



# Faith Lutheran Kindergarten



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Hours of Operation: 8.15am – 2.30pm



Inspired  
learning  
for life  
starts early



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## WELCOME

We are delighted that you have chosen Faith as your child's Kindergarten learning environment. We hope that you will be very happy during your journey with us.

At Faith Lutheran Kindergarten, we provide your child with a safe, secure and supportive learning environment. Our program stimulates young minds to think independently and promote their own learning. We foster creativity, challenge thought processes, and promote co-operative learning. We support the needs, interests and abilities of each child and recognise them as the unique individuals that they are.

This information booklet has been designed as a guide to help you and your child settle into our Kindergarten and for you to have an understanding of our policies. It contains useful information about the Kindergarten, the way it is managed and what to expect during your time here.

Faith Lutheran Kindergarten is a not-for-profit community Kindergarten that is made up of two preschool (3.5-5year olds) teaching rooms: the Green Room and the Blue Room.

The Kindergarten is open from 8:15am – 2:30pm, Monday to Friday, 39 weeks of the year. The Kindergarten is closed for Public Holidays and School Holidays.

Please keep this booklet in a safe place so that you can use it as a reference of the Kindergarten's general information and policies. Some policies are only summarised in this booklet. The full details of policies are available at the Kindergarten upon request. Any comments you may wish to make regarding policies are also welcomed. Policies are developed through consultation with Queensland Lutheran Early Childhood Services (QLECS), staff, families and the community.

We look forward to sharing the coming year with you and your child and the partnerships the year will bring.

**NB:** Where you see the term "Reg" in the handbook, the reference is to the Educational and National Laws and Regulations that govern Early Childhood Services.

### **History of our Kindergarten**

Faith Lutheran Kindergarten is co-located on the grounds of Faith Lutheran College, Redlands. The Kindergarten commenced operation in February 2006.

Faith Lutheran Kindergarten is licensed for 44 children per day in two rooms. Each room involves a degree qualified, registered early childhood teacher and qualified teaching assistants.

During its operation, Faith Lutheran Kindergarten has enjoyed a high level of support from the families within the Kindergarten community.

## Philosophy

At Faith Lutheran Kindergarten we want to see children who are happy, content and purposeful working with enthusiastic teachers, all delighting in an environment where the joy of childhood is fostered.

In relation to Identity, we believe that...

- Focusing on the children as the integral reason for being ensures a responsive and inclusive program
- Children's sense of agency is promoted through democratic discussion
- Encouraging the mantra "I can try" gives children a feeling of confidence and independence

In relation to Connectedness, we believe that...

- Building partnerships through strong relationships with family and community is paramount to producing quality outcomes for children
- Daily group gatherings promote a sense of community and foster positive relationships
- Our natural environment is an important feature in developing understanding of environmental care and sustainability

In relation to Wellbeing, we believe that...

- Holistic learning experiences are implemented with professional knowledge of child development
- A Christ centred education, through worship, daily events and our "Wacky Wednesday" program, encourages Christian values and expectations
- Challenging and 'risky' experiences enhance children's physical development and safety awareness

In relation to Active Learning, we believe that...

- Creating a play based educational environment, that incorporates children's and families ideas and intentions, constructs meaningful learning opportunities
- Investigation and active exploration in science and art enriches knowledge, skill and a desire to learn

In relation to Communication, we believe that...

- Children's curiosity and engagement is stimulated through creative and inspiring early literacy and numeracy opportunities
- Children's listening and conversation skills are developed through a variety approaches including music, show and share and group discussions

We understand the significance of high quality early childhood programs in relation to their long term success in education and citizenship and as such we encourage:

- Active play-based learning
- Problem solving
- Effective communication
- Creativity
- Social adjustment
- Participation

## Term Dates for 2020

<b>Term 1:</b>	Tuesday 28 January - Friday 3 April
<b>Term 2:</b>	Monday 20 April - Friday 26 June
<b>Term 3:</b>	Monday 13 July - Friday 18 September
<b>Term 4:</b>	Tuesday 6 October - Thursday 3 December

## EDUCATIONAL PROGRAM AND PRACTICE

### **Philosophy of Education**

The goal of the staff working at the Kindergarten is to develop the 'whole child'. We recognise the individual potential in each child and guide and extend their development by providing opportunities for maximum growth in every Learning Development Area – Identity, Connectedness, Well-being, Active Learning and Communicating. Our Kindergarten provides a broad, integrated, caring and educational program within a Christian context.

