



Parent Information Handbook

2024

C&K ASHGROVE WEST PRESCHOOL CENTRE INC
ADDRESS: 530 WATERWORKS ROAD, WEST ASHGROVE
TURBAL & YUGGERA COUNTRY

POSTAL ADDRESS: PO BOX 2058, WEST ASHGROVE QLD 4060
TELEPHONE: 3366 1212

EMAIL: office@ashgrovewestpreschool.com.au

VISIT

www.ashgrovewestpreschool.com.au

www.candk.asn.au



'Ashgrove West Kindy'

&

Join our 2024 Parents Only Facebook Group

by searching for

'Ashgrove West Kindy Parents 2024'

or scan the QR code



Contents

GENERAL INFORMATION.....	6
TERM DATES 2024:.....	6
HOURS OF ATTENDANCE.....	6
CENTRE CONTACT	7
ATTENDANCE BOOK	7
COMMUNICATION	8
INCLUSIVE CURRICULUM POLICY.....	8
CHILDREN WITH ADDITIONAL NEEDS	9
ENROLMENT AND ATTENDANCE PATTERNS.....	9
WAITLIST	9
FUNDING.....	10
SUSTAINABILITY	10
PARENT RESOURCE ROOM	12
OUTSIDE of HOURS CARE (OHC).....	13
VACATION CARE	14
STAFF	16
EDUCATORS	16
OUTSIDE HOURS CARE	17
VACATION CARE STAFF.....	17
SUPPORT STAFF.....	17
MANAGEMENT COMMITTEE.....	18
MANAGEMENT COMMITTEE POSITIONS.....	18
PARENT PARTICIPATION.....	20
FEES AND LEVIES INFORMATION.....	21
THE PRE-PREP CURRICULUM.....	24
VISITORS.....	25
WHAT YOUR CHILD WILL NEED TO BRING	25
WHAT TO WEAR	27
LOST PROPERTY.....	29
WHAT TO EAT & DRINK	29
RELAXATION / QUIET TIME.....	30
HEALTH & SAFETY	31
HYGIENE.....	31

SOILED CLOTHING	31
SICK CHILD POLICY.....	31
MEDICATION	32
MEDICAL CONDITIONS	32
IMMUNISATION	32
SAFETY	33
CONFIDENTIALITY AND PRIVACY	34
INJURIES.....	34
FIRST AID.....	35
EMERGENCY EVACUATION	35
NON SMOKING POLICY.....	35
PARKING SAFELY	35
ON FOOT	38
C&K ASHGROVE WEST KINDY PARENTAL CODE OF CONDUCT:	39
COMPLAINTS AND CONCERNS	41
USEFUL ORGANISATIONS	42

MISSION STATEMENT

The purpose of C&K Ashgrove West Kindy is to foster, in partnership with parents, a love of learning where each child can grow socially, emotionally, physically and intellectually in a secure, child-centred environment.

PHILOSOPHY

We at Ashgrove West Kindy

- **Value** the importance of play as a significant means for learning where children are supported to develop self-regulation and responsibility for their actions.
- **Celebrate** and respect each child's inclusion, individuality and uniqueness.
- **Foster** awareness of their own and others diverse background, social and cultural heritage.
- **Embed** the National Quality Standards, Curriculum Approach; Listening and Learning Together and the Early Years Learning frameworks in our daily practice.
- **Provide** an environment which is responsive to children's knowledge, skills, interests and attitudes and allows opportunities for individuals as competent co-contributors and active participants in their learning.
- **Collaborate** and maintain open communication with families and community, encouraging participation and involvement in the centre.
- **Acknowledge** and pay respect to the Turrbal and Yuggera people. We thank them, as traditional custodians and elders: past, present and emerging for sharing with us their wisdom and the land our Kindy stands upon.
- **Establish** a sense of belonging where children can develop self-confidence and positive relationships with others.
- **Protect** and promote children's well-being, health, safety and security.
- **Promote** opportunities for intentional teaching which extends children's thinking and builds deeper understanding.
- **Commit** to ongoing professional learning for educators, continuous improvement and to upholding the Early Childhood Australia Code of Conduct.
- **Respect** value and appreciate each individual, staff member, child and family and what they offer.
- **Develop** and encourage responsibility for the natural environment and

awareness of sustainability.

- **Create** stimulating, interesting, challenging and natural environments for children to explore, engage and learn in.

WELCOME

C&K Ashgrove West Pre-School Centre (known as Ashgrove West Kindy) is a community controlled non-profit Association funded by a combination of state government grants, fees and funds raised by the parents.

Our centre is proud to be affiliated with the C&K Association of Queensland. This organisation acts in an advisory capacity and appoints an Education Practice Advisor and a Manager in Children's Services to provide support and guidance. The building, grounds and equipment must comply with standards that are determined by C&K in order to receive government subsidy. These standards also apply to the curriculum and to all educators. We are licensed by the Office for Early Childhood Education and Care under the Child Care Act 2002 and Child Care Regulation 2003. The National Law, The National Regulations and the National Quality Standard (NQS) are the key legislative documents that establish the National Quality Framework (NQF) and ensure that the centre meets a set of basic standards on the safety and wellbeing of children.

The NQF also includes an assessment and rating system where services are assessed and rated against seven quality areas, 15 standards and 40 elements that make up the National Quality Standard. The standards cover children's development and education as well as relationships with families, educator qualifications and the service environment. All C&K services aim to exceed the NQS. C&K Ashgrove West Kindy has been assessed under the National Quality Framework and received an overall rating of Meeting having achieved a rating of Exceeding in some quality areas.

Copies of the Child Care Act 2002, the Child Care (Child Care Centres) Regulations 2003; the National Law, The National Regulations and the National Quality Standard are available for your perusal.

The centre receives funding through C&K from the Department of Education and Training under the Qld Kindergarten Funding Scheme. In 2024 the Qld Government are providing "Free Kindy" to all eligible aged children, and therefore children who are born before 30 June 2020 will be eligible for 15 hours per week of Kindy, at no cost. In addition, Ashgrove West Kindy receives a standard subsidy of approximately \$4,000 for each eligible child per year. We are acknowledged primarily as a play based educational institution and implement a Government Approved Kindergarten Program.

The centre is administered by a volunteer Management Committee, elected by members of the C&K Ashgrove West Pre-School Centre Membership and operates under the rules set forth in the Fourth Schedule of the Associations Incorporation Act 1981 as amended.

The Office of Early Childhood Education and Care requires that the centre maintain a

Compliance Logbook. This is available from the office for perusal.

GENERAL INFORMATION

TERM DATES 2024:

- Term 1: Monday 22 January – Thursday 28 March
- Term 2: Monday 15 April – Friday 21 June
- Term 3: Monday 8 July – Friday 13 September
- Term 4: Monday 30 September – Friday 6 December

The following dates have been designated as Staff Professional Development Day/Pupil Free Days and the centre will be closed:

- Friday 30 August
- Monday 2 September
- Monday 14 October
- Friday 8 November

Dates and information may be subject to change

THE CENTRE IS CLOSED ON PUBLIC HOLIDAYS.

HOURS OF ATTENDANCE

All classes 8.20am to 2.30pm except the 2 Long Day Class which operates between 7.45 am to 3.30 pm.

We ask all parents to respect the non-contact duties of our staff before and after the official attendance times. During this time when there are no children present, educators prepare the environment, maintain their written program and administration records, conduct staff meetings, and attend regional meetings. These additional duties are important, and they enhance the quality of the program.

Therefore, *parents are requested to be at the service to pick up their child five minutes prior to the service's closing time as stated above. If a parent has not collected their child by 2.40pm the Director reserves the right to place the child into the After-Hours Care program with the relevant charges to be paid by the parent.*

CENTRE CONTACT

If you wish to speak with a teacher during program hours by telephone, we ask that you observe the following times:

7.45 a.m. – 8.20 a.m.
1.00 p.m. - 2.00 p.m. and after 2.30 p.m.

Exceptions to these times can be made if it is particularly important or we have asked you to ring back.

Our current Office hours are below

Monday	8.30 – 2.30pm
Tuesday	8.30 – 2.30pm
Wednesday	8.30 – 2.30pm
Thursday	8.30 – 2.30pm
Friday	8.30 – 2.30pm

If these hours change in 2024, the new office hours will be communicated to parents.

