrolment

(non-refundable in the event of cancellation of enrolment at any time).

This bond is made up of the following fees:

<i>Full Payment of Fees</i>	<i>Once yearly yard maintenance</i>	<i>Parent Roster Twice a Term</i>
\$100	\$50	\$50

Money will be refunded at the end of the year after full payment of fees, yard maintenance and parent roster are completed. Failure to meet one or more of the above commitments will result in the tabled amount not being refunded. All bond money is kept by the centre in a secure account.

### **ENROLMENT FEE - \$20 per child - payable at time of enrolment**

(non-refundable in the event of cancellation of enrolment at any time).

### **FEES - \$31 per day**

Fees are due at the end of week 3 of each term.

***All payments are to be in the form of a cheque or money order made payable to RACEVIEW CONGREGATIONAL PRESCHOOL & KINDERGARTEN, or by direct debit into our WESTPAC ACCOUNT (BSB 034-240, Account No. 76-0610)***

***No cash please due to security risk.***

Fees can be placed in the FEES BOX in the classroom. Payment should be placed in an envelope marked with the name of the child, amount enclosed and purpose of the payment. If paying by Direct Debit please put the printout of the payment into an envelope marked as above. The Treasurer will then issue you with a receipt.

Fees are payable regardless of time lost through illness, family vacation or other reason, excluding school holidays. When a public holiday falls on a kindy day, fees still apply.

***As this is a non-profit centre, arrears in payment cannot be tolerated.***

***Non-payment of fees will result in forfeiting your child's place at the centre and the place offered to the next family on the waiting list.***

### **WITHDRAWAL OF ENROLMENT**

***TWO WEEKS*** notification of the withdrawal of your child is required or two weeks fees will be charged in lieu.

### **CHILDCARE subsidy**

As a kindergarten rather than a long hours childcare centre, we are not eligible for the government's child care subsidy.

[www.familyassist.gov.au/](http://www.familyassist.gov.au/).

## **FEE SCHEDULE FOR 2021**

<b><u>daily fee rate of</u></b> <b><u>\$30</u></b>	<b><u>Term 1</u></b> <b>10 weeks</b> <b><i>Due 11.02.22</i></b>	<b><u>Term 2</u></b> <b>10 weeks</b> <b><i>Due 06.05.22</i></b>	<b><u>Term 3</u></b> <b>10 weeks</b> <b><i>Due 29.07.22</i></b>	<b><u>Term 4</u></b> <b>10 weeks</b> <b><i>Due 21.10.22</i></b>
<b>Little Kindy</b> <b>Monday/Tuesday</b>	\$620	\$620	\$620	\$620
<b>Kindergarten</b> <b>Wednesday/Thursday</b> <b>&amp; Friday</b>	\$930	\$930	\$930	\$930

## **FEE PAYMENT POLICY**

1. Fees are due and payable as per the schedule above.
2. The treasurer is responsible for the invoicing, collecting and receipting of fees.
3. Prior to the beginning of each term the centre treasurer will issue invoices for the term fees.
4. **Fees are due (in full) by the end of week 3 each term.**
  - All payments are to be in the form of a cheque or money order made payable to ***RACEVIEW CONGREGATIONAL PRESCHOOL & KINDERGARTEN***, or by direct debit into our ***WESTPAC ACCOUNT (BSB 034-240, Account No. 76-0610)***
  - No cash please due to security risk.
5. **Weekly payments will be accepted only under the following conditions:-**
  - **Periodic payments must** be set up to transfer money equivalent to one week of fees every week from your account to the Kindy account ***WESTPAC ACCOUNT (BSB 034-240, Account No. 76-0610)***
  - The first payment **must** be received by the end of week 3. (This allows more than one month for families to organise periodic payments.)
  - NB. If the first payment is received in week 3, fees will be 2 weeks in arrears and you must make provision to continue payments until fees are paid in full.
6. Casual or occasional payments will not be accepted.
7. It is a condition of your child's continued enrolment that, by 3pm Friday, Week 3 of each term, **fees must be paid in full** for the ensuing term **or a periodic payment regime must be set in place** to pay fees for the ensuing term. (NB. The first payment must have been received by this time.) **If this condition is not met by 3pm Friday, Week 3 of the term, we regret that your child's enrolment will be immediately cancelled.**
  - At the discretion of the Raceview Congregational Kindergarten Management Committee enrolment will be reinstated during week 4 **only** upon receipt of payment of fees in full.



