



Kenmore Park Kindy

- Rainbow of possibilities -

2024 Family Handbook

“We acknowledge the traditional custodians of this land, pay respect to the Elders – past, present and emerging – and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within the community.”



Lady Gowrie^{QLD}
Community
Kindergartens

Dear Families and Carers

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 handbook is designed to inform and assist parents as they prepare for their child's enrolment at our kindergarten, and throughout their time with us.

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 assist.

Kind Regards

Emma Harding

Director and Nominated Supervisor

Jessica Gildersleeve

President, 2024 Management Committee

ABOUT KENMORE PARK KINDY	8
HISTORY	8
OUR PHILOSOPHY.....	8
OUR VISION	8
OUR STAFF	9
<i>Nominated Supervisor/Director</i>	9
<i>Responsible Person</i>	9
<i>Educational Leader</i>	10
<i>Early Childhood Teachers/Lead Educators</i>	10
<i>Educators (includes Assistants)</i>	10
<i>Inclusion Educators</i>	10
<i>After Care Coordinator</i>	10
<i>After Care Assistant</i>	10
<i>Administration Officer</i>	11
<i>Bookkeeper</i>	11
GOVERNANCE STRUCTURE	11
<i>Committee Overview</i>	11
<i>Committee Roles</i>	12
<i>Central Governing Body Affiliation</i>	14
<i>Service Approval</i>	14
<i>Not for Profit Charity Status</i>	14
NATIONAL QUALITY FRAMEWORK – EXCEEDS IN ALL AREAS	15
<i>Service Quality Plan</i>	16
INCLUSIVE PRACTICE	16
STUDENT VOLUNTEERS AND VOLUNTEERS	16
ENVIRONMENTAL AWARENESS.....	16
OUR FACILITIES.....	17
<i>Location</i>	17
<i>Site Map</i>	17
<i>Car Park Usage</i>	18
KINDERGARTEN GROUPS	20
EXCEEDING THE MINIMUM HOURS.....	20
OUR CURRICULUM	20
<i>The Early Years Learning Framework (EYLF)</i>	21
<i>The Queensland Kindergarten Learning Guidelines (QKLG)</i>	21
A DAY IN THE LIFE	23
KENMORE STATE SCHOOL PARTNERSHIP	23

INCURSIONS	24
PREP READINESS AND TRANSITION STATEMENTS FOR SCHOOL	24
PRE-KINDERGATEN GROUPS	25
ADDITIONAL STAFFING SUPPORT	26
A DAY IN THE LIFE	26
END OF YEAR TRANSITION TO KINDY PROGRAMME	27
EDUCATIONAL PROGRAMMES	28
OCCUPATIONAL THERAPY AND SPEECH THERAPY	28
JAPANESE VIA ELLA PROGRAMME	29
BUSH KINDY	29
STEM – LEARNING TO CODE WITH BEEBOTS	30
GOOD FOOD GARDEN	30
SCHOLASTIC BOOK CLUB	30
AUNTY PROGRAMME	31
MEN’S SHED	31
KENMORE UNITING CHURCH PARTNERSHIP	31
EXTENDED CARE HOURS	32
LOCATION	32
SESSION OFFERINGS	32
<i>Before Care</i>	32
<i>After Care</i>	32
<i>Vacation Care</i>	32
ATTENDANCE OPTIONS	33
TRANSITION BETWEEN EXTENDED CARE AND GROUP SESSION	33
LATE PICKUP	33
ATTENDING KENMORE PARK	34
ENROLMENT PROCESS	34
<i>Enquiry and Tours</i>	34
<i>Open Mornings</i>	34
<i>Eligibility to Attend</i>	34
<i>Wait List</i>	35
<i>Formal Offers</i>	35
<i>Enrolment</i>	35
<i>Teacher/Educator Interview</i>	36
<i>Preparing for Commencement</i>	36

GROUP AND SESSION TIMES	36
PREPARING FOR THE YEAR.....	37
<i>Continuing Pre-Kindy Children</i>	37
<i>Stay and Plays</i>	37
<i>How you can help your child prepare</i>	37
ATTENDANCE.....	38
<i>Session Days</i>	38
<i>Pupil Free Days</i>	38
<i>Public Holidays</i>	39
<i>Non-Attendance</i>	39
ARRIVAL AND DEPARTURE.....	39
<i>Arrival</i>	39
<i>Departure</i>	40
<i>Authorisation to Collect Children</i>	40
YOUR CHILD AT KENMORE PARK	42
WHAT TO WEAR	42
<i>Clothes</i>	42
<i>Hat</i>	43
<i>Official Kindy Shirt</i>	43
<i>Shoes versus Barefoot</i>	43
WHAT TO BRING	44
<i>Morning Tea and Lunch</i>	44
<i>Water Bottle and Drinks</i>	46
<i>Bedding</i>	46
<i>Spare Clothes</i>	46
<i>Soft Toy or Comforter</i>	47
<i>Medications</i>	47
<i>Daily Check List</i>	47
BAG AREA AND PARENT POCKET	48
PERSONAL HYGIENE AND HEALTH	48
<i>Handwashing</i>	48
<i>Toileting</i>	48
QUIET/REST TIME	49
TOYS AND VALUABLES	49
BIRTHDAY CELEBRATIONS.....	49
<i>Birthday Treat</i>	49
<i>Birthday Parties (outside of group time)</i>	50

YOUR FAMILY AT KINDY.....	51
COMMUNICATION	51
<i>Storypark</i>	51
<i>Parent Pockets</i>	51
<i>Email</i>	52
<i>Office Phone</i>	52
<i>Social Media</i>	52
<i>Information Parent Teacher Meetings</i>	52
<i>Feedback from Educational Staff</i>	53
GETTING INVOLVED	53
<i>Sharing skills and interests</i>	53
<i>Social Functions and Community Events</i>	53
<i>Join the Committee</i>	53
<i>Become a Parent Rep</i>	53
<i>Donating recycled materials such as boxes for collage</i>	54
<i>Classroom Support</i>	54
<i>Volunteer to help at Bush Kindy</i>	54
HELPING YOUR CHILD SETTLE IN AT KENMORE PARK.....	54
RESPONSIBILITIES	55
<i>Respectful to Others</i>	55
<i>Contribute to a Safe Environment</i>	55
<i>Contribute to Community</i>	55
<i>Keep your details up to date and let us know if your child is absent for any reason</i>	56
<i>Read all information to stay informed</i>	56
<i>Comply with the health and hygiene policies of the Centre</i>	56
<i>Unattended Vehicle</i>	56
<i>Respect the Pick-up Time</i>	57
<i>Payment of Fees</i>	57
<i>Giving Constructive Feedback</i>	57
FEES AND PAYMENTS.....	58
FEES AND LEVIES	58
<i>Kindergarten Fee Structure</i>	58
<i>Extended Care Fee Structure</i>	59
<i>Building Fund Donation (Optional)</i>	59
SUBSIDIES AND DISCOUNTS	59
<i>Queensland Kindergarten Funding (QKF) Subsidy</i>	59
<i>Childcare Subsidy (CCS)</i>	62

<i>KISS Funding for Children with Additional Needs</i>	63
<i>Fee Reductions and Discounts</i>	63
FEE COLLECTION	64
<i>Payment of Fees</i>	64
<i>Withdrawal of Enrolment</i>	64
<i>Temporary Suspension of Enrolment</i>	65
<i>Late Payment Policy</i>	65
<i>Financial Hardship and Support</i>	65
<i>Exclusion</i>	65
HEALTH AND SAFETY	66
POLICIES AND PROCEDURES	66
SUN SAFE – CLOTHES, HATS, AND 30+ SUNSCREEN	66
<i>How Families Can Help</i>	66
HYGIENE	67
INJURIES, INCIDENT, TRAUMA, ILLNESS, AND INFECTIOUS DISEASES	67
IMMUNISATIONS	68
SAFETY, EMERGENCY AND EVACUATION PROCEDURES	68
FIRE DRILL, LOCK-DOWN DRILL AND EVACUATION PROCEDURE	68
CHILD PROTECTION	69
CONFIDENTIALITY AND PRIVACY	70
PHOTOGRAPHY CONSENT	70
SOCIAL MEDIA CONSENT	70
MEDICAL INFORMATION	71
SHARING OF CONTACT DETAILS	71
STORYPARK MANAGE	71
IMPORTANT CONTACTS	72
ADDRESSING CONCERNS OF PARENTS, STAFF, OR CARERS	72
REGULATORY AUTHORITY AND CGB CONTACT DETAILS	72
<i>Regional Authority Office</i>	72
<i>Central Governing Body (CGB)</i>	72
SERVICE DETAILS	73

About Kenmore Park Kindy

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.

History

Kenmore Park Kindergarten has been an important part of the Western Suburbs community for over 50 years. Established in 1968, it has grown to become a vital not-for-profit Community Kindergarten, providing educational programs for children aged 3-5 years.

Our Philosophy

Together with our families, we recognise that the most important aspects of life and learning are relationships. Children develop a sense of belonging, self-esteem, social skills, and dispositions for lifelong learning within a community. Our foundations of positive, trusting, and meaningful relationships help to develop a rich, individual, and engaging learning environment. We value early childhood and children's ability to have fun, wonder, explore and create. We believe that each child's future is truly "a rainbow of possibilities".

Our Vision

Inspiring curiosity, independence, and a life-long love of learning whilst enabling our children to become fully engaged members of our community and the world around them.

In our work with children, we will:

- Acknowledge and treat children as unique individuals who are competent and capable learners and can share in many decisions relating to their experiences.
- Promote respect and understanding of the importance of Australia's first peoples.
- Create a safe, welcoming, and stimulating learning environment to encourage thoughtful play-based learning and reflect the interests of the children.
- Support a sense of belonging by promoting secure attachments, warm trusting relationships, and interactions.
- Seek to strengthen resilience, critical thinking, problem solving, informed risk taking, a love for nature and nature play.
- Promote communication, social & emotional learning, empathetic relationships, and a capacity to express and acknowledge feelings.

Working in partnership with parents and families we will:

- Acknowledge the expertise of families and the development that occurs in the home for each child.
- Share knowledge and recommend support services to support confident parenting.

- Seek to develop and maintain positive partnerships with families and extended families, based on trust and mutual respect.
- Promote meaningful participation in service decision-making and two-way communication.
- Respect and value the individual backgrounds and unique culture and customs of all families.

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

In our wider community we:

- Value the knowledge and ways of Indigenous Australians and promote a connection with the local Yuggera and Turrbal people.
- Connect children and families with each other and local child and family support services.
- Advocate for high quality early childhood education and share our expertise within the field.
- Welcome members from the community as valuable co-contributors to a rich and vibrant shared experience.
- Promote the value and contribution of our services within the community.
- Be leaders within our community for environmental change and responsibility.

Our Staff

Nominated Supervisor/Director

The Nominated Supervisor is in charge and is responsible for the daily running of the centre and related administrative and staff matters. All Staff report to the Director. They work closely with the Management Committee ensuring sound policies and high-quality practices. When the Nominated Supervisor is on site, they are the Responsible Person for the service.