ATTENDANCE BOOK

Government regulations require that children be signed in/out on arrival and departure.

We are committed to ensuring your child's safety at all times, and when you enrol your child, we ask that you provide their name and contact details of any adults who will drop off and collect your child.

If an adult arrives to collect your child and educators do not know who they are, they will be asked for photo identification. This allows educators to confirm, against the Enrolment Booklet, that this person is someone you have nominated to pick up your child. If you need someone, who is not listed in the Enrolment Booklet to drop off and pick up your child, you need to provide to us this person's details and your permission in writing.

Please bring your child to the educator on arrival and ensure that the educator is aware of your departure.

Parents staying at the centre to participate in the program or doing committee work must also sign in and out in the visitors register in foyer.

COMMUNICATION

Parents are encouraged to email and/or speak with their child's teacher about the progress of their child or to discuss any concerns or complaints they may have. Where discussion is needed, it is important to make a time that is suitable for both parent and educator.

INCLUSIVE CURRICULUM POLICY

When children enter any Pre-prep program, they bring with them a rich variety of cultural and social backgrounds and experiences. C&K Ashgrove West Kindy is proud to recognise the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, ability, class or culture.

All early childhood services are required to implement the principles of the Early Years Learning Framework. Outcome 2 of the EYLF states "Children are connected with and contribute to their world". Along with this is a clear expectation that we will develop as part of our curriculum the ability to understand, respect, effectively interact and communicate with people across cultures (Framework p16). This involves cultural competence being integrated in all aspects of the delivery of programs in order to *make the difference* for Aboriginal and Torres Strait Islander children and *close the gap* that exists in current educational outcomes for Aboriginal and Torres Strait Islander learners (Belonging, Being & Becoming p24).

An Acknowledgement of Country is a way in which we at C&K Ashgrove West Kindy can show respect for Aboriginal and Torres Strait Islander culture and in particular the culture and identity of the traditional Indigenous group of the local area in which the acknowledgement is made. An Acknowledgement of Country recognises the unique place Indigenous people hold in Australian society and the significance of spiritual and physical links (past, present and future) Indigenous people have with their land, as original custodians. An Acknowledgement of Country is incorporated as part of our daily Kindy routine with the children and at significant events as this is an important way in which we can publicly and symbolically demonstrate support for our First Nations Peoples, reconciliation and build better relationships between Indigenous and non-Indigenous Australians.

Ashgrove West Kindy has a Reconciliation Action Plan that is actioned, reviewed and published on the Narragunnawali website yearly.

CHILDREN WITH ADDITIONAL NEEDS

In an effort to ensure all children, including those with additional needs, are integrated into our program, educators will consult with parents, the child, appropriate community professionals, the Management Committee and the Children's Services Manager from C&K, as appropriate. Wherever necessary, support from relevant services will be sought to aid staff in catering for children with special needs.

ENROLMENT AND ATTENDANCE PATTERNS

At C&K Ashgrove West Kindy we have two teaching units with the following options for attendance.

	Days	Hours
Unit 1	Monday, Tuesday & Wednesday	8.20am – 2.30pm
	Thursday & Friday	7.45am – 3.30pm
Unit 2	Monday, Tuesday & alternate Wednesday	8.20am – 2.30pm
	Alternate Wednesday, Thursday & Friday	8.20am – 2.30pm

All children attending Ashgrove West Kindy are expected to be present on the days for which they have been enrolled, except in circumstances of illness or other approved absence. Consistent absences may result in the cancellation of the child's enrolment and the forfeit by the parents of any fees already paid.

WAITLIST

You may place your child's name on the waiting list from birth. Places are offered on a waitlist order basis, in accordance with our Enrolment Policy.

If the number of children requesting a particular group exceeds the number of places available, entry to that group will be determined by position on the waiting list.

C&K policy states that once we have exhausted our waitlist of children from the eligible age group and have worked to maximise the enrolment of the children in the eligible age group, we are able to offer a place to a child from the "younger than eligible age group" list and to eligible age children enrolled in another group/service. A comprehensive copy of the Ashgrove West Kindy Enrolment policy is available on request from the Director or Administration staff.

FUNDING

Families enrolling a child in a C&K kindergarten program understand that the service is entitled to claim the Queensland Government 'Free Kindy' Funding and the Queensland Kindergarten Funding Scheme (QKFS) on behalf of their eligible age children for one 15 hours per week program, for a minimum of 40 weeks per year.

If your child is attending another kindergarten program, either within a long day care or kindergarten setting, it is your responsibility to advise all service providers. It is a condition of enrolment that families agree to nominate Ashgrove West Kindy as their preferred provider which enables Ashgrove West Kindy to claim the available funding. Failure to advise C&K Ashgrove West Kindy that your child has elected another centre as their preferred provider of kindergarten program may result in the cancellation of the child's enrolment at the centre. *(Please note: It is a requirement that C&K Ashgrove West Kindy provide our CGB with the following information – name / D.O.B. / address / disability / HCC number to claim QKFS.)*

In 2024 the Queensland Government is offering 'Free Kindy' to all eligible age children (born prior to 30 June 2020). This change in the funding model means each eligible child is entitled to 15 hours free kindy per week, 40 weeks of the year.

C&K Ashgrove West Kindy fees for positions that do not fall within the 'Free Kindy' category are based on receiving the allocation of QKFS from all children in the eligible age group. C&K Ashgrove West Kindy has chosen to charge any family, which seeks a place at C&K Ashgrove West Kindy but has not elected C&K Ashgrove West Kindy as their preferred provider of kindergarten program, a second placement surcharge that is a percentage of the subsidy that would have been received from the QKFS. This surcharge will also be charged for early entry positions. Refer to the 'Fees and Levies Information' section for further information.

C & K Ashgrove West Kindy is not eligible to register for CCS.

SUSTAINABILITY



C&K Ashgrove West Kindy is deeply committed to taking a proactive approach to reducing its ecological footprint by:

- implementing and embedding a culture of environmental awareness, responsibility and action amongst staff, children and families; and
- enhancing curriculum and learning experiences for children in relation to environmental sustainability.

Ashgrove West Kindy is proud to be the first kindy in Queensland and only second in Australia to have achieved Climate Active carbon neutral certification. Climate Active is a partnership between the Australian Government and Australian businesses to drive voluntary climate action. Climate Active certification is awarded to organisations that have achieved a state of net zero emissions, otherwise known as carbon neutrality.

We have prepared a carbon footprint, had our activity data independently verified, reduced our carbon emissions as much as possible, and then invested in projects that reduce emissions being released into the atmosphere. Included in our carbon footprint are greenhouse gas emissions associated with grid-purchased electricity, staff and committee member commute, parents' drop-off and pick-up, operational activities, waste, garden maintenance, and water consumption.

Our offset requirements are reviewed annually and carefully checked for additionality, permanence, and social and environmental co-benefits. This year, we have invested in the following projects:

- A waste-to-energy power plant in Namakkal, India, which converts chicken litter and other industrial residues from starch and sugar industries into renewable electricity, thus mitigating environmental and hygienic problems and supporting regional smallholders in implementing sustainable agriculture.
- A solar hot water program in India that raises awareness and educates people non-grid reliant alternatives. This project helps to lessen the financial burden on families and reduces the amount of grid-purchased electricity required.
- A 6MW solar project in India which not only provides renewable electricity to the grid, but also improves local livelihoods and supports a local school and local health services.

Our carbon neutral achievement was recognised by the Councillor for The Gap Ward, Steven Toomey, who presented us with an Environmental Leader Certificate.