### **Educational Curriculum**

Our Program is based on *Being, Belonging and Becoming: The Early Years Learning Framework (EYLF) and the Queensland Kindergarten Learning Guideline*. We focus on children learning through play, enjoyment, freedom and friendship. We believe it is important for children to have opportunities to foster the development of self-esteem, creativity and growth at their own individual pace.

The program provided at Faith Lutheran Kindergarten contributes to the following outcomes:

- children have a strong sense of identity
- children are connected with and contribute to his or her world
- children have a strong sense of wellbeing
- children are confident and involved learners
- children are effective communicators

Play is a context for learning that:

- allows for the expression of personality and uniqueness
- enhances dispositions such as curiosity and creativity
- enables children to make connections between prior experiences and new learning
- assists children to develop relationships and concepts
- stimulates a sense of wellbeing.

Our core belief is that learning is assisted when children feel in control of their lives and actions. This is developed through frequent opportunities to make real choices and decisions. Self-discipline is a natural outcome of being able to make real choices, and the children are free to choose the areas of interest in which they will participate throughout the day as individuals and as part of the group.

Learning is enhanced when we encourage children to organise their thinking in ways that make sense to them and to represent their ideas and meaning through appropriate symbol systems. Use of symbol systems such as language, drawing, modelling, construction and pretence allows the development of increasingly sophisticated thinking and communication of ideas to others.

The program is developed from a holistic perspective so that the following learning domains are addressed for each individual child:

*Social, Emotional, Cognitive, Language, Physical, Spiritual*

## Daily Requirements

Please **clearly name all of your child's belongings** that come to Kindergarten.

- **Hat** – Legionnaire/broad brimmed hats that protect the face, neck, ears and crown of the head are essential.
- **Bag** – Small enough for your child to carry, but able to hold all belongings.
- **Spare Clothes** – A full set of spare clothes – sensitive to season and weather.
- **Lunch Box** – containing morning tea and lunch items (Insulated bags are not recommended as these are not able to be refrigerated)
- **Drink Bottle** (clearly named).
- **One sheet bag** – containing a cot size fitted and flat sheet. Pillows are not necessary.
- **One Library Bag**

***We encourage toys to stay at home as they can become easily lost or broken.***

## Daily Procedures

### Arrivals and Departures

Upon arrival and departure, the custodial parent or authorised nominee is responsible for following the required sign-in/out procedure.

If you are going to be on a different contact number during the day, please advise staff by writing it in the sign in book.

*“Children can only leave the service after a parent or person nominated on the enrolment form has signed them out” (Reg 99)*

If your child is to be collected from the Kindergarten by someone besides the parent/s or persons on the “Authority to Collect” form, we ask that you please email or message the Kindergarten beforehand, providing details of the person who will be collecting. Identification will need to be produced upon their arrival e.g. Drivers licence. The authorised collector must be over the age of eighteen.

Please be punctual and keep to the session times, as this helps the program to run smoothly.

Arrival is an important time to communicate any information that might be of relevance to your child's well-being during the day. However, if you need to have longer talks with the staff, a convenient time can be arranged for this.

On arrival at the Kindergarten, please assist your child with their morning jobs. Parents are requested to put their child's lunch box directly into the fridge. Please assist us by reminding your child that they are not permitted to enter the kitchen with you, for safety reasons.

Please supervise your child and their siblings before and after the session times. We ask that when collecting your child in the afternoon you do so in a timely manner and leave the grounds

as soon as you have collected your child. The Kindergarten will not be liable for any activity of persons on the grounds of the Kindergarten before or after its approved hours.

*Custodial Issues:* Parents/guardians are required to notify the Service Leader about any details of legal custody of the child and any court orders. An up-to-date copy will be required to be kept at the service.

### **Routines**

In each program you will see a predictable pattern to the day, which is designed to give your child a sense of routine and security. Integrated into the predictable events of the day, interesting and motivating experiences are planned to challenge and stimulate children in the areas of social, emotional, physical, creative and intellectual development. We are committed to the provision of opportunities for learning and nurturing and to the development of children in ways which are informed by quality research and theory.

### **Spiritual Links**

Faith Lutheran Kindergarten has links with the congregation and Pastor/Chaplain. They are available for Parents and Families.

