

WAVELL HEIGHTS KINDERGARTEN ASSOCIATION INCORPORATED



2021

Family Handbook And Workplace Health & Safety Parent Handbook

This document contains detailed information regarding our community kindergarten and our policies and procedures. We provide this to you with the hope of answering your many questions and welcoming you and your child to our kindergarten family.

Wavell Heights Kindergarten

Educating and Caring for 60 years

1960 - 2020

We would like to acknowledge the Traditional Owners of this land, the Turrbul People, where Wavell Heights Kindergarten now stands. We would like to pay our respects to their Elders - past, present and emerging. We acknowledge the important role that Aboriginal and Torres Strait Islander people continue to play within our living and learning community.

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1. WELCOME TO WAVELL HEIGHTS KINDERGARTEN

Welcome to the Wavell Heights community. We are thrilled you have chosen us to educate and care for your child, we look forward to getting to know you and your child over the course of the year.

This family handbook is intended for the parents / guardians of enrolled children and contains useful and important information about the Centre and its policies.

1.1. OUR PHILOSOPHY

Since 1960 Wavell Heights Kindergarten has been a respected and successful community based early childhood education and care service. The authentic and enduring relationships within our community are a testament to this success.

At Wavell Heights Kindergarten we have endeavoured and continue to strive for a culture of kindness, compassion and empathy built on mutually respectful relationships with and alongside children, families, staff and the broader community.

At Wavell Heights Kindergarten the children are at the core of our philosophy and our view of children impacts all decisions that are made within the curriculum and the service.

We believe that children thrive in an environment where they feel a strong sense of belonging. Where they are regarded, accepted and valued for who they are. Every child has the right to participate and to have their family, culture and identity understood and respected.

Children bring their unique understanding of the world. Through active listening of verbal and non-verbal communications each child's voice is heard and their ideas, abilities and aspirations are respected and represented. Through warm, calm, and meaningful interactions children are empowered to understand diversity and employ fairness and justice for all.

Children are acknowledged as loved members of a family. We aim to build a trusting and mutually respectful relationship with every family through open communication. We strive to create an environment for families where they feel welcomed, safe, listened to and where their diverse needs are treated with sensitivity. We encourage families to be actively involved in kindergarten life.

We honour Aboriginal and Torres Strait Islander Peoples rich ways of being, knowing and doing. We strive to be reconciliatory within our interactions and to create a culturally safe and respectful First Nations Space.

Play is essential for learning. We see children as idea producers, and we understand that as they are given time and space to play they are afforded the opportunity to be inquisitive active learners. Educators will co-construct the curriculum with and alongside children carefully balancing their ideas and understandings with those of the children. We encourage both children and adults within this learning space to be active thinkers who are willing to try new experiences, to persevere, to make mistakes, to reflect on learning and to celebrate achievements.

As the children connect with the natural environment and with many hands-on natural learning experiences they will further appreciate and come to understand their role in caring for earth and build knowledge of sustainable practices.

We will collaborate with community partners, services and agencies to promote and support children's rights and family life. We will seek to engage community partners where shared understandings support and promote children's active participation in local and global matters.

As educators we will promote early childhood professional wisdom to lead positive change for children, families and our profession. We will use our professional judgements with care, sensitivity and confidentiality. We will engage in professional development and reflection. We will be adaptive in our teaching practices, applying best practice methods including contemporary ideas and innovative ways of teaching.

1.2. ROLES AND RESPONSIBILITIES OF PARENTS/GUARDIANS

- READ AND UNDERSTAND ALL OF THE INFORMATION contained in this handbook as you will be required to comply with the policies of the centre at all times.
- NOTIFY YOUR CHILD'S TEACHER OF ANY CHANGES IN INFORMATION RECORDED ABOUT YOUR CHILD - such as change of address, phone number, family arrangements, custodial circumstances, etc.

