

Kenmore Park Community Kindergarten Parent Handbook



Welcome to Kenmore Park Kindergarten. We endeavour to make your time and association with our centre, a happy and supportive experience for you and your family. By working in collaborative partnership with you, we aim to create rich and exciting learning environments, opportunities and experiences for our young children that will support them in Their learning journeys. This book is designed to inform and assist parents as they prepare for their child's enrolment at our kindergarten. If you require more information after reading this handbook, please contact us on 3378 4469 or info@kenmorepark.com.au and we will be happy to discuss further any issues or concerns.

Table of Contents

About Kenmore Park	3
Philosophy	4
Our Centre	5
Staff	5
Groups and session times.....	6
Important Dates 2015	6
FAQ's	7
Curriculum	8
Our Educational Curriculum	8
Inclusive Practice.....	9
Environmental Awareness.....	9
2015 ELLA Trial.....	9
Your Child at Kindy	10
Typical Day	10
What to Wear	10
Shoes vs. Barefoot.....	10
Sun safe - Clothes, Hats and 30+	10
Food and Nutrition	11
Birthday Celebrations	11
Arrival and Departure.....	12
Rest Times.....	12
Authorisation to Collect Children	12
Toys and Valuables	12
Labels	12
What to bring to Kindy	13
Your Family at Kindy	14
Communication	14
Portfolios.....	14
Parent collaboration and responsibilities	14
Initial Separation/Leaving your child at Kindy	16
Transition to Kindy	16
During the Year	17
Maintenance Roster	17
Excursions.....	17
Your child at Pre-Kindy.....	18
What to bring to Pre-Kindy.....	19
Health and Safety	21
Policies and procedures to be aware of.....	21
Hygiene	21
Injuries, incident, trauma, illness and infectious diseases	21
Safety, emergency and evacuation procedures	21
Fire Drill, Lock-Down Drill and Evacuation Procedure.....	22
Addressing concerns of parents, staff or carers	22
Administration	23
Fees	23
Photographic Policy.....	26
Management Committee.....	27

About Kenmore Park

Kenmore Park is a not-for-profit, community kindergarten. We offer innovative and creative learning opportunities for children aged three to five years through our play based curriculum and community connections. The kindergarten was established in 1968 and has played an important role supporting children and families of the Kenmore community for more than 45 years.

Kenmore Park holds a rating of Exceeding in ALL areas under the National Quality Framework. As a centre we are very proud of the high standards we achieve. We are affiliated with The Gowrie (QLD) Inc. and our philosophy, policies and procedures are aligned with, and supported by Gowrie, which acts as our Central Governing Body. A Gowrie Education and Care coordinator works closely with staff and committee members to maintain this high level of practice in early childhood and it is through them that we receive our government funding for the eligible age kindergarten children. More information regarding the National Quality Framework (NQF) can be found at <http://acecqa.gov.au/national-quality-framework>

As an approved kindergarten program provider, this centre attracts funding under the Queensland Kindergarten Funding Scheme and holds a current service approval for a centre-based service under the National Education and Care Services Law.



Philosophy

At Kenmore Park Preschool & Kindergarten, we believe that Early Childhood is a period of momentous significance, to be valued and enjoyed in its own right. We believe we share in the responsibility for helping children develop into young learners who will be caring about people and the environment, be socially responsible, inventive and who will best be equipped to cope with change. By the time this period is over, our children will have formed conceptions of themselves as social beings, as thinkers and as language users and they will have reached certain important decisions about their own abilities and their own worth.

With this in mind, our work here will be guided by these principles:

- Acknowledge and treat children as unique individuals
- Create a safe, welcoming and stimulating learning environment to encourage thoughtful play;
- Promote secure attachments and warm trusting relationships and interactions;
- Seek to strengthen resilience, critical thinking and informed risk taking;
- Promote communication and problem solving skills, together with social learning and awareness, and a capacity to express and acknowledge feelings.

Working in partnership with parents and families we will:

- Acknowledge the extensive and varied growth and development that has occurred in the home;
- Share knowledge and promote confident parenting;
- Seek to develop and maintain positive relationships based on trust and mutual respect, two-way communication and participation in service decision-making;
- Respect and value the individual backgrounds and unique culture and customs of families;
- Build genuine reciprocal relationships between children, families, staff and educators that are strengthened and sustained over time.

As a community of learners we:

- Develop a caring, trusting and sharing climate that supports and stimulates self-initiated learning.
- Document children's experiences, and share these with children, parents and colleagues;
- Value and promote sharing of information and expertise between parents, staff and educators;
- Reflect on our practice, commit to continuous quality improvement, and support each other's ongoing professional and personal development.

With regard to our wider community we:

- Connect children and families with each other and local child and family support services;
- Be an advocate for high quality early childhood education and share our expertise with the field;
- Welcome members from the community as valuable co-contributors to a rich and vibrant shared experience;
- Seek to inform and influence government decision-making
- Promote the value and contribution of our services within the community.

Our Centre

Staff

Nominated Supervisor and Co-Director – Anne Kelly

The Nominated Supervisor is in charge and is responsible for the daily running of the centre and related administrative and staff matters. The Nominated Supervisor works closely with the management committee ensuring sound policies and high quality practices are maintained.

Responsible Person and Co-Director – Kate Burrell

As there can only be one Nominated Supervisor for a service the Responsible Person is placed in day-to-day charge when the Nominated Supervisor is not in attendance that day.

Early Childhood Teachers - Anne Kelly, Kate Burrell, Fiona Guthrie, Becky Wauchope

Early childhood teachers are registered with the Queensland College of Teachers. The teacher develops and implements an educational curriculum, in collaboration with children and families. This is done in partnership with the educator who works collaboratively with the teacher in planning, preparation, delivery and evaluation of the program.

Educational Leader- Fiona Guthrie

The educational leader is appointed to lead the development and implementation of the educational program (or curriculum) in the service and to support the teaching team in this aim.

Educators - Margo Kalugin, Karen Harland, Carmel Nazarathy, Sonya Gartner, Robyn Proberts

Educators work with a specific group of children, supporting the teacher in implementing the care and education program.

Inclusion Facilitator- Purple group- Carmel Nazarathy, Yellow Group- Robyn Proberts

This role is to, when required, assist a child with additional needs to adapt to the Kindy environment. The Inclusion Facilitator works in co-operation with the teacher and educator for the group.

Administration Officer – Sally Haywood

Our Administration Officer is often the first point of contact in our service. Sally is responsible for the welcoming and orientation of new families, managing enrolment tasks and supporting the Nominated Supervisor and Responsible Person in the administrative duties of our service.

Bookkeeper – Teresa Holding

Prepares all accounting records, payroll, budgets, financial statements and reports and communicates relevant accounting information to the management committee. The Accountant supervises the finances of the centre and is responsible for collection of fees.