## **RELATIONSHIPS WITH CHILDREN**

### **Interactions with Children**

*“The educational program offered by the Kindergarten will*

- *Encourage children to express themselves and their opinions*
- *Allow children to undertake experiences that develop self-reliance and self-esteem*
- *Maintain at all times the dignity and rights of each child*
- *Give each child positive guidance and encouragement toward acceptable behaviour*
- *Have regard to the family and cultural values, age, and physical and intellectual development and abilities of each child” (Reg 155).*

### **Relationships in Groups**

*Faith Lutheran Kindergarten will provide opportunities for children “to interact and develop respectful and positive relationships with each other and with staff” (Reg 156)*

## COLLABORATIVE PARTNERSHIPS WITH FAMILIES

### **Communication - Partnerships**

We believe that the partnership between parents and their child's teacher is very important. For this to be effective, it is the responsibility of both parties to communicate with each other. Teachers cannot always predict parent's concerns or questions, so please be active in approaching the teacher for discussions. We ask that Parents and Visitors to the Kindergarten act in a child-friendly manner. Please arrange a set time to talk to the teacher if you have concerns or questions about your child's progress. We may arrange a suitable time to talk outside of the program time so that sufficient time and attention can be given to your concerns or questions about your child. A suitable area for private conversations will be made available when required.

Parents may enter the Kindergarten at any time their child is in attendance. Permission to enter will be withdrawn if a parent poses a risk to the safety of the children and staff or the parent has prohibited contact with the child by a court order (Reg 157).

### **Contact Details**

Please keep your contact details up-to-date. This allows for quick communication in the event of an illness or emergency. **Please ensure that authorised nominee names and numbers are current at all times.**

### **Daily Communication**

A communication pocket is provided for each family. They are labelled with your child's name and are located on the wall outside the entry to the Kindergarten. Please check your communication pocket daily. These pockets are for the Kindergarten's communication and all parents need to seek permission from the teacher prior to placing any correspondence in other family's pockets.

Communication regarding the day's events will be available through photographs and a written journal displayed in the foyer for you to enjoy prior to the collection of your child. These are valuable tools that give you an insight on the day's events so you can discuss and reflect with your child about their day at Kindergarten.

Regular newsletters help staff to communicate the program, interests and events at the Kindergarten. Most information will be emailed. Please ensure your email address is current.

### **Parent Information Evening**

All parents are encouraged to attend an initial information session, which outlines the program and also provides the opportunity to meet staff. This session is usually held in the School's hall.

### **Orientation Session**

Prior to the beginning of Term One the Kindergarten will hold an orientation session. Children and parents will be invited to visit the Kindergarten and spend time looking around, exploring the environment and greeting teachers in a casual, informal session.

### **Parent Information Sessions**

Throughout the year, the Kindergarten may hold Parent Information Sessions. Topics may include Speech Development, Behaviour Management, Motor Skills, Positive Parenting, Behavioural Ideas and Child Protection. If you have any suggestions for a suitable parent information session, please inform your teacher.

### **Parent Teacher Meetings**

Parent teacher meetings which focus on each child's progress are scheduled according to teacher and family needs. You are invited to share and request information about your child at any time during the year. Please request an interview with your child's teacher if you wish to discuss your child's progress and learning.

### **Partnership Group Meetings**

Faith Kindy's Partnership Group is comprised of staff and parents. The group meets once per term with the QLECS CSM in attendance from time to time.

The aims of the group are to:

- Discuss planning and goal setting;
- Explore, decide upon and co-ordinate social and fundraising ventures;
- Provide a support network

All parents/guardians are encouraged to become involved in the Partnership Group. Notice of meetings can be found in the newsletter.

### **Family Involvement**

We value family input into the program. We welcome your participation and recognise the importance of this for the children. We work in partnership with families for the benefit of encouraging the full potential of their child/children. We value the individuality and uniqueness of each family and encourage the development of positive relationships. We request that everyone who enters our Kindergarten, speak and act in a child friendly manner.

### **Babysitting**

Families are requested not to ask staff of the Kindergarten if they do private baby-sitting. Staff need to maintain a professional relationship with families. The Kindergarten takes no responsibility for such private arrangements

### **Photographs**

Professional Kindergarten photographs are taken once a year, usually in Term 3. At Faith Kindy we have digital devices that are used daily to photograph the children. These photos may be displayed in each room at the end of the day. We also use the photos to document your child's development throughout the year.

