



Holland Park
Kindergarten

Engaging hearts & minds

2022 PARENT HANDBOOK



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Welcome TO HOLLAND PARK KINDERGARTEN!

Welcome to Holland Park Kindergarten (HPK). Over the next year we hope that you, your child and family gain much pleasure in sharing your living and learning with us.

At Holland Park Kindergarten we see early childhood education as a collaborative process between your child, your family, Educators and the wider community.

We aim to create an environment where children are seen as competent and capable and have opportunities to engage in learning experiences appropriate to their development and interests through play.

This is a year of discovery where your child has the opportunity to play, share and work alongside a consistent group of peers in a nurturing, supportive and encouraging environment, that allows them to unfold at their own pace, in their own 'way' and as an integral part of a group.

PLAY

Holland Park Kindergarten is affiliated with The Gowrie (Qld) Inc. For more than 70 years The Gowrie's focus has centred on Queensland children and families and the benefits that quality early childhood programs bring to our community. We believe that childhood is a unique time of life, to be valued and enjoyed in its own right. We also recognise that this is the time where foundations are laid for future health, learning and wellbeing. We value children growing up with the understandings, skills and dispositions to be caring people and effective learners, able to contribute to their world and to enjoy rich and successful relationships with others

At Holland Park Kindergarten we are informed by research into Early Childhood Education and believe children learn as active participants in play.



Play allows children to:

Make sense of real life situations	Act out and come to terms with experiences at home or with friends
Develop awareness of themselves and others	Be solitary, quiet and reflective
Explore, investigate and experiment	Collaborate with others
Be actively involved in learning	Take the initiative on their own terms
Draw and test their conclusions	Develop relationships
Express their ideas in many different ways	Practice skills
Inhabit imagined situations	Consolidate previous learning
Develop self-confidence	Be challenged in new learning

(Scottish Consultative Council on the Curriculum 1999)

CURRICULUM

Our practice as Educators and the standards, principles and understandings we base our planning, implementation and reflections upon in our kindy program, are all part of our early childhood curriculum. We operate within the guidelines of 'The Early Years Learning Framework' - the National Early Childhood Curriculum, introduced in 2010, and The Queensland Kindergarten Guidelines.



Copies of all documents are available at the centre in the office. You are welcome to read these documents but please do not remove them from the centre.

PHILOSOPHY

At Holland Park Kindergarten we view children as individuals and social learners. We acknowledge that children come from diverse backgrounds and bring unique strengths, experiences and understandings of their world.

In our learning environment, we value play as the child's best learning medium, creating opportunities for children to co-create the curriculum with adults and peers. Through play we can gain insight into children's interests, strengths, needs, skills, beliefs and joys.

We believe that the adults in the environment make connections with children through listening, playing, talking and questioning. We consider partnerships as integral components of the curriculum and aim to ensure families are given opportunities to participate and reciprocate in all aspects of our learning community.

We encourage children, families and Staff to make meaningful connections and develop a sense of place within the Holland Park Kindergarten environment.

We encourage healthy, sustainable practices. The well-being of children and their development is the fundamental focus for all decision making, in all aspects of the centre.

In relation to children we:

- Protect and promote children's well-being, health, safety and security.
- Honour children's right to play (United Nations Article 31) as a critical tenant of our practice.
- Trust in children's capacity to observe, explore, question, investigate, create, wonder and experience.
- Children are able to construct their knowledge using their own learning style, experiences and development.
- Encourage children to be active partners in their learning.
- Recognise that children are living in a rapidly changing world. Listening, negotiating, compromising, sharing, respecting selves and others, risk taking, problem solving and resilience are key dispositions and skills for life.
- Support children's exploration of the natural world and foster sustainable practices.
- Build children's capacity as collaborative social learners by encouraging them to listen to others; engage in communication; and represent their feelings, understandings and ideas in a variety of ways.

In relation to families and community we:

- Recognise families as children's first and most influential educators.
- We value reciprocal communication and relationships with families. The unique connections within these partnerships are valued.
- Value and recognise the diversity within this community. We respect and value each family's culture, values and beliefs. Understanding and acknowledging points of similarity and difference helps build capacity and strengthen relationships.
- Celebrate the richness of the history of Holland Park Kindergarten and the connections the centre has with the community past, present and future. We recognise the traditional owners of this land.



