

REDLYNCH KINDERGARTEN

PARENT HANDBOOK

2018



Redlynch Community Hall

Margaret st Redlynch

PO Box 192, Redlynch

40 55 1814 (24hrs)

www.redlynchkindergarten.com.au

redlynchkindy@bigpond.com

Office attended Mon- Fri 7am-3pm

This booklet is designed to provide parents or guardians with the relevant information on the policies, procedures and expectations of Redlynch kindergarten. The management and staff encourage all parents /guardians to become familiar with this book, and if you have any questions or query these can be directed to the director or any staff members.

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Welcome to the Redlynch Kindergarten. The staff and management would like to bid you welcome, and we hope that your time with us is enjoyable for both you and your child. Redlynch Kindy has been supplying quality care to our community for 35 years and will continue to do so for many more years.

This handbook is designed to provide parents and caregivers with information about our kindy. We recommend that all caregivers read this booklet and if there are any questions or queries please see either the Director or a staff member personally or by email to: redlynchkindy@bigpond.com.

Our centers Philosophy:

Redlynch Kindergarten aims to provide a warm, friendly, caring and safe environment in which children are given the opportunity to develop socially, emotionally, physically and intellectually through interaction with staff and peers. The centre is child based and our educational programs will provide and reflect the multi-cultural nature of society, this includes implementing an anti-bias curriculum where all children are treated equally regardless of race, gender, culture, ability, socio-economic background and beliefs.

We acknowledge each child is unique and develop at various paces, levels and stages. We understand children have individual strengths, weaknesses and interests. The staff will assist in scaffolding children's growth and learning through one on one interactions and experiences. We believe that by educating the children to make good choices in all areas of their play, and healthy choices when teaching children about healthy lifestyles is a valuable part of their learning whilst in these early years. We believe as carers, educators and role models, promoting each child's individuality, positive self-esteem and feelings of self worth is paramount for learning and life. We recognize that parents are the principle influence in their child's life, and therefore we strive to develop close links with families and carers, so we can support and complement each other in the important role of nurturing children through their early childhood years.

Our kindy goals:

The aim of Redlynch Kindergarten is to provide an environment that is:

- ☺ Safe, healthy and fun.
- ☺ Flexible in its programming while still being consistent in its objectives and outcomes.
- ☺ Encourages children to be pro-active in making their own choices
- ☺ Promotes continuity in programs through evaluation, observation and learning stories.
- ☺ Promotes the social, physical, cognitive and emotional development of the children.
- ☺ Works together with the parents to reach common goals for all children.
- ☺ Recognizes that ALL children are unique and have their own special qualities.

Vision:

For staff, parents and children of the kindergarten to work collaboratively to empower children to be competent life-long learners. This will be done in a learning environment that values and embraces each child's abilities and individualities.

Administration:

The Redlynch kindergarten is owned and operated by a local Redlynch family. It was first opened in 1982, and has been offering high quality care ever since. As an independent kindy we do not run at a large profit in fact all our expenses including wages and resources are financed through fees and small fundraisers.

The Community Hall and its grounds are maintained by the Hall Committee, Each year the committee holds a General Meeting for the community to come and have their say and make their voices heard. This will be advertised for everyone to see closer to the time, all are welcome.

Curriculum/ Programming:

Our program takes a holistic approach to your Childs education, and endeavors to develop your Childs individual interests, social skills and attitudes. Through documentation and observations of the children we are able to plan based upon each Childs interests. Redlynch Kindergarten uses the Early Years Learning Framework as the guiding document for the basis of our program. This document is used as its philosophies are aligned closely with the Kindergarten vision and goals.

The program provides opportunities for children to work individually, in small groups and as a whole group and encourages them to accept responsibilities and co-operate with other children. These skills are introduced to the children through language, music, movement, dramatic play, art and educationally based games, which stimulate the imagination. At this age,

children discover many things about their world through play and because of this free play is a large part of our Kindy day. The teaching staff aims to incorporate the children in the planning process by involving them in discussions, which allows children to become reflective learners. By allowing them to become active participants in their days at Kindy, it is hoped that children will take on ownership of their learning – a skill that they have for life.

