

NARRABEEN COMMUNITY KINDERGARTEN HANDBOOK 2020



Narrabeen Community Kindergarten Inc.
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INTRODUCTION

Narrabeen Community Kindergarten was founded in 1953 by a group of interested, local citizens requiring a pre-school facility. A good percentage of the labour was undertaken on a voluntary basis.

The kindergarten is a community based centre, not connected to any other association.

We are a not for profit centre designed to meet the needs of the children and families of the community in which we are situated. Being not for profit, we rely on family support to assist us in maintaining the high standard of the centre and its equipment. Families are expected to participate with working bee's and odd jobs throughout the year.

The kindergarten rents the North Narrabeen Community and Tennis centre from Pittwater Council. Income is generated from fees and funding from NSW Department of Education.

The Director/Nominated Supervisor has overall responsibility for the service and manages the centre and staff on a day to day basis. The Director is accountable to the Management Committee. Our Management Committee consists of current kindergarten parents that assist in the running of the centre.

The centre has Service Approval from NSW Government Education & Communities for a maximum of 42 children per day, for children aged three years to under six years.

ASSESSMENT AND RATING

In June 2019, the NSW Department of Education conducted the national assessment and rating of our service against the National Quality Standard for Early Childhood Education and Care.

We are pleased to advise that we received the overall rating of "Exceeding the National Standard".

PARNERSHIPS WITH FAMILIES

At Narrabeen Community Kindergarten we value collaborative partnerships with all families in the education of their children. We encourage family input into our daily program through discussion and feedback facilities.

A Parent Information night is held in Term 1 to discuss the educational program and how community kindergartens run.

Individual parent teacher interviews are conducted twice a year.

At various times throughout the year we invite family members to visit the children during the pre-school program - Grandparents, special friends, mums, dads and other important people in the children's lives.

Parents and other family members are also invited to become involved in the children's activities e.g. gardening, cooking, reading small group stories or visiting the kindergarten to share information about their work life.

Parents & families also share information about their different cultural backgrounds & traditions.

Our Vision is to create an environment which nurtures and values children as unique individuals who are co-creators of their learning in partnership with families, educators and the community.

We believe the development of respectful, secure and reciprocal relationships is the essence of our preschool. We believe in supporting and developing partnerships with families to optimise learning outcomes and recognise that families are children's first and most influential teachers.

We strive for everyone within preschool to feel a strong sense of belonging and ownership of the preschool community. We recognise the importance of relationships between parents and staff, children and staff, children and children, staff and staff, parents and parents.

Families

We invite families to share in our preschool community by involving families in our quality educational program and service management.

Therefore

- Diversity within our preschool is respected and celebrated
- We are committed to and value open communication with families which includes informal discussion, daily diary, newsletters, child portfolios, parent/teacher interviews, parent information evening.
- We encourage families to participate by sharing their unique culture, skills and interests or their time with us.
- We strive to be responsive and supportive to all families' needs
- We maintain a high level of confidentiality and build trust with all families.
- We work closely with our Management committee and strive to maintain strong communication links between the committee, staff, families and community.

Children

We believe children are unique, capable and resourceful learners who are active contributors to their own learning. Children are valued as individuals, within the context of their family and their community.

We believe that play is essential to children's learning and that children learn most effectively within an unhurried, happy and secure environment.

When children have the opportunity to express ideas, create, experiment, discover, explore, investigate and solve problems with the support of their peers and educators, they develop a sense of wellbeing and grow confidently in all areas.

We believe children learn through collaboration and communication with other children, adults and through interaction with the environment.

We believe playfulness, imagination, fun, and humour have a place in our children's service.

We are committed to equity and believe in all children's capacity to succeed regardless of diverse circumstances and abilities

Therefore

- We acknowledge and are committed to the Early Childhood Australia Code of Ethics whereby the protection and wellbeing of children is paramount.
- We embrace the Early Years Learning Framework (EYLF) and create a sense of Belonging, Being and Becoming by developing programs responsive to children's ideas, interests,

strengths and abilities. We do this by establishing and maintaining documentation of the children's work.

- We encourage each child to reach their full potential in accordance with their individual ability
- We provide a play based program within a rich, stimulating and nurturing environment. This provides opportunities for spontaneity and experiences based on children's interests.
- Children are able to make decisions about how resources are used. We enable children to participate in low level risk taking experiences - climbing low level trees and moving small logs/ rocks throughout the natural environment to extend their own learning.
- We incorporate intentional teaching in our practices to extend children's learning and skills.
- We Implement a flexible program that provides for individual learning styles
- We ensure the children are able to revisit experiences to extend learning and consolidate their skills.
- We acknowledge shared meal times and conversation contribute to the development of a sense of belonging for every child.

Community

We strive to be a centre of excellence for early childhood education within our community

We are a central link to information, support services and resources within the local and wider community

We believe in the importance of maintaining and strengthening established relationships with community organisations, council, local schools and businesses.

We believe in promoting the welfare and growth of our natural environment through sustainable living. We therefore encourage the children to encompass these environmental understandings, skills and knowledge for life.