Housekeeper – Kathy Tehrani

Our housekeeper cleans the Kindy each day in preparation for the next day of learning. The housekeeper maintains high standards of hygiene and cleanliness, using child and environmentally friendly products.



Groups and session times

Our kindergarten caters for children aged 3 to 5 years. Each kindergarten group is limited to 22 children, whilst pre-Kindy groups are limited to 20. All groups have a qualified teacher and assistant

UNIT 1 GROUPS	
2 Day Pre-Kindy Morning Group Mon-Tues 8:30 – 11:30 am	Teacher: Becky Wauchope Educator: Margo Kalugin
2 Day Pre Kindy Afternoon Group Mon-Tues 1.00pm – 3.30pm	Commencing Term 2
3 Day Kindergarten Group Wed/Thur/Fri 9.15am – 2.15pm	Teacher: Fiona Guthrie Educator: Sonja Gartner

UNIT 2 GROUPS	
5 Day Fortnight Kindergarten Group Mon-Tues (every 2nd Wed) 8:30 – 2:30pm	Teacher: Kate Burrell Educator: Karen Harland
5 Day Fortnight Kindergarten Group Thurs-Fri (every 2 nd Wed) 8.30am – 2.30pm	Teacher: Anne Kelly Educator: Carmel Nazarathy

Important Dates 2015

PUBLIC HOLIDAYS

Australia Day	Monday 26 th January
Good Friday	Friday 3 rd April
Easter Saturday	Saturday 4 th April
Easter Monday	Monday 6 th April
Anzac Day	Saturday 25 th April
Queen's Birthday	Monday 8 th June
Ekka, Brisbane	Wed 12 th August
Labour Day	Monday 5 th October

TERM DATES 2015

TERM 1
Tuesday 27th January – Thursday 2nd April

TERM 2
Monday 20th April – Friday 26th June

TERM 3
Monday 13th July – Friday 18th September

TERM 4
Tuesday 6th October – Friday 11th December

Our term dates are closely aligned with the state school terms.

FAQ's

How can I help my child learn?

You may help your child by:

- Talking regularly with the teacher and sharing relevant information about your child's interests and home experiences.
- Reading with your child every day and talking about ideas in books.
- Involving your child in everyday activities and experiences, so they may learn about their world, use counting or see you writing for a real purpose (e.g. shopping list).

Reference: Parent Information sheets for Early Years Learning Framework and Queensland Kindergarten Learning Guidelines.

What about Literacy and Numeracy?

The kindergarten program focuses on building children's confidence and interest in early literacy and numeracy. This can include:

- Drawing and playing with ideas about writing.
 - Talking about letters that interest them; watching and listening as adults write and talk about what they are doing.
 - Listening to stories and talking about ideas in books.
 - Counting and measuring for real purposes, e.g., during cooking, sharing toys or playing games.
 - Exploring patterns in the environment.
- More work with letters, sounds, numbers and other mathematical ideas will be learnt in Prep.

How will my child learn at Kindergarten?

At kindergarten your child will learn through:

- Indoor and outdoor play based on their interests and ideas
- Real-life experiences such as cooking, gardening and investigating the world.
- Everyday routines and transitions. Such as meal times, rest periods and group sessions

Why is play important?

Play builds skills for later learning. Through play children learn about themselves and their world. They also learn ways to communicate.

- Communicate - to be more independent
- Co-operate - imagine and create
- Persevere - explore and investigate
- Think and wonder - enjoy learning

Does kindergarten prepare my child for school?

By working together parents and educators can enhance a child's learning and wellbeing. Our kindergarten program builds strong foundations for your child's future learning in Prep. Throughout the kindergarten year, kindergarten educators build up a comprehensive understanding of your child's development, learning and abilities. A summary of this learning, known as the Transition Statement is created towards the end of their kindergarten year and will help parents to better support their child's move into Prep. You may use it to share information about your child with the school.



Curriculum

Our Educational Curriculum

As early childhood professionals, we are committed to working in partnership with children and parents to provide high quality educational programs, which will maximise the learning potential of the individual children within our groups. We aim to stimulate and develop the learning and abilities of each individual child, providing them with a firm foundation for learning. Through participation in our creative, stimulating and exciting learning environments, children are encouraged and supported to build strong relationships with others as they explore and develop their own dispositions and learning styles

Our philosophy is informed by the following research findings and beliefs:

- Learning begins at birth and continues throughout life.
- Children are competent and capable learners in their own right who come to us with a range of skills, knowledge and competencies.
- Children are unique individuals.
- Children learn and develop in different ways and at differing rates.
- Children are collaborators and active decision-makers in their own learning.
- Young children learn best through a play-based curriculum.
- Children and adults participate in their learning journeys, together.
- Early Childhood Educators act as partners and facilitators in children's learning, establishing respectful and reciprocal partnerships with children and parents.

Through our curriculum children are able to make connections between what they already know, or can do, their learning at kindergarten and future learning in Prep and beyond.

At Kenmore Park Preschool and Kindergarten, 2 curriculum frameworks guide our educational curriculum:

The Early Years Learning Framework (EYLF) is the national curriculum framework and ensures that children receive high quality education programs in their preschool years.

The Early Years Learning Framework describes childhood as a time of **belonging, being and becoming**.

Belonging underpins the living of a fulfilled life. Relationships with family, community, culture and place help children to feel they belong.

Being is about living here and now. Childhood is acknowledged as a special time in life and we believe that children need time to just "be".... time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. They start to form their sense of identity from an early age, which shapes the type of adult they will become.

Early childhood educators use the Framework in partnership with children and families, (children's first and most influential educators), to develop learning programs which are responsive to children's ideas, interests, strengths and abilities.

At Kenmore Park the Queensland Kindergarten Learning Guideline (QKLG), specifically targeting the kindergarten age group of 3½ to 5 year old children, is also used to further inform the development of our educational programs. The Guideline is directly aligned to the Early Years Learning Framework.

The 5 key areas of development for Kindergarten children within this curriculum framework are:

- Identity
- Wellbeing
- Connectedness
- Active Learning
- Communicating

Further information about the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines may be obtained at our centre, or a copy of the Guidelines may be perused or downloaded from the Queensland Studies Authority website www.qsa.qld.edu.au

Inclusive Practice

Our commitment to supporting children as individuals means that we welcome children and families with a diverse range of skills and attributes. We encourage families to share their cultural practices and celebrations with the Kindy community. Each child is valued for their unique strengths and knowledge and supported to grow and learn from others. As individuals we all have areas that may need support and these areas are nurtured and supported by our staff and the other children in the group.