Many children bring a rich variety of cultural backgrounds to the kindergarten. We welcome this and ensure our program is flexible to enable children and their families to share this with us. As we do not have expertise necessary in some specialized areas we utilize the staff from the special needs children support services so we can be assured that all children at the kindergarten have quality care. Children left in our kindergarten have the opportunity to grow and blossom, however, without the love of parents and guardians they will wilt. We can only supplement and do not substitute parental care. Parents you are your Child's first and most important teacher. We are here to support you!

Fees:

The Kindergarten daily fee is split depending on the benefits and funding you may be available for. For a government funded place a daily fee of \$49 applies to the full day of operational hours (7.00am-4.00pm). If your child is taking up a non-funded place (is 3 or attends another Kindy program) the daily fee is \$59. This fee is subject to Child Care Benefit, known as CCB/Childcare Tax Rebate. It is also applicable to the Government's 50% Out-of-Pocket expense Child Care Tax Rebate. Both the above-mentioned payments are available to eligible families meeting Centrelink Criteria Guidelines. Please contact the Family Assistance Office on 136150 to discuss your individual family's circumstances.

The daily fee is set regardless of the hours your child attends on particular day. Accounts will be issued to parents on a weekly basis on a Monday via email. It is the responsibility of parents to notify the Director of any changes to email address so that accounts are kept current. At no time are the fees to be in arrears. Direct Deposit, cash or EFTPOS can make payments. Your Child's last name **MUST** be used on all payments as the Reference so that your payment can be correctly allocated.

Please note it is the responsibility of the parents to make sure all Kindy fees are up to date at all times.

The Kindergarten requires parents to pay a \$55 per term resource levy (\$220 per year). This levy is put towards the cost of paints, paper, photos, crayons, pencils, various craft items and the day to day items needed to provide you and your child with activities and experiences that will enrich their time at Kindy.

Upon confirmation of a place in Kindy, there is also a \$50 enrolment fee, this is a non-refundable fee that covers the administration and covers the costs involved in getting everything ready for your Child's first day.

Holidays: The centre closes for Christmas and at this time no fees will be charged. However we are open all other school holidays, and the Kindy program will be running as normal, and fees will be charged as normal.

If at any time you have difficulty paying your fees, please discuss the matter as soon as possible with the Director and other arrangements may be made. Should your account fall more than 4 weeks in arrears, you will be notified in writing and your child's place may be forfeited and offered to the next child on the waiting list. Any outstanding fees remaining unresolved may incur further action, such as referral to a Debt Collection Agency (at the families expense)

Our Kindy Bank Details are:

BSB: 645 646 ACCOUNT NUMBER: 105726966

ACCOUNT NAME: Redlynch Kindergarten

Starting at Kindy:

Arrivals and Departures:

The kindergarten operates from 7am to 4pm, Monday to Friday. It will close for gazetted public holidays. The doors will be opened at 7am for drop off and again for collection between 2:00pm and 3.45pm. From 7am – 9am will be a 'before Kindy care' time for kids to explore and develop their social and fine/gross motor skills. From 2:00pm until 3.45pm is free play. We suggest pick up from 2.45-3:45pm at the conclusion of the Kindy program, but by no later than 4pm. If there is a legitimate reason for being late, please phone and let us know ASAP, so we can inform the child of the change in circumstance.

A late fee will be charged for children collected at any time after 4:00pm. This fee consists of hall hire and staffing expenses. (Fees are \$\$1 per minute from 4pm onwards).

If your child is to be collected by anyone other than those listed on file, arrangements must be made with the director prior to collection of the child. The authorized person will need to provide substantial photo identification (i.e. driver's license) to the director for copying before taking the child.

Age of Children:

We take children that are turning 4 before 30th June however if we have no more pre-prep children on our waiting list than we will start filling the available places with 3 year olds (must turn 3 prior to the 30th June and must be toilet trained) We can take children up to the age of 12 (Vacation Care) on school holidays only.

Absence of a Child:

Parents or guardians must inform the kindergarten if your child will not be attending on any particular day. A phone call from 7am onwards would be appreciated if your child is not attending that day. (Please leave a message if we don't answer the phone as we may still be setting up) **Fees are still payable for any absence.** Children are often aware of when their friends are not at Kindy and feel more secure when having an understanding of why they are absent. This will allow a more organized, smooth running day for the other children. A signature is still required by the caregiver in the sign in book on arrival the next available day.