Our Nominated Supervisor/Director is Emma Harding

Responsible Person

A Responsible Person is a person who meets the criteria to be placed in day-to-day charge when the Nominated Supervisor is not in attendance.

Our Responsible Persons are Emma Harding, Louise Hunter and Rebecca Young.

Educational Leader

The Educational Leader are responsible for leading the development and implementation of the educational program (or curriculum) in the service and to support the teaching team in this aim.

Our Educational Leader is Emma Harding.

Early Childhood Teachers/Lead Educators

Early Childhood Teachers hold ACECQA-recognised Early Childhood teaching qualifications. The teacher develops and implements an educational curriculum, in collaboration with children and families. They also collaborate with the teacher in planning, preparation, delivery, and evaluation of the program.

Our Early Childhood Teachers/Lead Educators are Emma Harding, Zainab Ali and Louise Hunter

Educators (includes Assistants)

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

Our Educators are: Emily Minty, Deb Donnelly, Carrie Flux, Jennifer Bishop, Rebecca Young, Lisa McNaughton

Inclusion Educators

This role is to, when required, assist a child with additional needs to adapt to the kindy or pre-kindy environment. The Inclusion Facilitator works in co-operation with the Teacher and Educator for the group.

Our Inclusion Educators are: Rebecca Young and Lisa McNaughton.

After Care Coordinator

Our After Care Coordinator is responsible for the After Care and Vacation Care programmes. They are the Responsible Person outside of group session times.

Our After Care Coordinator is Rebecca Young

After Care Assistant

Our After Care Assistant supports the After Care Coordinator for After Care and Vacation Care.

Our After Care Assistant is Elena Nerush

Administration Officer

Our Administration Officer is often the first point of contact in our service. She is responsible for the welcoming and orientation of new families, managing enrolment tasks and supporting the Nominated Supervisor and Management Committee in the administrative requirements of our service.

Our Administration Officer is Kerry Alcock.

Bookkeeper

Prepares all accounting records, payroll, budgets, financial statements, and reports and communicates accounting information to the Management Committee. The Bookkeeper collaborates closely with the Treasurer to maintain the finances of the centre and is responsible for collection of fees.

Governance Structure

Kenmore Park is an incorporated not-for-profit with charity status. Our official Entity Name is “KENMORE PARK PRESCHOOL & KINDERGARTEN ASSOCIATION INC.” The incorporated status gives our group its own legal identity allowing us to sign leases, employ staff, etc.

Refer to the following links for our ABN details: <https://abr.business.gov.au/ABN/View/60475110525>

Committee Overview

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 relevant legislation. In addition, the Committee holds other responsibilities due to our status as an Incorporated Association. Amongst other things, the Committee is responsible for

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

At each AGM (typically held in February once the Accounts have been externally audited), 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 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 strategic 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 of the committee include:

- Ensure that appropriate staff are always employed.
- 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.
- Understand 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 Lady Gowrie Qld Central Governing Body standards.
- Ensure that “Best Practice” principles are adhered to.

Committee Roles

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

Executive Management Committee

The Executive Management Team are the management team acting as the Responsible Persons for the Incorporation Status, the Approved Provider for the Service Approval that provides the educational service and manages our Affiliations with our Central Governing Body (Lady Gowrie). The Committee performs a governance role and delegates day to day operations to the Director and other staff.

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. If Maintenance Officer remains empty, then the Vice President is responsible for the completion of the Maintenance Affiliate Guide.

Treasurer

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

Secretary

Takes the minutes at all 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.

Other Committee Positions

The Committee Positions are filled each year depending on the overall need of the Kindy based on the priorities for the year as well as the voluntary support from its members.

Technology Support Officer

Provide IT support to staff and committee for work related technology issues. This includes helping with Office365 Administration, work laptops, the Office PC, and website administration.

Workplace Health & Safety Officer

Ensures Centre and Staff comply with workplace health and safety regulations and practices.
Role may be included in Maintenance Coordinator

Maintenance Coordinator

Completes the Lady Gowrie Affiliate Maintenance guide to confirm all maintenance has been completed as arranged by staff.

Grants Coordinator/s

Prepares and manages grant applications for improvement of Kenmore Park and oversees completion of projects and acquittal 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. This includes admin access to our Facebook page.

Newsletter Coordinator/s

Collaborates with staff and committee to produce and distribute a Quarterly Newsletter (sent out in last week of each term). This role may be included in Marketing Coordinator/s.

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.

Central Governing Body Affiliation

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 Early Childhood 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.

Service Approval

Kenmore Park holds a current service approval for a centre-based service under the National Education and Care Services Law. This is administered and overseen by the Australian Children's Education and Care Quality Authority (ACECQA) in collaboration with the regulatory authorities in each state: in our case, Queensland State Government - Education Queensland.

Refer to the following link for information on Kenmore Park's Service Approval

<https://www.acecqa.gov.au/resources/national-registers/services/kenmore-park-preschool-and-kindergarten>

Not for Profit Charity Status

Kenmore Park operates as a not for profit. We hold a Charity Tax Concession Status (GST Concession, FBT Rebate, and Income Tax Exemption) and Deductible Gift Recipient (DGR) Status.

This status allows us to apply for Grants to improve our facilities and service offerings. We are also able to provide a tax receipt if you or a family member wish to donate to our building fund.

The Management Committee are considered the Responsible People for the registered charity. Please reach out to committee@kenmorepark.com.au (Management Committee) if you, your business or someone you know would like to make a donation or are aware of grants that could be beneficial to our community.

Refer to the ACNC Registry Information for Kenmore Park Details –
<https://www.acnc.gov.au/charity/charities?search=60475110525> or direct link
<https://www.acnc.gov.au/charity/charities?search=60475110525>

National Quality Framework – Exceeds in All Areas

Kenmore Park holds a rating of **‘Exceeding in ALL areas’** under the National Quality Framework. As a centre we are immensely proud of the high standards we achieve.

The National Quality Framework (NQF) was the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children.



The NQF introduced a new quality standard in 2012 to improve education and care across long day care, family day care, preschool/kindergarten and outside school hours care.

The NQF includes:

- the National Law and National Regulations
- the National Quality Standard
- an assessment and quality rating process
- national learning frameworks.

Benefits for children and families

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shapes every child’s future and lays the foundation for development and learning.

The major benefits for parents and children include:

- improved educator-to-child ratios, ensuring children have greater individual care and attention
- educators with increased skills and qualifications
- better support for children’s learning and development through approved learning frameworks
- consistent, transparent information on educators, providers and services in the national registers.

More information regarding the National Quality Framework (NQF) can be found at

<https://acecqa.gov.au/national-quality-framework> and <http://www.acecqa.gov.au/national-quality-framework/explaining-the-national-quality-framework>

Refer to the following link for information on Kenmore Park's rating:

<https://www.acecqa.gov.au/resources/national-registers/services/kenmore-park-preschool-and-kindergarten>

Service Quality Plan

Kenmore Park has quality management practises implemented to continual review service improvement opportunities. You are welcome to contact the Director if you would like to learn more or get involved with suggesting improvements.

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, KISS 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 must meet with the Director 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 their interactions and play.

Student Volunteers and Volunteers

Kenmore Park supports investment into the next generation of Early Educators by supporting students to complete their practical work units at Kenmore Park. All students are supervised and do not contribute to any staff ratios. Parents/Guardians are advised when there is a student teacher in their child's session.

We also welcome community participation through a network of volunteers (see sections further in this guide for some programmes we run). Volunteers are all briefed on safety requirements and work under the direction of the Educational team.

All volunteers are required to hold a Blue Card and sign-in and sign-out.

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 sustainable practices. We share our kindy with several 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. The impact of rubbish on the animals and our kindy environment is regularly discussed with the children. 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 programmes 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.

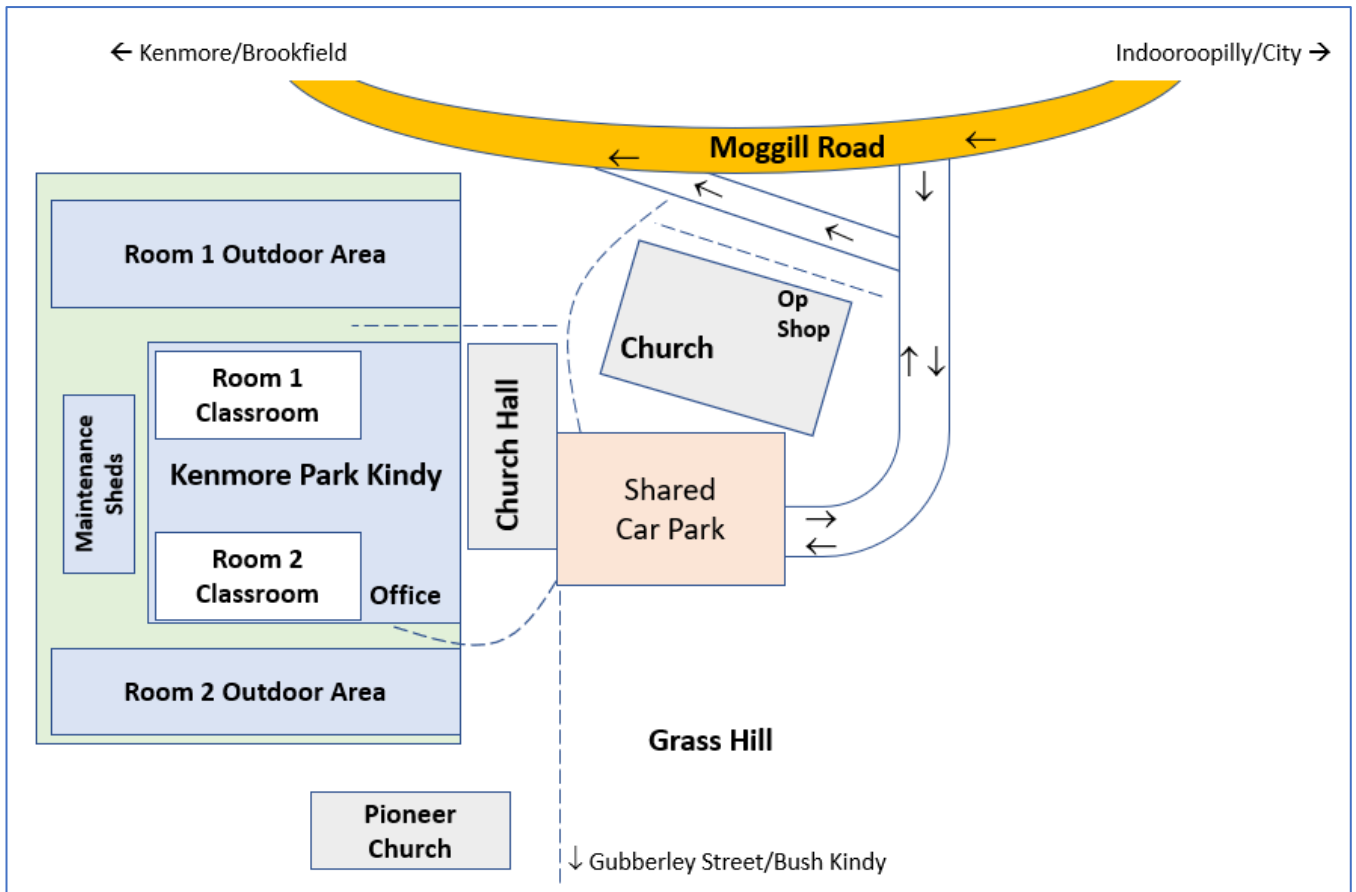
Our Facilities

Location

We are located behind Kenmore Uniting Church – 982 Moggill Road, Kenmore. Please enter via the Church entry on Moggill Road and follow the carpark through to the back of the building. Our Kindergarten is under the Church Hall. Signage is out the front to direct you to the Office and Classrooms.