Children with additional needs are supported in our programs to participate, model and develop through positive, supported interactions. In some cases funding can be sought for additional support to help a child engage fully with the kindergarten program. To best support children with additional needs entering our kindergarten programs we work closely with parents and other professionals to gather as much information as possible. Parents are required to meet with the Director(s) to discuss the child's individual needs and how the child would benefit most from the Kindy experience. Strategies for how best to support all members of the kindergarten group would also be discussed to support the other children in the group with the interactions and play.



Environmental Awareness

Kenmore Park actively promotes environmental awareness and encourages children and families to protect the environment through modelling behaviour and education based on pro-environmental and sustainability practices. We share our Kindy with a number of native animals and insects such as possums, water dragons, butcherbirds and our worms and native stingless bees. These creatures are treated with care and respect and the children are encouraged to consider ways to live and play alongside them while learning about their habits and needs.

We encourage fresh 'nude' food in lunch boxes to minimise packaging and rubbish in our environment. Discussions are had with the children about the impact of rubbish on the animals and our Kindy environment. Reusable containers or compartmentalised lunch boxes are encouraged to separate food and minimise

packaging whilst supporting sustainable practices.

We use a variety of recycled materials in our program such as boxes, lids, cardboard cylinders, wrapping paper and many other treasures and we encourage families to bring useful items to Kindy for our making/collage areas.

2015 ELLA Trial

Kenmore Park is very proud to be one of only 40 kindergartens chosen nationally to participate in the Federal Government's Early Learning Languages Australia (ELLA) trial. The trial is designed to test the effectiveness of providing preschool children with early exposure to a language other than English through online learning programmes.

In progression for our Japanese program that has run successfully here previously, the children will take part in learning Japanese language through the trial.

For more information please visit: <https://education.gov.au/early-learning-languages-australia>

Your Child at Kindy

Typical Day

A day is made up of opportunities for play and exploration of the Kindy environment and activities, more structured group times involving music, drama, dance, language, literacy, numeracy and discussions on various subjects. We also support children to have a time of rest within the day to slow the body and the mind after our busy Kindy experiences. We attempt to include both indoor and outdoor play each day as each space offers opportunities for different learning and interactions. Depending on the season and the weather this will vary across the year.

General overview of a your child's day

Arrive at Kindy- organise belongings and apply sunscreen
 Play and exploration time
 Pack up
 Group time- music, movement, language, numeracy
 Morning tea
 Play and exploration time
 Pack up
 Group time
 Lunch
 Rest/quiet time
 Getting ready for home/ end of day discussions and activities
 Welcome parents and carers into the room to collect children



Please be mindful that if the door or gate is closed in the morning our teachers and educators are busy preparing the Kindy for the day. We ask that you wait to be invited in at the beginning of the session and similarly at the end of the day when the children are getting organised and finishing up their day.

What to Wear

A Kindy day is full of mess and active play so we recommend that you dress your child in comfortable, easy to wash clothes. Children are also encouraged to be independent when going to the toilet or changing if they get wet or dirty so clothes that your child is able to manage on their own is important.

We encourage children to be creative and expressive in their play and this can be messy. We suggest a collection of 'Kindy clothes', like a uniform, that you are happy for your child to wear to be able to participate fully in the program. Please make sure you send along at least one spare set of named clothes each day.

If you would like to purchase a Kindy t-shirt with the Kenmore Park logo on it these are available to order in term 1.

Shoes vs. Barefoot

At Kenmore Park we recognise and support the benefits of bare-footed play for children's safety, growth and the development of sensory awareness. Bare feet can grip climbing equipment and promote more effective balance and control helping children build gross motor skills. Nerve endings in the feet collect a variety of information about the surfaces being walked on and allow children to connect fully with their environment. We have 'feet friendly' surfaces in both the inside and outside environments to promote this sensory and physical development. Children are encouraged to remove and replace shoes themselves, which builds independence and responsibility so please keep this in mind when your child is choosing what to wear.

Sun safe – Clothes, Hats and 30+

Protecting children from the effects of the sun is of vital importance. Kenmore Park Kindy is a Sun Safe Kindy and our sun protection policies have been developed from information provided by the Cancer Council of Queensland. Under

legislation children are required to wear clothes that provide suitable protection from the sun. Clothes must cover the shoulders and should cover as much of the body as is practical.

Throughout our programs and practices children are encouraged to develop appropriate SUNSAFE attitudes and practices, including the wearing of hats and the application of sunscreen to exposed skin prior to outdoor play. As part of the fees your child will choose a Kenmore Park Kindy hat that is theirs to keep at Kindy and encourage independence in protecting themselves from the sun.

We require your child to have sunscreen applied before starting their Kindy day. Parents are asked to apply or supervise the application of sunscreen to their child before or upon arrival at Kindy. We provide sunscreen at the sign in area and parents must indicate a record of this application on the daily sign-on sheet. This is a requirement under legislation so please make sure you are vigilant in recording when you have applied sunscreen. If your child has an allergy or you would prefer a particular sunscreen we would appreciate you recording this on the enrolment form and bringing some to Kindy either in your child's bag or for us to keep at Kindy.

Food and Nutrition

Meal times are an important time in a day. It is a chance for children to sit in a group and interact informally with friends and teachers. Many discussions about healthy eating and looking after bodies and teeth also occur at these times as well as seeing what others are eating and opening up conversations about what we like to eat. At Kenmore Park parents provide the food to be eaten by their child. Morning tea and lunch are eaten at routine times and teachers and educators also eat their food at these times. Lunch boxes are kept refrigerated until required. Please be mindful when packing your child's lunch box that we encourage wholesome, nutritious foods only. We recommend that snack and treat foods are kept for home as they can cause issues for children as we will always encourage eating 'healthy food first'.

Water is freely available to children throughout the day. We provide individual cups for the children and encourage them to be responsible for pouring their own water and helping friends. Please leave other drinks such as juice poppers and milk drinks for home.

When choosing a lunchbox and packing a lunch consider

- How will my child recognise that it is theirs? Where is their name?
- Maybe a special sticker or drawing will help
- Can my child open the lunchbox/ containers/packets?
- How much packaging is there in the lunch? Can we minimise rubbish?
- Is there enough for morning tea AND lunch?



A compartmentalised lunch box is a great idea to help children access their food easily and to minimise packaging. Insulated lunch boxes are not needed as we refrigerate the lunch boxes and the insulation stops the fridge cooling the food effectively.

Some ideas:

Fresh or dried fruit, cheese, yogurt, vegetables and dip, sandwiches, wraps, cold meats,

Kenmore Park is a NUT FREE centre. For the safety of children at risk of severe allergic reactions, please don't send nuts or nut products in lunch boxes as this places some children at risk. Thank you

Birthday Celebrations

A birthday is a special time in a child's life and we encourage your child to share this with their Kindy friends. If you would like to bring something for your child to share with the group you are more than welcome. This may be a cake, cupcakes, ice blocks or something else of your choice. You are more than welcome to join us for this time. Sometimes there may be children with particular allergies or risk of anaphylaxis in the group that can easily be catered for so please let teachers know if you thinking of bringing something special to share.