Communication:

Parents and Caregivers are encouraged to speak with their child's teacher about their child's progress or about any concerns they may have. The phone will be attended between 8am until 2.45pm Monday to Thursday, however if we have our hands full and can't get to the phone you can leave a message and your call will be returned promptly. Emails are checked constantly even outside operating times. 3 Way Conferences are held at the end of every term to allow a designated time slot with each parent to discuss your child's progress. Important notices will be sent via email, written on the whiteboard in the entry and placed on the Parent Noticeboard.

(Refer Policy and procedure manual Quality of Care- communication)

Daily Routines/ Program:

The daily program incorporates both indoor and outdoor session times, music, language and communication and rest/relaxation. Children are encouraged to develop independence through care and maintenance of their own belongings. Redlynch kindergarten supports a play-based program which provides a wide variety of appropriate experiences for our children. A list of the children's requirements for their day at Kindy is given at the back of this handbook.

(Refer Policies and Procedures manual Quality of care)

Group Session Times:

Our group /session times are as follows:

REEF CLASS: This is the start of the week class Monday/Tuesday and alternating Wednesdays.

RAINFOREST CLASS: This is the later class Alternating Wednesdays and Thursdays/Fridays

Our class sizes are 24 maximum with 3 educators.

Toys:

PLEASE DISCOURAGE CHILDREN FROM BRINGING TOYS FROM HOME AS THESE TEND TO GET LOST OR BROKEN AND CAN CAUSE ARGUMENTS.

Toys brought from home tend to get fought over and cause arguments. We have a show and share roster that starts in Term 2 and that will give each child an opportunity to bring in something special and show it to their friends.

Information, Policies and Procedures:

Behaviour:

Our Kindy has a zero tolerance attitude towards bullying, we discuss the term bullying and it's meaning with the children as a class and explain our expectation. At this age we find the most common forms of bullying are the statements: "I'm not your friend" as well as "No! You're not playing this game" Please help us enforce this at home if you hear these comments.

AT Redlynch Kindergarten we take a positive approach to behaviour management with all children in the following ways:

- ☺ Clearly explain expectations of children's social responsibilities to themselves and others
- ☺ Teaching staff model appropriate behaviour at all times
- ☺ Suggest rather than direct
- ☺ Give positive directions using age appropriate language

- ☺ Use praise for acceptable actions, rather than focusing on the undesirable behaviour
- ☺ Stop one activity and redirect to another
- ☺ Set limits and be consistent in action and language used with.

Confidentiality and Privacy:

Redlynch Kindy seeks to maintain confidentiality and to respect and be sensitive to the rights of children and their families at all times.

Complaint Procedure:

Where a parent or guardian has any concern or issue relating to anything at Redlynch Kindy. They should first of all try and talk to the Teacher; this should be done at a time that doesn't upset the normal daily routine. (I.e.: At pick up or drop-off). Our Parents grievance Policy is available to view on our Parent Noticeboard.

Should a situation not be resolved to your satisfaction, please feel free to contact the licensing body for the Kindergarten – Office for Early Childhood, Education and Care (Cairns office) on 4042 5301 Level 2, 17-19 Sheridan Street.

Custody:

An area of concern for all educational facilities today is that of custody. The kindergartens prime responsibility is to the custodial parent, though without a family court order to that effect, the kindergarten cannot prevent access by the other parent.

A copy of any such documentation should be provided by the custodial parent and be retained on the child's file with other enrolment information.

Please ensure that your teacher knows of any possible custodial issues, so they can be prepared for any possible situations that may arise in that regard. Any information provided to the Kindy is strictly confidential and will be used only when necessary.

Evacuation Procedure:

Evacuation Procedures and plans are in place for the centre. Drills are regularly held once a term to ensure that the children are familiar with the evacuation and lockdown procedure. These drills ensure the safe evacuation of the children from the centre. The sign in sheets are the evacuation roll and **MUST** be completed upon arrival and departure.

Excursions:

Parents and guardians will be notified if the children are to go on an excursion or outing. Children will leave the kindergarten only if there are safe adult to child ratios present.

Children must wear appropriate footwear and take a hat along with them on any outings.

Other specific details relating the children's needs on a particular excursion will be provided in a letter to the parents. This will include an accompanying permission slip, which must be signed by the parent prior to departure.