Site Map

Below is a simple illustration of Kenmore Park Site (not to scale). If in doubt, please go to the Office (same entry as Room 2) for assistance.



Car Park Usage

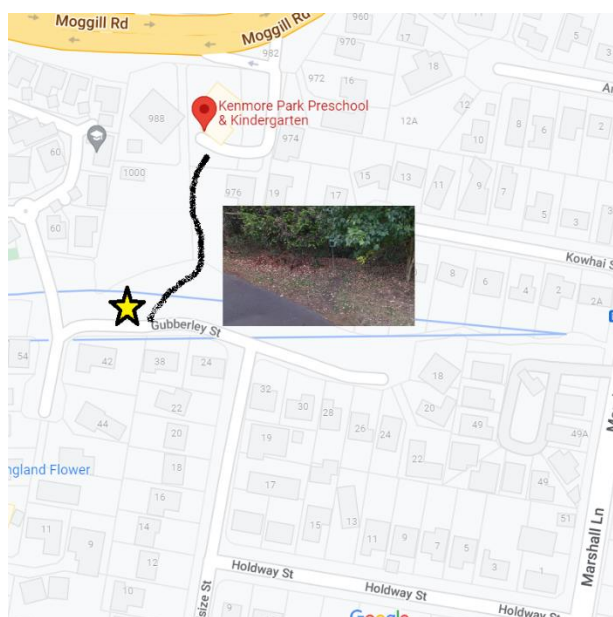
Please be considerate of other Kenmore Park families and Kenmore Uniting Church members in usage of the carpark. We request you minimise how long you are using the car park during drop-off and pick-up to provide access to everyone.

We strive to maintain positive relationships with other tenants and share the carpark access. There are times when we may be requested to avoid car park use due to other events. In these situations, we will endeavour to communicate ahead of time and recommend using Gubberley Street.

Alternative Parking - Gubberley Street

Street Parking is available in Gubberley Street, Kenmore – accessible via Marshall Lane. There is a pathway in the bushland that will take you over a small bridge and pass the bush kindy area on your right. You will then be able to walk up the hill past Pioneer Church (white Church next to the Kindy).

We do acknowledge it is a bit of a steep hill to walk up and may not be suitable for all.



Kindergarten Groups

Exceeding the minimum Hours

Kenmore Park has service approval to deliver a 600-hour approved kindergarten program. Typically, the 600-hour program equates to an average of 15 hours per week (over a 40-week year which comprises of four 10-week terms). Some Community-based Kindergartens approach this through a 5-day fortnight (two fixed days an alternating day) on a 6-hour day.

At Kenmore Park, we find a 3-day program of relatively shorter days provide children with more learning opportunities as well as providing consistency for families. We also extend our day by 30 minutes to maximum educational opportunities for our children. As a result, Kenmore Park caters for a 16.5-hour week instead of 15 hours. Over the 40-week session year, this equates to approximately a 660-hour year – almost 60 hours more than the minimum 600-hour subsidised program!

Our 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 influenced by the following research findings and beliefs:

- Learning begins at birth and continues throughout life.
- Children are competent and capable learners who come to us with a range of skills, knowledge and competencies.
- Children are unique individuals.
- Children learn and develop in diverse ways and at differing rates.
- Children are collaborators and active decisionmakers 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 function as partners and facilitators in children's learning, establishing respectful and reciprocal partnerships with children and parents.

Through our curriculum, children can 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, two curriculum frameworks guide our educational curriculum:

- The Early Years Learning Framework (EYLF) and
- The Queensland Kindergarten Learning Guideline (QKLG).

The Early Years Learning Framework (EYLF)

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

The Queensland Kindergarten Learning Guidelines (QKLG)

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 learning and development for Kindergarten children within this curriculum framework are:

Identity | Connectedness | Wellbeing | 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 Curriculum and Assessment Authority website www.qcaa.qld.edu.au

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 mealtimes, 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 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.

A Day in the Life

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, science 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.

- Arrive at Kindy- organise belongings and apply sunscreen
- Group time- morning greet/Acknowledgement of Country/ planning for the day
- Morning tea
- Outdoor Play involving large motor movement, sensory, social and exploration of the natural world
- Perpetual Motor Program/ Music & Movement- focussing on a gross motor skill(s)
- Indoor Play and Learning
- Pack up
- Group time – Stories, drama, language, numeracy
- Lunch
- Rest/quiet time
- Group time – Getting ready for home/end of day discussions and activities
- Welcome parents and carers into the room to collect children

Kenmore State School Partnership

We have a close relationship with Kenmore State school. Each year, the school sends its year 2 children to read to our Kindy children and their School Concert Band walks to our Kindy to perform for us. Our Kindy classes also take excursions to the school during terms 2, 3 & 4 to visit their library, play in their prep playground, have morning tea with the Prep classes, try out the bubblers, exploring the school environment, and buy their own morning tea at the canteen at the end of the year (the children's favourite!).

Kenmore Park Kindy staff attend network meetings at the school, consult the teachers about our Prep readiness curriculum and pass on information to the school regarding our children who will be attending their school. All these experiences are designed to help children and their families feel more at ease about the school environment (no matter what school they will attend) and assist children in making a positive transition to school.

Incursions

All four-year-old children are excited to learn more about the world around them as they begin to develop an understanding of their immediate world (family, friends, and local community), but are also inquisitive to the wider world. We see value in this interest to provide opportunities for your child to learn deeper in how they connect with the world. We invite incursions into our program each term – such as African drummers, fire and rescue, multicultural shows, animal habitats and recycling programs to stimulate their understanding and appreciation of what the world offers. Our regular museum loans also help provide an opportunity for your child to engage in scientific learning.

Prep Readiness and Transition Statements for school

While learning to count and learning to read and write are important in children's education, the focus of our programs regarding school readiness is to ensure that each child is socially and emotionally ready for this transition, as well as being confident in the use of their own self-help skills. Our prep-readiness starts on their first day with us and continues until their last day.

We support language, numeracy, and literacy in all aspects of our program (counting forwards and backwards at the swings, noticing letters from our name in books that we read together, noticing size, classification, patterning in our block constructions, developing prediction with language in the use of rhyme and song etc). Please see us for more details on how this occurs every day of kindergarten.

Early in term 4 the teachers compile a transition statement that covers your child's development over the Early Years Learning Framework. These written statements, along with your written input help guide the prep teachers to gain a deeper understanding of your child during the beginning of the prep year. We value your input and discussions, and we look to support parents with literature, and ideas as well as a parent evening to make this transition as smooth as possible.

Delaying School Starts

We understand parents may choose to delay commencement of Prep to provide their child with an additional year of Kindergarten.

Kenmore Park is supportive of families who choose this route and understand this decision is not always easy. We typically have some children each year enrol in another year of Kindergarten instead of attending Prep. To us, readiness to go to Prep is less about age and more about emotional maturity and self-regulation. Some children genuinely need that extra year to allow them to develop the skills necessary to thrive in a school environment.

We continually receive the same feedback from our families: parents who felt their child needed another year have not regretted this decision and have seen their child thrive and become a confident "Preppy". At this age, children do not realise they are "repeating".

If you are unsure as to whether your child is ready to start Prep, then please reach out to your child's teacher for a discussion. Our Staff will not try to influence your decision but are happy to provide feedback to help you decide.

Pre-Kindergaten Groups

Our dedicated pre-kindy program for three-year olds is a play-based program designed to support children in the transition to our kindergarten program. While much of the operational information is the same as our Kindergarten program a day in Pre-Kindy may look a little different.

Our day in Pre-Kindy is made up of opportunities for play. Through this play we encourage the children to explore, identify, negotiate, take risks and create meaning through engagement with experiences and the environment around them.

In Pre-Kindy our main focus is to create a sense of belonging. In early childhood settings children develop a sense of belonging when they feel secure in their environment, feel accepted, develop attachments and trust those who care for them.

In Pre-Kindy you may notice initially simple and similar experiences from week to week as well as a consistent routine. Three-year old's search for understanding and predictability in their environment, it makes them feel safe, providing them with a feeling of being well cared for, when children feel safe and supported, they grow in confidence to explore and learn.

During your child's time in pre-kindy, they will develop skills to cope with separating from parents, making friends, and following a routine; to sit in a group and follow group instruction; to be independent in the bathroom; and 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 longer, in which case we work closely with families to make this as stress-free as possible.

We offer an indoor/outdoor environment and each day there are familiar activities provided such as sand-pit play, puzzles, painting and play dough, with new activities added each session to explore new interests and topics (such as colours, shapes, our bodies, our families etc). We are led by the children and if they show an interest in a particular thing, we expand that interest by providing activities that develop conversations and expand their knowledge on that topic.

When your child arrives, they are encouraged to put their bag into their special locker and place their morning tea and lunch in the tubs provided. Sunscreen is then applied, shoes and socks put in the 'Shoe Box' and hats put on.

We find the children love the sessions and it is a perfect introduction to the kindergarten environment, building confidence, maturing, and developing in a safe, happy, and loving environment. The pre-kindy team look forward to meeting you at Kenmore Park Kindy.

Additional Staffing Support

We provide a higher ratio (approximately 1:7 compared to industry standard of 1:11) of teacher/educator to children in our Pre-Kindy Groups. Our 3-year-old programs have a second Educator (Assistant) during session time to provide additional support. This includes helping with toileting, snack/lunch breaks, rest time, and general help and support with emotional self-regulation.

We recognise that Pre-Kindy may be the first time a child is away from their primary carer for extended periods. Our higher ratio of staff helps children settle sooner as they feel safe and secure with out staff.

A Day in the Life

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.

Green and Blue (2-Day Pre Kindy)

- Arrive at Kindy- organise belongings and apply sunscreen
- Indoor / Outdoor Play
- Good morning song, discussion of the day. Toileting.
- Indoor/outdoor play
- Group time (music and movement) Toileting
- Morning Tea
- Indoor/outdoor play. Toileting
- Group time (literacy / numeracy) and relaxation time
- Lunch time
- Rest/quiet time
- Getting ready for home/end of day discussions and activities
- Welcome parents and carers into the room to collect children

End of Year Transition to Kindy Program

At the end of the year, children enrolled in Pre-Kindy, will participate in a term long orientation program to assist children in transitioning to the kindergarten program.