Arrival and Departure

Each day your child is at Kindy the responsible adult dropping off and picking up will need to sign our daily record of attendance. This is a legal document and is archived at the end of the year. Please make sure that you let staff know that your child has arrived each morning.

In the afternoons we will check to make sure that a responsible person has arrived for each child. The children are expected to say goodbye before leaving as a safety precaution and teachers have strategies in place to manage this busy time. We ask that you support this routine and encourage your child to stay safe.

Please note that our sessions are run between particular times. Before and after these times our staff are preparing the spaces for your children and so we ask that you wait until invited into the play space in the mornings and that you are prompt at collection times in the afternoon. Thank you.



Rest Times

Kindy days are very busy with new learning, social negotiations to manage, problem solving to practice and many other experiences. Our kindergarten program also offers quiet spaces so children are able to balance the need for moments of less activity and interaction. Our Kindy program also incorporates a dedicated rest time. This is a quiet time to think, plan and re-live experiences. Sleep is not compulsory however children are encouraged to tune into their bodies and what it feels like to be still and quiet. Established patterns of rest and relaxation, like good eating habits, have benefits that a child can carry into later life.

Authorisation to Collect Children

Many families have a variety of people to drop off and pick up their child at Kindy. At enrolment parents are required to provide written authority for adults who are authorised to collect their child both regularly and in emergencies. If someone who is not on the enrolment form is to collect your child you will need to complete and sign a 'Temporary Authorisation to Collect' form with the person's details which we will then keep on file. Please note that we require photographic proof of identity if you have not personally introduced us to this person.

Toys and Valuables

Often children want to bring special things to Kindy and this can cause upset when treasures are lost or broken so we recommend that children keep these at home if at all possible. We do offer children opportunities to bring special things to share with the group and these are kept in a particular place in the room until group times and returned at the end of the day. If your child would like to bring a special toy for rest time these are kept in a basket with our Kindy teddies and come out only at rest time or sometimes when a hug is needed.

Labels

Kenmore Park has registered with label company Stuck On You, who produce high-quality, long-lasting labels, including clothing labels and lunchbox labels. If you are shopping with Stuck on You, please enter our code KENMOREPARKKINDY at checkout, when it requests your 'Referral email or Code'. Kenmore Park will earn a percentage of sales, and those funds will go towards improving our Kindy!

<http://www.stuckonyou.com.au>

What to bring to Kindy

IN A BACKPACK PLEASE BRING:

- Spare set of clothes
clearly named in a draw string bag
- Set of sheets
1 bottom sheet with elastic attached and a top sheet/blanket, clearly named in a draw string bag (pattern for sheets sets, or ready-made ones, available at the office)
- Lunch
A healthy morning tea and lunch in a compartmentalised lunchbox, easily recognised and easy to use by your child. No insulated lunch boxes please, lunch is refrigerated.

Your child's hat is kept on Kindy grounds and sunscreen is provided at sign in

Your Family at Kindy

Communication

At Kenmore Park Kindy we value open communication between parents and staff, as we believe it is vital and facilitates positive home/kindergarten relationships based on trust and positive co-operation. We encourage parents to share information that may affect your child's day, information about new skills or special events and speak with your teacher about any concerns you may have.

If there is something you wish to discuss that may require a little more time we are more than happy to make a time for this outside of session times. As you can appreciate we want to give you our full attention at these times and our focus in session times is settling and guiding children's play.

If you have anything to discuss about the program offered and the learning goals to be achieved within it we are more than happy to make a time for this and there is a box in the office for ideas and suggestions if you would like to contribute in this way. Just contact your child's teacher or one of the Directors if you would like more information about anything to do with our program or the philosophy that underpins it.

Informal parent teacher meetings are offered twice per year.

During these meetings parents and teachers are able to share and celebrate information about your children's development and progress and develop plans for further learning.

Portfolios

We record children's learning throughout the Kindy year in individual portfolios which children are encouraged to access and contribute to in the program. This is a record of your child's time at Kindy and includes group events and interests alongside specific pieces of work or photos showing how your child is interacting and developing in the Kindy environment. We welcome family input into these portfolios and they are sent home a couple of times a year and at other times to record special events in your child's life e.g. the birth of a new brother or sister. We welcome discussions about the program and the educational



Parent collaboration and responsibilities

Our Centre is a Community Kindergarten and it is important to realise that your participation is an integral part of operating the Centre. With the support of the families in our Kindy community we are able to keep our Kindy thriving and vibrant.

We encourage you to be involved in a variety of way

Sharing skills and interests in the program

You may have a particular interest, profession or hobby that you could come and share with the children. Some examples may be cooking, sewing, gardening, and woodwork, volunteer fire fighting, bee keeping... the list is limitless and each experience broadens children's understandings about their world. What you take for granted as a skill may be something some of the children may not see often. Please let the staff know.

Coming along to social functions and building relationships with other families

Becoming an active member of our Kindy community really benefits everyone. We hope that you make lasting friendships in your time here at Kindy help us by telling others about your time with us at Kenmore Park.

Joining our Management Committee which oversees the operation of the Kindy

This is a great way to be involved in how the Kindy operates and to offer professional skills that help us make Kenmore Park a great place for your children. No particular skills are required only a wish to be involved and a willingness to contribute.

Donating recycled materials such as boxes for collage

Our children are very creative and busy people and we encourage the concept of recycling and reusing materials we produce. One way to do this is to bring things from home that may be heading to the bin. Boxes, cardboard cylinders, ribbon, bottle tops etc. are all very much appreciated by the children.



Spending time in the classroom on 'parent roster'

This is an especially special part of being part of our Community Kindy. By coming in to Kindy for a morning you get the opportunity to see the program in action and be involved with your child's learning. There are also many small jobs that you are able to do to contribute the smooth running of the program. There is also the added benefit of showing your child that you value their education and this has long-term benefits in many ways. Your child's teacher will let you know more about how to get involved in the program as the year goes on.

As we are working as a team we will need your support in a few things to keep things running smoothly

Keep your details up to date and let us know if your child is absent for any reason

Addresses, immunization records and especially contact

numbers in case we need to contact someone if your child is unwell. If your child will not be at Kindy for any reason please let us know.

Read all information to keep informed.

There are many ways we communicate with families. Messages and notices to parents will often be emailed to you or left on either the notice boards, or placed in each child's message pocket outside their classroom. Please check these every day so that you do not miss out on important events and news.