1.3. WHAT TO BRING TO KINDY

PLEASE LABEL ALL OF THESE ITEMS CLEARLY:

- Kindy bag (large enough to hold all your child's belongings)
- Morning tea (packed into separate marked container as provided by Kindy)
- Lunch (packed into a separate marked container as provided by Kindy)

Working towards a sustainable future for our children, the Kindergarten promotes litterless lunches i.e.: place items in containers which can be sent home and be reused. Bins are available for composting items e.g. banana peels / food scraps etc.

- A filled water bottle needs to be brought to Kindy each day and taken home each afternoon (children can refill it during the day as needed). Please do not send juice, milk, yakult or any other beverage to Kindy
- Sheet bag containing two sheets. Please don't send fitted cot sheets as they are difficult for children to manage and prevent beds stacking properly
- Cloth Library Bag with waterproof lining

Complete sheet sets in a bag and a matching library bag are available for purchase at the centre - \$50.00 for the set

- Cloth sunhat. The hat must be broad-brimmed (at least 7cm width) to provide good protection from the sun. (Caps/bucket hats/legionnaire hats are not acceptable)
- Spare set of clothing which needs to be changed according to the season. Please send in a material bag (cloth) rather than a plastic bag

2. YOUR COMMUNITY KINDERGARTEN

2.1 ABOUT THE CENTRE

The Wavell Heights Kindergarten was first opened on 5 March 1960 after much hard work by members of the Wavell Heights community. The centre grew from a single unit to a double unit providing kindergarten and preschool programs. Then in 2007 the centre once more evolved and changed with the times and now provides a kindergarten program to 4 groups consisting of 22 children each aged 3.5 to 4.5 years.

We are a non-profit organisation. We are owned and operated by the Wavell Heights Kindergarten Association Incorporated. The members of this Association are you, the parents of enrolled children. As members you are eligible to vote for a group of members to form a Management Committee. The Management Committee undertakes the general management of the centre and controls the affairs of the association.

Wavell Heights Kindergarten lease land from the Brisbane City Council. The Kindergarten is part of a community, which consists of various local clubs and groups, within Wavell Heights.

2.2 AFFILIATION AND LICENCE

Wavell Heights Kindergarten is affiliated with the C&K Association of Queensland. C&K sets a very high standard for education and childcare services. It provides guidelines, support and advice in both the administrative and educational aspects of a community Kindergarten.

Policies and procedures ensuring your child's safety & wellbeing can be viewed on the website.
<http://www.candk.asn.au/ck-policies-and-procedures>

Wavell Heights Kindergarten is licensed by the Office of Early Education and Care, under the Education and Care Services National Law and the Education and Care Services National Regulations 2011 and must comply with this Law and Regulations including for example, requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff and children.

National Laws and Regulations link:

<https://www.acecqa.gov.au/nqf/national-law-regulations>

Below are contact details for these entities:

<p>C&K 257 Gympie Road, Kedron QLD 4031 Phone- 1800 177 092</p>	<p>Early Childhood Education and Care Department of Education Metropolitan Region – Metro City Phone: 030288064 Email: metrocity.ecec@qed.qld.gov.au Level 2 Block A Garden Square 643 Kessels Road Upper Mt Gravatt QLD 4122</p>
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2.3 MANAGEMENT COMMITTEE

The members of the Association (i.e. you, the parents) elect a small group of members to undertake the general management of the centre and control of the affairs of the Association. Elections take place at the Annual General Meeting each year and you are encouraged to attend.

The Committee is comprised of a President, Vice-President, Treasurer, Secretary Committee Members and Sub-Committee Members. All committee positions are voluntary.

The Committee meets monthly and is responsible for the overall administration, financing, and staffing of the centre. The committee is responsible for ensuring we comply with the Rules of the Association, the Education and Care Services National Law and the Education and Care Services National Regulations 2011, the Early Childhood Education Award and the C&K Guidelines. The decisions it takes are based on a simple majority and are binding on all members of the Association.

2.4 STAFF

The centre employs two Co-Directors who, providing continuity from year to year, guide and support the management of the centre whilst having teaching responsibilities.