As Educators we:

- Are guided professionally by the Early Childhood Australia Code of Ethics.
- Embed the Early Years Learning Framework for Australia; the Queensland Kindergarten Learning Guidelines and the National Quality Standards into our daily practice.
- Invest our time generously and genuinely with children to optimise learning possibilities and potentials.
- Support, equip, challenge, extend and add complexity to children's learning and development.
- Celebrate children's voices and journey of learning. We are proud to make children's thinking and learning visible in ways that are significant to children and their families.
- Recognise strengths, needs and interests in children, families, colleagues and the community.
- Respect the confidentiality of all members of the centre: children, Parents and Staff.
- Value collegial partnerships. We foster a collaborative approach where all Staff are respected as individuals and as a valuable part of the team.
- Recognise the significance of a sense of belonging to Holland Park Kindergarten for children, families and staff.
- Promote and value ongoing professional development and learning and reflective practice.
- Encourage respectful and socially just practices and advocate for the rights of children.



Philosophy stated on 16 January 2012 and reviewed in October 2020

APPROVED KINDERGARTEN PROGRAM

Holland Park Kindergarten is regulated by the Department of Education through the Early Childhood Education and Care department. The National Quality Framework (NQF) operates under an applied law system, comprising the Education and Care Services National Law (2017), and the Education and Care Services National Regulations. Our centre complies with these legislative requirements. The regulations are available at the service should you wish to view them. For further information you can contact the Early Childhood Education and Care Metropolitan Region (Metro South) Office via email to metrocity.ecec@qed.qld.gov.au, or speak with an Early Childhood Officer by phoning 07 3028 8064.

Our Service undergoes regular audits to ensure that we are compliant with the National Quality Standards. The standards comprise of 7 Quality Areas including:

- Educational Program and Practice
- Children's Health and Safety
- Physical Environment
- Staffing Arrangements
- Relationships with Children
- Collaborative Partnerships with Families and Communities
- Governance & Leadership

Our Kindergarten underwent the assessment and rating process in 2019. We are very proud to have received the high rating of **Exceeding National Quality Standards** across all 7 Quality Areas.

CHILD PROTECTION & CHILD SAFETY

Holland Park Kindergarten and The Gowrie QLD, promotes the protection of all children and encourages a culture of awareness and education throughout the early childhood education and care sector in Queensland. A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time. The Child Protection Policy is available for families' reference. A range of information supporting families, including websites and brochures are also available at the service.

INCLUSION AND ANTI-BIAS POLICY

At Holland Park Kindergarten we value and respect the diverse cultural, social, familial and individual backgrounds of all children and families. We aim to ensure that all families are given equal opportunity to participate as fully as they desire in all aspects of life at our centre.

MANAGEMENT COMMITTEE

As a community kindergarten HPK is managed by a committee of parents of the centre. The Rules of our Association can be found in the Parent Library area.

Holland Park Kindergarten is pleased to be affiliated with The Gowrie (QLD) Inc.



As a leader in providing early childhood services for over 75 years, their focus has been in supporting innovative, flexible and evidence-based practice, integrated service provision and meaningful partnerships with parents. The Gowrie provides support for Management Committees and Educators but does not supply personnel to manage the centre. More information about Lady Gowrie can be accessed at www.gowrieqld.com.au.

Members of the HPK Management Committee are elected each year at the Annual General Meeting, held in November. As a community kindergarten, we highly value and depend each year on the contribution parents make by accepting a position on our management committee. The management committee meet monthly throughout the year and all parents are welcome to attend, however only committee members have voting rights. Being a part of the Management Committee provides parents with a wonderful opportunity to have valuable input into the running of HPK, which ultimately benefits YOUR child. We hope you will give consideration to being a part of the management committee in 2021 Please see **Appendix 2** for information about the roles of each of the committee members.

INSURANCE

Holland Park Kindergarten maintains a comprehensive insurance policy with Guild Insurance. This policy covers buildings and contents, public liability insurance (which extends to functions and injury resulting from actions of employees or voluntary helpers) and insurance against liability resulting from professional negligence. Full details of cover are available upon request.

OPERATIONAL DETAILS

Holland Park Kindergarten consists of two groups of kindy aged children. All children must turn 4 years of age by 30 June, in the year they attend. There are 22 children in each group.

Monday Group operates on Mondays and Tuesdays from 8am - 6pm.

Friday Group operates three days a week on Wednesdays, Thursdays and Fridays from 8:30am - 2:30pm.

Regulations stipulate that children cannot be left at our Kindergarten without parental supervision outside of the Kindergarten's operational hours. We ask you to observe these hours STRICTLY and that you supervise (or arrange supervision) for all of your children at drop off and pick up times. Promptly arriving and leaving is a great support to the teaching staff and the many administrative and programming demands they attend to daily.

Penalty fees of \$10 for every 10 minutes or part thereof apply for pick-ups after 6pm for the Monday Group and 2:30pm for the Friday Group.

We enjoy setting the room up for the children with inviting displays and learning areas. To support this we ask that you please supervise toddlers, Kindergarten children and older siblings in your care to respectfully ensure

that the equipment remains ready and in order for the children and the day's program. Please be mindful of the impact of school aged children and monitor their behaviour if they are with you on arrival and pick-up.