We believe in the exploration of culture, heritage, background and tradition.

Aboriginal and Torres Strait Islanders are the traditional owners of our land and we honour their traditions and perspectives within our program.

Staff

Our educators are highly valued for their vision, their delight in children, their skill, heart, knowledge, and commitment to our families.

We believe

- Each staff member brings fundamental, personal qualities to the centre environment such as empathy, respect, warmth and a passion for learning.
- In the importance of creating an environment of collegiality where personal and professional contributions are valued and respected, communication is open and confidentiality is maintained.
- That striving to continually seek ways to build our professional knowledge and develop learning communities can be achieved through reflective practice. In this we intentionally gather and share information and resources and gain insights that support decision making about children's learning.

We therefore

- Strive to work and communicate effectively as members of the team and value, share and improve the range of skills that all staff possess.
- Provide opportunities for staff to share in decision making and to obtain feedback.
- Provide ongoing professional development for all staff.
- Provide a safe and comfortable working environment,
- Create social opportunities for staff out of hours

STAGGERED STARTS - 2 DAY CHILDREN

Sometimes the first days at kindergarten for the 2 day children can be overwhelming. To ensure that there is maximum staff to assist in the settling process, starting times for the 2 day children in their first week will be staggered. 12 children in each classroom will commence on Thursday starting at different times. All children will attend on Friday, again starting at different times.

You will be notified regarding your child's starting day and time by email after your Orientation Visit.

NOTICE BOARDS

There is a white board & notice board in the Sign In area of each classroom where the daily program, notes about special events and general messages for parents will be displayed. Please read your classroom board every day.

The centre Notice Board is located outside both classrooms. It contains information for parents regarding the educational program, community events, and school information.

3 Day Group YEARLY DIARY PLANNER	2 Day Group YEARLY DIARY PLANNER
TERM 1	TERM 1
Commence Wednesday 29 th January, 2020	Commence either Thursday 30 th January or Friday 31 st January, 2020. <i>Staggered starts - you will be notified by email which day your child will be starting.</i>
Parent Information Night Monday 17 th February, 2020 6pm - 8pm	Parent Information Night Monday 17 th February, 2020 6pm -8pm
AGM - 7pm Tuesday 17 th March 2020	AGM - 7pm Tuesday 17 th March 2020
Last Day Term 1- Wednesday 8 th April	Last Day Term 1- Thursday 9 th April
	Friday 10 th April - Kindy Closed Good Friday Public Holiday
TERM 2	TERM 2
Monday 27th April - KINDY CLOSED PUPIL FREE DAY NO CHARGE TO FAMILIES	
Commence Tuesday 28 th April (Monday 27 th April, 2020 Pupil Free Day - no charge to families)	Commence Thursday 30 th April 2020
Mother's Day Brekky - Wednesday 6 th May	Mother's Day Brekky - Friday 8 th May
Queen's Birthday Public Holiday - Monday 8 th June Kindy Closed	
Last Day Term 2 - Wednesday 1 st July	Last Day Term 2 - Friday 3 rd July
TERM 3	TERM 3
Commence Monday 20 th July	Commence Thursday 23 rd July
Grandparent's and Special Friends Morning Tea Wednesday 16 th September, 2020 10am -11:30am	Grandparent's and Special Friends Morning Tea Friday 18 th September, 2020 10am - 11:30am
Father's Day Function - Wednesday 2 nd Sept	Father's Day Function - Friday 4 th Sept
Last Day Term 3 - Wednesday 23 rd September	Last Day Term 3 - Friday 25 th September
TERM 4	TERM 4
Commence Monday 12 th October, 2020	Commence Thursday 15 th October, 2020
3 Day Groups Australian Museum Excursion TBA	
Kindy Disco & BBQ Friday 4 th December 6pm - 8pm	Kindy Disco & BBQ Friday 4 th December 6pm - 8pm
<u>Childrens Christmas Concert & Party</u> Wednesday 16th December LAST DAY - Wednesday 16th December	<u>Childrens Christmas Concert & Party</u> Friday 11th December LAST DAY - Friday 11th December

PAYING YOUR FEES

The 2020 daily fee for funded children (children who turn four before July 31st, 2020) is \$52

Children who turn four after 31st July 2020 are only partially funded by the government therefore the daily fee for these families is slightly higher at \$60.

Fee relief is available for families holding current Health Care Cards or Pension Cards. The daily fee for these families is \$20.

All fees must be paid by Direct Deposit into our bank in one of the two following ways.

- 1 x full payment (due in Week 1 each term).

OR

- 2 x half equal payments (due in Week 1 & Week 5 each term).

Internet Banking
Westpac Narrabeen
BSB 032 098
Account # 680871
Notation - surname

Failure to follow payment options may result in notice being given to family.

DIFFICULTY PAYING FEES

From time to time some families will require additional time to pay their term fees. The Kindergarten will allow this, however, only by prior arrangement with the Management Committee.