We also share information about the program and the interests of the children in our Reflective Diary, which you will see near the sign in area. This provides a snapshot of the day including some of the activities and discussions that have occurred. We find that families use this information to begin conversations with the children about their day at Kindy and also gives an insight into the curriculum focus that is being followed by the children.

We also distribute a monthly newsletter with information about upcoming events, decisions from Committee meetings, interesting articles and a variety of other things that keep you informed of what is going on in our busy Kindy.

Comply with the health and hygiene policies of the Centre

Please keep children at home if they are unwell both for their sake and for the other children in the group. If your child has been diagnosed with a contagious illness please also let us know about this so we can minimise the spread of infection to other children and family members from the group. We will notify you of any contagious illnesses present in the group and information about the illness will also be available.

Initial Separation/Leaving your child at Kindy

Some children may become distressed when they are left at kindergarten initially. This is quite common and perfectly normal particularly if your child has not been in a group setting before. Usually children settle quickly into the day once the parents have left but there are a few things that can help your child if they do become upset.

- Find a activity they enjoy and help to get them settled
- Make a connection with an educator/teacher to support your child when you are ready to leave
- Say goodbye and leave quickly reassuring them that you will see them soon/ at the end of the day/ after rest time

Separation anxiety disappears as the child becomes familiar with the surroundings and trusting relationships are established with others. If your child is distressed for an extended time and is having trouble settling we would always ring you but please feel free to ring the Kindy at any time to reassure yourself that your child has settled.

Some children need a gentler introduction into the Kindy setting. We often recommend that the first week of Kindy be shorter days, which allows children to have small positive experiences that build their confidence and then move onto full days as they settle into the Kindy routine. Please feel free to discuss any concerns you may have with your child's teacher to work out the best strategies for your child.

Transition to Kindy

Upon enrolment at Kenmore Park Preschool & Kindergarten we offer a special orientation program to assist children to transition into the kindergarten program. This allows children to feel more familiar with staff members and our setting and helps to develop positive interactions and experiences.

You will be informed at your interview of these arrangements and the commencement date for your child.



During the Year

Maintenance Roster

To maintain a clean and safe environment for all our children, parents are required to assist with regular working bees. Much of this work is reasonably light and may be carried out by either mothers or fathers. Participation in at least 2 three-hour working bees per year is required. Alternatively, tasks may be undertaken at home. (I.e. repairs to equipment, painting) but these are limited in number.

It is a parental responsibility to organise attendance at working bees or to arrange alternatives.

Excursions

To supplement and enrich the learning programs offered at Kenmore Park we host many events within the kindergarten program. We invite special visitors such as environmental puppet shows, storytellers, local healthcare practitioners and a range of other people to share new ideas and information with the children.

For excursions to external venues additional costs are sometimes incurred. A fee charged for each child's participation in the excursion, will be charged. This will cover entry to the venue as well as bus hire.

As part of our commitment to environmental awareness and education our kindergarten groups may visit the local creek environment at the bottom of our grounds to explore a natural ecosystem in action. These 'mini excursions' form the basis for many conversations and learning within the program. Parents would be required to complete a permission form for these 'mini excursions' at the beginning of their child's kindergarten year.



Once parents are notified of the details and dates of excursions a permission form must be signed for their child to participate. We encourage parents to get involved and help out with excursions, as it is a great way to be part of your child's learning. A ratio of one adult to 2 children is required for excursions so family support is very important to make these events run smoothly. Grandparents and special family members are also welcome and depending on the excursion siblings are sometimes able to participate as well. Just talk to your child's teacher when you receive information.

Volunteers and students who are not parents of children at the Kindy are very welcome to come and share their skills and knowledge with the children and participate in the program. They must hold a current Blue Card or are able to apply through the Kindy if they are volunteering on a regular basis (more than 2 times). This is another way of enhancing the diversity of the program.

Pre Kindy

Your child at Pre-Kindy

Our dedicated Pre-Kindy program for 3 year olds is designed to support children in the transition to the Kindergarten program. There are some differences between the pre-Kindy program and the Kindy programs based on the age of the children and the shorter sessions but much of the operational information is the same.

Someone once said to me after spending the morning in one of my Pre-Kindy classes... "This is like a gourmet entrée to big Kindy "

I like to think of Pre-Kindy as a little taster of big Kindy, doing what they do in big Kindy but in shorter age appropriate time slots. Leaving the children wanting more, and wanting to come back the next day. Preparing them, emotionally and socially to enter big Kindy with a sense of excitement and adventure not of fear of the unknown.

During your child's time in Pre-Kindy we give them skills to cope with separating from mum, skills in making friends and following a routine, how to sit in a group and follow group instruction. How to be independent in the bathroom and how to enjoy food time next to all their new friends...

We provide a loving nurturing fun and exciting environment, treating children as individuals and working with them accordingly. This is often the first time a child has been left without a parent and some children settle quickly while others take many weeks, in which case we would work closely with mum to make this as stress free as possible for both mum and child.

We offer an indoor /outdoor environment where the children are able to choose if they want to play inside with activities or choose an activity outside. We watch as children gravitate to something they are familiar with, giving them a sense of security, this maybe the sandpit or a swing, or inside with the blocks or home corner or doing a puzzle. We love watching the children grow in confidence and find a sense of belonging in their environment as they gradually move away from their comfort area into new challenges.

Every day there are familiar activities such as sand pit, puzzles, painting and play dough, however new activities are added each session as we explore new interests and topics, like dinosaurs, Buzzing bees, colours, shapes our bodies our families etc. We are led by the children and if they show an interest in a particular thing we will expand that interest by providing activities to develop conversations and expand their knowledge on that topic.

Both the morning and afternoon groups follow the same structure.

When your child arrives they are encouraged to put their bag into their special locker, and place their snack box in the tub provided (this then goes into the fridge to keep cool) sunscreen is applied and if playing outside they put on their hat and say goodbye to parents.

Your child is then able to look and choose any activity they feel comfortable doing, and we have an hour of free play, moving around the different activities interacting with staff and children.

We then ring a little bell and all come together on the big carpet. This is then a time of sharing what we have been doing, playing group games and singing songs together. This can go for between 10-20 minutes depending on the group and what stage in the year we are at 😊

We then all filter into the bathroom, to try and go to the toilet and all wash our hands before we have our snack time.

We filter onto our picnic rugs and sit together eating our snacks and chatting to each other, the children are all encouraged to have a drink of water from cups that are provided and put their snack box away before they go off and play again.

We then have between 30-45 mins of free play again, where we encourage the children to do something different to before snack time.

Half an hour before the end of our sessions I ring my little bell again and we all come together and sit down and sing a special clean up song, the children love learning this and know that it is now the end of playtime and they have to think of something they would like to clean up. We all help at tidy up time, and the children get much better at this as the year progresses.