A Kindy teacher will visit your child each week to read a story, sing songs and get to know the children who will be transitioning to Kindy groups the following year. The children will also play in the Kindy rooms in the other classroom, so they can become familiar with the play environments in both rooms before they begin Kindergarten, as well as meet the other children who will be in their group. This allows children to feel more familiar with the staff members who will be their teachers next year, meet their peers and helps to develop positive experiences and attitudes to the transition to kindergarten.

Educational Programmes

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.

To access a range of experiences and special activities, we charge a Levy per term per child. This directly funds participation in the program of events for the year.



As part of our commitment to environmental awareness and Bush Kindy Program, our kindergarten groups will 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 will 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. 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. Visitors who would like to volunteer more than twice must hold a current Blue Card or are able to apply for one free via the kindy office.

Occupational Therapy and Speech Therapy

Each year we partner with local therapists to coordinate development assessments of your child. This is an optional (incurs costs) opportunity for you to receive a report on your child and help identify focus areas.

We also support visiting therapists to work with your child during session times. If your child requires focussed support, you can coordinate with your child's teacher to engage a therapist to work with your child during their session time. The teacher will provide a quiet area for your child to work with their therapists. Our teachers are happy to incorporate any strategies from therapy sessions into your child's individualised programme.

Japanese via ELLA programme

Kenmore Park was fortunate to be one of only 41 kindergartens chosen nationally to participate in the Federal Government's ELLA trial in 2015. The trial was designed to test the effectiveness of providing preschool children with early exposure to a language other than English through online learning programmes.

After a successful trial we continued the programme and are proud to offer an extra language opportunity daily for all children in our kindergarten programs.

We also have long recognised the importance of exposure to languages other than English in early childhood, running a successful Japanese program for 3 years prior to the commencement of the ELLA program.

For more ELLA information please visit: <https://www.ella.edu.au/>

Bush Kindy

At Kenmore Park we believe that children can derive tremendous benefit from taking part in regular nature play and learning outside of the classroom. This can help to bring areas of development alive as they focus on actual results and consequences. Our children can play in nature, build cubbies, climb trees, explore the shallow creek, and use basic tools like hammers and saws (with direct one on one adult supervision).

During our Bush Kindy Program, we focus on children's connection to the environment, self-esteem, independence, collaborative learning opportunities and developing children knowledge of local flora and fauna. Bush Kindy operates from Terms 2-4. All groups visit the Bush regularly. For more information about Bush Kindy, please see the Bush Kindy Parent Handbook.

This programme is only possible with the support of parents and volunteers. As we leave the kindergarten grounds, we require additional adult supervisor to ensure a safe and secure environment for our children.

STEM – Learning to Code with Beebots

Our children are growing up in a technology-default world. Our aim with our STEM Learning to Code is to start the learning process of using and understanding how technology works. This programme provides our children with a fun way to get introduced to basic programming logic.

Beebots teach children the fundamentals of computational thinking. The Bees are small robots that can remember up to 40 commands to move them forward, backwards and navigate around the floor. Children learn to “program” the Beebots to navigate the bees to follow a path.



The programme is currently being trialled after purchasing them in 2022.

Good Food Garden

Australia Dietary Guidelines recommend kindergarten-aged children should have 4 ½ serves of vegetables per today. We have developed a “**Farm to Table**” programme at our Kindergarten by educating our children as to where food comes from, including them in all aspects of food production from planting, growing, harvesting, preparing, cooking and (we hope) eating fresh healthy foods. Teachers, Children, and Families would help decide what to plant and maintain the garden. An educational programme has been formed around the garden to embed this experience into our children’s daily activities.

The garden forms an integral part of the “Farm to Plate” educational programme. Elements of this programme include responsibility assigned to children to water the gardens and observe the garden health, extension into classroom to learn about different fruit and vegetables as well as cooking activities.

This programme aligns to the Early Years Learning Framework (EYLF) outcomes 2, 3 and 4. This includes children: Becoming socially responsible and respectful of their environments through connection between land, people, plants and animals. Increasing their responsibility in own health and physical wellbeing by growing their own food. By including children in growing the food, they are more likely to try new foods. Developing problem solving, experimentation, and researching and investigation skills through gardening as they observe, hypothesise and predict the lifecycle of plants and their growth.

Scholastic Book Club

Book Club provides families with an affordable and convenient way to bring the best in children’s literature into their homes. Each issue contains curated, age-appropriate titles that have been carefully selected and levelled by a dedicated team of professional booklovers.

Scholastic operates on a unique model, proudly partnering with Australian schools and educators for over 50 years. As well as bridging the important class-to-home reading gap, Book Club also benefits Australian schools—for every Book Club order placed,

Scholastic gives back 20% of the order spend to schools to purchase valuable educational resources via its Scholastic Rewards program.

Keep an eye out in your Parent Pocket for your chance to purchase some books and help Kenmore Park obtain educational resources as well!

Aunty Programme

Thanks to the continued support of the QLD Country Women's Association, each group at Kenmore Park has a volunteer "Aunty" who visits Kindy each month to give children the chance to play with respected senior member of our community. The children develop relationships with their "Aunty" and look forward to their visits.

Men's Shed

Members from Kenmore Men's shed can be found busily hammering away with the children from our kindy groups, each year for a 6-week program. Projects include woodworking items such as boats, guitars and clocks. Woodworking helps develop the large muscles in children's arms and fine muscles in the hands in readiness for drawing and writing.

The children take their creations home and are always so proud of what they have made.

Kenmore Uniting Church Partnership

We continue to develop connections with our local community members. Kenmore Park Kindy is a tenant of Kenmore Uniting Church. Their members offer a diverse skills and expertise in music and art that we are looking forward to incorporating into our Kindergarten.

Our partnering with Kenmore Uniting Church will not include any religious instruction or activities.

Extended Care Hours

Extended Care is Kenmore Park's way of providing the best of both worlds – we can continue to provide our high-quality educational programmes whilst also support families who require additional hours of care for their children. We believe in the benefits of community-based kindergarten services and want to make our service available to all families.

As part of our approved Services, our Before Care, After Care, and Vacation Care staff hold necessary ACECQA-recognised tertiary qualifications.

Location

Our Extended Care Service will be in Room 1 (Moggill Roadside). Staff will assist children whose classroom is Room 2 (Office Side) to transition between the rooms.

Session Offerings

From 2023, Kenmore Park will be offering Before Care, After Care, and Vacation Care.

Before Care

Before Care is available to enrolled children on the days they are attending on Session Days (not during holidays or public holidays).

Before Care will run from 8:00 am to 9:00 am on Session Days.

After Care

After Care will be available to any enrolled child regardless of the day they attend. For example, if your child attends a Monday and Tuesday, you are welcome to enrol them in After Care Wednesday to Friday to provide additional care and social interaction for your child.

After Care will run from 2:30 pm to 5:30 pm on Session Days.

Afternoon Tea

We provide children with a healthy snack to tide them over. You are also welcome to pack an additional non-perishable snack for your child if you find they get quite hungry in the afternoon.

Vacation Care

Vacation Care will be available through term breaks except for Public Holidays. Vacation care now supports a 48-week year of operations (shutdown over December/January only) at Kenmore Park.

Vacation Care will run from 8:00 am to 3:30 pm.

Afternoon Tea

We provide children with a healthy snack to tide them over. You are also welcome to pack an additional non-perishable snack for your child if you find they get quite hungry in the afternoon.

Attendance Options

We offer permanent (session booking for a 10-week term) and casual bookings (including on-the-day last minute bookings) as well as hourly and session rates.

Please refer to Fee Schedule section for further information.

Transition between Extended Care and Group Session

Staff will support children in transition between Before Care to their classroom and from their classroom to After Care. This will include support to complete their morning and afternoon activities as well as transferring their bags and possessions should they need to change classrooms.

Late Pickup

Late Pick up will incur a fee to help cover staff wages for having to remain longer. Payment will be due immediately.

If you find yourself in a situation and will be late, please try to call the office to advise staff as soon as possible. This will allow our staff to explain to your child and manage their expectations as well as allow the staff to make any alternative arrangements.

Attending Kenmore Park

Enrolment Process

This section provides an overview of what to expect when enrolling at Kenmore Park. Depending on the age of your child and when you join the Wait List this may be over a few years.

Enquiry and Tours

We encourage you to visit Kenmore Park and see firsthand why so many families love being part of our community.

We are **Open for Walk-in Group Tours every Wednesday during the Term at 10am or by Appointment**. Our Director or another Staff member will be available to show you around and be more than happy to answer any questions you may have.

Please note that tours will typically take place during Session times which allows you to see firsthand what a typical day looks like. We respectfully ask that you follow the instructions of the person giving the tour to avoid disruption to our students.

Open Mornings

We hold a few Open Morning on a Saturday each year to allow you to come visit our communicate and get to experience our great place! These Open Mornings are jointly organised by Staff and Committee and double as a community event.

Follow us on Facebook and keep an eye out on these events!

Eligibility to Attend

Kenmore Park can only accept enrolments from children who are at least three (3) years old. We accept enrolments throughout the year as child meet the age criteria or move into the area but prefer children commence at the start of a Term to reduce disruption to group.

Year child is born	Can Attend Pre-Kindergarten	Can Attend Kindergarten
1 July 2018 to 30 June 2019	2022	2023
1 July 2019 to 30 June 2020	2023	2024
1 July 2020 to 30 June 2021	2024	2025
1 July 2021 to 30 June 2022	2025	2026
1 July 2022 to 30 June 2023	2026	2027

Kindergarten Groups

Your child must have turned four (4) by 30 June that year to qualify for a funded position.

Younger children (i.e., child eligible for Pre-Kindy) may be welcomed to the Kindergarten Group programme at the discretion of the Director depending on the child's maturity.

Pre-Kindergarten Groups

The table above is to help you know which year your child can attend Pre-Kindy. However, they will remain on the Wait List until they have turned three (3). Our Service is not approved to have children under the age of three (3).

For example, if your child turns 3 in February then they would join during Term 1 (after their birthday) or start of Term 2 depending on availability. Fees will be recalculated on a pro-rata basis to recognise mid-term commencement.

Wait List

Wait List forms are available from our Website and can be completed online using Adobe Reader. Alternatively, you can contact the office in person or via email to obtain a form.

A non-refundable Wait List Fee is charged (refer to our website's Fee Schedule) to place your child on the wait list. This helps cover administrative cost to manage the list and regularly communicate with families.

Formal Offers

First Round Offer Placements are sent to families at the end of May for the following year. Subsequent Round Offers will be sent as places become available.

Offer Prioritisation

We will offer places to in the following order

- Alumni Families – children who have had a family member currently attending will be given first preference. This includes any alumni parent or grandparent
- Wait List Order based on age eligibility, when form was submitted, and payment of the Wait List Fee
- Flexibility in the Group Session wish your child to attend

Enrolment

Once you have accepted an offer for your child to attend Kenmore Park, you will be sent an Enrolment Form and payment details for the Enrolment Fee. Completion of this form and payment secures your child's enrolment.