## **CHILDREN'S HEALTH AND SAFETY**

### **Children's Clothing**

Please ensure that clothes are marked with the child's name to ensure that all items of clothing are returned to the rightful owner. Please dress your child in clothing that is suitable and appropriate for active play. Suitable clothes are those that are easy for your child to manage independently and of no concern if stained from activities. Children should be able to manage their own clothes when going to the toilet. ***It is a requirement that children wear t-shirts or tops with sleeves that cover the shoulders*** to further ensure protection from the sun.

Ideally, children should wear shoes they can remove and put on independently. Shoes are a hazard in outdoor play areas and children will remove shoes for outdoor play.

### **Nutrition**

You are required to provide your child with food and drink for both morning tea and lunch each day. We promote good nutrition and healthy eating habits at the Kindergarten.

- We request that you do not send lollies, cordial, juice, chips, chocolate, or foods high in sugar, preservatives, flavouring and colouring.
- Please make sure your child can open all containers and packaging to promote their independence.
- It is better to provide more food rather than less food for your child.
- Please provide a drink bottle (clearly named) each day. 500ml – 750ml are a good size to ensure your child is drinking enough water each day. Please send your child's bottle filled to the top with water each day. A pop top style is recommended rather than a twist top.
- If we have a child enrolled at the Kindergarten with severe or anaphylactic allergies to certain foods or food products, we may ask all parents to exclude these items from their child's lunch box. This ensures the health and safety of all children.



Recommended lunch boxes (that fit in the fridge) and non-spill, see-through water bottles.

Foods we love at Kindy	Foods we prefer did not come to Kindy
Fruit (Fresh/Dried) Vegetables Yoghurts (Containers only) Cheese, Crackers Sandwiches/Wraps/Rolls Vanilla Custards Fruit Bars Healthy Baked Treats	Roll Ups LCM's Chocolate Yoghurts/Custards Tube yoghurts Chocolate Muesli Bars Chips Lollies Chocolate Cakes

### Special Occasions

We love to celebrate your child's birthday at Kindergarten! Parents are welcome to bring cupcakes for the children to share and celebrate their child's birthday with their Kindergarten friends. Each group has 22 children and 2 teachers. Please ensure you check with the teacher. We also celebrate other special events or holidays during the year with food, and endeavour to make cooking experiences a regular part of our program.

### Rest and Relaxation

Resting is an important part of the day. An atmosphere conducive to relaxation is provided to allow children to 'recharge' and aims to meet the individual needs of each child. We encourage you to discuss your child's needs with their individual educators.

*"The service will ensure that the individual needs of the child regarding sleep and rest are met" (Reg 81)*

### Behaviour Guidance

Staff will gently guide children towards acceptable, respectful and considerate behaviour to others. Within the play-based program, children learn about social skills and rules appropriate to their developmental level. Children are supported and empowered to choose the appropriate behaviour which helps them to begin to self-regulate their own and others' behaviours. Staff encourage and develop strategies for children to respect themselves,

others and property through behaviour management and support. All children are supported with behaviour strategies that ensure respect, dignity, privacy and personal growth.

If staff observe inappropriate behaviours, they will analyse the reasons and/or contributing factors and implement strategies to change the behaviour. This may include having conversations with parents/guardians about the child's behaviour at home and strategies being used by parents/guardians. Ongoing difficult behaviour may require outside intervention from a professional agency. An individual plan may be written outlining the agreed strategies, so that all educators are consistent in guiding a child's behaviour.

Please refer to *QLECS Behaviour Guidance Policy (5.03)*

### **Incursions and Excursions**

To complement the curriculum, from time to time we will be inviting visitors into our Kindergarten (incursion) or take the children on excursions.

Parents will be notified of any upcoming events.

All incursions and excursions are carefully planned and risk assessed. Siblings cannot always be taken due to national regulations. Incursions or excursions may incur an additional cost, which will be added to your account.

*"Children can only attend excursions after the parent or person nominated on the enrolment form has completed and signed the excursion permission form" (Reg 102)*

### **Hygiene and Safety**

We take great care to provide a safe and hygienic environment for the children in our care. We aim to reduce the chance of accidents and minimise cross infection. The following procedures are implemented:

- Toilets are cleaned and disinfected at the end of each day and during the day, if the need arises.
- Children are taught and expected to wash their hands, particularly after toileting and before meals.
- All equipment and the grounds are checked regularly and maintained in a safe condition.
- Soft fall areas have been established under climbing and swing areas to absorb the impact if a child were to fall.

### **Illness and Injury Policy**

Educators are required to maintain their First Aid qualifications. This includes CPR, Anaphylaxis and Asthma training. The care environment is arranged and resources selected, according to safety guidelines so that the risk of injury to both children and staff is minimised.