Ashgrove West Kindy's initiatives to reduce our impact on the environment, reduce energy consumption and lower our greenhouse gas emissions profile includes:

- a rooftop solar system generating approximately half of the kindy's total electricity consumption
- making use of natural lighting and ventilation as much as possible to reduce energy consumption
- a recent upgrade to energy-efficient LED lighting
- using electronic communications to reduce paper use

- switching off lights and electrical equipment where it is safe to do so when not in use; this includes IT-equipment and air-conditioning
- reducing the amount of waste sent to landfill by reusing and recycling as much as possible
- waste materials are recycled and disposed of in accordance with established best practice and guidance from Brisbane City Council
- looking at buying Climate Active-certified office-copy paper and other carbon neutral products and services where possible moving forward – this includes considerations to switching our electricity supply to a Climate Active-certified carbon neutral electricity product.
- establishing of vegetable gardens
- using food scraps for worm farms and making of compost for use in the kindy's garden
- using water from rainwater tanks
- encouraging fresh food choices and low waste lunches
- starting a conversation with our families and children in the local community

PARENT RESOURCE ROOM

The Parent Resource Room is available for all families enrolled at the centre and we have a wide range of resources available for families to borrow. These include children's books and puzzles; parents resource books; pamphlets on a range of topics and community notices. Each member may borrow 2 books and 2 puzzles for 2 weeks at a time.

The room is situated in the entry to the Office.

We encourage children to take good care of the equipment. It is the parents' responsibility to keep the library clean and tidy. If you notice a book or puzzle that needs repair, please put it in the box located under the lending book library.



OUTSIDE of HOURS CARE (OHC)

Outside of Hours Care is an additional user-pays service provided to help parents with the care of their children after the pre-prep program has finished.

- Before Hours Care (BHC) is available 7.15am – 8.20am
- After Hours Care (AHC) is available until 5.30pm.

Outside Hours Care is operated separately from the pre-prep program – it has specially employed staff, its own policies and procedures and a separate fee structure as it does not receive government subsidies or other government assistance.

As After-Hours Care educators may not have had prior contact with families/care givers they will require PHOTO ID on the occasion of your first collection.

Outside Hours Care is available to all children who attend the pre-prep program on the days of the week the child is already attending. This is subject to the condition that a child is not excluded due to overdue OHC fees (see below for details).

Parents with children who require additional support are asked to carefully consider whether it is appropriate and/or necessary for their child to attend the OHC program. This is because additional funding is not available to pay for a support person outside of the pre-prep program. We ask parents to discuss this with the Director prior to booking your child in OHC to ensure an appropriate balance can be struck between the needs of the parents, the child, OHC staff and other children attending the OHC program.

Parents wanting to use the OHC program can choose between permanent or casual bookings:

Permanent Before/After Care	\$10 per hour (invoiced in hourly increments)	Invoice issued at the beginning of each term
Casual Before/After Care	\$15 per hour (invoiced in hourly increments)	Invoice issued at the end of week 5 and 10 each term

Permanent bookings – For administrative reasons, these fees are not refundable or exchangeable (e.g., if a child leaves 15 mins early one day, that is not credited to another day where the child leaves later than the booked time).

Casual bookings – parents may put their child into OHC on an ad hoc basis on any day the child is attending the pre-prep program, provided there are places available. Bookings can be made right up until the conclusion of the pre-prep program for that day.

Penalties apply for collection after 5.30p.m. of \$1.00 for each minute after 5.30p.m. Failure to pay within the relevant time periods has the following consequences:

Late Fee – A late fee will accrue for each outstanding payment - \$20, for permanent bookings, or \$10 for casual bookings. It will be notified in a Reminder and must be paid within 7 days of receipt of the Reminder.

Exclusion from OHC – Failure to pay the late fee/s and the outstanding invoice/s or amount/s within 7 days of receipt of the Reminder will result in the child's exclusion from the use of the OHC program until all outstanding amounts have been received by the Centre in full.

VACATION CARE

Ashgrove West Kindy is proud to be the first Community Kindy in our area to offer a Vacation Care program for our enrolled children. We believe Ashgrove West Kindy provides an exceptional pre-prep program, and we are committed to meeting community needs, which includes providing Vacation Care to ensure our families are able to access year-round care for their children. Vacation Care was offered for the first time to our 2023 families.

Vacation Care is an additional user-pays service provided by Ashgrove West Kindy during each of the holiday periods but will close for two weeks over the Christmas/New Year period.

Places will be first offered to children on the same days as their enrolments during normal Term time. If places remain available following this round, places will be available to children on other days in order of receipt of a request made to the Office until we reach the maximum number of children authorised for our service.

Ashgrove West Kindy will make all efforts to ensure we are able to run Vacation Care throughout the year. There may be times where Ashgrove West Kindy may be unable to operate Vacation Care (for example for emergent works or unforeseen circumstances). In such circumstances, Ashgrove West Kindy is committed to providing families with as much notice as possible. At this time, there are no major capital works planned for 2024 and the operation of Vacation Care is a priority for Ashgrove West Kindy in order to provide the best care and service to our families.

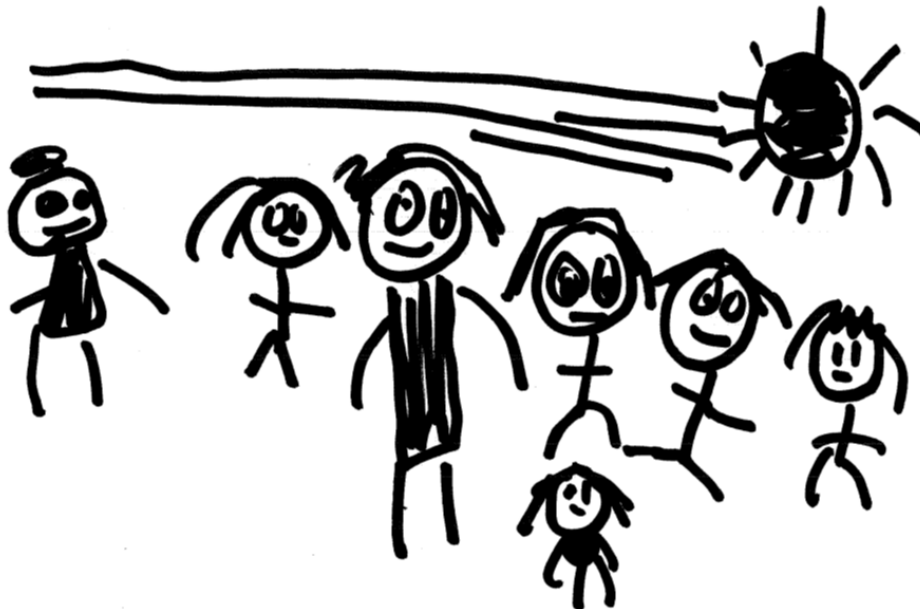
Vacation Care will operate from 8am to 5pm.

Vacation Care will be charged at a flat daily rate of \$65 per day, irrespective of drop off or pick up time.

Children are required to bring their own lunch, consistent with the practice during Term time, but families should also ensure they provide their children with enough food for the time they will be at kindy – for example if the child will be at kindy until later in the afternoon, please also provide afternoon tea/late snack.

Failure to pay within the relevant time periods has the following consequences:

- **Cancellation Fees** – Please be aware that all cancellations must be made with a minimum of 24 hours' notice to avoid incurring charges for your child's scheduled attendance.
- **Late Fee** – A late fee of \$20 will accrue for any outstanding payments. Families will be notified via a reminder email/invoice and amounts owing must be paid within 7 days of receipt of the reminder.
- **Exclusion from Vacation Care** – Failure to pay the late fee/s and the outstanding invoice/s or amount/s within 7 days of receipt of the Reminder will result in the child's exclusion from the use of the OHC program until all outstanding amounts have been received by the Centre in full.



STAFF

We are very fortunate to have highly qualified, very experienced staff. Teaching staff members hold current First Aid Certificates. The teachers also participate in various professional development activities such as workshops, conferences, teacher's meetings and visits to other centres. The committee actively encourages this and provides its support to participate in these activities.

EDUCATORS

All teaching staff work for a period of non-contact time both sides of the program time which enables them to prepare programs, organise materials, attend staff meetings and hold parent teacher meetings.

Unit	Days	Teacher	Assistant
1	Mon – Wed	Lee Anning (B. Ed. (Early Childhood))	Alyson Stevens (Cert 3 Children's Services) Alt Wednesday – Lauren Cox (Cert 3 Early Childhood Education & Care)
	Thurs & Fri	Wendy Holmes (Teacher / Director B. Ed. (Early Childhood))	Alyson Stevens (Cert 3 Children's Services)
2	Monday, Tuesday & alt Wednesday	Martine Kowalski (B. Ed. (Early Childhood))	Carrie Barnett (Cert 3 Children's Services, Diploma Children's Services)
	Alt Wednesday, Thursday & Friday		

Additional Needs Assistants are employed as required in accordance with C&K's policy of equity and opportunity for all children.