The Teachers are responsible for the educational program of the group with whom they work and generally assisting the Co-Directors in the conduct of the centre.

The Assistants are responsible for supporting the teachers in the preparation and delivery of the program and for other duties assigned them by the Teachers or the Co-Directors.

The centre operates four groups. Each group has 22 children aged 3.5 to 4.5 years attending either a three day week, five day fortnight or 2 long day groups. A qualified Early Childhood Teacher and an Assistant are employed for each group.

2021 Co-directors: Mrs Kellie Hahn and Mrs Usha Balachandran

Nominated Supervisors: Mrs Kellie Hahn and Mrs Usha Balachandran

Educational Leaders: Mrs Kellie Hahn and Mrs Usha Balachandran

Beginning of week educators

Three days per week (Monday, Tuesday, Wednesday):

1H: Mrs. Kellie Hahn (teacher) and Mrs. Gina Baptiste (assistant)

Two long day week (Monday and Tuesday):

1C: Mrs. Tarryn Christie (teacher) and Mrs. Toni Dineen (assistant)

End of week educators

Five day fortnight (alternate Wednesdays, Thursday, Friday):

2B: Mrs. Usha Balachandran (teacher) and Mrs. Kate Wilson (assistant)

Two long day week (Thursday and Friday)

2S: Mrs. Susan Spinks (teacher) and Mrs. Nellie Barichello (assistant)

Finance Administration Officer (Tuesday and Thursday): Mrs. Donna Gardiner

Donna is employed to undertake financial and clerical tasks. This provides for administrative consistency from year to year, and reduces the tasks, but not the responsibilities of some Committee members.

Public Relations Administration Officer – New position for 2021

Will undertake IT and Social Marketing including Website and clerical tasks

This centre actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops and conferences.

3. EDUCATIONAL PROGRAM / CURRICULUM

3.1 AIMS AND OBJECTIVES

An early childhood setting is created at Wavell Heights Kindergarten so each child can find a safe and secure footing from which to reach their potential.

In accordance with the C&K Curriculum Approach, The Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines our early childhood program is continually developed through listening to and observing children, gaining understanding of their interests and working with each child and group of children in partnership with them and their families.

We acknowledge play as the fundamental medium for young children’s learning. Children are given time to explore their environment through play, to make discoveries and to consolidate their learning through many “hands-on” experiences.

The program is open-ended and flexible so children can develop at their own rate. Through repeated explorations they gain faith in their capabilities and a positive self-image which enables them to respond to greater challenges.

3.2 THE CURRICULUM

The curriculum encompasses all the children do in a day. It builds on the children’s prior learning experiences and lays down foundations for later learning. Learning is a lifelong process.

C&K Curriculum Approach	Early Years Learning Framework	Queensland Kindergarten Learning Guidelines
Belonging	Children have a strong sense of identity	Identity
Connecting	Children connect with and contribute to their world	Connectedness
Wellbeing	Children have a strong sense of wellbeing	Wellbeing
Exploring	Children are confident and involved learners	Active Learning
Communicating	Children are effective communicators	Communicating

At Wavell Heights Kindergarten planned and spontaneous learning experiences, routines and interactions ensure foundations are built for later learning in school settings and in life.

3.3 BEHAVIOUR GUIDANCE PRACTICES

Staff will provide guidance that helps each child achieve a sense of responsibility, self-control and self-respect.

Staff will acknowledge and be respectful of developmental levels influencing individual children’s behaviour.

Self-control is not always easy for kindergarten aged children to learn. Young children have strong needs and are continually learning about why they should take other’s needs into account.

Our behaviour guidance helps children develop thinking and problem-solving abilities which allow them to feel good about themselves while developing positive relationships.

3.4 GENDER EQUITY & SOCIAL JUSTICE

Each child who enters our environment is valued and respected for his/her uniqueness and individuality. Staff will take the utmost care to ensure that no child is discriminated against due to gender, culture differences or social situation.