## **PARENT ROSTER:** ***TWICE A TERM PER FAMILY***

A parent roster system is in place at the centre that requires your participation ***at least twice per term***. We hope that parents will come away with a practical understanding of our learning environment, knowledge about your child's peers and a sense of satisfaction gained by contributing to your child's pre-schooling life. When you come on roster, staff members are able to spend more time giving individual attention to particular children or tasks when needed.

If you are unable to fulfil your parent roster obligations, a family member or special friend may take your place. Please do not feel restricted to two visits per term; we would appreciate your coming as often as you wish. Parent roster hours vary between **9am to 12:30pm** with parents choosing to take their children home after lunch. It is preferable to make alternate arrangements for siblings, but when it is necessary to bring little ones it is your responsibility to fully supervise them at all times.

- ***Parents on roster are requested to read and follow the "Working with children" and the "Privacy & Confidentiality" policies.***
- ***Failure to attend a minimum of two parent rosters each term will result in the forfeiture of your \$50 bond at the end of the year.***

## **PARENT ROSTER SUGGESTIONS**

- Supervise inside playtime and help children with activities.
- Group time on the carpet: Join in with Music & Movement/ Story Session helping to settle children.
- Help teacher aides with prep jobs, washing art/craft equipment, disinfecting, sweeping up, cleaning tables, folding paintings and putting work into children's pockets or other special jobs.
- Preparation for Meals: Set out lunchboxes; Supervise bathroom activities.
- Meal Times: Help children with opening food as required. Sit with the Children and enjoy their dialogue.
- Play outside with your child and their friends.
- Help pack away outside equipment.
- Help children brush sand off their feet.
- Help make the beds.

**PLEASE REMEMBER THAT WHAT YOU OBSERVE  
AND EXPERIENCE ON ROSTER IS CONFIDENTIAL**

***DO NOT DISCUSS CHILDREN'S BEHAVIOUR  
AND/OR ABILITIES WITH OTHERS.***



## **MAINTENANCE ROSTER** **....ONCE A YEAR PER FAMILY**

### **PLEASE NOTE: NO MAINTENANCE TO BE COMPLETED ON SUNDAYS BY REQUEST OF THE CHURCH**

Maintenance roster consists of yard maintenance, general maintenance, end of term cleaning, washing, and working bees. These duties are outlined in detail below.

***Yard Maintenance*** needs to be completed on a regular basis, therefore we allocate each family one weekend a year to perform the following:

1. Mowing and whipper snipping.
2. Raking and weeding the soft fall areas.
3. Ensuring the fort is clean, safe and insect free.
4. Prune as needed to ensure no overhanging trees including from neighbouring yards.
5. Clean tops of covered areas and gutters as needed.



There are 'green bins' for garden materials located close to the fence in the car park. Your own tools and equipment are required as there are no tools available at the centre.

A maintenance roster for the year will be displayed on the noticeboard and monthly reminders will be published in our newsletter. In the event that you are unable to complete your designated Yard Maintenance, the centre will accept a donation towards the cost of yard maintenance.

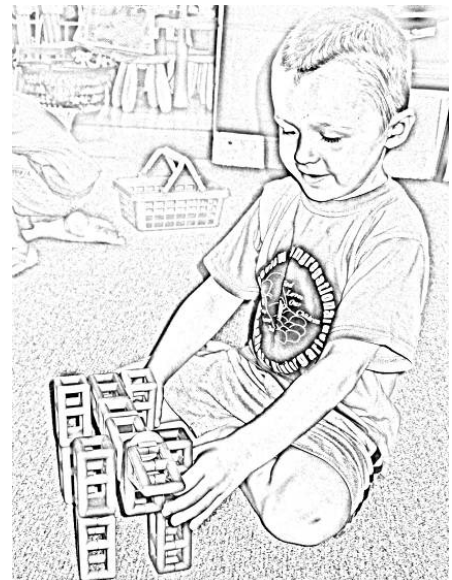
***Failure to perform yard maintenance  
will result in forfeiture of  
\$50 from your bond.***

### **WORKING BEES ONE or TWO per YEAR**

At least one working bee per year is held on a Saturday morning. A notice will be posted at the centre advising all families of the date, time; tools needed and tasks requiring attention.