The minimum exclusion guidelines (see Exclusion Guidelines in QLECS Policies 2B:08 and 2B:11) have been written on the premise that children who have been ill will not return to the Kindergarten until they are fully recovered. A letter from your Doctor may be required.

Children with contagious illnesses will not be admitted to care and non-immunised children will be excluded (as per Policies 2B.08 and 2B.11). As per your enrolment agreement, the Kindergarten must be advised of any contagious illnesses.

In the case of injury to a child whilst in care, staff will administer appropriate first aid immediately. Please refer to Policy 2B:10 for more detailed information on the Kindergarten's procedures in relation to illness and injury.

If first aid has been given to your child during the day, staff will complete an incident /injury form which you will be required to read and sign.

*An approved service must have in place policies and procedures in the event that a child is injured, becomes ill, or suffers a trauma. These procedures should be followed and must include the requirement that a parent be notified, as soon as possible and within 24 hours, in the event of an incident, injury, illness or trauma relating to their child. (Reg 85 – 87)*

*An approved service must take reasonable steps to prevent the spread of infectious diseases at the service, and ensure that the parent or emergency contact of each child enrolled at the service is notified of the occurrence of an infectious disease as soon as possible. The service must have policies and procedures in place about dealing with infectious diseases. (Reg 88)*

## **Medication**

Please refer to Policy 2B:13 for specific information in regards to medication.

*Faith Lutheran Kindergarten has a policy for managing medical conditions which sets out practices if a child enrolled has a specific health care need, allergy or relevant medical condition.*

Parents/guardians will be required to provide the Kindergarten with a medical management plan for their child for any specific health care need, allergy or relevant medical condition. Faith Lutheran Kindergarten will develop a risk minimisation and communication plan in conjunction with parents, to ensure that the risks relating to their child's specific health care need, allergy or relevant medical condition are assessed and minimised (as per Reg 90).

Faith Lutheran Kindergarten has a copy of the medical conditions policy readily available and families who indicate that their child has a medical condition or allergy will be provided with a copy (Reg 91).

If medication of any type is required to be given during your child's attendance, then a medication form is required to be completed by the parent/guardian or person nominated on the enrolment form. Staff will only be able to administer medication after the form is completed correctly and signed; staff will complete and sign their section when the medication is administered.

In cases of emergency a parent/guardian or person nominated on the enrolment form can consent to the administration of medication verbally or if parent/guardian or nominated person cannot be contacted then a registered medical practitioner or emergency service can consent. If staff need to administer medication for an anaphylaxis or asthma emergency, they will notify the parent/guardian and emergency services as soon as practicable.

The medication administered will be from its original container before the expiry or use-by date, in accordance with any instructions attached to the medication or provided by a registered medical practitioner, prescribed medication, from a container that bears the original label with the name of the child to whom it is prescribed, with a second person checking the dosage of the medication and witnessing its administration, details of the administration must be recorded in the medication record.

(Regs 92-95)

## **Immunisation**

Immunisation is the least expensive and most reliable method of preventing some infections. The Federal Government recommends that parents/guardians have their children immunised. The immunisation status of your child must be completed on your child's enrolment form and a copy of your child's immunisation history statement must be provided. Families who choose not to immunise their children, other than for medical exemptions, will not receive government subsidies. Parents are responsible for providing staff with updated immunisation information. Children who have not been immunised will be excluded from care during specific outbreaks or epidemics of some infectious diseases such as measles and whooping cough. For information relating to fee payment during exclusion periods, please refer to Policy 2B.09 and the Immunisation enrolment agreement.

## **Sun Protection**

As you are aware, Queensland has the highest incident of skin cancer in Australia. Staff will apply sunscreen several times a day. The Kindergarten provides sunscreen, however, if your child requires a specific brand, you will need to provide this, clearly labelled with your child's name. Please apply sunscreen to your child prior to or on arrival at the Kindergarten. Please ensure that clothing is sun smart. Sleeves are required for all children to protect shoulders. ***Sun Smart hats are compulsory for all children and staff. Caps are not permitted.***

## **Emergency and Evacuation Procedures**

Emergency and evacuation procedures are prominently displayed in the rooms and are clearly visible to staff and visitors. These procedures include emergency services, contact numbers and locations and local meeting points in the event of an evacuation. A copy of the emergency procedures for the Kindergarten is distributed to all new staff and volunteers on their first day at the service. Parents, staff, contractors, trades people and visitors are referred to the Emergency Procedures for appropriate action in the case of fire or other emergency requiring evacuation/lock-down. If you arrive at the Kindergarten during an evacuation or lock-down, please follow the direction of the Kindergarten's staff.