The guidelines set down by the Management Committee are;

- A payment schedule will be worked out between the family and the Management Committee.
- Failure to follow the payment schedule will result in notice being given to the family.
- The bond will be retained by the kindergarten.

FEE RELIEF

NSW Department of Education provides this centre with funding to assist low income families to meet the cost of care.

To be eligible to receive Fee Relief you must hold a current Health Care Card or Pension Card.

Please provide your card to the Administration Officer to photocopy. To continue receiving fee relief you must provide an updated copy of your card whilst your child is enrolled at the centre.

Information on the income levels for these cards can be found on the Centrelink website, www.centrelink.gov.au.

Bond

On being offered a position at this centre families will be given up to seven days to accept and pay the Bond. The Bond amount may change from year to year in line with fee adjustments.

When children are moving from a 2 day to a 3 day position the difference in Bond will be invoiced as a separate bond top-up amount.

The Bond amount is equivalent to four weeks' fees and ensures that NCK does not incur a loss as a result of a family leaving without giving the correct notice.

Your Bond is refunded:

- ✓ If leaving during term time (excluding Term 4) and four weeks' notice in writing is given to the Administration Officer.
- ✓ To you by direct deposit when your child leaves the centre.

Your Bond is not refunded:

- ☒ If four weeks' notice in writing is not received.
- ☒ If notice is given through school holidays.
- ☒ If notice is given in Term 4 (unless at the time of giving notice your full Term 4 fees have already been paid).
- ☒ If your child has not commenced at the centre (but the Bond has been paid to secure the position).

Bonds not refunded as per No: 4 above are retained by the kindergarten in order to cover the administration costs involved in advertising and filling the position.

BIRTH CERTIFICATE

As per NSW Department of Education regulations, we require documented evidence of children's birth dates by way of birth certificate or passport. The original must be sighted and a copy taken.

RECORDS OF CHILDREN

Confidentiality - all records of children are kept safe and secure and only the staff and parents of the child have access to any records on that child. Parents may obtain a copy of any records on request.

For more information see Confidentiality & Privacy Policy # 6.

S T A F F

We have a high ratio of staff to children. All staff are qualified. In each room there is one university trained Early Childhood Teacher and two TAFE trained educators - Diploma of Children's Services and Certificate III. All of our staff have extensive experience in Early Childhood Education. Each year all staff participate in ongoing professional development.



Carmel Stephens
Director

Nominated Supervisor
Diploma of Teaching
Early Childhood 3yr



Jane Wachter

Administration Officer



Lynda Santich
3 Day
Educational
Leader
Diploma of
Teaching Early
Childhood 3yr



Anita Ovenden

3 Day
Diploma of
Teaching Early
Childhood 3yr



Nicole Loughman

3 Day
Diploma of
Children's
Services



Minna
Hewetson

3 Day
Certificate III
Children's
Services



Suzanne Turner

2 Day
Bachelor of
Education - Early
Childhood 4yr



Robyn Lee

2 Day
Diploma of
Children's
Services



Bethan Pearce

2 Day
Diploma of
Children's
Services



Zoey Rigon

2 Day
Bachelor of
Education- Early
Childhood 4yr



Angela
Hawthorne

5 Day
Certificate III
Children's
Services



Wendy Collett
3 Day
Diploma of
Children's
Services
Additional
Needs
Co-
Coordinator



Ruth Laird

2 Day
Diploma of
Children's
Services

MANAGEMENT COMMITTEE

The Kindergarten's Management Committee is made up of current parents. Each year, parents wishing to be involved in their child's kindergarten and its operation can become a member of the Management Committee. The Committee consists of President, Vice-President, Secretary, Treasurer (known and the Executive Committee Members); and General Committee members. The Management Committee is the Approved Provider. Executive committee members hold ultimate responsibility for strategic planning, governance, finances and funding, compliance and regulation of the service.

The Kindergarten Director is the Nominated Supervisor who has the overall responsibility of managing the service on a day to day basis.

Generally one meeting is held per term. All parents/members are welcome to attend these meetings.

Our Annual General Meeting is held mid Term 1 each year where parents interested in holding a position attend. Please speak to the Director beforehand. Date will be announced.

COMPLAINTS PROCEDURE

Where families wish to make a complaint this can be done in two ways;

- Informal Complaint - is simple and straight forward and will be dealt with by the Director.
- Formal Complaint - is more complex, needs to be put in writing and will be referred to the Management Committee.

MANDATORY REPORTERS - CHILD PROTECTION

Staff at this centre are committed to the care and protection of children.

Staff at this centre participate in accredited Child Protection training.

All staff at this centre are Mandatory Reporters. If staff believe there are reasonable grounds to suspect Risk of Harm to a child in their care (safety, welfare, well-being), they must report it.

Child Protection Policy #40.

Abuse can happen at any time, in any family and in many different situations. Abuse is grouped into five categories:

- Physical abuse
- Sexual abuse
- Emotional/Psychological abuse
- Neglect
- Domestic violence

DAILY EDUCATIONAL PROGRAM

The children's educational program is electronically documented via the Kinderloop App. Families will be invited to join Kinderloop at the commencement of the year.