Should you wish to socialise at the conclusion of your Kindy Program, the parkland area at Mott Park is available to enjoy the company of Kindy families outside centre times.

ABSENCES

Please notify us if your child is going to be absent. Message bank is available after hours if required. Should your child or other family member have a contagious disease, the staff must be advised. If away for holidays, please notify us of the holiday period.

2022 ATTENDANCE CALENDAR

Please note we do not operate on Public Holidays or during QLD State School Holidays. Please refer to our 2022 Calendar, **Appendix 1**, for attendance days for both groups, school and public holidays.

STAFF TEAM

Each group has a qualified early childhood Educator/Director and an Assistant Educator. After assessing the children's needs, the Kindergarten may also employ special needs educators to provide extra support.

All educators hold current senior first aid certificates with asthma and anaphylaxis management. Holland Park Kindergarten pursues current understandings of Early Childhood Education knowledge be held by all educators and regularly provides opportunities for professional development.

Notices regarding current staff and group information are displayed at the centre. In the event of an educator needing to be replaced, information will be displayed on the noticeboard in the courtyard. Our relief staff are chosen for their consistency, reliability, qualifications and their ability to easily fit in with the quality of programming and relationships with children that we have established.

Monday Group

Name	Role	Qualifications
Megan Mitchell	Teacher	Master Speech Pathology Studies Bachelor of Management Grad. Dip. Education (Early Childhood)
Benita Cech	Educator	Associate Diploma of Education - Childcare

Monday Group - EXTENDED HOURS PROGRAM

Name	Role	Qualifications
Gill Spall	Educator	Associate Diploma of Education - Childcare

Friday Group

Name	Role	Qualifications
Leanne Austin	Nominated Supervisor Educational Leader Teacher	Diploma of Teaching - Primary / Preschool
Bronwyn Carmichael	Educator	Cert III in Children's Services Cert III in Education Support - Teacher's Aide

KINDY REQUIREMENTS

There are a number of items your child requires for their day at kindy. These items all have a home at Kindy to keep them safe and accessible for your child throughout the day. They are an investment and for many families they make great Christmas presents the December prior to starting Kindy. Encouraging your child to look after these items with care and respect is part of the learning that happens at pre-prep.

LABEL ALL ITEMS!

Please label all items clearly with your child's name. It allows your child to identify their name and personal item amid the 21 other items, some of which can be exactly the same. This is particularly important for food containers and cups.



BAG

Look for something big enough to carry everything in, that your child can manage and will fit in our lockers (37.5cm depth x 27.5cm width x 28cm height). Please allow time to show your child how to pack their bag, how to fit all their items inside and how to zip it up. This takes practice and is mastered during the course of the year. Any support you give your child encourages them to be independent with and responsible for the care of their own property at pre-prep.

MORNING TEA CONTAINER

Please spend some time showing your child how to open and close it independently. Insulated bags are acceptable as morning tea is not refrigerated. Please include an ice brick if you are sending products that are usually refrigerated.

LUNCH BOXES

Lunch box containers are **NOT** to be insulated containers. Your child's lunch will be stored in the fridge so make sure they are durable enough to have others put on top of them as 22 lunch boxes need to fit in the fridge. Please be aware of this when choosing your child's lunch box. Also check to see if it is something they can open and close themselves.

AFTERNOON TEA CONTAINER

Monday Group Program only - These containers are refrigerated, so again **NO** insulated containers, and ensure they are strong, sturdy and easy for your child to open and close.

REHEATING OF FOOD

To avoid the possibility of food poisoning, we will **NOT** reheat any food provided, as we cannot guarantee that food will reach, and remain, above 60°C due to variables in the microwave settings.

CUPS

We have a water only policy. Please do not pack milk or juices. There is a water cooler provided for the children to access freely to fill their drink cup.

FOOD - HEALTHY EATING, ALLERGIES & INTOLERANCES

We have a healthy food policy based on the understanding that food contributes heavily to the overall physical, mental and emotional wellbeing of the child and their quality of life. Please avoid packing foods that carry a high sugar or salt content, eg: biscuits, cakes, chips, muesli bars, desserts, nutella packs, roll ups. We talk with the children about healthy food choices and we encourage fresh, whole foods.

A healthy lunch would include fresh fruit, vegetable sticks, cheese, yogurt, a sandwich, home-made muffins etc. A frozen ice pack inside the insulated morning tea container will also ensure that morning teas stay fresh.

It is important to inform your child's educator of any known food allergies or intolerances your child may have. Management plans for such allergies/intolerances are to be provided (including Anaphylaxis Management Plans) so that precautions can be taken to ensure the health and well-being of your child at pre-prep.