Teacher/Educator Interview

Teacher interviews may be arranged as part of the application stage to meet your child and discuss any inclusive or other needs. This also allows you to better understand how your child will thrive in our environment.

Preparing for Commencement

Our staff will send regularly updates and invite you to information session and Stay and Plays. We request you contact our Office to update your contact details should they change. Most communication will be via email.

For more information, refer below for “Preparing for the Year”.

Group and Session Times

Our Kindergarten caters for children aged 3 to 5 years. Each group is limited to twenty-two (22) children. All Kindergarten groups have an Early Childhood Teacher and an Educator. Pre-Kindergarten Groups may have a second Educator assigned to provide additional support.

UNIT 1 GROUPS (Moggill Road Side)	
Monday and Tuesday 2 Day Pre-Kindy Group – GREEN 9:00 AM to 2:30 PM	Lead Educator – Emma Harding Educators – Debra Donnelly & Rebecca Young
Wednesday, Thursday, and Friday 3 Day Kindy Group – RED 9:00 AM to 2:30 PM	Early Childhood Teacher – Emma Harding Educator – Jennifer Bishop
UNIT 2 GROUPS (same side as the Office)	
Monday, Tuesday, and Wednesday 3 Day Kindy Group – PURPLE 9:00 AM to 2:30 PM	Early Childhood Teacher – Zainab Ali Educators – Emily Minty
Thursday and Friday 2 Day Pre-Kindy Group – BLUE 9:00 AM to 2:30 PM	Lead Educator – Louise Hunter Educators – Carrie Flux and Rebecca Young
UNIT 2 OUTDOOR AREA / CHURCH HALL	
Tuesdays Community Playgroup (0 to 5-year-olds) 9:30 AM to 11:00 AM	Playgroup Coordinator - Deb Boman

Preparing for the Year

We recognise children experience a range of emotions as they adjust to a new year of education. Some children become quite excited and cannot wait to start whilst others become nervous and worried about the change. Some children experience a mixture of all these feelings at different times.

Upon enrolment at Kenmore Park Preschool & Kindergarten we offer a special orientation program to assist children to transition into all our program. This allows children to feel more familiar with staff members and our setting and helps to develop positive interactions and experiences. Please feel free to ask our staff about this and how we can help your child's transition to be as smooth as possible.

Continuing Pre-Kindy Children

During Term 4 our Kindergarten teachers visit the Pre-Kindy classrooms and join in on their activities and story time. This is the start to our transition programmes to help the Pre-Kindy children become familiar with the Kindy Teachers and start to learn about their next year at Kenmore Park.

Stay and Plays

We schedule Stay and Plays in November (prior year) and January (prior to start of Term 1) for parents and children to come the Kindy and familiarise themselves. Your child has a chance to meet other children and get to know more about their classroom and all the fun activities they will do.

During the Stay and Plays, we provide information sessions to parents to help them familiarise themselves with our Kindy. Our Teaching Staff are also available to meet and get a chance to know.

We find these sessions are a great way to help your child transition and develop some excitement as they start the year.

How you can help your child prepare

We do not expect your child to have any academic or other pre-requisites to attend Kenmore Park. Our skilled teachers and educators will help your child with name recognition, holding a pen and other skills they develop at this age.

The best you can do is help your child be open to the possibilities of attending Kenmore Park and let them know they are safe and secure when away from you.

Here are some suggestions have been shared below to help your child get ready for Kenmore Park:

- Be Positive and Enthusiastic about going to Kenmore Park – tell them about the activities they can try, friends they will make and fun they can have.
- Acknowledge any uncomfortable feelings – let them know that it is okay if they feel nervous or unsure.

- Help them become more independent – encourage them to dress themselves and feedback themselves if they are used to this being done for them.
- Include them in preparing for the year – let them be part of choosing their bag, lunch boxes, what food they will eat, and what clothes they will wear.
- Encourage time without their primary carer – for some children, this is their first time away from their primary carer for an extended period. This is the chance to let your child spend time with another trusted adult and let them get used to having different people care for them knowing they are safe.
- Come to the Stay and Plays and any other transition activities to allow your child to see the place and meet their teachers and other children.
- Complete the Enrolment Form Information and Quiet Time Forms to help your child's teachers and educators understand how best to personalise your child's development plans. Share any information that will help staff connect with your child.

Attendance

Session Days

Kenmore Park aligns to the Queensland State Education 40-week year comprising of four (4) 10-week terms.

The 2024 Term Dates are:

Term	Attendance Dates	Holiday Dates
Term One	22 nd January to 28 th March (10 weeks)	2 nd April to 13 th April (2 weeks)
Term Two	15 th April to 21 st June (10 weeks)	24 th June to 5 th July (2 weeks)
Term Three	8 th July to 13 th September	16 th September to 27 th September (2 weeks)
Term Four	30 th September to 6 th December	9 th December to 20 th December (2 weeks) *

* December Holiday Dates are for Vacation Care program dates.

Pupil Free Days

Staff will receive Pupil Free Days in recognition and support of the programming time required to ensure we can deliver quality programmes.

From 2023, only one (1) Pupil Free Day will be a non-attendance day for children. This day will align closely with the Queensland State Education Pupil Free Day (usually early September). Extended Care will not be available on this day to allow staff full access to the facilities. All other Pupil Free Days will remain as session days for children with replacement staff arranged.

Your teacher will communicate at the start of the Term which day is the Pupil Free and any other planned day that replacement staff are rostered instead.

Public Holidays

Kenmore Park does not operate on Public Holidays. This includes Extended Care (Before Care, After Care, and Vacation Care).

Non-Attendance

If your child cannot attend, please send their teacher known as soon as possible via Story Park. Story Park allows you to send a private message to the teacher to advise on non-attendance.

If non-attendance is due to a contagious illness, please let staff know. This information will be treated as confidential, and your child's identity will remain private. As part of health and safety, we have infectious disease management protocols to follow which may include mandatory reporting, communication to families, and additional cleaning of our equipment to reduce spread.

Arrival and Departure

Arrival

Classrooms are open between 9:00 am and 9:15 am for drop-off. Educators will assist children who attended Before Care to complete their arrival activities.

We encourage families to arrive during this window to help settle children in and prepare them for a day of learning and provide adults with an opportunity to meet other parents. Once you have completed drop-off, we request that you depart as soon as possible in consideration to other members trying to access the car park.

Drop-off prior to 9:00 am will be treated as Before Care attendance which attracts an additional Fee.

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.

Please also understand that due to safety considerations and insurance, children (including older siblings) are not permitted to play on outdoor equipment prior to the start of the program.

Each class will have a morning routine for children to complete as part of their day. This typically includes unpacking their bag – lunch boxes and water bottle; applying sunscreen; putting their back in their dedicated area; wearing their hat for outdoor play; and completing a literacy or numeracy activity. Children are encouraged to develop independence and complete these activities with support from their parents.

Sign-In

Each day your child attends, the responsible adult (Guardian or Nominee) dropping off and picking up will need to sign our daily record of attendance. This is a legal record.

Please make sure that you let staff know that your child has arrived each morning.

Departure

Classrooms are open for pick-up from 2:15pm. Child must be collected by 2:30pm unless they have been enrolled into After Care.

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.

Pick-up after 2:30 pm will be treated as a Late Pick-up: your child will be transferred to the After Care Service (attracts an additional Fee).

We kindly request you depart the classroom/outdoor areas by 2:30 pm to allow our teachers and educators time to pack-up and prepare for the next day.

Should you need to collect your child earlier, please advise your child's Teacher. They will be able to help your child prepare for an early departure.

Please understand that due to safety considerations and insurance, children (including older siblings) are not permitted to play on outdoor equipment prior to the start of the program.

Sign-Out

The responsible adult (Guardian or Nominee) collecting your child must sign them out as part of collection. Failure to do so, may result in your child being transferred to After Care Service with additional costs incurred.

Authorisation to Collect Children

Many families have a variety of people to drop off and pick up their child at kindy or pre-kindy.

As part of your Storypark Manage account, you can add Nominees (authorised adults) to allow them to collect your child. Please refer to the **Kenmore Park Kindy Storypark Management Guardian Guide** to show you how to do this.

Nominees will need to give you a copy of their license for you to upload into the Storypark Manage. Staff will check photo Id before releasing your child into the Nominee's care.

Registration

Each responsible adult who is authorised to drop off a child must be registered in the online system. As part of setup, they are allocated a KIOSK code against their mobile number which is used to sign-in and sign-out children.

Please refer to the **Kenmore Park Kindy Storypark Management Guardian Guide** for information on setting up Guardians and Nominees.

Your Child at Kenmore Park

What to Wear

Kenmore Park does not have a formal uniform for children to wear. We do offer an Official Kindy shirt if you wish to purchase one for your child (see details below).

Please clearly label all clothing with your child's name.

Clothes

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 programme.

Please consider and choose clothes that are:

- **Easy to Wash** – your child will join in sensory-based play in which clothes may return home with signs of fun from arts and craft, gardening, and water play. We do not enforce children to wear aprons or other protective covers over their clothes as this can be very cumbersome to children and restrict their freedom of movement.
- **Comfortable and not too restrictive** – please consider the types of clothes your child likes to wear and will allow them free movement to enjoy their activities
- **Support independence** – please consider your child's ability to go to the toilet and change into their clothes if they get wet and dirty. Please avoid clothing with too many buttons and clips.
- **Okay if they are stained** – please discourage your child from wearing their favourite items and good pieces that will upset you or them if they do not remain in pristine condition. We would hate to see your child upset that they got mud or paint on their favourite shirt or avoid joining into any activity out of fear they will ruin their outfit.
- **Are not a safety hazard to your child** – please be aware of any costume items or dress up clothes your child may choose to wear. Although we encourage creativity, we would hate to see your child injured (e.g., necklaces, plastic high heels, restrictive items around neck).
- **Sun Smart** – please consider time of year and encourage your child to wear clothes that provide sun protection (e.g., encourage t-shirt over a singlet). Children must continue to wear sunscreen.

Dress Ups

We encourage children to express their creativity in what they choose to wear and recognise this may include a desire to wear costumes and other dress up clothing. Your child is welcome to express themselves so long as you consider the above pointers, and that their clothes do not encourage rough or dangerous play.

Groups may have dress up days (e.g., Halloween) and encourage dress up themes which are optional.

If your child wears costumes to Kindy, please avoid them taking in accessories that may be lost or mistaken by other children as shared toys.

Special Event Days

On special event days, such as Photo Day, we will assist child in changing out of their “good clothes” back into play clothes. Your child’s teacher will let you know in advance of these dates and instruct you as to whether you send your child in wearing their good clothes or not.

Bush Kindy Days

On Bush Kindy Days, we request that children wear a long-sleeved shirt, long-legged pants, and gum boots. Bush Kindy usually results in children getting wet and muddy from climbing in the creeks. The longer sleeves help protect them from mosquitoes and scratching themselves when climbing trees.

Educators will assist children to change clothes when they return from Bush Kindy (if required). We recommend you check their bag for soiled clothes and replace their spare clothes with a fresh set.