PARENT INFORMATION EVENING

In Term 1 a parent information evening will be conducted.

In this information session we discuss the Early Years Learning Framework (ELYF) - the general goals and outcomes for preschool children's learning and how they are attained.

The framework places a large emphasis on partnerships with parents in the education of young children and your input is an integral part of the program.

Members of our committee will also be speaking about what it means to be part of a community based kindergarten and the role of the committee.

We follow the information session with a 'wine and cheese' to provide opportunity for families to meet.

PARENT TEACHER INTERVIEWS

These will be conducted twice a year where teachers will be discussing your child's development.

TALKING WITH YOUR TEACHER

Narrabeen Community Kindergarten highly values communication with families.

Due to staff working in split shifts and therefore not available to speak at length in the afternoons, we would prefer that you speak with your child's teacher in the morning at drop off time. If you need to see a specific teacher or wish to speak for an extended period an appointment can be made for you at another time.

COMMUNICATION POCKETS

In each classroom you will find your child's individually named 'communication pocket'. Please check your child's pocket daily for notes & messages.

NEWSLETTER

A weekly Newsletter is emailed out to each family outlining activities planned for the week ahead. The newsletter is also posted on Kinderloop.

PARENT INVOLVEMENT

As a Community Kindergarten, we rely on families support in the smooth running of the centre. Each term, families are asked to help out with small jobs e.g. washing, toy washing, covering books, some equipment cleaning, children's library. It is hoped that all families support this.

We have one Saturday morning Working Bee each year to do minor maintenance jobs around the centre.

Families will be asked to lend a hand.

A Children's Disco is held in December each year providing a great opportunity for all families to get together and for children to dance and socialise.

More social opportunity is provided when families meet at a local park for a play-date, on their non-preschool day.

CHILDREN WITH ADDITIONAL NEEDS

At Narrabeen Community Kindergarten we have always had a commitment to providing a fully inclusive program for children with additional needs. The additional needs can range from a language delay, learning disability, intellectual delay, children with Cerebral Palsy, Downs Syndrome, and children on the Autism Spectrum.

To assist in this inclusion we are given funding from the NSW Department of Education & Communities (PDSP). This helps to fund extra staff for each room and then enables us to have a high staff ratio of three staff per room.

Some of our children are supported by the use of visuals, which are often beneficial for all the children. We also use and teach Key Word Signs to teach and reinforce language skills. We find that all the children love being able to use their hands to speak!

We believe this inclusion policy is beneficial to all children, parents and staff.

PRIVACY

Upon enrolment the Director/Nominated Supervisor will provide families with details on the collection of personal information.

Information is collected & stored in accordance with regulations.

KINDERGARTEN POLICIES

Policies are regularly reviewed and updated.

There is a link on the centre's website to specific policies (please note these are currently being uploaded & will be available in 2020). A hardcopy of all policies is in the office and available to all families.

Policies under review are displayed on the centre noticeboard for 14 days for family feedback. Policies are then updated in consultation with our Management Committee and feedback from families.

A copy of Education and Care Services National Regulations is available in the office.

The Education and Care Services National Law is on the computer and in hardcopy in the front office.

EXCURSIONS

The 3 day children are taken on an excursion to the Australian Museum to extend the children's learning each year.

Travel is by coach with seatbelts. Parent volunteers will be required.

Please read Excursion Policy #16.

EVACUATION & LOCKDOWN PROCEDURES

This centre conducts evacuation drills 4 times per year per group.

In the event of a real evacuation families will be notified by phone and email.

Depending on the emergency, staff and children may relocate to:

- Narrabeen Baptist Church - 13 Grenfell Avenue, Nth Narrabeen
- Woorarra Lookout Reserve (Tsunami) - Cnr Woorarra and Lumeah Avenue, Elanora

ACCIDENT / FIRST AID

Accidents or medical issues/illness occurring at the centre are reported to the parents. An Incident, Injury, Trauma & Illness form is filled out by the attending staff and parents will be asked to sign in acknowledgment that they have been informed and offered a copy.

Original report will be kept at the centre.

All staff hold current certificates in:

First Aid / CPR / Anaphylaxis/ Asthma

IMMUNISATION

NSW Government Education & Communities requires this centre to retain documented evidence of the immunisation status of your child prior to commencement.

Under the NSW Public Health Act 2010, an immunisation record must be provided in order to enroll your child as follows:

- a. An **Immunisation History Statement** showing your child's immunisations are up to date (if your child has a medical contraindication for a specific vaccine(s) a Medical Contraindications Form will also be required), (or);
- b. A **Medical Contraindication Form** if your child is unable to be immunised with any vaccines due to medical reasons, or;
- c. An **Immunisation History Form** where an immunisation provider has certified that your child is catching up their immunisations.

Other immunisation records, such as a Blue Book, a GP letter or an overseas immunisation record are not acceptable.