As there are an increasing number of children with various food allergies/intolerances attending our centre, we have chosen not to restrict the foods that Parents provide for morning teas / lunches / afternoon teas. We prefer to provide an environment where children who have food allergies/intolerances can learn how to eat safely amongst their peers. This encourages the development of self-care strategies and increases awareness and understanding of other children to those who have special dietary requirements.

CLOTHING

Please remember your child is here to play! Avoid dressing them in good clothes so they are not concerned about getting dirty. Their clothes need to support them in this by being unrestrictive, easy to climb and crawl in, and something that your child can manage independently at toilet time. Kindy t-shirts are available in various sizes. Orders and payments can be made at the initial interview in January.

FOOTWEAR

We have a barefoot outdoor play policy based on the knowledge that children experience the natural world differently in bare feet. It is also safer for climbing and other activities that require foot grip for balance. Children remove their shoes and place them in the shoe basket on arrival. In cooler months the children can leave their shoes on until outside play later in the day. Please spend some time showing your child how to manage the shoes and socks they wear to kindy so they feel confident to put them on independently.

HAT

Please supply your child with a sun-safe bucket or wide-brimmed hat that can be worn to and from Kindy and at outdoor playtime.

SUN CARE

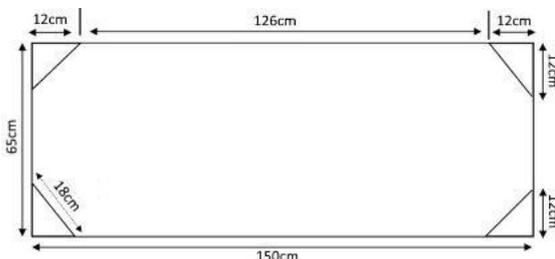
Please supply a labelled (minimum) 30+ sunscreen roll-on for your child at the beginning of each term (to be kept at Kindy). Please apply a 30+ sunscreen before coming to pre-prep. We have some on hand should your child's roll-on go missing when we need to reapply throughout the day.

SPARE CLOTHES

These are needed should your child get wet and for changes in the weather. Please keep them in your child's bag and ensure they are updated seasonally.

SHEETS

Large cot sheets from Spotlight will fit our beds. Please name them! For families that are going to make their cot sheets the dimensions are as follows. The diagonal lines (18cm) represent elastic for holding the sheets onto the bed.



SHEET BAGS

Sheets are kept in a drawstring bag. It can be helpful for easy identification if the sheets and sheet bag are made of the same material. Writing your child's name in LARGE letters on the bag also works wonders. In winter your child may need a bunny rug or small blanket. Bed sheets go home weekly to be washed. Practice with your child taking their sheets in and out of the sheet bag at home prior to commencement at kindy. The diagram below illustrates the sheet size showing elastic on the bottom sheet.

LOST PROPERTY

All lost property is placed in a marked box located in the main Kindy room.

LENDING LIBRARY

During Term 2 we commence our lending library. At that time your child will require a library bag, approximately 40cm x 30cm with a draw-string top, to carry books to and from kindy on lending library days.

TOYS

Our centre is well resourced with toys and materials appropriate to the activities and experience of the program. From time to time you may need to be firm in reminding your child that home toys are not for Kindy as they may be lost or broken. This does not apply to a rest time toy that may provide comfort. We welcome articles from the natural world to display and share.

BIRTHDAYS

We enjoy celebrating each child's birthday throughout the year. In respect of our healthy eating policy and with careful regard of allergies to wheat, dairy, eggs, nuts and other foods, we have introduced a cake-less birthday where we mark this very special occasion in ways that do not involve food. We also have a birthday box from which your child can select a present on their birthday.

DAILY ROUTINE

SECURITY GATE

Our entry and exit points are now controlled by security gates. At the beginning of the year you will be provided with the PIN code to open the Entry gate. Please remember this code and provide it to any additional contacts who will be picking up your child. This number is not to be provided to any other people.

To exit the Kindy you will need to press the silver button on the side of the kindy building. It is up high, out of the children's reach.

MORNING ARRIVAL

OUTSIDE

- On arrival sign your child in for the day on the sign-on sheet provided in the courtyard area. Please use full names and signatures on the sign-on sheets and always fill in the contact details section.
- Apply sunscreen and insect repellent if required.
- Use hand sanitiser before entering the room.
- Sheets to be placed in the sheet basket.
- Shoes to be placed in the shoe basket.

INSIDE

- Assist your child to remove their morning tea and lunch containers (and afternoon tea container if attending Extended Kindy Hours program) from their bags.
- Children to store bags and hats in their locker.
- Morning tea containers are placed into wire baskets provided.
- Lunch boxes are placed in the fridge near the lockers.

- Monday Group children, afternoon tea containers are placed into the bottom of the fridge.
- Cups to be placed beside water cooler

Once group time has begun, please be respectful and remain quiet if you are in the room. To keep things flowing please exit the room via the sliding doors on the Mott Park side of the building.