OUTSIDE HOURS CARE

BHC Co-ordinator – Sandra Yate Gaitan – Degree in Education

AHC Co-ordinator - Yanira Krause Jobis – Degree in Education

Assistant - Lauren Cox – Cert 3 Early Childhood Education & Care

Assistant - Natalia Vinasco Ardila – Diploma of Early Childhood Education & Care

Notices stating current information about groups and staffing are displayed at the sign in book.

VACATION CARE STAFF

Co-ordinator: Sandra Yates Gaitan – Degree in Education

Assistants:

Lauren Cox – Cert 3 Early Childhood Education & Care

Yanira Krause Jobis – Degree in Education

Natalia Vinasco Ardila – Diploma of Early Childhood Education & Care

SUPPORT STAFF

ADMINISTRATIVE ASSISTANT: Leanne Hutton – Associate Diploma in Human Resource Development

BUSINESS MANAGER: Catherine Michael – Bachelor Commerce, CPA

CLEANER: The centre employs a professional cleaning company who is responsible for the daily cleaning of the centre.

GROUNDSMAN: The service employs a handyman and landscaping service to maintain the building and grounds.

STUDENTS: At times throughout the year students from university and schools participate in practicum and work experience at the service. We recognise the importance of student placements as being consistent with the long-term training of staff in the provision of quality education and care for children. Both the Centre's qualified staff and University staff supervise student teachers.

VOLUNTEERS: may also be accepted and work under the supervision of the qualified staff.

MANAGEMENT COMMITTEE

All parents of children enrolled in the centre are required to pay a membership fee that entitles them to become members of the Association and elect a **Management Committee** annually from these members. This occurs at the Annual General Meeting which will be held on the evening of 30 January 2024.

This Committee works in a voluntary capacity to co-ordinate the general and financial administration of the Centre and in consultation with the teaching staff, to direct the short- and long-term goals for the future. The committee must operate in ways that ensure the optimum growth and development of the children.

Being a member of the Committee is very rewarding and provides an insight into the affairs of the Kindy as well as an opportunity to form relationships with other parents who are part of the Ashgrove West Kindy community. We therefore urge parents to become involved in the management of the Kindy. Meetings are held monthly at the Kindy.

MANAGEMENT COMMITTEE POSITIONS

Executive Committee

President: Primary role is to provide leadership.

Responsibilities include:

- chairing monthly meetings and annual general meetings
- overseeing overall management and operation of the centre
- liaising with teaching staff on policy matters

Vice President: Supports the President with leadership and co-ordination.

Responsibilities include:

- assisting or standing in for the President at meetings
- acting as a chairperson of sub-committee/s as the need arises

Secretary: General secretarial duties.

Responsibilities include.

- attending to correspondence
- maintaining files and preparing agendas for meetings
- typing and distributing minutes of meetings

Treasurer: Advises the committee on matters of finance.

Responsibilities include:

- supervision of all accounting and banking records
- budgeting
- supervision of finances and payment of accounts

AHC Treasurer: Advises the committee on matters of finance with regard to the AHC service.

Responsibilities include:

- supervision of all accounting and banking records
- budgeting
- supervision of finances and payment of accounts

Committee Members

6 members required to provide support to office bearers and be involved in **sub-committees** that include:

Social Committee

Responsible for organising social events (i.e., Kindy picnic, family days, evening parent talks)

AHC Liaison

Responsible for liaising with AHC staff

Library Committee

Maintains book and puzzle library

Fundraising / Social

Responsible for organizing and coordinating fundraising and social events throughout the year

Workplace Health and Safety

Responsible for implementation of Workplace Health and Safety Policy

Risk Management

Responsible for implementation of Risk Management policy

Maintenance Liaison Officer

Responsibilities include:

- allocating task and liaising with the Maintenance staff
- liaising with staff to compile a list of tasks
- organising working bees if required

PLEASE NOTE:
ANY PERSON WISHING TO SIT ON THE
ASHGROVE WEST KINDY COMMITTEE MUST HOLD A VALID BLUE CARD.

Please refer to the link [Apply for a Blue Card](#), once completed you will need to email us your reference number and date of birth so we can link your application to our organisation for finalisation or contact the office if you require further information on how to obtain one.

PARENT PARTICIPATION

The centre recognises the important role played by parents in the education of their child and welcomes parent participation and involvement on a variety of levels.

- Sharing skills and interests in the educational program
- Attending parent meetings organised by teachers or committee
- Attending social functions
- Supporting fundraising activities
- Becoming involved at Committee Management level
- Supporting and encouraging your child in their efforts at kindy
- Be familiar with emergency evacuation procedures

It is the parent's responsibility to:

- Keep strictly to session times.
- Inform the teacher if your child is going to be absent from the centre through illness, holidays etc.
- Sign your child into and out of Kindy daily (am and pm)
- Check your child's message pocket daily (am and pm)
- Notify the teacher regarding any changes in any recorded information about your child
- Read all the information relating to the centre in order to become familiar with policy information
- Comply with relevant health and hygiene policies
- Read the notices which are displayed on the noticeboard and newsletters

- Read the Minutes of Committee Meetings located on the noticeboard, to be fully informed.
- To comply with the Parental Code of Conduct stated below.

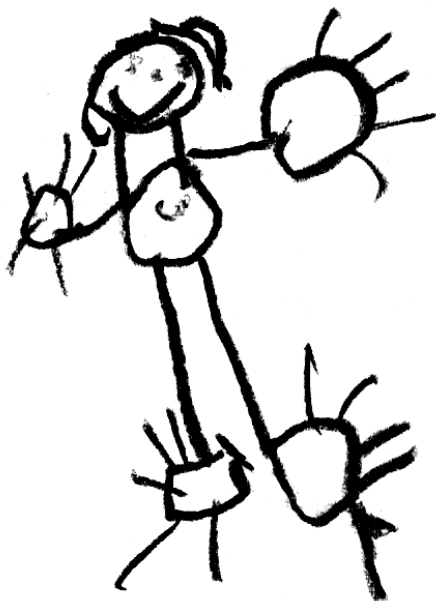
Parents are strongly encouraged to become involved in the program and to offer assistance to children in the learning environment. Parents who wish to share a special skill, interest or occupation with the children are welcome to do so, please speak with your child's teacher to arrange a time to visit.

Toddlers

You are welcome to bring younger children with you when you visit, however, please supervise them carefully at all times as a program designed for 3-5-year-old children and may contain objects that are hazardous to toddlers, e.g., marbles, small Lego pieces.

Laundry: Each family is asked to take home the laundry once per year to wash. This is taken home usually on Friday and is to be returned on Monday morning.

Blue Cards: Any person, other than parents, wanting to spend time at the centre must hold a Blue Card. This includes students, volunteers and regular visitors. Parents/Guardians with a negative notice or prior conviction for an offence involving children must not volunteer at the service.



FEES AND LEVIES INFORMATION

WAITING LIST FEE

A **non-refundable fee of \$10.00** ensures that your child's name will be placed on our waiting list for the year that they are eligible to attend in pre-prep. It does not guarantee enrolment as discussed in the section on placement policy.

ENROLMENT FEE

Once your child has been accepted to attend the centre an **enrolment fee of \$150.00** is required. This guarantees your child's placement at the centre. This is a non-refundable \$150 enrolment acceptance fee.

ASSOCIATION MEMBERSHIP FEE

Under the Association's rules, all parents of children attending shall be current financial members of the centre. **This fee of \$10.00** is payable as part of Term 1 fees.

TERM FEES

Attendance	2024 rates	Free Kindy Eligible Position	Second Place/Early Entry Surcharge	Total Cost for Second Place/Early Entry
Blue Group: Mon – Wed	\$1,633 per term	\$250 per term	\$250 per term	\$1,883 per term
Purple & Orange Group: 5-day f'night	\$1,268 per term	\$0 per term	\$250 per term	\$1,518 per term
Green Group: Thurs & Fri (Long Days)	\$1,268 per term	\$0 per term	\$250 per term	\$1,518 per term

As a result of the Queensland Government's 'Free Kindy' initiative, if a child is of eligible age (born before 30 June 2020) and attending one kindy program, the above costs will be funded by the government.