Hat

All children must wear a hat for outdoor play. Each child receives an official Kenmore Park hat as part of their enrolment at the beginning of the year.

If you cannot find your child’s hat, please provide them with an alternative full-brim hat and contact the office to arrange a replacement. Staff will have spare hats on days that children accidentally leave their hat at home.

Official Kindy Shirt

If you would like to purchase a kindy t-shirt with the Kenmore Park logo on it, please speak to our Administrator in the kindy office.

Shoes versus 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 upon 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.

We encourage children 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. Please also consider the safety in choice of shoe by avoiding costume/dress up shoes.

Most children will remove their shoes when they arrive in the morning.

What to Bring

We recommend your child has a backpack with their morning tea, lunch, change of clothes, hat, and water bottle. Refer to the subsections for further information.

Please label all items with your child's name to make it easier to find the rightful owner.

Morning Tea and Lunch

Mealtimes are a valuable 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 conversations about what we like to eat.

At Kenmore Park, **parents provide the food to be eaten by their child except for After Care**. Morning tea and lunch are eaten at routine times and teachers and educators also eat their food at these times.

Please note that we are **unable to reheat your child's food due to health and safety reasons**. Please only send in meals that can be eaten cold or at room temperature.

Health and Nutrition

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'. To assist families with determining what food and drinks are appropriate for Kindy, we abide by the Qld Government's SMART CHOICES strategy for food and drink in schools. The implementation of this strategy is mandatory in all Qld State Schools and is strongly encouraged in non-State schools. In this strategy foods are classified as GREEN (have plenty), AMBER (select carefully in limited amounts) and RED (occasional, once or twice a term). Please see the **Smart Choices Ready Reckoner** for a list of commonly supplied food and drinks from the SMART CHOICES strategy. We recommend families send their children to Kindy with all GREEN category foods with a maximum of one AMBER food per day and no RED category foods.

Refer to the Smart Choices Ready Reckoner: <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices>

Ideas on what to pack include:

- Sandwiches
- Cold meats and cheese
- Crackers
- Fruit, chopped up if necessary

- Yoghurts
- Cold pasta
- Dips and carrots/celery
- Healthy muffins
- Unflavoured Popcorn

Nut-Free Centre and Allergies

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 these places some children at risk. Always look at the ingredients (e.g., use of almond meal, peanut butter, Nutella as these are all nut-based)

At times, we may have children attending with other food allergies (e.g., egg). Teachers and Educators will communicate to families if additional restrictions or considerations are required in their classrooms.

Food Packaging

Please remove all food packaging when packing your child's lunch.

Choosing your Lunchboxes

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 until required**, and any insulation stops the fridge cooling the food effectively.

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



Tips and Guidance

We suggest you taken into consideration the following tips based on experience of other children attending Kenmore Park over the year:

- Show your child what their morning tea and lunch boxes look like and place their name and stickers or labels on them to help them recognise them. As part of their morning routine at drop-off please encourage them to unpack their bags to help them familiarise themselves with their lunchboxes.

- Some children eat a lot, others don't. You know your child best, but do not be concerned if they do not eat everything you have packed for them. They have ample opportunity to eat, and we eat together as a group. We do not, however, force your child to eat if they do not wish to.
- Do not give them too much choice and keep snacks as healthy and wholesome as possible. Please save treats for when you are at home. They do not need chocolate biscuits and lollies at kindy, and it only makes things difficult for other children. Birthday events with shared cake or ice blocks is always an exception!

Water Bottle and Drinks

In accordance with the Australian Dietary Guidelines, we encourage water as the only drink consumed at Kindy.

Please send your child in with a water bottle that they can carry when full. We provide water refill stations and help children to refill their water bottle throughout the day.

Staff will lend your child a water bottle and provide them with a cup to use throughout the day if their water bottle is forgotten.

Bedding

Please bring a small sheet (cot sheet size) and a small pillow in a drawstring bag or pillowcase for storage. You may pack a second sheet, including a child-size weighted blanket if your child would like this on top of them. This will be used during our daily relaxation and rest period.

Sheets should be dropped off on the first session day or the week and collected on the last. For example, if your child attends the 3-day Monday to Wednesday Kindy programme then bring the sheets on Monday and pick them up on Wednesday.

We recommend sheets are washed each week ready for the next week. Please write your child's name on the outside of the storage pillowcase.

We recognise there are children who will not nap during the day. Please supply the bedding at the start of the year as they may find themselves more tired than usually. Children may also choose to have quiet time in their bed in lieu of sleep.

Spare Clothes

We understand little accidents happen, however, so please ensure you have enough spare clothes in their bag. If your child is currently toilet training, then we recommend an additional set and a few pairs of spare underwear should they soil their clothes.

We also 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.

Please check your child's spare clothes regularly to ensure they have not been used; update them for a change in season, and check they still fit so you don't get caught out by a growth spurt. It's very easy to get caught out!

Soft Toy or Comforter

Children are welcome to bring a soft toy or comforter that they can use at rest time to help settle. These toys are usually placed in a basket at the start of the session and supplied to children during rest/quiet time.

Please make sure you collect the item at the end of each day – especially if your child expects to have it at bedtime!

Medications

If your child requires medication, please let your child's teacher know, and supply the necessary medication. If possible, please provide medication that can remain at the kindergarten for the term to ensure your child has access to it. We understand this is not always possible (especially for short-term use medication) in which arrangements can be made with your child's teacher to collect and return medication each session day.

As part of the enrolment process you will be asked to disclose medical information and may need to complete additional paperwork.

Daily Check List

As a summary, please ensure you have the following packed each day (and can be used at pick-up time!)

- Backpack with items packed in
- Two spare changes of clothes (extra if toilet training)
- Hat
- Water bottle
- Morning Tea in a separate lunchbox to your child's lunch
- Lunch in a separate lunchbox to your child's morning tea
- Set of Sheets/Pillow for rest time
- Soft Toy/Comforter for rest time
- Any completed permission forms, etc.

Bag Area and Parent Pocket

Your child will be given a dedicated bag area to place their bag and belongings each day. Any arts and crafts or other items your child make throughout the day may be placed here to ensure they go home.

There is also a Parent Pocket which is used to communicate information to you. Please check your Parent Pocket at pick-up each day to ensure you receive important updates and events.

Personal Hygiene and Health

Handwashing

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.

Toileting

We recognise children may still require assistance with their toileting. Our Kindergarten welcomes all children who are still learning when, and how to independently use the toilet.

Please supply nappies at start of term to your child's teacher if they require them still. This may include for nap time or as needed.

Please let your child's teacher know if they require additional support. We want to ensure children feel confident and supported. Should accidents occur, our staff will help your child clean up and change to a fresh set of clothes that you have packed for them.



Quiet/Rest Time

Kindy days are very busy with new learning, social negotiations to manage, problem solving to practice and many other experiences. At Kenmore Park we recognize that there is value in having a time during our busy day, where children can relax and enjoy a subdued atmosphere. Learning how to relax and care for their bodies, in a busy world, is an invaluable skill for children to learn and experience. The needs that each child has for rest and relaxation in the kindergarten environment will vary greatly but it is our aim to provide an environment that is responsive to your child's individual needs. Some children will need to sleep, and others would benefit more from participating in a group relaxation activity and then quiet activities for a period.



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 possible. 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.

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.

Birthday Treat

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 (we have a freezer available to store them) or something else of your choice.

You are more than welcome to join us for this time. Sometimes there may be children with allergies or risk of anaphylaxis in the group who can easily be catered for so please let teachers know if you are thinking of bringing something special to share.

Due to this reason, it would be greatly appreciated if you could provide staff with a list of the ingredients that have been used in the cake.

We would appreciate that you advise staff at least the week prior. This allows our staff to incorporate birthday celebrations into the session, manage any "busy birthday weeks", and allow ample time to arrange any alternative treats for children with special food requirements.

Birthday Parties (outside of group time)

We recognise children become extremely excited when they are having a birthday party and may invite their kindy friends.

If you are planning a birthday party but are unsure of your child's close friends, then please reach out to your teacher or educator. They can discreetly provide you with suggestion of who your child is close to.

You are welcome to use the Parent Pockets to share invites or engage the help of staff. We ask that you are discreet when handing out invites. Due to privacy, we are unable to provide parents with contact details of other families.

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.

Some ways in which we keep you informed about your child's participation in our program are:

- Our Program statement.
- Our Additional Program Provisions board
- Our reflection book (children & teachers plan and reflect in this together)
- Through Storypark posts
- As teachers and your family construct goals together for your child
- As we chat with you about your child's day

If there is something that 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 our Director if you would like more information about anything to do with our program or the philosophy that underpins it.

Storypark

Storypark is our preferred primary form of online communication with families. Our Staff have access to Storypark on their work-issued tablets which they can access in the classroom. For this reason, communication with teachers and educators is more effective via Storypark messaging functions.

We record examples of children's learning throughout the year, using an app called Storypark. Stories and photos of your child's participation in our program are loaded onto Storypark and you can view these from your home computer or phone. All information is confidential and can only be accessed by the families of the children involved in each story.

Parent Pockets

Each group session has a Parent Pocket Wall area which staff and committee use to share information with parents including permission slips, notification of events, upcoming fundraisers, Book Club, etc.

Please check your child's Parent Pocket regularly so you don't miss out on time-sensitive information.

Email

Our staff and committee regularly communicate via email to families. Please note that email is not ideal of time-sensitive sharing of information especially during session times as our staff may not have access to their emails.

All Kenmore Park emails are sent from @kenmorepark.com.au email domain. This includes any communication from Teachers and Educators. We will not use private email accounts to communicate official kindergarten business with families.

You will receive most emails from Info@kenmorepark.com.au and Accounts@kenmorepark.com.au. Please add these emails to your safe list to avoid them ending up in your Junk Mail.

If you are unsure of who to email, please reach out to our Admin via Info@kenmorepark.com.au, for teaching/class issues to our Director (details at end of this guide), for running of the service or other issues to committee@kenmorepark.com.au or to our President (details at the end of this guide).

Office Phone

Our Office is not attended fulltime. When the Office is unattended our teaching staff do their best to answer the phone but will prioritise children in their care over the phone. Calls to the Office Phone may be diverted to the message bank.

Our Staff endeavour to check the message bank as soon as they can.

Social Media

We maintain a presence on Facebook and have inbuilt messenger functions there. We do not initiate private communication via social media platforms.

Information Parent Teacher Meetings

Informal parent teacher meetings are offered twice each year. During these meetings, parents and teachers can share and celebrate information about your children's development and progress and develop plans for further learning.

Your teacher will communicate when these interviews are scheduled. A booking sheet will be provided at sign-in for you to select a timeslot to meet with your child's teacher.

Feedback from Educational Staff

Parents and Guardians are invited to discuss the experiences provided as part of our learning programs and the goals to be achieved through our programs. Please ask your Nominated Supervisor or Teacher for more detailed information about your child's development, how we will provide opportunities to foster your child's development and our underpinning philosophy of learning that underpins our programs.