AFTERNOON ARRIVAL

OUTSIDE

- Sign your child out for the day on the sign-on sheet provided in the courtyard area.
- Use hand sanitiser before entering the room.
- Enjoy the photos from the day and any information on the program in the courtyard area.

INSIDE

- Collect bag from locker.
- Ensure all food containers are collected.
- Check information pockets.
- Take sheets and hats home at the end of your Kindy week.
- Collect any made items that could not fit in your child’s locker.
- Ensure your child has said goodbye to their educators.

At the completion of the Kindergarten programs you must be at the centre by 5:55pm (Monday Group) or 2.30pm (Friday Group).

General Timetable – Warm Weather	General Timetable – Cool Weather
Outside play	Inside play
Morning tea	Morning tea
Language	Language
Inside play	Outside play
Music	Music
Lunch	Lunch
Rest time	Rest time
Group time	Group time
All children to be picked up at the conclusion of the program	All children to be picked up at the conclusion of the program

SETTLING IN

At the beginning of the year, plan to stay a little while if possible. Allow time so your child can show you things and places that interest them. With your child, take an unhurried walk through the playroom, or outside. This will show them that you are interested in the things they do when you are not there.

Making a rhythm for your Kindy arrival creates a sense of order for your child. After their jobs have been done (putting away their hat, morning tea and lunch), share a puzzle or a book with your child before saying goodbye.

SAYING GOODBYE

Don't prolong the farewell. Give your child a kiss and a hug and then leave, reminding them that you will be back after rest time. If your child is upset please ensure you leave them with a Staff member. (Even if they are not upset please let Staff know you are leaving). This is a signal for them to give a little extra support to your child. Weather permitting, in Term 1 we will be playing outside first.

REST TIME

At rest time we create a very quiet atmosphere where the children read a book or listen to stories/music or enjoy a rest time activity. All children are encouraged to lie down and rest (not necessarily to sleep). Resting is a valuable part of our time together. Learning to appreciate and allow the body time to be still, to stop being in motion for a while is a skill that quiet rest time supports

TOILET ROUTINES

Take time to visit the toilet area with your child. Familiarise them with the toilets, how the toilet paper dispenser works, how they flush, where the wash basin is, how the taps work, how the hand-dryers work, and where the hand towel dispenser and waste bins are. This allows them to feel confident in caring for themselves. Many of the children take some time to be able to operate the hand taps and it is a sense of achievement when they master this task! For your convenience there is a private adult toilet located within the children's toilet area.

Children are encouraged to go to the toilet and wash their hands prior to and following meals and also prior to rest time. Should an accident occur, soiled clothes will be placed in a plastic bag and stored in a sealed container, marked 'Wet Clothes', to be taken home. Clothes that become wet or muddy through play activities are also placed in this container should a change of clothes be required. A laminated note informing Parents that their child has had a change of clothes is placed in their child's locker, directing the Parents to the wet clothes bucket. Please make sure a change of clothes (seasonally appropriate) is always included in your child's bag for use on these occasions.

EVERYDAY HEALTH & SAFETY

ILLNESS

Your child's health is of concern to us and we therefore seek cooperation for all Parents on such issues. A copy of recommendations from 'Infectious Diseases in Early Childhood Settings' is available for your perusal in the Parent Library.

Please do not bring your child to the centre if your child is unwell, has been ill the night before or is overtired. A child who is unwell needs to be supervised separately which means staff are less able to give their full care and attention to the rest of the group.

Should your child become ill during the day we will phone you. If you are unavailable we will phone the emergency contacts you have given us. If we cannot contact any of your emergency contacts our Staff will seek appropriate medical help for your child.

It is a health and safety requirement that children with coughs, colds, sneezes or any form of contagious illness whatsoever do NOT attend. Twenty four (24) hours must have elapsed before your child can return to our centre after any episode of vomiting, diarrhoea or if they have had a **temperature of 38 degrees or higher** within the previous 24 hours. If your child is going to be absent please notify your child's teacher as soon as possible.

The Management Committee has authorised the Director to refuse admittance to any child showing symptoms of an infectious illness that may affect the health of other children. The Director/Educators may, at their discretion, require a medical certificate attesting to the good health of your child.

EVACUATION AND FIRE DRILLS

Fire and lockdown drills are conducted regularly to familiarise the children with fire procedures so that they will react with confidence and speed. We suggest you talk to your children about what to do at home.

WORKPLACE HEALTH & SAFETY

Workplace Health and Safety is a joint responsibility between the management committee, staff members and parents/guardians to achieve a healthy and safe environment at HPK. We ask YOU to help by reporting situations you feel may involve risk to one of the staff members or add to the Hazard Report book located near the children's sign on book. During the year a number of Working Bees are conducted which you may have elected to attend. Please refer to **Appendix 3** prior to attending a working bee to familiarise yourself with our WHS policies.