Holidays:

When holidays are taken throughout the year, two weeks' notice must be given in writing, in these instances we can allocate half price fees for up to four weeks (half price fees are not available for individual days). However TWO WEEKS NOTICE MUST BE GIVEN to get this discount. We are closed for all Public holidays excluding Pupil Free days. (Public Holidays are charged as normal)

Non- Discrimination:

When children and staff enter an Early Childhood setting, they bring with them a rich variety of cultural and social backgrounds and experiences. The kindergarten recognizes the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture.

Notice of Termination:

We require that you give **two weeks written notice** to the Director if you are withdrawing you child from the kindergarten. This allows enough time to contact the next person on the waiting list and cancel enrolments in the system. Fees will be charged for two weeks from the day written notice is received by the Director. Any outstanding fees remaining unresolved may incur further action and debts, such as referral to a Debt Collection Agency. (any collection fees will be charged to the families/carers).

Resource fees are not refundable. There will be no refund on the last terms fees for any cancellation after the third week of term.

Placement of Work Experience Students:

The Kindergarten recognizes the need for students to have practical experience while they further their education. We have students doing field placement from TAFE /University and also work experience students from high schools in the local area. This time can be a valuable experience for both students and children.

Before being able to volunteer at the Redlynch Kindergarten, students and volunteers must be issued with a Positive Working with Children (Blue Card) or be covered by their training organization. This must be with them at all times while at the Kindy. Students will be supervised by our staff and at no time left in charge of the children alone and will be expected to follow all kindergarten policies and guidelines.

Staffing Levels:

Staffing levels are kept in accordance with the latest legislation.

Siblings:

As much as we welcome siblings into our centre, many items of equipment are unsuitable for either younger or older children and can be quite dangerous. It is important for children to care and respect their environment so as a special request, when you arrive with other children, could you please watch where they are playing and return to clean up any mess or equipment if they tip out objects and mess up play areas.

Staff Professional Development:

Redlynch kindergarten actively supports the ongoing professional development of all staff members to undertake continual professional learning in order to maintain their registration with the Queensland College of Teachers. (Registration with the Queensland Collage of Teachers is a requirement of all qualified teachers that seek employment at a kindergarten).

Health and Wellbeing:

Allergies:

Parents must notify the kindergarten of any known allergens, their potential reaction, and the appropriate treatment. The relevant policy details and the responsibilities of the parents/guardians and the staff prior to and upon enrolment are available in the entry.

Ambulance:

In the event of a medical emergency, a staff member may call an ambulance.

If required, the child will be transported to Cairns Base Hospital unless alternative instructions have managed to be obtained from a parent or guardian at the time. The health and well being of the children is always the first priority.

Clothing:

Please ensure that children wear sensible clothing, appropriately labeled (we are registered with Stuck On You labels for fundraising, mention the Kindy when ordering). Kindy uniform shirts and hats are available to purchase in a range of colours at the Kindy at all times. We are a registered Sun smart school so please take this into account when organizing clothing for the day. The Queensland Cancer Fund recommends clothing with the following features:

Dark Colours

Collars and Sleeves

Closely woven fabric

Natural Fiber.

First Aid:

All staff that comes into contact with the children must hold a current Senior First Aid Certificate.

Food and Nutrition:

MORNING/ AFTERNOON TEA

Fruit is an important and vital part of a Child's daily dietary requirement. It is because of this that we ask that you send along two pieces of fruit daily. Fruit such as apples, oranges, pears, grapes and bananas are an ideal choice. We organize a shared morning tea that the children help prepare and serve.

LUNCHES

As part of our curriculum, we teach the children about nutrition and healthy food choices. It is for this reason that we suggest **you exclude things such as lollies, cakes, chips, pies, cordial etc.** If these food items are sent to Kindy, they will be removed from the child's lunch box and sent home. Due to health and safety issues, we are unable to reheat any food.

We only have a minimal amount of room available in our fridge and to be able to fit all the lunch boxes in the fridge, we ask that when you are looking for a lunchbox you look for a nice thin and compact one. We love the Tupperware lunch boxes as we can fit 4 or 5 on top of each other. (Please see Belinda if you wish to order one). We hold a stockpile of spoons for items such as yoghurt etc to prevent the loss of cutlery from home. Any thermal lined lunchboxes will be stored on top of the fridge and not inside so please ensure ice blocks are packed inside.