Getting Involved

Our Centre is a Community Kindergarten and it is important to realise that your participation is an integral part of operating the Centre. Some of our groups have parent rosters for family involvement and others request help at times. With the support of the families in our kindy community, we can keep our kindy thriving and vibrant and offer enriching programs like Bush Kindy.



Sharing skills and interests

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, 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.

Social Functions and Community Events

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

Join the Committee

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 specific skills are required only a wish to be involved and a willingness to contribute.

Become a Parent Rep

Each Group has a Parent Rep who helps plan catchups away from Kenmore Park. These groups are a great way to build a supportive network of other families in the same stage of your life. Many of our parents have formed life-long friendships from the parents they met in these groups. They are also a great information avenue to when you need to clarify something.

The Parent Rep will typically obtain other parent contact details (with their consent) to create an online group to plan playdates, mum/dad/parent dinners, and sharing or general discussion of activities. The Parent Rep also generally coordinates a group gift (such as Early Childhood Educators Day – this day is celebrated by our educators instead of World Teacher Day - and End of Year) that are given to staff.

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.

Classroom Support

This is a special part of being part of our community kindy. By coming into 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 to 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.

Volunteer to help at Bush Kindy

At Kenmore Park we believe that children can derive tremendous benefit from taking part in regular nature play or participating in excursions, outside of the classroom. This can help to bring many areas of development alive. To offer enriching programs like Bush Kindy and other excursions, we rely on the help of families and volunteers, to help provide extra supervision. Helping during Bush kindy or excursions throughout the year can be a very rewarding experience, and a special time with you child. Grandparents and special friends are more than welcome to attend if other family members are unable to.

Helping your Child Settle in at Kenmore Park

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 an 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. Don't try to slip away when they are not watching.

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 may 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.



Responsibilities

Our community's philosophy is underpinned by basic dignity and respect of each other. We pride ourselves in being a kind, inclusive and supportive community. Our value and ultimately our existence is entirely dependent on our members. Our service delivery quality is made possible through a generally accepted understanding in how we treat each other and contribute the community.

Respectful to Others

We treat each other with open respect and recognise our diversity of backgrounds, experiences, interests, and thoughts are an asset to our community and should be embraced. Our staff and committee will always communicate and interact with members in a respectful manner – positive language, clear communication, respect to privacy, and commitment. We ask that our members reciprocate. We are all human after all.

Contribute to a Safe Environment

We recognise we all have a role to play in creating a safe and secure environment for our children to learn, our staff to work, and other families and visitors to attend. If you see an unsafe situation or are concerned, please raise your concerns with your child's teacher, our Director, Admin or Committee. We are unable to risk-assess or remediate issues that we are not aware of.

Contribute to Community

Our community reflects its members. We all benefit from the diversity of our members. We also recognise many families are time-poor but there are still ways you can help enhance our community such as:

- Provide feedback or suggestions to quality improvements.

- Volunteer and help out where and when you can and are able.
- Join in and attend Community Event Days (advanced notice given)
- Help spread the word on social media and amongst your personal network about our community.
- Join in and connect with other families to foster supportive relationships.

We do not enforce a minimum time-commitment, nor do we require mandatory attendance of working bees or other events. We find our members who give choose to give their time reap their personal rewards by fostering a sense of belong and accomplishment as well as opportunities to develop skills and meet new people.

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

Addresses, immunisation 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.

Please contact our office if you need to update your details.

Read all information to stay informed

There are many ways we communicate with families. Messages and notices to parents will often be emailed to you, put on Storypark, 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 gives an insight into the curriculum focus that is being followed by the children.

We also distribute 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.

Unattended Vehicle

Please do not leave children or animals in your car without an adult there regardless of how long you think you will be.

Respect the Pick-up Time

Please be prompt with pick-up times or let your child's teacher or the office know you will be late (your child will be enrolled in After Care if pick-up is after 2:30 pm).

Late collect may result in your child becoming stressed wondering where you are. It also prevents our teachers and educators from packing up for the day, completing daily reflections and debriefs, and preparing their programme for the following day.

Payment of Fees

Fees and other charges must be paid by the due date or alternative arrangements made with the Director. Please refer to the Fees and Payments section of this document for Fee Collection and Financial Hardship.

Giving Constructive Feedback

Your feedback is valued and helps Kenmore Park focus efforts to continually improve quality, or know what works well and replicates. We respectfully request that feedback is constructive and helpful to improve the service quality. We ask members to remember that the committee comprises of your peers – parents who have volunteered their free time to allow this service to operate.

Fees and Payments

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 Kenmore Park.

Fees and Levies

Kindergarten Fee Structure

All Fee information is published on the Kenmore Park Website: <https://www.kenmorepark.com.au/attendance-options/>

Waitlist

This Fee adds your child to the wait list as a pre-cursor to enrolment offer as places become available. The Fee provides the administrative support to manage the wait list and provide ongoing communication to you. **This is a non-refundable one-time fee.**

Enrolment Fee

The Enrolment Fee secures a place for your child at Kenmore Park, includes the Membership Fee, and a Sun-safe Kenmore Park Kindy Hat. **This is non-refundable annual fee.**

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 and at Committee meetings. A membership form is to be completed by the member.

This is an annual fee and is included in the Enrolment Fee.

Attendance Fees

These fees cover tuition, facility access, consumables, and sunscreen. **This Fee is per Term.**

Maintenance and Special Activities Levy

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. **This Fee is per Term.**

Extended Care Fee Structure

Extended Care includes Before Care, After Care, and Vacation Care. A separate Fee structure has been devised to provide families with flexibility in using the service.

Late Fees apply if your child is not collected by 5:30pm.

Refer to the Kenmore Park Website for the Fee Schedule: <https://www.kenmorepark.com.au/before-after-care-fees/>

Building Fund Donation (Optional)

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 donate, please contact the committee directly at committee@kenmorepark.com.au. Only donations received into the Building Fund can be issued with a Gift Receipt

Subsidies and Discounts

Queensland Kindergarten Funding (QKF) Subsidy

Note: This subsidy only applies to eligible children in the 3-day Kindergarten Programmes and can only be claimed per child for one approved 600-hour kindergarten programme. We are unable to provide subsidies for our Pre-Kindy programmes.

As an approved Kindergarten Program Provider, Kenmore Park receives funding from the Queensland Government in the form of a Queensland Kindergarten Funding subsidy. This subsidy contributes towards the ongoing costs of staffing and resourcing the kindergarten and reduces overall fees charged to parents.

From 1 January 2024 the Queensland Government has committed to free Kindergarten for all Queenslanders. Kenmore Park is approved to offer free kindy for our families. Free Kindy is for 15 hours per week for 40 weeks per year.

This is a significant change by Queensland Government in subsidising Kinder programs. It replaces the Queensland Kindergarten Funding Scheme which was in place for approximately 40 years.

The new model attempts to provide financial support to families with the goal of making Kindy Free for All – providing a free educational program to all children in their year prior to commencing school (Prep). All families will benefit through this form of financial relief on fees regardless of their income.

Refer to Queensland Government Site for information. https://earlychildhood.qld.gov.au/grants-and-funding/kindergarten-funding?utm_medium=email&utm_campaign=Release-of-2024-Kindergarten-Funding-Essentials&utm_content=earlychildhood.qld.gov.au%2Fgrants-and-funding%2Fkindergarten-funding&utm_source=app4.vision6.com.au

Eligibility

A child must be at least 4 years of age by 30 June in the year they commence kindergarten. Kenmore Park as the Service Provider may only claim funding for each enrolled, eligible child. We cannot claim the subsidy if your child attends another service and you are claiming the subsidy there.

Receiving of the Subsidy

The subsidy is automatically deducted from your Fees. Once you have completed enrolment, you do not need to sign up to any Government systems to receive the subsidy. Kenmore Park is paid the subsidy via our Corporate Governing Body (Lady Gowrie) who manage the relationship with Queensland Education on our behalf.

You can only claim the QKF subsidy once per enrolment for your child. If you are already receiving the subsidy as your child is enrolled at another community kindergarten or long-day-care centre, then you cannot claim it at Kenmore Park. We do offer Unfunded Fee Schedule which is discounted based on the cost of our programme without the Base Subsidy and other subsidies provided by Queensland Government.

Please let the person processing your enrolment application know if you are already claiming the subsidy. If you are unsure which subsidies that you are eligible then please also raise them during this stage. Our Administration Staff are more than happy to help you learn how Affordable our Kindergarten is for your needs.

Proof of Eligibility

Parents/Guardians will be required to show proof of eligibility during the application process. This may include a Health Care Card or current Australian Government Pension Concession with automatic Health Care Card entitlements to claim fee reduction. The evidence requested will depend on Queensland Government eligibility

rules. 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.

Base Subsidy

The base subsidy is provided to all eligible children enrolled in the approved programmed. Queensland Government's subsidies include a provision for a base subsidy for enrolment in an approved minimum 600-hour program.

All families will receive an annual reduction in Fees for \$1500. This equates to \$375 per Term. Our Fee Schedule provides you with Tuition Fee before and after the Subsidy has been applied.

Affordability Subsidies

Affordability Subsidies are provided to eligible families if they meet at least one of the criteria. Only one of the Affordability Subsidies may be claimed for the child.

The following criteria have been copied from the Queensland Government Website. Please refer to their Website for current list of criteria or discuss with our Administration Staff.

Kindy Plus Subsidy

Kindergarten will be FREE for children who meet any of the following criteria:

- The family (including foster families and kinship care families as determined by the Child Protection Act 1999) or the child must present 1 of the following:
 - an Australian Government Health Care Card.
 - a current Australian Government Concession Card.
 - a Department of Veterans' Affairs Gold Card or White Card.
 - evidence of formal foster or kinship care arrangements.
- the child is living in a formal child protection out-of-home-care arrangement.
- the child or parent identifies as Aboriginal or Torres Strait Islander.
- the family has 3 or more children of the same age attending a kindergarten program at the same time.
- the family and child have entered Australia under the Australian Government's Refugee and Humanitarian Program or is in the process of seeking asylum and holds a temporary visa. A list of eligible temporary visa is listed on the website.
- temporary financial hardship (equivalent to the Australian Government's Additional Child Care Subsidy).

Kindy Family Tax Benefit (FTB) Subsidy

Kindergarten Fees are **further discounted by up to \$2000 per year (\$500 per term)** for eligible children. This would result in **up to \$3500 for the year**.

The Kindy FTB subsidy is applied quarterly for each eligible child whose family was eligible for the Australian Government's Family Tax Benefit Part A or Part B payment in the financial year prior to the kindergarten year.

For example, the 2021–22 financial year is the relevant financial year for the 2023 kindergarten year (January to December). If a family was not eligible for the family tax benefit in the 2021–22 financial year, they are not entitled to the Kindy FTB subsidy for the 2023 kindergarten year.

Some families may receive confirmation of eligibility during 2023 as families have until 30 June 2023 to lodge claims for the 2021–22 financial year. In this instance, and where the child has been enrolled since the commencement of the 2023 kindergarten year, the family will be eligible for the Kindy FTB subsidy for the whole year. A claim for back-payment of the subsidy can be made by the kindergarten service.