Once we are tidy the children come and lie on the carpet and spend about 2-5 minutes just resting and listening to quiet music. This calms them all down and helps them settle for our final story together,

We then have a lovely story or 2 and group chat about the day, and then wait on the carpet for our mummies to come in and get us.

We find both the morning and afternoon sessions are just as popular as each other, obviously depending on individual family routines, the children love the sessions and it is a perfect amount of time to be away from home, just building up confidence in themselves, maturing and developing in a safe, happy loving environment.

The Pre-Kindy team look forward to meeting you at Kenmore Park Kindy.

What to bring to Pre-Kindy



1) A little backpack with spare clothes,

- **Children have to be toilet trained** before coming to pre-Kindy as we are not a childcare centre and don't have nappy changing facilities.
- We totally understand little accidents happen and that is fine, just make sure you have plenty of spare undies in their bag.
- We love to play with water when it is warm enough and the children often get wet by mistake, so spare clothes to change into are essential.
- We don't enforce aprons as they are very cumbersome for this age children so please send you children in old Kindy clothes not beautiful designer ones as we can't guarantee they won't get paint on themselves, and put in some spare to change if necessary.

- We encourage the children to be as independent as possible but of course we are there to help if necessary, but to help with this please put your child in clothes they are able to manage and easily pull up and down on their own, not with lots of buttons and clips.

2) A little snack box with morning or afternoon tea,

- Show your child what their snack box looks like and have stickers or labels on it to help them recognise it. Also a name to help us also 😊
- We are a **NUT FREE Kindy** because of children with serious allergies, so please don't send any peanut butter, or Nutella, make sure muesli bars don't contain nuts, or any other snack bars you send
- Some children eat lots others don't, you know your child best, but don't worry if they don't eat everything you have packed for them. We give them ample opportunity to eat as we all sit together, and no one is allowed to run off until we have had time for everyone to eat. We don't however force your child to eat if they don't want too.
- Don't give them too much choice, and keep snack as healthy and wholesome as possible. Please save treats for when you are at home, they don't need chocolate biscuits and lollies at Kindy and it only makes things difficult for other children

IDEAS ON WHAT TO PACK

- Sandwiches
- Cold meats and cheese
- Crackers
- Fruit, chopped up if necessary, we can make slinky apples for the children if they bring an apple but we don't cut up their fruit for them
- Yogurts
- Cold pasta
- Dips and carrots/celery
- Muffins
- They don't need to bring a drink as we supply them each with their own cup and we keep tap water in the fridge and pour it out for the kids whenever they want a drink.

- 3) We provide each child with a colourful Kindy hat that they keep at Kindy in a special pocket, and these can go home at the end of the year.
- 4) We also provide sunscreen in a large container for you to put on your child when they come to Kindy



Health and Safety

Policies and procedures to be aware of

Kenmore Park Kindergarten is affiliated with Gowrie and they monitor policies and procedures for the smooth operation of the Kindy. A full copy of the policies for our Kindy is available to access at any time in our office. Please talk to Sally our Administrator or one of the Directors if you would like to see them.

An overview of some relevant policies is outlined below

Hygiene

To prevent the spread of infection we follow comprehensive hand washing procedures with the children. Children wash hands at various times throughout the Kindy day- on arrival, before handling food, after toileting and any other time staff see it may be necessary. Children are encouraged and supported to self-manage with blowing their nose and then reminded to wash their hands when done.

Equipment at the Kindergarten is cleaned regularly on a rotating basis and the Kindy rooms are cleaned fully at the end of each day.

Injuries, incident, trauma, illness and infectious diseases

All staff is required to hold current first aid qualifications and these are updated annually.

In the event of injuries and incidents staff apply first aid as required and manage the needs of the child and the group to minimise any trauma. The details are recorded by staff and parents are also required to read and sign the form to acknowledge that they were informed.

To assist us in minimising the spread of illness we work closely with families.

Parents are required to inform the centre if their child is diagnosed with a contagious illness

- There are mandated exclusion periods for various illnesses and the Time out poster that holds all this information is available to view in office.
- The Kindy will notify families of any cases of infectious disease and information sheets will also be displayed in the sign in areas.
- For children who are not able to participate in the program due to general illness, such as a cold, parents are asked to use their discretion about when to keep children at home. The general guideline is if the child is not able to manage their own hygiene effectively or if they are lethargic and unable to fully participate in the program it is best to keep them at home. If child becomes ill at Kindy staff will contact parents to collect the child.
- In the event of serious injury or incident parents will be notified immediately and the incident is reported to the Regulatory Authority and Gowrie for review.
- All children who have history of asthma, allergy or anaphylaxis are to have management plans displayed in centre and in relief staff folders so all staff are aware of children's needs. These plans are followed in the case that a child becomes unwell. Parents will need to meet with their child's teacher before the child begins at Kindy to complete this plan and any medication needs to be on site whenever the child is at Kindy. We have locked boxes within the Kindy where these can be stored securely

Safety, emergency and evacuation procedures

Kenmore Park Preschool and Kindergarten is committed to providing and maintaining a learning environment and workplace that is healthy and safe for children, parents, staff members, volunteers, and visitors attending the Centre and its associated activities.

- Visitors, volunteers and students are required to sign in and out of the centre to keep a record of anyone on site.

- On arrival visitors are given a lanyard that includes relevant safety information and details of children with anaphylaxis, asthma or allergies to maintain the safety of the children in the group.
- Staff performs daily safety checks throughout the kindergarten
- Adequate supervision is maintained at all times by staff and the children are encouraged to take responsibility for keeping themselves safe through various discussions and activities.
- Regular maintenance is carried out on electrical and other equipment

Fire Drill, Lock-Down Drill and Evacuation Procedure

Each month a fire drill and lock-down procedures drill are conducted at the centre to ensure that all children, staff and other adults are familiar with the evacuation procedure and practice the appropriate behaviour and actions required.

A copy of the Fire Drill Procedure is displayed in each room. Please read and familiarise yourself with it.

Addressing concerns of parents, staff or carers

If you have any concerns that you need to raise we encourage you to meet and talk to one of our Directors to discuss possible solutions and gather more information. This meeting would be documented and filed for future reference.

If the issue is not resolved in this way it is encouraged that you put it in writing and address the matter to the President of the Management Committee. Our CGB Gowrie would be informed of the issue and if there is still no resolution Gowrie would then liaise directly with the centre to resolve the issue.

Please feel free to come and discuss any concerns with us. We will gladly make a time to talk things through and find that by just discussing openly many issues can be resolved quickly and easily

Administration

Fees

The charging of fees is necessary to help cover the operating costs of Kenmore Park. The Centre receives a government subsidy towards operational costs and fees and fundraising cover the shortfall. The Management Committee has determined the fees payable for children attending KPPK. Fees are payable in advance at the beginning of each term.