DRINKS

A 750ml drink bottle is the recommended size filled with water daily (These can be purchased at Kindy). We encourage the children to drink lots of water throughout the day, and offer rewards if they drink the whole bottle. (We do have Kindy drink bottles available to purchase). Please do not send cordials or juices, as these do not rehydrate the children after long periods of play and goes against our Healthy Eating Policy. We always have a constant supply of cold filtered water available at the children's disposal for refills. Redlynch Kindy encourages environmental awareness and education. All waste materials are sorted for recycling and composting at the end of each meal break. Families are also encouraged to support these programs by considering minimizing packaging and wrapping for meals they provide. Throughout the year we will also hold rubbish free days.

Hygiene:

Staff uses gloves in all situations that involve bodily fluids. Children will be required to wash their hands before eating or handling food, after toileting and after handling animals. Wet clothing (ie water play or spilt drinks) will be put in a plastic bag and stored in the soiled clothing bucket in the children's bathroom. You will know if your child has soiled clothes, as staff will place a large yellow tag on your child's bag at collection.

Immunization:

Our Kindy strongly recommends and supports the conventional immunization program; we do not recognize homeopathic immunization as a valid form of immunization. Parents or guardians who elect not to immunize their child must be aware that they are placing them at risk. Parents must provide information regarding the immunization status of their child and date of birth upon enrolment, including a completed immunization Record from the Queensland Health Personal Health Record. If the family chooses not to immunize a child we will need a signed Conscientious Objection form from the families doctors. In the event of an outbreak of a vaccine preventable disease, parents/ guardians of a non-immunized child will be required to remove the child from the centre until the health risk has passed, in accordance with the Tropical Public Health Unit. The decision to remove or re-instate a child will be made by management for each case. Full fees will be payable during this period. Children of parents or guardians who are unable to provide proof of immunisation will be excluded under the same conditions as non-immunised children.

Swimming Lessons:

At Redlynch Kindergarten we have the option to enroll your child in swimming lessons, these lessons cost \$25 a lesson and are charged weekly. The lessons are taken at Water wise Aquatic Centre on Harvey Road, Redlynch and is a fully accredited swim school. This cost includes travel to and from the pool by bus with a minimum of two staff members. Parents are more than welcome to meet us there and watch. If you would like your child to participate there is a permission form available in the enrolment pack. Lessons run for 20 mins and the maximum child to staff rations in the pool are 1 swim teacher to 2 children.

Future Champ Classes:

Each Wednesday we have a half hour Future Champ class with Miss Kate and the Redlynch Kindy team, this class covers gross motor skills such as balance, hopping, skipping as well as a small amount of physical activity such as star jumps, running on the spot and ball games, it also delves into Healthy eating and Healthy choices. This class is funded by the Kindy and the resource fees and is a highlight for the children already attending, if you would not like your child to participate please make a note on the enrolment form.

Injuries:

A well-equipped First Aid kit is held at the Kindergarten to treat any minor injuries, and both teachers and assistants are required to have senior first aid certificates. An Incident Register is kept at the Kindergarten to comply with the Workplace Health and Safety Regulations and is used to record even minor injuries. For minor injuries, action taken is recorded in the incident register, witnessed and signed by the child's parent/ guardian. Head Bumps are taken seriously at Kindy and a parent will be notified as a courtesy if your child bumps their head regardless of severity.

Medication:

Generally it should not be necessary for a child to take medication while at Kindergarten. (On-going health conditions are an exception.) If a child requires medication during a Kindergarten session, we request that parents or guardians be available to sign the medical register. The Kindy adopts the following procedure when giving medication at Kindy:

Prescribed medication:

Prescribed medication will be administered as directed by the child's medical practitioner and as set out on the original bottle label by the pharmacist. This must clearly state the medical practitioner's name. If directions given by the medical practitioner differ from those on the bottle label, written clarification must be received from the medical practitioner, and given to the person-in charge by the parent or guardian. Staff will not administer medication not in its original container (with the pharmacist's directions and the child's name on the label). No medication will be administered by staff solely on the instructions of a child's parent, without the preceding requirements being stringently met. At no time will medication provided for one child be administered to another child. A written record in the Medication log Book will be kept at the Kindergarten of all medication given to children by staff while at Kindergarten. All unused medication will be returned to the parent of the relevant child. Under no circumstances will a child be permitted to administer oral medication to themselves.