The Blue Room operates for 18.5 hours per week, therefore given the 'Free Kindy' funding provides for 15 hours per week, families holding these positions will be required to pay an additional hours surcharge of \$250 per term.

Due to the funding implications for AWK of having second place or early entry positions, families holding these positions will be required to pay the above fees, in addition to a surcharge of \$1,000 per year.

Concession Card holders (health care card, veteran card), ATSI, refugee or multiple birth maybe eligible for the QKFS Plus subsidy. Please advise the office if you believe you are eligible.

BUILDING FUND

We request a voluntary building fund payment from families once per term. This is a tax-deductible contribution and is set aside in the budget to fund upgrades and capital improvements to the buildings on site.

PAYMENTS

The school year has 4 terms with fees being due at the beginning of each term. Term fee accounts will be charged in week 2 of each term. You can pay by term or instalments.

- Fees are due 7 days after being invoiced.
- Direct debit or BPay is our preferred payment method. Fees apply.
- A \$20 late fee applies if not paid by the due date.
- Fees unpaid by end of week three may result in the cancellation of a child's enrolment.
- Continual or habitual lateness in payment of fees can jeopardise the child's place at the centre.

Once a child is attending the centre, fees are payable until the child's name is removed from the roll. If wishing to resign your child's place at the centre, parents are required to give 2 weeks' notice in writing. If a child is absent for 2 weeks without prior notice, the Committee reserves the right to cancel the enrolment. If holidays are taken during the school term, your child's place will be retained if fees have been paid.

Any queries about accounts and payments should be directed to the Administration Assistants at office@ashgrovewestpreschool.com.au.



THE PRE-PREP CURRICULUM

Children are the central focus of the early childhood curriculum at all times and as such the curriculum at C&K Ashgrove West Kindy is in accordance with the “C&K Curriculum Approach: Listening and Learning Together” and the national “Early Years Learning Framework - Belonging, Being and Becoming”. Both curriculums are approved learning frameworks under the National Quality Framework.

Curriculum in the early childhood setting means “all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment are designed to foster children’s learning and development” (adapted from te Whāriki).

Children attending kindy settings bring with them a complexity of knowledge, values, experiences and attitudes that have been constructed and influenced by their family experiences and their social and cultural contexts.

When planning a curriculum, the teachers acknowledge the complexities that children bring into the kindy. The teachers also consider the different rates of development of children and their unique individual characteristics that have been shaped and influenced by such factors as their abilities, interests, learning styles, gender and culture.

The role, then, of the teacher is to;

- assess and monitor children’s learning to inform, provide for and support children in achieving the learning outcomes as stated in the EYLF.
- provide feedback and information about the activities and experiences given by the service.
- develop goals about knowledge and skills to be developed through the curriculum.
- apply the service’s philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved.

VISITORS

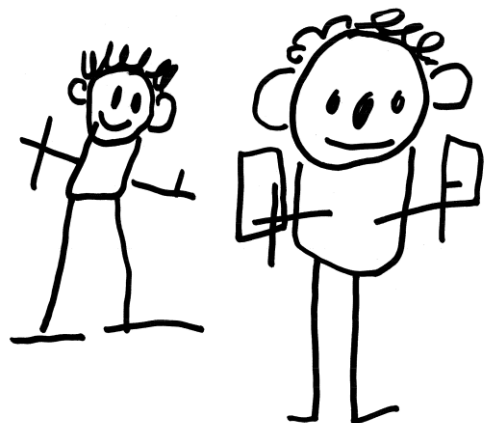
Visitors to the centre may include:

- . Community Workers- police/firefighters/dentist
- . Musicians
- . Animal Farm
- . Theatre Groups

It is relaxing and comfortable for the children to have these visitors in familiar surroundings.

WHAT YOUR CHILD WILL NEED TO BRING

- 1 large school bag (approx. 40cm x 30cm) - your child will bring home many things and this will enable everything to be packed away without frustration or tears.
- 1 water bottle, approx. 600ml. We prefer a clear plastic (to monitor water intake) & screw top lid (not pop top).
- 1 named plastic lunch box with lid-NOT INSULATED (as all lunch boxes are placed in the fridge). Ashgrove West Kindy promotes 'nude food' lunchboxes to minimise single use food packaging.
- A change of named clothes and underwear.
- Sun Safe Hat: broad-brimmed hat or legionnaire cap that won't fall off. All children will be provided with an Ashgrove West Kindy hat at the play morning before commencing in Term 1.
- A set of sheets for rest time in a drawstring bag (please note-cot sheets do not fit our beds). Please see the next page for details.
- **Please ensure that all belongings are clearly marked with your child's name.** The first letter of their name in a capital letter and the rest in lower case e.g., Helen.



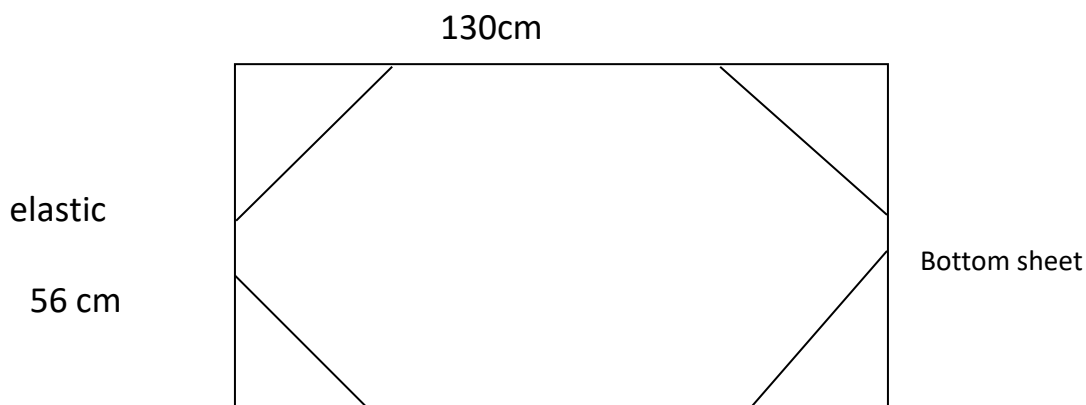
Sheet Sets

Families can purchase sheets specifically design for our beds using the below QR code or details on the flyer at the end of this document. The username you will require is “kindy” and the password is “parent”. Please then choose “Ashgrove West Kindy” from the list and select your products. Please note the standard sheet set does not include a pillow, which can be ordered as an additional item, and it will fit inside the standard drawstring bag provided with the sheet set.



If you choose to either make your own sheets or use an alternative source, please note the below details:

Your child will need **two flat sheets**. The sheets are to be hemmed on all four sides and placed in a drawstring bag. The finished measurements of the top sheet are 138cm X 76cm. The bottom sheet is illustrated below. **Sew a piece of 1cm wide elastic diagonally across the four corners of the smaller sheet only. The elastic should be attached 16cm from each corner and loose rather than pulled tight.** This sheet will become the bottom sheet and the child will be able to loop the elastic over the ends of the bed.



Drawstring Bag (for sheet sets)

The bag needs to be 40cm × 35cm with a hem approximately 2.5cm at the top for the cord to thread through easily.

A limited supply of sheet sets are available for purchase in the Admin Office, at a cost of \$45.00.

WHAT TO WEAR

Clothes

- Easily washable older clothing as paint and glue may not wash out.
- Comfortable and easy to manage clothes e.g., elastic waists, easy fasteners.
- Clothing should also provide adequate protection from the sun.

The Queensland Cancer Fund recommends clothing with the following features: -

- dark coloured (reduces reflection back onto the skin)
- collars and sleeves
- closely woven fabric
- natural fibre

Hat

Children are required to wear legionnaire or broad brimmed hats, which protect the face, neck, ears and crown of the head.

Broad-brimmed hat

Brim should be **at least 7.5 cm** wide. The brim width for children under 10 years of age should be suitable for the size of their head and ensure that their face is well shaded. It is recommended the brim be at least 6 cm.

Bucket hat

Bucket or surfer-style hats should have a deep crown and sit low on the head. The angled brim should be **at least 6 cm** and provide the face, neck and ears with plenty of shade.