Immunisation History Statements are sent to each parent/guardian after their child turn 18 months and 4 years of age. You can obtain one at any time by contacting Medicare.

- By telephone on 1800 653 809
- Be email on acir@medicareaustralia.gov.au
- Online at www.medicareaustralia.gov.au
- In person at your local Medicare office, Centrelink office or Child Support Service Centre

Birth (Maternity units)	Hepatitis B	H-B-VAX II (babies before 8 days of age)
2 months (all vaccines may be given as early as 6 weeks)	Diphtheria, Tetanus, Pertussis Haemophilus influenzae type B (Hib) Hepatitis B Polio Pneumococcal Rotavirus	INFANRIX HEXA PREVENAR 13 ROTARIX
4 months	Diphtheria, Tetanus, Pertussis Haemophilus influenzae type B (Hib) Hepatitis B Polio Pneumococcal Rotavirus	INFANRIX HEXA PREVENAR 13 ROTARIX
6 months	Diphtheria, Tetanus, Pertussis Haemophilus influenzae type B (Hib) Hepatitis B Polio Pneumococcal	INFANRIX HEXA PREVENAR 13
12 months*	Measles, Mumps, Rubella Haemophilus influenzae type B (Hib) Meningococcal C	PRIORIX HIBERIX MENINGITEC
18 months	Varicella (Chicken pox)	VARILRIX
4 years* (all vaccines may be given as early as 3½ years)	Diphtheria, Tetanus, Pertussis, Polio Measles, Mumps, Rubella	INFANRIX-IPV PRIORIX

In the event of an outbreak of a vaccine preventable disease all families will be notified of the current outbreak by the centre.

Children on catch-up schedules may need to be excluded. NSW Health will advise the centre of exclusion periods.

UNWELL CHILDREN

If your child is unwell and not able to attend, please contact the centre in the morning.

If your child is unwell and you have administered Paracetamol or Cough medicine, we ask that you keep your child at home. These will mask your child's symptoms which will resurface approx. 4 hours later whilst at kindergarten. Sending your child in this condition may put other children/staff at risk of contracting the same illness.

If a child attending is feeling unwell and their temperature is *GREATER* than 37.5C, parents will be contacted by the centre to collect or arrange collection of your child as soon as possible.

Parents will also be asked if permission is given for staff to administer Children's Panadol 1-5 years Elixir (*according to the manufacturer's directions*).

If parents cannot be contacted, emergency contact person will be contacted.

On collection parents will be required to sign an Incident, Injury, Trauma & Illness form. It is important that you notify the centre if your child is diagnosed with an illness/condition that is contagious, e.g.

- Whooping Cough
- Conjunctivitis
- Chicken Pox
- Measles
- Impetigo
- Scarlet Fever
- Slap Cheek
- Head lice

It is essential that the centre have this information as soon as your child is diagnosed so that other parents are informed that their child could also be affected.

Gastric conditions are often highly contagious and spread rapidly. If your child is vomiting or has diarrhoea they must be excluded from the preschool for a minimum of 48 hours after the last episode.

Antibiotics - children must stay home for the first 24 hours on antibiotics.

Conjunctivitis - children must stay home for the first 24 hours with medication.

This centre references medical information and exclusion periods from Staying Healthy in Childcare 5th Edition and NSW Health.

ALLERGIES / ASTHMA

If your child suffers from any allergies or asthma, it must be noted on your child's enrolment form and current Allergy/Asthma Plans must be provided to the centre prior to your child's commencement.

Please also discuss this with Director, your classroom teacher and Administration Officer.

It is imperative that your child's medication is kept current at the centre and medications are replaced prior to their expiry date.

BANNED FOODS

Children attending this centre may have severe allergic reactions to certain foods causing Anaphylaxis. These can vary from year to year so all families will be kept up-to-date on foods that are banned from our centre.

In the event of an undiagnosed child who staff recognise as having an anaphylactic reaction, staff will provide first aid and EpiPen will be administered.

HEAD LICE

Remember ... anyone can get head lice and given the chance the lice will move from head to head without discrimination.

Please notify us if your child has head lice so we can advise other parents to be on the lookout as head lice are very contagious. Naturally, we do not identify who has head lice.

If staff identify lice in your child's hair, you will be contacted to collect your child and requested to commence effective treatment - effective treatment is when all lice are dead and all eggs removed.

Children may return to the centre after effective treatment.

Please refer to Policy #22j Head lice for further information.

MORNING ARRIVAL

Normal kindergarten start time is 8am.

Parents and children are asked to wait outside the gate until 8am as staff are finalising setting up and require those last moments to make sure everything is ready and safe for your child.

When parents bring their child with them into the centre they are requested to take their child to a teacher, so the teacher can receive the child.

Parents are requested to sign their child in. This is a compulsory safety & legal requirement.

Class Sign In/Out sheet is inside the doorway of each classroom. A full signature is required.