All children are regularly familiarised with evacuation/lockdown procedures at the discretion of the staff.

## **Child Protection**

All staff are committed to protecting children and young people from harm and promoting children's safety, dignity and well-being. (See QLECS' Statement of Commitment Appendix 1)

All early childhood educators are mandatory reporters.

All staff at the service who work with children are aware of the current child protection law in the provider's jurisdiction and understand their obligations under that law. (Reg 84)

## **Tobacco, Drug and Alcohol Free Environment**

The Service maintains an environment free from the use of tobacco, illicit drugs and alcohol. (Reg 82).

Please note that there are specific exclusion boundaries in regards to smoking - 5 metres beyond the property boundary.

All parents/guardians/visitors are required to adhere to these legislated conditions.

## STAFFING ARRANGEMENTS

Notices of current staff are displayed at the Kindergarten. Families will be informed of any staff changes via email.

### **Students and Volunteers**

Our Kindergarten welcomes students and volunteers. We receive requests from Universities, TAFE Colleges and schools to host students who are taking part in work experience programs that relate to Early Childhood Education. Before any student or volunteer is permitted to spend time at our Kindergarten, they must be approved by the Service Leader, hold a Positive Suitability Card and sign confidentiality and policy agreements. Families will be notified if a student will be visiting the Kindergarten.

Volunteers may also be accepted, only after careful screening and consideration of the children's needs. All volunteers, apart from a current parent of a child, must hold a Positive Suitability Card.

### **Staff Meetings**

Staff meet daily during the preparation time to discuss the running of the Kindergarten, organise events, share experiences, evaluate practices and participate in staff meetings. These meetings enhance the quality of the program offered at the Kindergarten and provide additional support to the staff.

### **Non-Contact Time**

Your child's teacher will have 5 hours of non-contact time each fortnight in which curriculum planning and administration will occur. A fully qualified early childhood teacher is employed to relieve the teacher on this day. This teacher will be the same teacher each fortnight, ensuring consistency for the children.

### **Professional Development**

The Kindergarten actively supports on-going Professional Development of all staff. Staff members attend courses, seminars, conferences and workshops throughout the year. Some of these will fall in school holiday time or during afternoons or weekends and some will fall during Kindergarten hours. Suitably trained relief staff will be employed in the absence of staff members.

## LEADERSHIP AND SERVICE MANAGEMENT

### **Queensland Lutheran Early Childhood Services (QLECS)**

QLECS support and oversee the running of the Kindergarten, including financial, staffing and compliance matters. QLECS is the Approved Provider's representative for all Lutheran Early Childhood Services in Queensland. Each service has its own Children's Services Manager and their details are displayed in the family information area of the Kindergarten. The Children's Services Manager (CSM) is part of the QLECS Operations Team and works closely with the staff of the Kindergarten in areas such as programming, regulatory requirements, grant applications, staffing, financial administration and any other areas as required.

### **Service Approval**

Faith Lutheran Kindergarten's Approved Provider is the Lutheran Church of Australia Queensland District.

The National Quality Framework (NQF) requires all Services to undertake a quality rating and assessment process. The National Quality Framework sets a national benchmark for the quality

of education and care services. The National Quality Framework is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and governance.

### **Central Governing Body (CGB)**

QLECS has been approved by the Department of Education - Early Childhood, to be a Central Governing Body. As a CGB, QLECS will provide the following services and support:

- Distribution of the Kindergarten Funding on behalf of the State Government for all Lutheran Kindergartens;
- Ensuring that the Kindergarten complies with the Approved Kindergarten Program Provider Guidelines and meets the Funding Eligibility Criteria;
- Supporting the delivery of an inclusive quality Kindergarten program by ensuring priority groups are able to access the program;
- Promoting increased participation through universal access to a quality Kindergarten program;
- Collecting and collating data for the State Government; and
- Supporting good governance practices.

### **Fees**

Faith Lutheran Kindergarten is a not-for-profit organisation that relies on the prompt payment of fees to remain financially viable. All operating costs including maintenance of facilities, rent, equipment, cleaning, wages, supplies, resources, printing cost, and more, rely on the timely payment of fees. Fees are set by QLECS in conjunction with the Service Leader and are based on a carefully considered budget. Any surplus is expended into improving equipment, resources, facilities and building improvements at the Kindergarten. Fees will generally be reviewed annually and maintained as low as possible. It is important that your fees are kept up to date at all times.