The brim width on bucket hats for pre-school aged children should be suitable for the size of their head and shade their face well (minimum of 5 cm as a guide).

Legionnaire-style hat

Legionnaire-style hats should have a flap that covers the neck. The side flap and front peak should meet to protect the side of the face. Legionnaire-style hats are more suited to people who are active or doing activities involving bending.



Baseball caps and visors offer little protection to the cheeks ears and neck and are therefore NOT recommended.

Educators will ensure that children without appropriate hats (i.e., legionnaire or wide-brimmed) or sunscreen will play in shaded and/or roofed areas.

C&K's sun care policy encourages parents to apply sunscreen to their child's skin each day prior to their child attending. Parents are required to fill out a sunscreen register for their child at drop off each morning.

If your child's hat is lost or forgotten, please inform your teacher - some spare hats are available for loan.

Sunscreen

If your child requires a particular type of sunscreen due to allergies etc. you will need to notify your child's teacher at your interview, and leave a bottle labelled with your child's name and group at the centre.

Parents should indicate when sunscreen was applied to their child by writing the time sunscreen was applied in the column provided on the sign-in sheet. (50+ sunscreen is provided at the centre should you forget to apply at home.)

Staff are required to apply sunscreen to those children who have not had it applied and we request your co-operation in completing this task before the program starts.

All parents need to sign the authorisation form for staff to apply sunscreen.

Shoes

During **summer months, bare feet** are encouraged for the following reasons:

- the equipment is designed to develop feet and leg muscles
- nerve endings are able to sense a variety of textures
- feet can grip climbing equipment and promote balance and control

During **winter months, rubber soled shoes with grip** e.g., sandshoes, sneakers, are recommended. Shoes with leather soles, thongs or smooth soled shoes are not permitted as they can be dangerous when playing outdoors.

Ashgrove West Kindy Shirts

All children will be provided with an Ashgrove West Kindy t-shirt at the play morning before commencing in Term 1. Additional shirts may be purchased from the Office at a cost of \$20.

Ashgrove West Kindy Bucket Hats

All children will be provided with an Ashgrove West Kindy t-shirt at the play morning before commencing in Term 1. Additional hats may be purchased from the Office at a cost of \$10.

LOST PROPERTY

Please be sure that all belongings are **clearly marked**. Any lost property is placed in the spare lockers if identified with a name or in the Lost Property Box if not identified.

WHAT TO EAT & DRINK

Healthy eating is encouraged, and we suggest the following:

- Morning tea-fresh fruit, dried fruit, cheese sticks, or raw vegetables.
- Lunch-salads, sandwiches, pita bread, rice cakes, yoghurt.

We would also like to ask our families where possible to work towards a 'Nude Food' lunchbox; an initiative to try and reduce the amount of waste that is generated from food packaging which eventually ends up going into landfill. Please aim to avoid ziplock bags, plastic wrap, single use yoghurt pouches, food packaging or tetra packs.

Lunches are refrigerated but due to limited space in the refrigerator we can only accept small lunch boxes.

Please avoid sending along junk food, chips, muesli bars, roll-ups, sweet biscuits, poppers, sweets, cordial or milk. Plain biscuits and water-crackers are acceptable.

Children like to be independent. Please check that your child is able to open his/her containers.

Food should be removed from a child's bag upon arrival and placed in the designated container – we encourage the children to develop independence at Kindy so please encourage your child to help with this each morning. Food and lunch box containers should be removed from insulated containers before storing in the fridge.

Unfortunately, we are not able to heat meals. This is a lengthy process as according to health regulations food must be heated to a very high temperature to kill any possible bacteria and then must be allowed to cool and be tested via thermometer before children can consume it. We do not have the time to ensure that reheated food is safe for consumption as we are working directly with the children all day.



Drinks

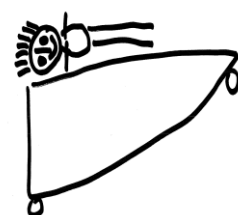
Water is the only fluid offered. Please do not send juice, cordial or milk drinks.

Birthdays

We love to celebrate birthdays as they are such special milestones, so please feel free to share a birthday cake/small cakes or other treat on your child's special day! If supplying shared food, please ensure you inform staff of ingredients due to possible allergies.

RELAXATION / QUIET TIME

As the centre operates a full day program a rest time is provided for and encouraged. This is a time when **children learn to rest and relax** after a busy day of physical and mental stimulation. If your child does not sleep, he/she may bring along a book and/or quiet activities for this period.



HEALTH & SAFETY

C&K has a range of policies to support educators and families to provide the highest quality education and care. A range of these policies are available on the C&K website.

All C&K policies are reviewed to reflect recommended guidelines and legislation. If you would like a copy of a policy document that is not listed on the website, please talk to the Centre Director or contact C&K Quality, Policy and Legislation team (nqf@candk.asn.au or 3552 5333).

HYGIENE

When there are lots of children playing and learning together there is an increased chance of children getting sick. For this reason, we follow thorough, best practice procedures to ensure that a clean hygienic environment is maintained for you and your child. Please support us with this by always washing your and your child's hands when you arrive and leave the service. Hand sanitiser is also available for use.

SOILED CLOTHING

When clothing is soiled by urine, faeces or vomit, we are required to double bag these items, label them and place them in a sealed bucket. The bucket is located hanging in the children's bathroom.

To avoid dirty clothes being left behind, we will fasten a tag to your child's bag. Simply replace the tag onto the chain near the bucket and take your child's clothing home. Please inform all people picking up your child of these procedures.

SICK CHILD POLICY

When children are playing and coming into contact with one another regularly, illnesses and infectious diseases can occur and spread. If your child is unwell, educators will contact you to come and pick them up.

To ensure your child gets the rest they need to recover, we ask that when your child is unwell, they stay at home until they are better. Please see the infectious illnesses and exclusion procedure on the C&K website for further information and ensure compliance with any COVID-19 public health directions.

MEDICATION

Your child may need medication during the times they are at the service, even though they are well enough to attend. If this circumstance arises, please let your educators know when you arrive, and they will show you where the medication is to be stored, and the procedure they will follow to administer it to your child, and the form you need to complete and sign. It is important that the medication has been labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration. Please see our medication procedure on the website for further information.

MEDICAL CONDITIONS

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy, we ask that you detail their condition in their enrolment booklet. Prior to your child commencing, we ask that a Medical Management plan from your child's medical practitioner is provided and that you speak with your teacher about your child's needs. This ensures we can care for your child appropriately and assist with the management of their condition.

The commencement of your child's enrolment may need to be delayed so that our educators and staff can engage in specialised training to ensure they are capable and confident in meeting the needs of your child's particular medical condition. Please see our medical conditions procedure on the C&K website for further information.

IMMUNISATION

We respect each family's decision regarding immunisation and do not exclude children on the basis of their immunisation status. We follow strict procedures relating to infection control and exclude children and educators who are diagnosed with an infectious illness.

In the event of a confirmed case of a vaccine preventable disease, and your child is not immunised, or their immunisations are not up to date, they may be required to remain at home (full fees applicable) if this is the advice provided by the Public Health Unit.

We ask you to provide your child's immunisation status with their enrolment and provide evidence (Australian Childhood Immunisation Register record or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the service.

Parents/Guardians can obtain an immunisation history statement for their child;

- Through Medicare Online Services
- Through Express Plus Medicare mobile app.
- By calling the Australian Immunisation Register (1800 653 809)
- In person at a local Medicare Service Centre.

For more information, please visit:

- <http://www.humanservices.gov.au>
- [Immunisation Information](#)

SAFETY

C&K has developed comprehensive and detailed policies and procedures to ensure your child is safe in a C&K service. C&K practices comply with all relevant state/territory and federal legislation. C&K demonstrates its commitment to child protection with a dedicated early childhood advisory team to support educators, children and families in the areas of child protection and children with additional needs and the NQS. C&K educators are trained in child protection procedures and are provided with a range of resources and development opportunities to make certain your child's safety. All C&K educators and employees are mandated to report suspected child abuse.

Safety and careful supervision of children is a priority for staff members. Children are encouraged to play safely at all times. **Each group of children is under the supervision of two adults.** For this reason, you may be asked to assist with the supervision of children when you are on site and if there is an emergency.