Children are encouraged to carry their bag into kindergarten and then unpack their belongings:

- Put lunch box in fridge

****Please Note**** Childrens lunches are NOT to be put into insulated bags. The lunch boxes are always kept in the fridge so there is no need for a cooler bag. The insulation stops the food from being properly kept at below 5 degrees C

- Put morning tea in fridge if it requires refrigeration or in the tub marked 'Morning Tea' if it does not.

Please ensure all items are clearly labelled with your childs name and whether it is Morning Tea or Lunch for that day.

- Put water bottle in bottle carrier,
- Put kindy bags in their locker,
- Put their hats on,
- Wash hands.

Please check your child's 'communication pocket' each day for any messages or notes.

Please do not allow younger siblings into the classrooms unattended as the classrooms have been set up for the day's indoor activities for the attending children.

AFTERNOON DEPARTURE

Normal Kindergarten departure is by 3:30pm.

Parents may collect their child at any time through the day; however staff do appreciate knowing if you are planning to collect your child early.

Please note: As per our licence requirement all children must be collected and signed out by 3:30pm at the latest. If you are running late please let the centre know. Any child being collected after 3:30pm will be charged a late fee of \$10 per 5mins or part thereof.

Around departure time the children will usually be in their rooms having a story or song, or on the patio you are welcome to come in and collect them.

Please check:

- For art/craft work and personal belongings in your child's locker.
- Your child's communication pocket for any notes.
- Lunchbox, drink bottle and morning tea bag is in their backpack.
- **Please ensure your child washes their hands before leaving**

Please let a teacher know you are taking your child. Ask your child to say goodbye to their teacher.

Parents are requested to sign their child out.

This is a compulsory safety & legal requirement.

**Children are not permitted in the playground after they have been signed out.
Please supervise your child and any siblings at all times whilst leaving the centre.**

If you need to talk to a teacher or another parent please keep your child/ren with you until you go outside.

Once a child has been signed out, the person signing is then responsible for that child's safety and welfare, and is expected to supervise them whilst on the premises.

SEPARATION ANXIETY

Very often the first few days or weeks at kindergarten in a new environment can be unsettling for young children. We recommend:

- Reading our (I go to Kindergarten Booklet), so your child has an understanding of some of the things that they will be doing in their day and see photos of their teachers.
- Helping your child unpack their belongings and then settle them into an activity e.g. puzzles, painting, books etc. where other children may be seated and/or a staff member is present.
- Parents to stay a short while, however it is best not to linger for too long.
- Saying goodbye to your child reassuring them that you will collect them in the afternoon.

Kindergarten staff are very experienced in dealing with separation anxiety. We understand that this separation is often as distressing for you as it may be for your child, so please feel free to telephone during the day.

SOMEONE ELSE COLLECTING YOUR CHILD

If you have arranged for someone else to pick up your child;

- Please inform your classroom teacher in the morning of this arrangement and notify the office via email.
- Please inform collector that on their first visit they will need to provide photo identification.
- Remind them to sign the child out and help them wash their hands before leaving.

CHILDREN MAY ONLY LEAVE THE PREMISES WITH:

1. THEIR PARENT or GUARDIAN
2. AUTHORISED COLLECTOR :
 - a. One off arrangement - you must advise the centre on that day by phone and email.
 - b. Regular - advise the centre at the commencement of this ongoing arrangement.
3. PERSON INDICATED ON COLLECTION OF CHILDREN FORM - must be completed if your child is being collected by a person that is not an Authorised Collector. If unable to complete form before arrangement is made, written permission by way of email must be received.

In the event of an unexpected situation (e.g. car breaking down/accident/stuck in traffic/ illness) and collection of your child by normal means is not possible, parents must:

- Ring the Administration Officer and give verbal authorisation for collection arrangement. A follow up email is required as soon as it is possible to do so.

KINDY GATE

Our double gate system is there to reduce the risk of children exiting the centre without parent supervision. For this system to work as designed we ask parents to:

- Close the gate when you are through.
- Do not hold the gate open waiting for other families.
- Do not let your child ride on the gate as this can damage the springs that automatically shut the gate.

❖ REMEMBER - ALWAYS HOLD YOUR CHILD'S HAND WHEN LEAVING UNTIL YOU ARE SAFELY TO YOUR CAR

WHAT YOUR CHILD WILL NEED

1 x 500ml refillable drink bottle

- o for water
- o no cordial or juice

1 x morning tea bag

- o paper or cloth
- o morning tea (*refer to suggested kindergarten food in this booklet*)
- o staff will cut fruit up if needed

1 x lunch box - that your child can open, not with their teeth

NO INSULATED BAGS OR BAGS WITH WATER BOTTLE HOLDERS TO THE SIDE.

These bags stop food being correctly kept at below 5 degrees C and are also too bulky for our fridges.