### **GENERAL MAINTENANCE**

We require families to volunteer to complete general maintenance within the centre as needed. Please advise the director if you may be called upon for this essential task.





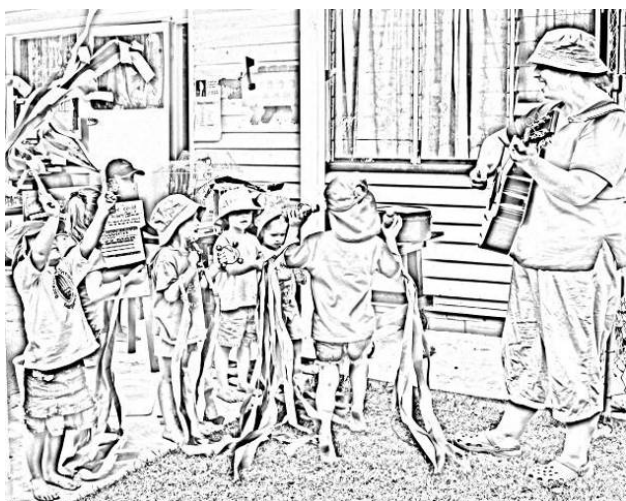


### **END OF TERM CLEANING**

This is completed during the last few days of each term to ensure workplace health and safety standards are met. This involves disinfecting equipment, cleaning tables, chairs, walls, and shelves etc. Prior to the end of each term, a notice will outline the days and times when parent participation is required.

### **WASHING DUTIES**

One family per term is required to volunteer to take home a small amount of washing every Tuesday/Friday afternoon. Also, at the end of each term there is extra washing. This task is ideally suited to families who are unable to be present during end of term cleaning. Please indicate on your child's enrolment form if you would be willing to complete this task.



### **SHARING SPECIAL INTERESTS AND TALENTS**

We would like to encourage you to share whatever special talent or interest you have, no matter how big or small. Some suggestions are cooking, playing an instrument, your occupation, special crafts, and additions to the family. Please make a time with the teacher to share your special interest with the children.

### **FUNDRAISING**

Raceview Congregational Kindergarten is a non-profit organization. The centre relies on the active participation of parents to help minimize the running costs of the centre. Parents are essential in managing the Fundraising Committee which holds meetings as advertised in the newsletters to discuss and organize fundraising events. Please lend your support to this valuable committee as it creates funds to continue to provide your children with high quality learning experiences. Chiefly, fundraising monies are used to pay for special visitors and outings throughout the year and for speech screening for all children.

On average the centre will have 1 or 2 fundraising activities per term.





## **OTHER POLICIES**

**Our detailed policy book is kept on top of the lockers in the classroom for each family to read.**

**SMOKING POLICY** - For the health and safety of the children and staff, please NO SMOKING within the grounds of the Centre and the Church.  
*This includes the CHURCH CARPARK AND IN YOUR PARKED VEHICLE!*

### **REVERSE PARKING IN THE CHURCH CAR PARK**

To protect our children and parents walking in the car park, please observe the rule of reverse parking on arrival at the centre.



excursion all parents will the group. A minimum children will pertain.

**Fundraising monies  
payment for**

### **EXCURSIONS & INCURSIONS**

Throughout the year excursions may be organised or demonstrations or shows may be brought into the kindergarten to enhance our program. Before these events a risk assessment will be undertaken and made available to parents, the itinerary and educational goals of the event will be given to parents, and written permission from parents will be obtained.