TRIP HAZARDS

To help prevent accidents, yellow lines have been painted on uneven surfaces.

NO SMOKING

There is a NO SMOKING POLICY in all areas of our Kindergarten. When functions are held on Kindergarten grounds smoking is not permitted.

SUPERVISION

Outside of program times Parents are responsible for the safety of their children. For the safety and wellbeing of others, and with respect to materials and equipment, please be vigilant in your supervision of your children. For safety we have a no running rule for inside the centre and on concrete/paved areas.

ENVIRONMENT AND SUSTAINABILITY

We actively promote conservation and encourage our children and families to protect the environment by actively engaging in sustainability practises such as caring for vegetable and natural gardens, native bees and worm farms; recycling materials and using our water and electricity resources thoughtfully. We aim to develop care and respect for nature while enabling children to experience positive connections with nature.

PARENT PARTICIPATION

The education of children is a collaborative approach involving Parents, educators, children and the community. We value the knowledge Parents have regarding their children and encourage the sharing of this knowledge with educators for the benefit of the child. Please remember, we are run by dedicated Parents such as you, who volunteer to give their time. Your involvement is welcomed and benefits your child's enjoyment and education. There are many ways for Parents to actively participate and be involved in Holland Park Kindergarten:

- Share skills and interests in the educational program.
- Attend Parent information nights and social functions.
- Become involved in the Management Committee.
- Attend interviews where the educator can inform parents of their child's progress.
- Provide resources to support the educational program.
- Attend classroom and maintenance rosters.
- Other avenues of involvement may be through events eg: Grandparents' Morning or excursions.

PARENT ROSTER

Visits from Parents are welcomed and encouraged. You can join in our program on roster as an observer or as a contributor. Your visit is a way of building bridges between home and your Kindergarten. This roster provides the opportunity for you to share valuable time with your child at pre-prep. When the children have had time to settle into their pre-prep group, a calendar is placed in the courtyard area and you are invited to claim a date/s by

placing your name on a date on the calendar. One adult on roster per day is preferable. Your child's birthday may be a day you would like to attend. Parents may like to take a half day off work to attend as roster children can leave before rest time.

On roster you will be asked to assist the children wherever you see the need. Most importantly you will spend time with your child. A roster day offers opportunities for both educator and Parent to understand more fully how your child is developing and to share in their enjoyment.

Parents often have interests or skills that can be shared with children eg: origami, sewing, music and cooking. Children benefit from observing or participating with you when you share your talents. Please feel free to mention these to our Staff. On arrival and departure for your roster day, please sign the sign-on book on the section marked 'Roster/Visitor' adding toddlers as well (for insurance purposes).

SIBLINGS

It is only natural that the younger siblings of Kindy children will be curious about our Kindergarten and will be keen to touch, explore and join in with our program. Please be aware that your supervision is required at all times (arrival and departure or roster days). Our program is set up specifically with the developmental needs of Pre-prep children in mind (3 ½ to 5 year olds). Many of our learning experiences and equipment are not suitable for younger children, (small objects posing a choking hazard or a carefully prepared display that could be quickly dismantled by the curious hands of a toddler).

We are sure you are aware of how a toddler (lovable as they are!) can unintentionally disrupt and take the focus away from our primary purpose of providing a pre-prep education for our Kindergarten children. Your support in this matter is much appreciated and will be of benefit to your Kindergarten aged child. Younger siblings can look forward to their turn at kindy when they are old enough. (Please make sure their name is on our waiting list). Likewise, please be mindful of the impact that school aged sibling may also have, and we ask that you monitor their behaviour if they are with you at arrival time. Parents with babies are requested to take any soiled nappies home with them, as we do not have disposal facilities at the Kindy.

MAINTENANCE / VOLUNTEER ROLES

The Director or Maintenance Coordinator specifies maintenance duties necessary to maintain the high standards of our grounds, building and equipment. Whilst contributing to the maintenance of the Centre you are required to sign your attendance and read the WHS guidelines on the sign in sheet. The Maintenance Roster has been established to enable you to receive a \$100 Volunteer Refund at the conclusion of the year. Options available to you include designated Management Committee Positions, attendance at working bees organised as required throughout the year or completion of specific Maintenance Roster tasks, or volunteer roles at events like the Open Day or Bunning's BBQs. It is anticipated that the **equivalent of 8 hours** must be completed by the end of the fourth term in the year your child attends the Kindergarten program to be eligible for the refund. For safety reasons, **children are not allowed on Working Bees.**

PARENT INFORMATION AREA

Inside our main room is a Parent Information Area. On shelves at the end of the room you will be able to locate many comprehensive resources containing information about early childhood education, the running of our centre and curriculum documents – please read but do not remove from the centre.