Once a parent/guardian has collected a child from the kindy classroom, the parent/guardian are responsible for their children's safety in the kindy grounds.

SECURITY SYSTEM – ACCESS TO KINDY:

Ashgrove West Kindy has a security system to provide a safer environment for your children. This system functions as follows:

- Waterworks Road and Chiba Street entrances will be locked between 9.00am and 2.20pm.
- Entry during this time must be via Chiba Street using a PIN number or by authorisation by a staff member

Entry via PIN:

- Enter your PIN number, followed by the # key
- The lock will be released for 10 seconds
- Open the pool gate latch as normal

Entry via staff authorisation:

- Press call button, communicate with staff who will release the gate

When leaving the centre, release the gate by pressing the green button on the wall of the office building. The lock will release for 10 seconds.

CONFIDENTIALITY AND PRIVACY

We endeavour to maintain confidentiality and to protect the privacy of all children and their families. Upon enrolment parents sign a form indicating whether or not they agree to their child being photographed by media/students/visitors or for any promotional purpose. Children's surnames will not be provided to the media or students.

Parents recording the activities of their children at the centre using any type of camera must not include other children in this activity if it is to be shared/forwarded via email or on social media platforms.

A list of children's names, parents' names and phone numbers is made available to all parents at the beginning of the year. **If you do not want your phone number to be shared**, please state this on the Interview Form and notify your teacher at your interview.

INJURIES

Parents of a child who suffer a serious injury or head injury will be contacted promptly. It is imperative that any change in address, phone number and emergency contact number be advised immediately. If you are unable to be contacted, the centre will seek emergency medical, hospital or ambulance treatment, as per the Enrolment Agreement.

An Accident and Injury register is kept which complies with Workplace Health and Safety Regulations.

FIRST AID

All staff hold current First Aid and CPR Plus Certificates, which are displayed in the Desk Stand in the foyer. The First Aid Kit is located on the wall in children's bathroom and is for the use of educators, assistants and parents only. It is kept under lock and key at all times.

EMERGENCY EVACUATION

Emergency evacuation procedures and plans are prominently displayed throughout the centre. Parents, visitors and relief staff are asked to ensure they are familiar with the procedure when at the centre and to assist staff where possible in the event of an emergency and participate in routine fire and lockdown drills.

NON-SMOKING POLICY

The entire centre is designated a “smoke free zone”. Please refrain from smoking anywhere on the grounds or inside the building.

Complete copies of these policies are available from the C&K website.

PARKING SAFELY

The location of Ashgrove West Pre-School on Waterworks Road and Chiba Street has the potential to cause parking problems if standard parking and road safety rules are not adhered to. Safe parking areas are outlined in the section below.

ILLEGAL PARKING ZONES.

There are designated “No Standing” areas outside the centre. Specifically, on the corner entering and at the other marked locations along Chiba Street. These areas are marked with standard B.C.C. “No Standing” signs and the guttering has been painted yellow in the danger zones.

Parking outside the designated areas poses a problem for:

- neighbours of the centre (with whom we endeavour to maintain good relations)
- vehicles and trucks entering and exiting the Meals on Wheels gates in Chiba Street
- rubbish trucks entering Chiba Street to empty bins
- other parents gaining access to the centre

Ashgrove West Kindy has installed signs on the Chiba Street fence to indicate designated parking bays, and No Parking areas. Parents, grandparents, guardians and carers are required to park in accordance with these parking signs to ensure the safety of our children and ability for our neighbours and other road users to use the roads.

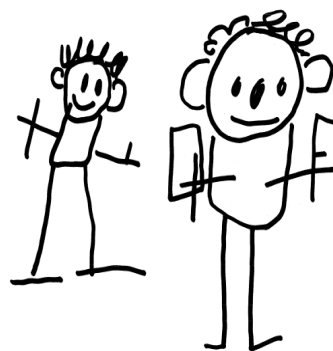
THE MEALS ON WHEELS CAR PARK IS STRICTLY UNAVAILABLE FOR GENERAL USE.

Limited parking is available in this area by permit only. The Management Committee will consider all written applications but as a priority the following special conditions will be considered over and above other applications:

- A child or carer who has a disability or medical condition which requires them to park close to the centre. This includes a carer of the child who is the holder of a current disability parking permit AND is using the permit for the purpose for which it is issued.
- A child or carer with a temporary medical complaint which requires them to park close to the centre e.g., pain during pregnancy or other short-term medical complaint.

Parking Permit Forms can be obtained from the office. Permits will be current until 30 June and reviewed for the second half of the year, unless otherwise advised by the Executive Committee.

Since 2022, Meals on Wheels have kindly allowed Ashgrove West Kindy families to use its carpark after 1.30pm each day if spaces are available. We are grateful for this generous offering, and we respect that Meals on Wheels may change or revoke this offering at any stage. In such circumstances, this will be communicated to families, and it is expected that families comply with this, and ensure any other person who is dropping off or collecting their child from Kindy also complies.



SAFE PARKING AREAS.

Please study the map below for detailed areas in which you can park safely and legally directly outside the kindy.

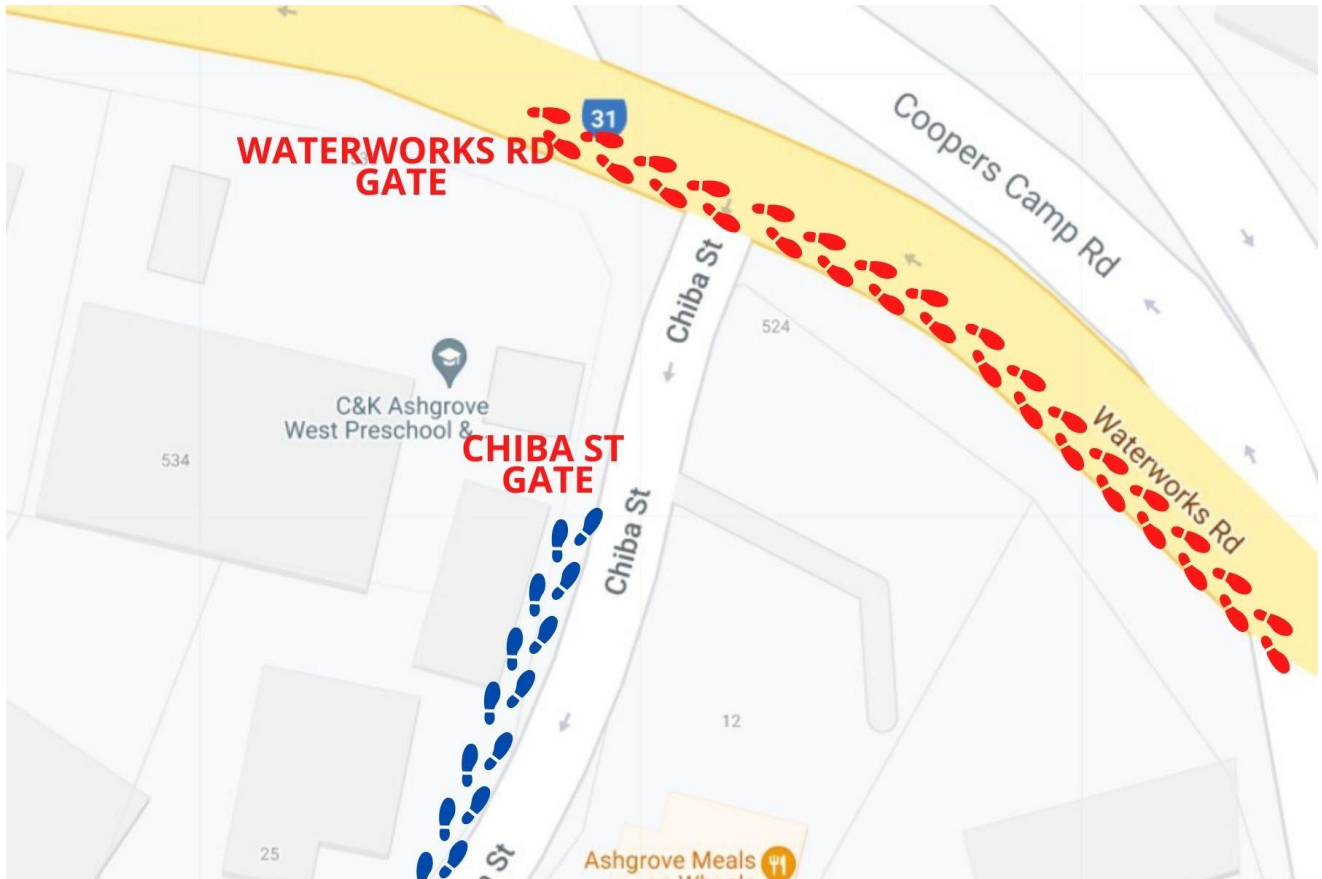
- the parking bay is available on Waterworks Road (it is dangerous to reverse park up the hill as your vehicle is un-sighted to traffic coming over the crest of the hill)
- there are three safe areas clearly marked along the green fence at our Chiba Street entrance
- there is additional parking available at the bottom of Chiba St. Parking on Jaloon St is parallel only, please do not park perpendicular to the reserve. Please do not park on the grass or across yellow lines, this area is monitored by Council regularly.
- **It is your responsibility to inform whoever drives your child to the centre of these parking regulations.**