***Under the Queensland Kindergarten Funding Scheme, each Approved Kindergarten Program must offer a program for 15 hours per week. A child must be enrolled in the program for the service to be eligible for funding that is paid directly to the Service to support the kindergarten program. Children who attend more than one Service must nominate only one service to receive the funding.***

Each term, a statement will be given to every family outlining the current term's fees and dates they are due. Fees are payable for the whole term, for each day of the term, including days that your child may be absent for illness or holidays and for public holidays. Payment plans may be available with the approval of the Administrative Assistant. When holidays are taken during the school term, the child's place will be retained. Staff must be informed of the period of absence. Fees are not charged for school holidays.

**Fees must be paid in full by the end of Week 2 of each Term unless a payment plan has been approved with the Service Leader.**

In cases of hardship or exceptional circumstances, alternative payment plans may be arranged. Please contact QLECS accounts.

Where QKFS Plus funding is applicable, it will be applied as a bulk discount at the beginning of each term.

### 2019 FEES (2020 Fees TBA shortly)

Non-refundable enrolment confirmation fee	\$ 70
Kindergarten Session Fee per term (4 terms)	\$ 1000

Failure to pay fees will result in your details being referred to QLECS where the debt recovery policy will be implemented. Please talk to the Administrative Assistant if you are having difficulties paying your fees so that a payment plan can be implemented.

Late fees are charged to families who have not arrived by the Kindergarten's closing time. As late pick-up can be disruptive to staff and your child, we ask that if you know you are going to be late, please contact the Kindergarten and/or try and make other arrangements. If a parent/guardian has not made contact five minutes after the closing time, staff will try to contact the parent/guardian. If no contact can be made they will try the authorised persons indicated on the enrolment form. If no contact is made with anyone authorised on the enrolment form 30 minutes after closing time, the police will be called and we will follow their recommendations.

***An overdue account fee of \$20.00 per week will apply for all families with amounts outstanding after the due date.***

***Families with up to date payment plans will not be charged this fee***

#### Method of Payment

We are a cash free service and ask that all fees are paid by Debit Success (Direct Debit). Please note that where parents/guardians set up this platform using a credit card, there will be a surcharge issued to the cardholder.

#### Absences and Holidays

Please contact the Kindergarten if your child will be absent. It is important for staff to maintain records of all absences from the Kindergarten.

#### Discontinuing Enrolment

You are required to give **four weeks written notice** to the Service Leader if you are discontinuing your child's enrolment at the Kindergarten. **Fees are payable up to and including end of notification date.** Please note that this only applies to notice of enrolment withdrawal up to the end of Term 3. **Discontinuing enrolment after third term will result in full term fees payable to the end of the school year.**

#### Annual Census Information

The Kindergarten may be asked to disclose certain information about enrolled children. The information will be accessible to authorised staff in the Central Governing Body and the Department of Education and Training. The information gathered may be used for the funding process, planning and reporting on early childhood initiatives.

#### Policies

A condition of enrolling your child at Faith Lutheran Kindergarten is that you agree and abide by the Kindergarten's policies. These policies cover all aspects of operation and management in accordance with regulations. The policies also incorporate the Code of Ethics produced by Early

Childhood Australia. If you would like to raise an issue about a policy, please put your views in writing addressed to the Service Leader and/or the Children's Services Manager.

The Kindergarten has a range of policies and procedures readily available which include the following:

- Delivery and collection of children
- excursions
- refusal of authorisation for a child to leave the service
- dealing with infectious disease
- dealing with medical conditions
- emergency evacuations
- health and safety matters relating to
  - nutrition, food and beverages and dietary requirements
  - sun protection
  - water safety
  - administration of first aid
- incident, injury, trauma and illness
- child safe environment
- staffing arrangements
- staffing including
  - code of conduct
  - determining the responsible person present
  - participation of volunteers and students
- relationships with children
- interactions with children
- service management
- governance and management of the service, including confidentiality of records
- enrolment and orientation
- payment of fees
- dealing with complaints

*Policies and procedures must be available at the service and readily accessible by all educators, staff, volunteers, families and regulatory authority staff. The approved provider must take all reasonable steps to ensure that the written policies and procedures are followed. (Reg 168)*

### **Inclusion Policy**

Children have a wide variety of backgrounds and experiences. We recognise the unique individuality of each child and their family and observe a policy of acceptance and respect for everyone regardless of race, creed, gender, class, culture or ability. Where a child has additional needs, parents/guardians are asked to discuss their child's requirements/expectations with the Service Leader prior to enrolment. Medical/diagnostic information will be required.