When leaving the centre for an be encouraged to accompany ratio of 1 adult to every 2



**will be used to offset  
excursions and incurSIONS.**



### **MEDICATION POLICY -**

***NO MEDICATION IS TO BE LEFT IN YOUR CHILD'S BAG.***

Please give the medication to staff each morning your child attends the centre. All medication to be given to your child on your behalf must be written on the appropriate form.

**NO FORM, NO MEDICATION.**

### **ILLNESS POLICY -**

***As a general rule, if you are unsure if your child should attend the centre, then it is usually best to keep him/her at home.***

You will be contacted to take your child home if he/she becomes ill at the centre.

As per policy, all children with an infectious illness must be excluded from the centre until they are well or cleared by a medical officer. Any child with a runny, green nose must remain

at home as this is an infectious illness which requires medical attention. It is vital that you contact the centre at the absence or onset of any illness so we can take the appropriate infection control methods and inform families as required.

## **ABSENCES**

Parents are asked to notify centre staff of their child's impending absence. This may be done by phone on the day of the absence or in person prior to the day of absence.

Fees are payable on all absences that occur during the Kindergarten terms.

## **BIRTHDAYS**



### **Birthdays are very special!**

Because food allergies and intolerances may be an issue, we ask that families **do not** send a cake or other treats to celebrate birthdays at the centre. We do, however, help your child make a special birthday crown... and we sing *Happy Birthday*.



## **SUSTAINABILITY**

We promote a number of sustainable practices in our kindergarten environment and within the community, and we foster respect and care for the environment. We encourage children to be active participants in environmental practices.

We also engage children in learning experiences, projects, and discussions around issues of sustainability, and, as a staff, model sustainable practices.

- We aim to reduce the waste created at the kindergarten by reusing and recycling as much as we can through our everyday routines and practices.
- Families are encouraged to bring reusable materials to the kindergarten that can be used for children's art and craft work.
- Families are encouraged to pack waste-free or "nude food" lunches.
- Educators look for ways to promote sustainability and children's respect for, and engagement with, the environment on a daily basis.
- In the garden we aim to develop an appreciation and care for the natural environment and opportunities to explore relationships with other living things.
- Children engage in the daily composting of fruit and vegetable scraps which are used for our vegetable garden. We also keep chickens and a worm farm.
- Children and educators plant, grow and care for their vegetable garden which is used for cooking experiences.
- Tank water is used to water our vegetable garden and for water play.
- Our lower garden is designed to focus on the environment and is planted with native and local plants.

## **SOCIAL MEDIA POLICY-**

Parents using Facebook and other social networks are required to consider the privacy and confidentiality of other families when posting. Under no circumstances may photos of children engaged in kindergarten activities be used on the internet. Parents may, of course, post photos of their own children at their own discretion.

This policy applies to all activities of the kindergarten regardless of relationships between parents.

### **Facebook**

Our Facebook name is *Raceview Congregational Kindy*.

We post reminders of upcoming events and reports of some recent kindy activities.

### **We do not post photos of children.**

Parents and friends are invited to “friend” us and contribute to our page under the following conditions:

- Abide by our **Privacy and Confidentiality Policy**
- Do not post names or photos of any child (except your own, if you wish).
- Keep comments general. Any specific worries or concerns should be taken up with the director personally.

## **PRIVACY and CONFIDENTIALITY POLICY-**

All staff members and parents are required to respect the confidentiality of all other staff members, parents and children.

It is an expectation that parents on roster will abide by our confidentiality policy by refraining from sharing information about any other child’s day. It is also expected that parents refrain from asking the rostered parent about their child’s day so as not to put them in a situation that breaches privacy and confidentiality of individual children.

Parents using Facebook and other social networks are required to consider the privacy and confidentiality of other families when posting. Under no circumstances may photos of children engaged in kindergarten activities be used on the internet. Parents may, of course, post photos of their own children at their own discretion.