Your co-operation is expected as **ILLEGAL PARKING ENDANGERS THE LIVES OF OUR CHILDREN.**

ON FOOT

We recommend that families who are walking to Ashgrove State School following drop off or pick up enter & exit via our Waterworks Road gate and cross Chiba Street from the footpath. This allows families to easily see (and be seen by) traffic turning left into Chiba Street. Please be aware that there is no footpath on Chiba Street, families walking up from Jaloon Street are encouraged to walk on the nature strips at the edge of the road.



C&K ASHGROVE WEST KINDY PARENTAL CODE OF CONDUCT:

C&K is committed to engaging with families of children enrolled at its services in accordance with its values of respect, integrity, collaboration and courage.

C&K encourages families to actively participate in its education and care programs and aims to engage in constructive and co-operative working relationships with families. C&K is also committed to protecting the safety and wellbeing of the children in its care, their families, staff members, volunteers and all other invitees or visitors to a C&K service. To achieve these aims, it is expected that all parents, guardians and family members of children enrolled in a C&K service will conduct themselves in a manner which is in accordance with C&K values.

Application

This code applies to all parents, carers, guardians and family members of children enrolled in C&K Ashgrove West Kindy and to any invitees or guests (including Emergency Contacts nominated to the service from time to time) of those persons (together referred to as “Parents” for the rest of the Code). The Code also applies to the Parents whose children are on the waiting list at C&K Ashgrove West Kindy and those who have been offered a place but have yet to finalise their enrolment. The Code must be observed in all conduct and interaction with C&K Ashgrove West Kindy, including in their interaction with children, their families, staff members, members of the management committee and volunteers, and at any function or event held by or on behalf of C&K Ashgrove West Kindy. This Code applies whether the interaction occurs in person, in writing or via electronic communication (including e-mail, the internet and other social media forums).

Conduct

In all matters associated with C&K Ashgrove West Kindy, Parents must, at all times act in accordance with the C&K values and:

1. Comply with the law and C&K’s Policies and Procedures (as amended from time to time).
2. Comply with the C&K values when interacting with children and their families. The pre-eminent value is that Parents are asked to be respectful in all of their interactions with C&K Ashgrove West staff members, management committee members and volunteers. Aggressive, bullying or intimidating behaviour will not be accepted;
3. Be respectful of all diversity (including cultural diversity) and refrain from conduct that is disrespectful of that diversity – including offensive conduct or conduct that is harassing, discriminating against or vilifying children, their families, C&K Ashgrove West Kindy staff members, management committee

- members and volunteers on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions of background;
4. Be respectful of the privacy of children, their families, C&K Ashgrove West Kindy staff members, management committee members and volunteers and refrain from taking photographs at C&K Ashgrove West Kindy without the prior written consent of the director of the centre. Comply with the reasonable directions given by staff members and management committee members to foster a safe and welcoming environment within C&K Ashgrove West Kindy.
 5. Raise any concerns in accordance with C&K's grievance and complaint management procedure.
 6. Use C&K Ashgrove West Kindy facilities and property and services in an appropriate manner.
 7. Refrain from smoking when at C&K Ashgrove West Kindy, including at events.
 8. Not be adversely affected by alcohol or other substances (with the exception of medically prescribed drugs) while attending at C&K Ashgrove West Kindy, including events; and
 9. Ensure that all family members and Emergency Contacts associated with a child's enrolment are made aware of this Code and ensure their compliance with the Code.

Consequences of Non-Compliance

Not complying with this Code may have serious consequences. C&K Ashgrove West Kindy will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is of a serious or persistent nature or if, in the opinion of C&K Ashgrove West Kindy, there is a risk of future non-compliance, C&K Ashgrove West Kindy may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at C&K Ashgrove West Kindy or refusing to make an offer of enrolment at C&K Ashgrove West Kindy.

This Code may change at any time without prior notice. When any changes are made an updated version of the Code will be posted on the C&K Ashgrove West Kindy's website.

COMPLAINTS AND CONCERNS

The following procedure should be adopted if you have any complaints or concerns.

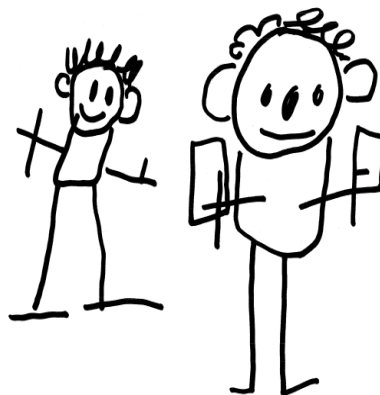
- Contact your child's teacher.
- If the matter cannot be resolved, contact the Director at director@ashgrovestpreschool.com.au
- If the matter is still not resolved, contact the President of the Management Committee at president@ashgrovestpreschool.com.au

If the problem has not been resolved after following the above steps, the C&K Early Education Consultant may be asked to assist.

The address and contact numbers are:

C&K
257 Gympie Rd. KEDRON. Q.4031
Telephone: 3552 5333 OR

OR
Office of Early Childhood Education and Care.
Dept of Education
Metro Region – Metro City
Level 2, Block A Gardens Square
643 Kessels Road
Upper Mt Gravatt QLD 4122
Ph: 07 3028 8064
Website: www.qed.qld.gov.au
Telephone 07 3634 0532



USEFUL ORGANISATIONS

[Australian Children's Education and Care Quality Authority](#)

[Kidsafe Australia](#)

[Nutrition Australia](#)

[Anaphylaxis Australia](#)

[Queensland Health](#)

[The Office for early Childhood Education and Care](#)

[Department of Human Services](#)

[Staying Healthy -Preventing Infectious Diseases in Early Childhood Education and care Services.](#)

[Raising Children Network](#)

[NAPCAN \(Preventing child abuse\)](#)

[Asthma Australia](#)

[Autism Australia](#)

[Diabetes Australia](#)

[Epilepsy Australia](#)

[National Physical Activity Guidelines](#)

[Breastfeeding Queensland](#)



Linique Sheets – Parent Information:



HOW TO ORDER



1. **Scan the QR code** or go to our website www.linique.com.au and click the **Parent Login Button** on the top corner of any page.

2. **Enter** the username and password (please enter the exact words below not your centres name) into the login form on the right hand side.

USERNAME: **kindy**
PASSWORD: **parent**

3. **Select** your child's centre. Your Centre's sheet set will be displayed. You can use the search to find it.
4. **Fill** in the form details, and have fun making your fabric choices.
5. **Upgrade** with additional items.
6. **Click Submit** (This will take you to a confirmation page)
7. **Choose** your payment method
8. **Delivery** it's your choice: Australia post, or to your centre the week before term 1

Choose sheets you love from over 20 Designs

FREE CENTRE DELIVERY

INCREASE THE COMFORT WITH A MATCHING PILLOW & BLANKET



Want your sheets now! You can choose to pay a little extra and we will mail them with Australia post.

Need help Contact us anytime

P: 07 3162 3406 M: 0481 204 413

E: info@linique.com.au F: @liniquesheets



is a registered trademark of Linique