It is also our policy to provide opportunities to help facilitate the educational development of both Parents and children. You will find the Parent Library located in this same area with books on early childhood issues, Parenting and other useful resources which you are welcome to browse and borrow.

CHANNELS OF COMMUNICATION

HPK aims to foster open communication between parents, staff and the management committee. Open communication between staff and parents is essential for providing the best experience for your child. Please feel free to talk with staff about any matters which concern or interest you. We are only too happy to discuss all aspects of our curriculum and your child's involvement in it. Sharing of information occurs in many ways. These include:

PARENT POCKETS

Each child has a pocket located adjacent to the children's lockers. Please clear your pocket daily or if another adult is picking up your child ensure they clear all notes from your child's pocket.

NOTICE BOARDS

Located in the Kindergarten courtyard, these notice boards have information regarding general kindy operations, daily notices, Parent roster, community information and notices from the Management Committee, including social activities and maintenance details.

NEWSLETTER

We endeavour to produce and email a monthly newsletter with reports from the Management Committee and Staff, general news and promotions from our sponsors.

PORTFOLIOS

Each child during their pre-prep year will have a portfolio. Portfolios are designed to be a collaborative reflection of your child's life and learning both at Kindy and at home. You are invited to add contributions from home events that share what has been taking place for your child (eg; family picnic, holiday, work from home, special visits, milestones etc). It is important to remember that each child's portfolio is different and unique. Respect and consideration must be given to the confidentiality of each child's portfolio.

PROGRAM INFORMATION

Teachers may take photos of the children participating in various aspects of the program. These photos, in conjunction with other forms of documentation and work samples, are ways of informing Parents of the learning experiences in which the children have been involved.

SERVICE INFORMATION FOLDER

Each manual contains clearly defined information as they relate to each specific year at Holland Park Kindy. Service Information includes the Philosophy and Mission Statement of our Kindergarten, Code of Conduct and Grievance Management Procedures. Both Monday Group and Friday Group have individual folders with information relevant to each group which are available in the courtyard. Please do not remove these folders from the Kindergarten.

Committee contact details, AGM minutes, Audited Financials and the Rules of our Association are located in the Committee Manual in the office.

FACEBOOK PAGE

We encourage you to Like, and engage with posts on, our Kindy Facebook page. You will find photos of the children learning and playing, upcoming dates, information from our sponsors, community events etc.

<https://www.facebook.com/hollandparkkindy>

COMMUNICATING WITH EDUCATORS

We are fortunate at kindy to be able to connect daily with Parents. In addition to this, Parent/educator relationships are strengthened through initial interviews, two progress interviews through the year, Parent meetings, information evenings and Kindy social get-togethers. Sharing what has been happening with your child at home allows for a connection between home and kindy. If you wish to discuss anything with your child's Teacher (Leanne or Megan) please make an appointment.

PARENTS AND GUARDIANS' RESPONSIBILITIES

- **Notify** the staff regarding changes in information recorded about your child.
- **Read** all information relating to HPK's policies - located in the central foyer.
- **Abide** with the HPK code of conduct.
- **Notify the staff** of any medical conditions or allergies that exist in your family (e.g. bee stings, nuts, asthma, and the like). Action management plans for asthma and anaphylaxis must be updated 6 monthly.
- **Complete temporary/permanent authority to collect form** if you would like a person not recorded on the enrolment form to collect your child.
- **Discuss** with staff before sending food for the whole group.
- **Check before taking photos/video footage** of your child and others at kindy. parents who do not wish their child to be included in any photos will be requested to attend and monitor on days when many visitors are here such as grandparents/special visitor's day.
- **Consider social media privacy for families.** please be respectful of families who do not wish their child's photo to be posted on any social media or web site. please do not post photos taken at HPK or HPK events of any children other than your own child.
- **Communicate** with HPK staff at mutually convenient times which can be arranged with a short conversation, email or phone call.
- **Supervise** enrolled children at the centre before and after sign-in /out times.
- **Supervise** non-enrolled children at all times whilst at HPK.
- **If you have any concerns** please see the Director, or, if required, follow the steps in the grievance procedure. refer appendix 4.

KINDERGARTEN PROGRAM FEES

ENROLMENT DEPOSIT

An annual enrolment deposit of \$305.50 must be paid to secure your child's position, once you have accepted the enrolment invitation. This is comprised of:-

Annual Membership Fee - \$5.50 to Holland Park Kindergarten Association. As an Incorporated Association, each family must become a member to access our services;

Enrolment Fee - \$200 (non-refundable)

Volunteer Levy - \$100 which can be refunded if you participate in a **minimum of 8 hours volunteer** rostered time across the year, including, working bees, fundraising events (like our Annual Open Day and Bunnings BBQ), and/or been an integral member of the Management Committee. Parents who have not completed their volunteer rosters forfeit their Volunteer Levy which will enable our kindergarten to employ a person to complete the work required. Your refund will be processed at the end of the fourth term.