Additional Fees

Special Activities Levy: \$100/year (\$75 pre-Kindy afternoon session)

Maintenance bond: \$200/year

These additional fees are charged once a year in term 1

Enrolment Fee

1st Year - \$125 (non-refundable)

2nd Year - \$125

(\$25 – secures placement, \$100 will be deducted from Term 1 fees).

Membership Fee

At least one parent/guardian of any child enrolled at the centre must be a member of the Kenmore Park Preschool and Kindergarten Association and pay a membership subscription. This is a requirement of our constitution and membership entitles you one vote per family to vote at the AGM. A membership form is to be completed by the member.

Qld Kindergarten Funding Scheme Subsidy

Parents are encouraged to show their Health Care Card or current Australian Government Pension Concession with automatic Health Care Card entitlements to claim fee reduction. This subsidy is promoted as part of the Government's on-going community awareness campaign encouraging parents to enrol their children in approved kindergarten programs.

Special Events

All special events (such as puppet shows, visits by animal nursery or theatre events) are covered in your special activities levy for the year. To supplement and enrich the learning programs offered at Kenmore Park we host many events within the kindergarten program. We invite special visitors such as environmental puppet shows, story tellers, local healthcare practitioners, cultural performers and a range of other people to share new ideas and information with the children. These are covered in the special activities levy for the year.

Maintenance Bond

is collected with the first term fees and is refunded if roster commitments are completed during the year. Refunds are made in December, before the Christmas holidays

Fee Collection

The Accountant, who issues accounts in the second week of each term, collects all fees. Fees are due to be paid by the end of the 3rd week of each term.

The Management Committee acknowledges that the \$200 roster bonds are a significant amount for families to be outlaying along with term fees in the first term. Therefore, families have until the end of term 1 to pay the roster bonds, or if this causes financial hardship, they may apply to the Accountant to pay the money via a payment plan. Term fees must still be paid by the due date detailed on the invoice.

Staff members are not responsible for the collection of fees. Receipts are issued at the end of each term which can be used to claim a rebate from the Family Assistance Office should you be eligible to do so.

Payment of Fees

The preferred payment methods for fees is Internet banking but we also accept cheques (made payable to “Kenmore Park Preschool and Kindergarten, or Australia Post Money Order).

Fee payments are to be placed in the box marked “Fees” in the Office. They will be collected by the Accountant. KPPK does not have credit card facilities.

Withdrawal of Enrolment

Once the child has accepted enrolment and until they are formally withdrawn (four weeks written notice of intent is required), fees are payable whether or not the child attends the centre. Four weeks fees in lieu will be charged if prior written notice is not given.

Pro-rata fees shall be payable in the event of a child either entering or leaving the centre during a term (except for term four). If a child leaves during term four, fees for the whole of that term are fully payable.

Fees Policy

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. If fees have not been received by the due date, parents will be issued with reminder notices. If term fees have still not been received by the date specified on the reminder notice (within five working days), the Treasurer will contact the parents to ascertain why the fees have not been paid. If it is not a financial problem, then immediate payment will be requested.

Please do not be embarrassed to discuss any financial problems you may be experiencing with the Accountant. All conversations will be kept strictly confidential and it is better to address the problem early rather than wait until it becomes a serious issue. In most cases of financial hardship a payment plan can be arranged. This will consist of an up-front lump sum payment followed by the balance paid in weekly instalments. The payment plan will include all monies owing to Kenmore Park Preschool and Kindergarten.

If the payment plan cannot be agreed upon, or is not being adhered to then the matter will be referred to the Management Committee. A representative from the Management Committee, normally the Treasurer, will discuss with you the outstanding payments and determine whether an extension will be granted. If an extension is not granted or the conditions of an extension are not adhered to then your child will be excluded from the centre until all overdue payments are made. Further action may also include the referral of amounts owing to a debt collection agency.

Exclusion

if your child is excluded due to outstanding fees we cannot guarantee that a place will be available once payment is made.

Building Fund Donation

our wonderful staff have a vision, founded in evidence-based research, to upgrade the outdoor play areas at Kenmore Park. They are inspired by greater understanding of the benefits of risk-taking opportunities in childhood, and how these impact on decision making and future learning, and how natural play spaces allow children to reduce stress, build social cohesion, and enhance child development. Research also demonstrates a link between nature play and better mental health outcomes for children. However, we need help to make these wonderful plans a reality.

Donations to the Kenmore Park Preschool and Kindergarten Association Inc. Building Fund over \$2 are tax deductible. The rules regarding Building Funds allow us to utilise this funding towards our lease payments and building maintenance, which in turn opens up operational funding to be used to develop the outdoor play areas.

If you would like to discuss how deductible gifts are used at Kenmore Park, or would like to make a donation, please contact the committee directly at committee@kenmorepark.com.au. Only donations received into the Building Fund can be issued with a Gift Receipt.

Amounts shown are for the 2015 academic year: these amounts are subject to change in subsequent years.

Invoice issued	Fees	Kindergarten: 5 day fortnight groups (Purple, Yellow)	Kindergarten: 3 day week group (Red)	Pre-Kindy Green group (morning)	Pre-Kindy Blue group (afternoon)
On waitlisting	Waitlist fee	\$20	\$20	\$20	\$20
At enrolment	Enrolment confirmation	\$125	\$125	\$125	\$125
Term 1	Tuition Fee	\$770	\$895	\$495	
	Maintenance levy (non-refundable portion)	\$50	\$50	\$50	
	Maintenance bond (repayable upon completion of required working bees)	\$150	\$150	\$150	
	Special Activities levy	\$100	\$100	\$100	
	Association membership	\$5.50	\$5.50	\$5.50	
	TOTAL TERM 1	AUD1076	AUD1201	AUD801	
Term 2	Tuition Fee	\$770	\$895	\$495	\$410
	Maintenance levy (non-refundable portion)				\$50
	Maintenance bond (repayable upon completion of required working bees)				\$150
	Special Activities levy				\$75
	Association membership				\$5.50
	TOTAL TERM 2	AUD770	AUD895	AUD495	AUD691
Term 3	Tuition Fee	\$770	\$895	\$495	\$410
	TOTAL TERM 3	AUD770	AUD895	AUD495	AUD410
Term 4	Tuition Fee	\$770	\$895	\$495	\$410
	TOTAL TERM 4	AUD770	AUD895	AUD495	AUD410
Total term fees per group (full year)		AUD3386	AUD3886	AUD2286	AUD1511

Hat if required costs \$12 and cost will be payable with the first term fees.

Photographic Policy

The photographing and display of photographs of students while they participate in the KPPK program is a normal part of our curriculum. However, KPPK respects the privacy of our students and families, and all photography will be undertaken in compliance with the following policy.