**This policy applies to all activities of the kindergarten regardless of relationships between parents.**

## **PRIVACY & CONFIDENTIALITY of RECORDS**

At Raceview Congregational Kindergarten we are aware that we are privilege to personal and financial information regarding children, parents and staff members. All information is stored securely at the centre and will be viewed by authorized personnel only. Any discussions with staff or committee members will be shared with relevant personnel only and in confidence.

- No records will be passed onto any third party.
- Please notify the centre of any change in contact details as this is an Office of Early Childhood requirement.

**Informing staff of any changes in your child’s life-** Events in family life, such as major illness, grandparent visits, a new pet or loss of one, or any family trauma can affect their behaviour. It is vital for parents and teachers to share information that may affect the children. If other professionals are involved with your child, please notify the director so that the other professionals’ programs can be incorporated into your child’s care.

***All information will be treated with the utmost confidentiality.***



## **ANY QUERIES**

If you have any questions, suggestions or concerns about your child's progress or what occurs within the general day to day operations within the centre please do not hesitate to approach the director to discuss these matters.

**Queries or complaints** regarding the centre or the running of the centre can be directed to the Director; the Chairperson of the RCK Management Committee, Pastor Billy Diehm (ph:0433 873459) or to the *Office for Early Childhood Education and Care* (ph:3436 6290).

***The procedure for lodging concerns/complaints may be read in full in our policy book kept on top of the lockers in the classroom.***

**Kindergarten**  
Approved Program



**Queensland**  
Government

This Centre is approved under the National Quality Framework and must comply with the Education and Care Services National Law and the Education and Care Services National Regulation.

A copy of the Education and Care Services National Regulations is available for you to read at the Centre or may be downloaded from the *Australian Children's Education & Care Quality Authority* website: <http://acecqa.gov.au/>

The address of the local service centre for the *Office for Early Childhood Education and Care* is

**Ipswich Regional Office**

PMB 2

Ipswich Qld 4305

Telephone: (07) 3436 6204

Email: [ipswich.ecec@ged.qld.gov.au](mailto:ipswich.ecec@ged.qld.gov.au)

## **PREP YEAR READY RECKONER**

<i>Year of Birth</i>	<i>Month of Birth</i>	<i>Little Kindy</i>	<i>Kindergarten</i>	<i>Prep</i>
2015	July - Dec	2019	2020	2021
2016	Jan - June			
2016	July - Dec	2020	2021	2022
2017	Jan - June			
2017	July - Dec	2021	2022	2023
2018	Jan - June			

**NB: Little Kindy - 3 years old**  
**Kindergarten - 4 years old before June 30**

## **INDEX**

Any Queries p.18  
Birthdays p.16  
Bond p.10  
Centre Contact Details p.1  
Centre Hours p.8  
Childcare Benefit p.10  
End of Term Cleaning p.14  
Enrolment Fee p.10  
Excursions & Incursions p.15  
Fee Payment Policy p.11  
Fee Schedule for 2015 p.11  
Fees p.10  
Fundraising p.14  
Illness Policy p.15  
Maintenance Roster p.13  
Management Committee p.1  
Medication Policy p.15  
Morning Tea & Lunch p.5  
Opportunities to Speak with the Teacher p.3  
Our Philosophy p.2  
Parent Roster p.12  
Play Clothes p.5  
Positive Behaviour Management p.9  
Prep Year Ready Reckoner p.18  
Privacy & Confidentiality of Records p.17  
Privacy & Confidentiality Policy p.17  
Queries or Complaints p.18  
Daily Routine p.7  
Little Kindy & Kindergarten Programs p.6  
Reverse parking p.15  
Separation Anxiety p.8  
Sharing Special Interests and Talents p.14  
Smoking Policy p.15  
Social Media Policy p.17  
Sun Smart Initiative p.7  
Sustainability p.16  
The Teaching Staff p.3  
Updates on Your Child's Progress p.6  
Volunteers and Visitors to the Centre p.4  
Washing Duties p.14  
Welcome p.1  
What each child needs to bring each day p.4  
What to bring when enrolment commences p.4  
Withdrawal of Enrolment p.10  
Working Bees p.13

## NOTES