TERM FEES

We are a community Kindergarten and rely on the prompt payment of our fees for our continued operation. Fees are invoiced prior to the commencement of each term and are payable within 2 weeks of the start of each term. Payment can be made by bank transfer (preferred method), cash or credit/debit card. Please note a 1% surcharge will be added for all credit card payments.

Individual payment plan arrangements can be made for those families who would prefer to pay their fees in instalments during the term. Please contact with the Administration/Finance Officer when you receive your invoice to complete a Fee Payment Plan form.

Please note that no charge is made for centre vacations, but fees must be paid for all public holidays and any days of non-attendance. If you have any questions or issues, please email: admin@hollandparkkindy.com.

2022 Monday group Fees: \$1181.00 per term

2021 Friday group Fees: \$1061.00 per term

A voluntary Building Fund Donation (tax deductible) of \$25 per term will be included on term invoices.

Fees are non-refundable when enrolment at the service ceases during a term.

A late fee of \$15 will be invoiced one week following the due date, if contact with the Administration/Finance Officer has not been made or payment has not been received. Continual failure to pay fees by the due date, or make alternative arrangements, may result in the suspension or cancellation of your child's enrolment, so please make contact if you experience any difficulties.

The Monday Group Extended Hours Program does not qualify for funding from the Queensland Government and unfortunately no subsidies or fee reductions are available to recipients of the QKFS Kindy Plus Support subsidy for this portion of the Monday group program fees.

BUILDING FUND

A significant proportion of the Association's annual budget is spent to maintain and enhance its buildings, equipment and facilities. The Commonwealth Government offers tax incentives for members who contribute to our Building Fund. Members are encouraged to donate \$25.00 per term to the fund to enable ongoing infrastructure improvements to benefit current and future children

CANCELLATION OF ENROLMENT

You must provide in writing, with at least 4 weeks' notice, of your intention to cancel your child's enrolment as of the next term. Enrolments in Kindergarten are on a per term basis as such fees will still apply for the duration of the current term if an enrolment is cancelled during a term.

QUEENSLAND GOVERNMENT KINDERGARTEN FUNDING SCHEME (QKFS)

Holland Park Kindergarten is entitled to claim the QKFS on behalf of children enrolled at our service. This funding is only provided to eligible aged children (turning 4 by June 30 in the year they attend kindergarten) for the equivalent of one 15 hour per week program, for a minimum of 40 weeks per year. Please note that Holland Park Kindergarten will be claiming the QKFS funding for your child as per your signed Enrolment Agreement. If your child is attending any other centres in 2022 please advise them of this accordingly.

QKFS PLUS KINDY SUPPORT SUBSIDY

QKFS Plus Kindy Support provides low or no-cost kindy to eligible families. The subsidy is provided direct to Holland Park Kindergarten and will be deducted from your term invoice. You will be eligible if you:

- hold a current Australian Government Pension Concession or Health Care Card (or the child does)
- have a Department of Veterans' Affairs Gold or White Card
- identify as being Aboriginal, or TI or Australian South Sea Islander (or have a child who does)
- have 3 or more children, of the same age, enrolled in the same year.

A copy of your current card must be given to the Administration/Finance Officer to enable the subsidy to be applied to your invoice.

Please note: The Child Care Subsidy that commenced on 1 July 2018 is NOT able to be claimed for children attending our Kindergarten as the State Government provides funding direct to our centre to assist us in providing a kindy program for each age eligible child (as detailed in the section above - QKFS).

SOME FINAL THOUGHTS...

We aim to foster a culture of healthy relationships between children, parents and teachers all within and beyond our environment. Communicating, both talking and listening, are a means of building these relationships.

Everyone walking through the gate is unique; to be welcomed and respected. We have a strong focus on listening and encourage open communication. However, if something is happening within the curriculum or with your child that you do not understand, please ask. We are more than happy to listen to your thoughts and/or concerns and share information that may shed some light and build understanding.

During a typical day, many and varied new ideas and concepts are experienced by children. These are not necessarily tangible things to "take home" or "tell Mum and Dad about". How can a three or four year old child explain to Mum and Dad that he/she learnt things like... being brave to try something new... joining in a game... listening and responding to the teacher... being curious and investigating something of great interest. The nature of young children's learning and development is often intangible and long term and establishes great patterns for learning.

Leanne Austin, Director/Teacher, and **Megan Mitchell**, Teacher

We trust that both you and your child will enjoy your time at Holland Park Kindergarten and we look forward to getting to know you.