1. Every family will be requested at the start of each year to sign a release form indicating whether or not they agree to their child being photographed. Staff must ensure that children for whom this approval is not obtained are not included in any photographic activities.
2. Staff may only use digital camera equipment provided by KPPK.
3. Photographs of students may be taken by staff only for the purposes of:
 - Use in student portfolios - record of learning experiences
 - Temporary display on KPPK premises to showcase children's work, skills and interactions,
 - Illustrating daily or monthly teaching reports.
4. Specific parental approval must be obtained in respect of any other proposed uses of photographs.
5. All photography will be undertaken in accordance with the Kenmore Park Code of Conduct.
6. All KPPK digital cameras and memory cards are to stay on KPPK premises, except for use during excursions or for other work-related purposes specifically approved by the Director.
7. Digital images may only be downloaded to the KPPK office computer or a KPPK laptop. KPPK laptops must be used in compliance with the KPPK policy on 'Use of KPPK laptop computers'
8. Staff must insist that parents or caregivers only take photographs of their own children, unless approval is given by the parents or caregivers of all children to be photographed.
9. Professional photographers engaged to take individual and class photographs annually must be appropriately qualified and experienced in working with young children.

Management Committee

As a community Kindy, Kenmore Park is incorporated as an Association, run by a volunteer Committee of Management. In line with our Constitution, upon enrolment, one parent or guardian from each child's family must register as a member of the Association. The member then holds the right to vote at our AGM and other general meetings.

Being a centre-based service, the Committee assumes the role of Approved Provider of the service. This places certain responsibilities on the Committee to ensure the operations of the kindergarten are in line with legislation. In addition, there are other responsibilities on the Committee due to our status as an Incorporated Association.

Amongst other things, the Committee is responsible for:

Staffing	Policy
Finances	Fundraising
Workplace Health and Safety	Compliance
Governance	Strategic and Operational Direction

At each AGM, all members of the previous committee resign their positions, but can nominate for the roles again if they wish. Volunteer positions change from year to year, depending on the skills and preferences of those keen to join the committee, and the requirements of the Association at the time.

There is a committee role for everyone, regardless of skills and experience. It is a wonderful way to develop new skills and learn the ropes of a not-for-profit community organisation. Certain roles require knowledge that aligns with particular skills and experience: a person with Accounting or bookkeeping experience will find it easier to move into the Treasurer's role than someone with no previous experience in the area! However, all committees are well supported by previous committee members, and are given a wealth of knowledge at handover and beyond.

Being a committee member allows you to take a role in the operations and direction of the kindergarten. Each member works closely with other committee members and staff, representing the parent body and the wider community. Volunteering on the committee allows you to be more involved in your child's education, and provides insight into the important role of community kindergartens. For many, it provides valuable skills and experience which are of benefit in the working world too.

Some of the functions include:

- Ensure that appropriate staff are employed at all times;
- Ensure the proper maintenance of the building, grounds and equipment;
- Ensure the proper control is maintained over the finances of the Association – not only for the present but also with the future in mind;
- To be aware of the needs of the community in which the centre operates and ensure that this knowledge is reflected in its decisions;
- Encourage active parent and general community participation in the activities of the Association and to ensure that the community is aware of what the Association is doing;
- Initiate social activities, thus fostering a close relationship between the centre and home.
- Have an understanding of the centre program and its benefits for the children and to foster a general awareness of these aspects in the community;
- Review regularly the progress of the Kenmore Park Preschool and Kindergarten Association.
- Ensure that Kenmore Park Preschool and Kindergarten operates in accordance with all relevant Government Legislation and Crèche & Kindergarten Association Standards.
- Ensure that "Best Practice" principles are adhered to.

* Committee meetings are held monthly and all parents are welcome to attend.

Committee of Management Roles

For detailed descriptions of tasks and responsibilities for each committee position, refer to the Management Committee Roles and Responsibilities folder in the office.

President

Provides leadership to the committee and ensures that all facets of the operation come together in a controlled way and acts as a chairperson for all regular meetings of the Association.

Vice President

Supports the President as required, co-ordinates affiliation documentation, Gowrie Parent Survey and other special projects. Develops the centre's long term Strategic plan.

Treasurer

Oversees the finances of the centre and liaises with the Bookkeeper. The treasurer must present the financial statements to each committee meeting giving details of all incomings and outgoings for the previous month.

Secretary

Takes the minute's at all monthly committee meetings and ensures that an accurate record is maintained. Distributes the minutes to all committee members and places copies on the noticeboards for other parents. Develops an agenda for each meeting.

Workplace Health & Safety Officer

Ensures Centre and Staff comply with workplace health and safety regulations and practices.

Maintenance Coordinator

Organises regular working bees, ensures grounds and maintenance equipment are maintained in good order and co-ordinates tradespeople to carry out repairs as required.

Grants Coordinator/s

Prepares and manages grant applications for improvement of KPPK and oversees completion of projects for which grants are awarded.

Marketing Coordinator/s

Coordinates and manages marketing strategies aimed at promoting Kenmore Park Preschool and Kindergarten to the immediate and wider community.

Newsletter Coordinator/s

Collates articles for circulation from the Committee meetings, Teachers and other news items for Kenmore Park newsletter. The newsletter is distributed on a monthly basis following each Committee Meeting.

Social Activities and Fundraising Coordinator/s

Organises, administers and coordinates a social and fundraising calendar for the centre in conjunction with other committee members and parent representatives.

If you would like more information about joining the committee at Kenmore Park, or its role, please contact the committee directly at committee@kenmorepark.com.au.

The Gowrie (QLD) Inc. proudly operates and manages:

KENMORE PARK PRESCHOOL & KINDERGARTEN

SERVICE DETAILS:

Approved Provider: Kenmore Park Preschool & Kindergarten Assoc. Inc.

Service Approval: Kenmore Park Preschool & Kindergarten

Service Manager (Nominated Supervisor): Anne Kelly

Educational Leader: Fiona Guthrie

Certified Supervisor act in Absence of Nominated Supervisor: Kate Burrell

Service Rating: Exceeding in all areas

Service Waivers or Temporary Waivers: Nil

Service Hours: Monday to Friday 8.30am – 2.30pm

Service contact for any questions relative to the Service:

Anne Kelly

07 3378 4469

email: info@kenmorepark.com.au

Approved Provider Contact for any matters relative to the operation of the Service:

President: Emily Douglas president@kenmorepark.com.au

Regulatory Authority Contact Information:

Department of Education and Training PMB 2

IPSWICH QLD 4002

Phone: 3280 1940

Fax: 3280 1692

Email: ecec@deta.qld.gov.au

Website: www.deta.qld.gov.au/earlychildhood