Non-prescribed medication:

No non-prescribed (i.e. over the counter) oral medication will be administered by Kindergarten staff unless prior written permission and instructions from the child's medical practitioner have been received by the person-in-charge. The exception is paracetamol (Panadol, Dymadon, etc), where one initial dose will be administered for high fever if prior written consent has been obtained from the parent or guardian. A consent form for this purpose is distributed for parents to sign at the time of the child's enrolment. After administration of this initial dose, the parent, guardian or contact person is required to take the child to a medical practitioner if the fever continues. Medical clearance is required before the child will be readmitted to the Kindergarten. The administration of medication to children with respiratory problems is covered by a separate policy statement .1 puffers/inhalers and spacers, which states that for asthma and any medication for the long term treatment of asthma, a letter from the child's doctor is required at least every 6 months or when the medication or dosage changes. A full copy of this policy is available in the entry. Any medication is stored in a place inaccessible to children.

Rest/Relaxation Time

Physical and mental rest and relaxation are vital for healthy growth and development. Children need to be given the opportunity to rest their bodies, be alone with their thoughts and let their minds wander and reflect. Setting the scene for rest and relaxation is essential in achieving positive experiences for children and staff. It is a requirement of Redlynch Kindy to provide the opportunity for children to rest and staff will make allowances for each child's individual styles and preferences. All parents are encouraged to discuss the specific needs of their child in relation to rest time to ensure this is a positive part of the learning environment.

Shoes versus Bare feet:

Our Kindergarten recognizes the benefits of barefooted play for the children's safety, growth and the development of sensory awareness. Shoes can be a hazard in outdoor play areas and because of this we prefer children not wearing any shoes at all once inside the centre.

Natural Disasters:

If a natural disaster such as cyclone, severe storm/flooding, fire etc occurs preventing the Kindergarten from opening, the Director will phone the local radio stations (103.5 Hot FM, 99.5 Sea FM & 102.7 Zinc FM) as soon as possible. Please listen to these stations or phone them to be informed of unforeseen, but necessary closures.

Sick Children:

Children with infectious illnesses will not be admitted to the Kindergarten, and the staff has the authority to refuse admission to any child whom they feel is too ill to attend Kindergarten. Children displaying signs of illness eg.cough, runny nose, fevers etc are requested to remain at home to avoid the spread of illness to other children and

also staff. Redlynch Kindy Health Policy on sickness details guidelines to ensure all sick children are immediately and appropriately cared for, whilst also ensuring that health risks to other children and staff are minimised. These include that: children with contagious illnesses will not be allowed to attend Kindy; if a staff member forms a reasonable suspicion that a child has an infectious (including green noses) illness, the parent/guardian or emergency contact must immediately be informed to collect the child as soon as possible; and parents must keep children at home for 24 hours after fever, vomiting, diarrhea and must comply with government regulations. It is always at the discretion of the staff to re-admit a child after sickness. Parents or guardians must contact the Kindergarten to report infectious illnesses. An exclusion list is displayed on our noticeboards. Contact our staff if you have any queries. In the event of a child becoming ill at the Kindergarten, the parent or guardian will be contacted, it is therefore imperative that current contact telephone numbers are with the staff at all times. If a parent, guardian or contact is not available, the educator or person-in-charge will take whatever steps necessary to ensure the child's well being.

Skin Care and Sun Safety:

Children and adults are required to wear hats whilst outdoors. Each child must have his or her own hat clearly named (Redlynch Kindergarten is registered with Stuck on you labels) and made easily distinguishable from other hats. It is recommended that children wear appropriate clothing also, such as t-shirts and shorts. Please don't send children in clothing that can't be painted on or marked.

Parents or guardians are requested to apply sunscreen and insect repellent lotion to their child's skin before arrival at the Kindergarten. Sunscreen particularly is recommended and is available at the sign in book in the entry.

The Kindergarten does provide sunscreen but not repellent due to the possibility of an allergic reaction with some children, Insect repellent must be supplied by the parents for each child and is stored in a basket in the entry and re-applied at lunchtime. Parents may consider the use of wrap around sunglasses. Sunglasses must meet the Australian Standard 1067-2003 and should also not pose a safety hazard to children as they play. Toy and fashion labelled sunglasses which do not meet the standard are not permitted.