### **Insurance**

The Kindergarten is fully covered by Public and Products Liability with Liberty International through the LCA Insurance Fund.

*The Service will keep a copy of their current certificate of insurance (Reg 180).*

### **Media Involvement in the Kindergarten**

The Kindergarten has set out the following policy regarding media involvement:

- Permission to photograph or video in the Kindergarten is included in the Enrolment Agreement Form. This includes newspapers and advertising displays etc. If parents do not give permission, the Kindergarten will ensure that the child is not included in these activities.
- When photos go into local newspapers, first names only will be printed unless otherwise negotiated.
- Should the Kindergarten wish to print multiple copies of photos for advertising, permission will be sought from parents prior to use.

The Kindergarten has joined the Facebook network. You can find us by searching **Faith Lutheran Kindergarten**. This is another format for us to keep in contact with the community and allows prospective families to view the Kindergarten via a different media

Each Group has its own closed FB group:

- BOW Green 2019
- EOW Green 2019
- BOW Blue 2019
- EOW Blue 2019

### **Feedback and Concerns**

Family input, comments and questions are always welcome. From time to time you may receive a survey or evaluation form asking you to provide feedback on you and your child's experiences at the Kindergarten. Please take the time to read and respond to these requests as they assist us to improve the quality of our service. We value constructive feedback from all stakeholders.

Open communication is the most effective means of addressing any issues.

The following procedure is recommended for parents to follow if a concern arises:

1. In the first instance, please approach the Service Leader to discuss the matter. Be willing to express how you feel clearly and be open to working with the Service Leader to resolve this matter. This may involve more than one discussion.
2. Concerns that are unresolved can be conveyed to the Children's Services Manager (CSM) verbally or in writing. Contact details for your CSM will be available at the Kindergarten.
3. Unresolved concerns can also be raised with:  
Office for Early Childhood Education and Care  
E: [southeastregion.ecec@det.qld.gov.au](mailto:southeastregion.ecec@det.qld.gov.au)

### **CONCLUSION**

It is our hope that your family will enjoy being a part of Faith Lutheran Kindy.

Should you require further information or explanation regarding this booklet, please do not hesitate to contact us.

## Appendix 1

### **STATEMENT OF COMMITMENT – CHILD PROTECTION**

- 1. We are committed to promoting and supporting environments which:**
  - Protect children and young people from actual or potential harm.
  - Enable and encourage concerns to be raised and responded to openly and consistently; through
  - the provision of training and education for staff, families and children.
  
- 2. We recognise that we have a duty of care and shared responsibility to:**
  - Protect all children and young people from all forms of harm and abuse.
  - Ensure our organisation's culture provides a sense of safety for children and young people.
  
- 3. We will endeavour to safeguard children, young people and their families in all our Services by:**
  - Valuing, listening to, engaging with and respecting children, young people and their families.
  - Establishing and implementing best practice for working with children, young people and families, meeting all statutory obligations.
  - Developing skills that encourage children, young people and their families to speak up if they feel uncomfortable with the way they are being treated by staff, other children and/or adults, at all times.
  
- 4. In our recruitment of staff and volunteers, we will:**
  - Follow procedures that provide for the careful selection and recruitment of suitable employees and voluntary workers.
  - Provide education, training, support, supervision and resources in all statutory requirements and the organisation's policies and codes of ethics, to keep children, young people and families safe.
  
- 5. In our publicity we will:**
  - Share information about the organisation's practices and mandatory responsibilities in safeguarding staff, children, young people and their families from all forms of harm and abuse.
  
- 6. When concerns are raised, we will:**
  - Respond without delay to every concern that a child, young person or their family, may have been harmed, or be at risk from harm or abuse.
  - Work with our stakeholders and appropriate statutory bodies during an investigation into harm or abuse.
  
- 7. In responding, our organisation will:**
  - Make available pastoral care to any child, young person, their families or staff involved in any allegation of harm or abuse.
  - Facilitate connections and access to professional organisations, support agencies or para-professionals.

**We are committed to the continuing and ongoing review and implementation of our organisation's child safe standards.**