A family can check their eligibility for Family Tax Benefit by visiting the Services Australia Family Tax Benefit website - <https://www.servicesaustralia.gov.au/family-tax-benefit>.

Childcare Subsidy (CCS)

Kenmore Park is unable to provide CCS rebates. CCS is only applicable to childcare and is managed by Commonwealth Government. Education is a State responsible with applicable subsidies managed by Queensland Government.

KISS Funding for Children with Additional Needs

Kindergarten Inclusion Support Scheme (KISS) provides funding to assist with the inclusion of children with diagnosed or suspected disability who require additional support to access and actively participate in a kindergarten program. This funding is provided by the Queensland Education Department and applies to our Kindergarten programs only. Unfortunately, there is currently no inclusion support funding available to pre-kindergarten children.

At Kenmore Park, KISS funding is used in a variety of ways, depending on the level granted and the needs of the children to which it relates. There may be an additional Educator in the room for some of the program, either to work directly with a supported child, or to work with various children on a needs-basis to create the best environment for a supported child to participate. The funding may be used towards resources which assist the child, or shared resources and equipment. Staff may take part in specialised training, visits to external providers such as the Early Childhood Development Program (ECDP) and use additional staff time in meetings and developing Individual Education Plans.

There are strict guidelines and eligibility criteria for KISS funding. Parents whose children may be eligible for this funding will be requested to provide their written consent prior to the application being made.

Our Director is happy to discuss any potential application with you.

Fee Reductions and Discounts

Mid-Term Entry

All sessional fees are calculated based on a pro-rata of the number of weeks of the term that your child attends. For example, if they start in week five (5) then you will be charged 50% of the Tuition Fees for the term.

Depending on start date, Term Levies may also be on a pro-rata basis. Enrolment Fee will not be discounted as this includes memberships, administrative costs, and a hat.

Extended Care Fee Structure

Fees have been structured to offer discounts as a booking package for Before and After Care, or full day Vacation Care Sessions. Discounts will be applied during booking process (Fees are set as hourly rates and will reduce to meet the advertised booking package amount).

Committee Members for After Care

Committee Members will be granted free access to the After Care Service for their enrolled children at Kenmore Park. Free access will apply during committee meeting times to provide care for their children whilst they attend to administrative functions of Kenmore Park. The meeting will be planned with notice given ahead of time to the Administrator and Director to confirm sufficient placements are available for After Care

Staff Discounts

Staff members will be offered a discount for enrolling their children in Kenmore Park.

Fee Collection

The Bookkeeper, who issues accounts in the week before each term commences, collects all fees.

Staff members are not responsible for the collection of fees. Your 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.

Tuition Fees

Invoices for tuition fees (Term Group Sessions and associated Levies) are issued in Week 2 or Week 3 of each term for the current term. Fees are due within 14 days of the issue.

Before and After Care

Invoices will be issued fortnightly for both permanent and casual to cover for the previous fortnight. Fees will be due immediately.

Vacation Care

Invoices will be issued at time of booking. Payment must be made prior to Vacation Care as bookings will determine which days the service operates (i.e. Vacation Care will not operate on the days with no bookings). Refunds will not be offered for last minute cancellations for Vacation Care. Staffing and service arrangements are based on bookings.

Payment of Fees

The preferred payment methods for fees is Internet banking we also accept cheques (made payable to "Kenmore Park Preschool and Kindergarten), or Australia Post Money Order. In 2023, Kenmore Park is investigating options to automate payments via Story Park Manage for Fees.

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 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.

Temporary Suspension of Enrolment

We cannot temporarily suspend your child's enrolment during the Term. If you intend to take an extended leave (e.g., longer holiday) then your child is considered enrolled by absent (Fees must be paid) or you may choose to withdraw them under the conditions listed above. If you withdraw their enrolment, your child will need to be placed on the Wait List to secure next available spot on their return. We cannot guarantee that a position will be available for them.

Late Payment 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 Bookkeeper 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.

Financial Hardship and Support

If you are experiencing problems paying your invoice by the due date, please do not be embarrassed to discuss this with our Director.

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.

Health and Safety

Policies and Procedures

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 our Administrator or the Director if you would like to see them.

An overview of some relevant policies is outlined below.

Sun Safe – Clothes, Hats, and 30+ Sunscreen

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

We support children to develop appropriate Sun Safe attitudes and practices, in the following ways:

- Ensuring sunscreen (SPF 30+) is applied to every child before any outdoor session, preferably where possible sunscreen is applied 20 minutes prior to going outside, unless families have provided an objection to sunscreen form.
- Staff will reapply sunscreen before children go outside later in the day OR if we stay outside for longer than 2 hours.
- Encouraging children to apply their own sunscreen with supervision (to encourage independence and support hygiene practices). Children will wash hands after applying sunscreen to prevent cross contamination.
- Ensuring children are wearing their Kenmore Park sun smart hat (provided) whilst playing outdoors. Your child's Kenmore Park Kindy hat is theirs to keep at kindy and encourages independence in protecting themselves from the sun.
- Ensuring that children are wearing sunsafe clothing (shirt with sleeves) outside.
- If children access the outdoor environment during times of high UV ratings, we will ensure they play only in shaded areas, reapply sunscreen, wear a hat & sunsafe clothing.
- At the beginning of each morning, we check the daily UV ratings, so we are aware of the times where shaded play and extra sunsafe practices need to be used.

How Families Can Help

Families can help their children remain sun safe by:

- Ensuring their child has sunscreen applied before starting their kindy day (sunscreen is available at our sign in desks) and you have recorded this application on the daily sign-on sheet. This is a legislative requirement, so please make sure you record when you have applied sunscreen, every day. 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 (with kindy (with name label)).

- Ensuring children always wear clothes that provide suitable protection from the sun, in line with our policies and relevant legislation. Clothes must cover the shoulders and should cover as much of the body as is practical. If children do not have sunsafe clothing, they will be changed or a sunsafe shirt placed over the top of the singlet or dress.

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 are 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 the 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 a 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 a history of asthma, allergy or anaphylaxis are to have management plans displayed in the 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.

Immunisations

On commencement at Kenmore Park Preschool and Kindergarten, your child's immunisation record is to be cited by the administration officer and a copy provided so a record of the child's current immunisation status is kept on file. If any changes to the immunisation record is made while your child is in attendance of the Centre, please provide an updated record.

Any child who has never been vaccinated will be excluded from the program during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council and/or Queensland Health exclusion guidelines, even if the child is well. Where a child has been partially vaccinated when required, they will be excluded from the program during outbreaks for any infectious diseases they have not received the full vaccination schedule for in accordance with the National Health and Medical Research Council and/or Queensland Health exclusion guidelines, even if the child is well. Families who have a conscientious objection to immunisation will complete the Conscientious Objection to Immunisation Form to be placed on their child's file at the Service.

Kenmore Park Preschool and Kindergarten will comply with any regulatory or funding obligations applicable to the Service.

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.
- Staff perform daily safety checks throughout the kindergarten.
- Adequate supervision is always maintained by staff and the children are encouraged to learn about 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.

Child Protection

The staff and management at Kenmore Park Preschool and Kindergarten are committed to the protection and safety of children. Staff undertake mandatory training annually in Child Protection and there is material available at the kindergarten for families who would like more information.

All volunteers are required to hold a current Blue Card for working with children.

Confidentiality and Privacy

We consider your right to privacy is important and have established policies and procedures to manage confidential information.

Photography Consent

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

1. Every family will indicate on their child's enrolment form whether or not they agree to their child being photographed for various purposes. 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 Kenmore Park.
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 Kenmore Park 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 Kenmore Park digital cameras and memory cards are to stay on Kenmore Park 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 Kenmore Park office computer or a Kenmore Park laptop. Kenmore Park laptops must be used in compliance relevant Kenmore Park policies.
8. Staff will insist 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

Social Media Consent

We maintain an online presence on Facebook and our Website. We will not publish any identifiable information about your child without consent (aligned to photography policy).

As part of parent groups, online platforms may be used to communicate. Joining of such groups is not managed by Kenmore Park and is an optional choice amongst parents (e.g. Facebook Messenger, WhatsApp, etc).

Kenmore Park does not recommend any specific communication channels other than StoryPark.

Medical Information

All medication information supplied to Kenmore Park is treated as confidential and only used by our staff to provide a healthy and safe environment for your child. Medical information is only discussed with staff involved in the care of your child. Information is stored in a secure manner.

Sharing of Contact Details

Due to privacy obligations, we are unable to share contact details of other members without their consent. Please use Storypark or Parent Pockets to communicate with other families.

Parent Reps may send out a request for you to opt-in to supplying your contact details. This is not managed by Kenmore Park.

Storypark Manage

Storypark Manage is a cloud-based software-as-a-service (SaaS) in which Kenmore Park manages enrolments, family information, bookings, subsidies, and payments.

Personal Identifiable Information (PII) including Private Health Information (PHI) is stored in the system. This includes:

- Guardians/Parents – Name, Contact Details, Driver's License, job history, biller/payment information, and other identity documents
- Children – name and identify information, medical information
- Account Holders – location data, IP address

When creating an account on Storypark Manage you are required to accept the terms & conditions and privacy policy. For more information, refer to Storypark Manage Privacy Policy: <https://manage.storypark.com/privacy-policy>

Important Contacts

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 our Director, to discuss possible solutions and gather more information. This meeting would be documented and filed for future reference.

If you find that your concern cannot be addressed by the Director, then please contact the Management Committee via email to committee@kenmorepark.com.au or reach out to the President (details below)

Regulatory Authority and CGB Contact Details

Regional Authority Office

Regional Authority Office for this Service: Early Childhood Education and Care PMB 2

IPSWICH QLD 4305

Phone: 07 3436 6204

Fax: 07 3220 6315

Email: metrowest.ecec@qed.qld.gov.au

Website: www.earlychildhood.qld.gov.au

Central Governing Body (CGB)

CGB Contact

Gowrie (inc)

The Gowrie (QLD) Inc head office is open weekdays from 8AM to 5PM and is located at:

33 Brookes Street

Bowen Hills 4006

Phone: 07 3252 2667

Fax: 07 3252 2258

Email: info@ladygowrie.com.au

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 it is still unresolved then 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.

Service Details

Approved Provider:	Kenmore Park Preschool & Kindergarten Assoc. Inc.
Service Approval:	Kenmore Park Preschool & Kindergarten
Nominated Supervisor:	Emma Harding
Educational Leader:	Emma Harding
Responsible Persons in Day-to-Day Charge:	Emma Harding, Louise Hunter
Service Rating:	Exceeding all Quality Areas
Service Waivers or Temporary Waivers:	Nil
Service Hours:	Mon – Fri: 8.00AM to 5:30 PM
Service contact for any questions relative to the Service:	Nominated Supervisor: Emma Harding Phone: 07 3378 4469 email: emma@kenmorepark.com.au
Approved Provider Contact for any matters relative to the operation of the Service:	President: Jessica Gildersleeve email: president@kenmorepark.com.au

-----END OF PARENT HANDBOOK-----