ROLES AND RESPONSIBILITIES:

Parent Involvement:

Parents' or Guardians' Responsibilities

Parents are a most important part of the successful running of the Kindergarten, and as such, have a number of responsibilities, including the following:

It is the parent's responsibility to:

- ☺ Pay fees on time in accordance with the Kindergartens policy (see Section on Fees).
- ☺ Notify the child's teacher regarding changes in information recorded about the child at time of enrolment, such as a new address, emergency contact numbers, changes in custodial arrangements, health issues, etc.
- ☺ Comply with relevant health and hygiene policies of our Kindergarten and to participate in any activities you can.
- ☺ Read all the information relating to the Kindergarten, in order to be familiar with policy information, as well as check the notice board daily.
- ☺ Ensure that current telephone numbers are with the staff at all times. This is imperative since in the event of a child becoming ill at the Kindergarten, the parent or guardian will be contacted.
- ☺ If children require medication while at Kindergarten, and subject to the policy on medication given above, parents have responsibility for the management of medication.

Parent Involvement

Redlynch Kindergarten is run by a local family and decisions are made as a team. Without substantial parent involvement, the Kindergarten is unable to function effectively, resulting in a lower educational input for the children. This involvement is at two levels – firstly, with the running of the Kindergarten, and secondly, with the educational program. Parents are the primary nurturers, educators and role models for their children. They can foster educational continuity from the home to learning centres by being actively involved in their child's development in each setting. Attending helper days is an excellent way to observe your child and experience a day at the centre. Parents can come away with a practical understanding of the learning environment, knowledge about your child's peers and a sense of satisfaction in contributing. The parent helper roster is not just for parents – grandparents and special extended family members are welcome, too.

Fundraising:

Throughout the year Redlynch Kindergarten will hold little fundraisers such as discos, raffles etc, these help us to replace larger priced items that we simply cannot afford through fees alone.

Photos:

Photos are a means by which parents and children can share, reflect, and discuss the learning occurring at Kindy. For this reason, many photos will be taken to supplement our learning journeys. Learning stories are displayed on notice boards and while every care is taken to ensure privacy, we are in a Community Hall and others use the facility. Your child's photo may be seen by members of the outside community. Redlynch Kindergarten has a public Facebook page where we display events and occurrences that may happen throughout the day, your child's photo may appear on this page. Should you not want this to happen, please discuss this with the Director and place a note on the Enrolment Form.

Birthdays:

At the kindergarten, we are only too happy to share in your child's special day. Unfortunately due to intolerances and allergies we are no longer able to have cakes at Kindy. We will however celebrate in our own special way. Any other special occasion your family celebrates and you would like to share with us, you are more than welcome!

Childs Requirements for a Kindy Day:

Children should bring the following items to Kindy:

- ☺ A **large size** port or bag (named).
 - ☺ Morning and Afternoon tea (2 pieces of fruit) and Lunch (named) e.g. sandwiches, fresh or dried fruit (no cakes or sweet biscuits). Children have difficulty with cling wrap
- Please use greaseproof paper, which we can compost.
- ☺ A 750ml Drink Bottle
 - ☺ At least **two** changes of clothing and underwear (named) in a plastic or reusable bag, which can be left in your child's bag in case of soiling.
 - ☺ Sun hat (named) & repellent (named and it will be kept at Kindy in the class box). **(NO HAT NO PLAY)**
 - ☺ Fitted cot sheet for rest/relaxation, top sheet for cooler months in a sheet bag. (Please name all items.) Please refrain from bringing pillows, blankets and other unnecessary item.
 - ☺ Please ensure your child is dressed appropriately for Kindergarten, such as t-shirt and shorts, as children are encouraged to play outdoors for some time each session (weather permitting).
 - ☺ Parents or guardians are requested to apply sunscreen and/or insect repellent to their child's skin before arrival at the Kindergarten. Sunscreen is particularly recommended.

We feel privileged to be a part of this crucial time in your child's development. You can be assured that at Redlynch Kindergarten your child will be provided with opportunities to empower them to reach their full potential in a fun, safe and nurturing environment.