- o lunch (*refer to suggested kindergarten food in this booklet*)
- o NO FREEZER BRICKS, for safety reasons
- o lunches are stored in refrigerators until lunch time

Afternoon Tea **3 Day Children ONLY**

- o small afternoon tea snack (*refer to suggested kindergarten food in this booklet*)

1 x backpack / bag

- o that your child can manage, making sure it easily fits in your child's locker

1 x Broad brimmed hat - As part of our sun safety program it is compulsory that children wear an appropriate sun safe hat NO PEAKED CAPS

- o broad brimmed hat - brim must be minimum of 6cm (no strings with toggles)
- o Legionnaires cap
- o Hats can be purchased from the office - \$15 each.
- o We have a NO HAT NO PLAY policy,

If your child forgets their hat a replacement hat is provided for the day.

Change of clothes left in kindergarten bag:

- o Shorts, t-shirt, underpants, socks, jumper. These could be for a change of weather, wet activities, and toileting accidents.

**Please ensure that all your child's possessions are clearly labelled
Clothes, shoes, hats, lunch box, drink bottles, fruit bag etc.**

SUNSCREEN

Through the year, apart from June & July, parents are required to apply sunscreen to their child before arriving at the centre. Each child will have their own 75ml roller bottle of Cancer Council Ultra SPF 50+ broad spectrum, water resistant sunscreen to be used at kindy. Each family will be invoiced in Term 1 for the cost price of this roller. If you do not wish your child to use this particular sunscreen please provide their own roller bottle at the beginning of the year and make sure to indicate on their enrolment form that you will be providing their sunscreen.

For sunscreen to be effective it must be applied 20 minutes before expose to sun.

CLOTHING

We recommend sturdy play clothes, however, clothing remains your choice. Plastic aprons are provided by the kindergarten for painting and water play. As children will be playing outside they must wear **sun safe protective clothing** - that covers neck, back and shoulders - no singlet / skimpy sundresses.

NO THONGS, CLOGS or CROCS due to safety factors.....**All clothing should be clearly labeled.**

Narrabeen Kindergarten T-shirts \$10, Hats \$15, and Sloppy Joes \$10 in a range of colours and sizes are available all year round from the office.

WET or SOILED CLOTHING

After teachers assist children to change their wet or soiled clothing, items will be placed in a plastic bag and stored in the receptacle in the children's bathroom. You will be notified of this for collection.

MORNING TEA & LUNCH

Early childhood is the ideal time for children to develop and practice healthy eating habits. As children spend a substantial amount of time in early childhood settings it provides an ideal setting to increase awareness of healthy eating habits. Chips, biscuits and chocolate bars give a pleasant taste 'hit' but these foods are usually high in kilojoules, saturated fats, sugar and salt and provide few nutrients, so they need to be limited..

A balanced healthy diet in children helps them:

- Grow and develop healthily
- Improve their concentration at school
- Improve their coordination, balance and strength
- Maintain a healthy weight
- Be bright and active

Generally, infants and children are more vulnerable to food additives, additives that are often included in sugary products. Certain additives can cause different reactions:

- poor attention and concentration
- anxiety, irritability, restlessness
- waking during the night
- bedwetting
- temper tantrums
- hives, eczema, skin rashes, headache

Suggested Kindy Food

- Fresh fruit
- Sandwiches –
- White, Rye Wholemeal, Multigrain, Pita, Lebanese, Focaccia, Turkish,
- Sushi rolls.
- Meats – Chicken, Sausage, Ham, Beef, Rissoles, Meatloaf, tinned Tuna/Salmon.
- Vegies – Carrot, Celery, Cucumber, Cherry Tomatoes, Avocado, Snow peas, Capsicum,
- Mushroom, Beans, Asparagus.
- Baked Beans, Spaghetti
- Pasta, Rice, Potatoes, Cous Cous, Noodles, Lasagna.
- Rice Crackers, Corn Crackers, Vita-Wheats.
- Cheeses –
- Cheddar, Feta, Cream cheese, Haloumi, Cottage, Brie, Camembert.
- Yogurt – natural or fruit
- Dried Fruits / Sultanas, Apricots, Apples, Dates.
- Homemade treats – Raisin bread, muffins, Crumpets, Pikelets, Scones, Banana bread.
- Water
- Small unflavored Milk
- Soy Milk

BIRTHDAYS

Birthdays can be celebrated with a cake to be shared with all the children in your class group. Children who have allergies will have their own treat supplied by their family to share on these occasions.

As there can be several birthdays on the same day please:

- Put your child's name on the container and take to the kitchen.
- Let your teacher know you have done this.

If your child is on a restricted diet and cannot eat birthday cake, please provide a few portions (individually wrapped) of a suitable treat which can be kept in our freezer or cupboard and brought out for birthday celebrations. *It is your responsibility to check portion numbers and re-stock when needed.*

Some suitable suggestions for kindy friendly birthday cakes are:

- ✓ Simple small cupcakes
- ✓ Slab cake
- ✓ Marble cake
- ✓ Maderia cake

Rich cakes with cream are NOT suitable

Please supply an ingredients list with your cake when you bring it to kindy.

PLEASE REMEMBER NUTS ARE BANNED FROM THIS CENTRE

HEALTHY lunchbox snacks



Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

HEALTHY SNACK IDEAS: ✓

- ✓ Pikelets
- ✓ Fruit bread
- ✓ Plain rice cakes
- ✓ Air-popped popcorn
- ✓ Wholegrain crackers
- ✓ Reduced fat yoghurt
- ✓ Reduced fat cheese
- ✓ Vegetable sticks eg celery, carrot, capsicum
- ✓ Cherry tomatoes
- ✓ Corn cob
- ✓ Cucumber
- ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana



✗ SNACKS BEST LEFT OUT OF THE LUNCHBOX:

- ✗ Muffins and cakes
- ✗ Sweet biscuits
- ✗ Savoury biscuits
- ✗ Muesli bars
- ✗ Sweet rice bars
- ✗ Fruit straps
- ✗ Chocolate
- ✗ Lollies
- ✗ Potato chips
- ✗ Corn chips
- ✗ Processed cheese & biscuits
- ✗ Soft drink
- ✗ Flavoured milk
- ✗ Fruit drinks



swap!



This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Riverina Shoalhaven Local Health District.

Pack your child a **HEALTHY LUNCH BOX**



Choose a variety of foods from each food group

Fruit



Vegetables



Dairy



Wholegrains



**Lean meat
& alternatives**



A Healthy Lunch Box



**MAKE WATER
YOUR DRINK**



**PACK ICE BRICKS
TO KEEP FOOD
COOL**



**USE A THERMOS
TO KEEP FOOD
WARM**



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TOYS FROM HOME

Please do not allow your child to bring toys from home as these can be lost or broken.

CHILDREN'S LIBRARY & PARENT LIBRARY

This kindergarten has an extensive collection of children's loan library books. Once a week for each group we have Library morning. Please encourage your child to use the library by helping them to find a book. We hope you find time to read and enjoy the books at home. Please take care of the books. Books must be returned before borrowing more. Please provide your child with a library bag.

We ask parents to help organise and run the children's loan library, usually for a term at a time. Please see the 'Jobs List' each term on the noticeboard or let the office know if you'd like to help with the library for a term.

A Parent Library is also available with books available on a variety of subjects. Books may be borrowed for up to two weeks. These books are often displayed near the children's loan library or are stored in the Directors office.

ENROLMENTS FOR THE FOLLOWING YEAR

You will be asked at the end of Term 2 if your child will be leaving the kindergarten for school, other centre, or returning for another year in either the 2 or 3 day group. Children moving from 2 day to 3 day will remain with their classmates; however teaching staff will be different.

PARKING

Please be considerate to our neighbours when parking. Do not park across their driveways. They do not appreciate being blocked in. They too have to get to work, schools, appointments etc.

Please be aware:-

'A person who leaves any child or young person in a motor vehicle without proper supervision for such a period or in such circumstances that:

- a. the child or young person becomes or is likely to become emotionally distressed, or*
- b. the child's or young person's health becomes or is likely to become permanently or temporarily impaired,*

is guilty of an offence'.

(Reference - Section 231 of the Children and Young Persons (Care and Protection) Act 1998)

Narrabeen Community Kindergarten Inc.

Service Information Form

2-10 Woorarra Avenue, NTH NARRABEN 2101

ABN #33 522 797 350

Approved Provider:	Narrabeen Community Kindergarten
Provider Approval Number:	PR00005384
Name of the Approved Service	Narrabeen Community Kindergarten
Service Approval Number:	SE00008530
Additional Conditions:	No other conditions
Nominated Supervisor/ Director:	Carmel Stephens
Current Rating for NQS:	Exceeding
Waivers Held:	No waivers on this approval.
Hours of Operation:	Monday - Friday; 8am - 3:30pm (excluding public holidays, school holidays and identified closedown periods)
Educational Leader:	Lynda Santich
Provider Details:	2-10 Woorarra Ave, NTH NARRABEEN 2101 Po Box 304, NARRABEEN 2101 Tel 9913 9650 email - narrabeen.kindergarten@ihug.com.au www.narrabeencommunitykindergarten.com.au
Complaints and Concerns	Informal complaints can be dealt with by any staff member within their usual area of responsibility. Formal complaints should be referred to the Nominated Supervisor/Director.
If you have a concern or complaint that has not been addressed appropriately by staff, please contact the Nominated Supervisor or Management Committee.	Nominated Supervisor : Carmel Stephens Management Committee : President : President: Alex Fitzgerald alexfitzgerald@gmail.com
Regulatory Authority	NSW Early Childhood Education and Care Directorate Department of Education and Communities Website: www.det.nsw.edu.au E-mail: ececd@det.nsw.edu.au Mail: Locked Bag 5107, PARRAMATTA 2124 Phone: 1800 619 113 (toll free) Fax: (02) 8633 1810

2019 Management Committee

President: Alex Fitzgerald alexfitzgerald@gmail.com

Vice President: Wendy Walker wendycurrie1975@hotmail.com

Treasurer: Dave Gorter dave@skybooks.com.au

Secretary: Rachel Briggs mrsrachelbriggs@gmail.com