Each child is encouraged to participate in all areas of the environment. We accept children of any race, creed, gender, disability, class or culture with the understanding we are able to meet the needs of the individual child and his/her family.

3.5 REST TIME

Each day we provide a period of relaxation after lunch. Not all children will sleep but a quiet time for relaxation is needed, as our days are very busy.

3.6 EXCURSIONS

Excursions may be planned throughout the year. The Kindergarten also offers up to two in-house educationally based performances. We consider these first-hand experiences an important part of our program. You will be given information about each scheduled excursion and a permission form well in advance. This permission form must be signed and returned prior to each excursion. Children will only be permitted to attend if approval from parents is given on this form.

All care is taken when going on excursions. We adhere to the C&K policy of one adult supervisor per two children. If buses need to be hired we ensure they are from companies which comply with all motor vehicle safety standards.

It is not the usual policy of this centre to make provision for children unable to attend an excursion.

3.7 WORLD VISION/THE SMITH FAMILY – CHILD SPONSORSHIP

The centre has sponsored a child through World Vision since 1994. The child we are currently sponsoring is a young girl from Burundi Ghana named Anitha Kampayano. In 2009 we expanded the sponsorship program and we now also sponsor a primary school child through The Smith Family. We believe by sponsoring Anitha & The Smith Family we can empower the children to believe they can make a difference to another child's life. A sponsorship envelope will go home monthly. Maybe you might like to set a small task for your child to perform to earn the money for his/her contribution. A folder of letters and information received from World Vision and Anitha, also The Smith Family and Raver, can be found in the bookcase in the classroom.

3.8 CHILDREN'S LIBRARY

Each week your child will be given the opportunity to borrow a book from the centre. Please encourage your child to take care of these books by placing them in his/her library bag in a safe place after each reading. If a book is damaged or lost it is to be replaced at the parent's cost.

3.9 PARENT / TEACHER DISCUSSION

At curriculum information sessions parents and guardians are provided information including:-

- The centre's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved
- A general description of learning experiences provided through our program
- The goals about knowledge and skills to be developed through these learning opportunities

You are encouraged to speak with your child's teacher about the curriculum and your child's progress or any concerns you may have. Open communication between parents and staff facilitates positive home/centre relationships based on trust and positive co-operation.

Where lengthy discussion is needed it is important to make a time to speak with the teacher outside session time. This also gives the teacher the opportunity to refer to developmental records and observations in discussion of any concerns.

We provide two opportunities for Parent/Teacher interviews each kindergarten year. The first meeting is the most important and formal. The second meeting is optional and on a needs basis.

Sometimes it may be valuable to the development of a teachers' relationship with a child to visit them at home. Staff will consider any invitation to visit a child at home.

3.10 CURRENT INFORMATION

You must notify your child's teacher regarding any changes in information recorded about your child, such as change of address, telephone number, family arrangements or custodial circumstances etc., which may impact on your child's behaviour or affect our ability to contact you in an emergency.

4. GETTING STARTED

4.1 SETTling IN PERIOD

Each child has different needs when settling in. Some children experience separation anxiety and may become upset when the parent is about to leave. The teacher will work with you to reassure you and your child through this settling process.

4.2 ATTENDANCE HOURS

Five day fortnight / three day week – 8.30 AM TO 2:36 PM

Teaching staff assume responsibility for the children in their group from their arrival at 8.30am.
Pick up time is between 2:15 pm and 2:36 pm.

Two long day week– 8.30 AM TO 4.06 PM

Teaching staff assume responsibility for the children in their group from their arrival at 8.30am.
Pick up time is between 3:45 pm and 4:06 pm.

We strongly emphasise the importance of collection by the stated time as young children can become quite distressed if they see other children departing and you have not arrived. We understand it can be difficult at times to adhere to pick up times however it is the parents/guardian's responsibility to ensure the child is collected on time.

A late fee will apply as per our C&K Policy guidelines at a rate of \$25 for the first instance and \$50 for each instance afterwards for the remainder of the year for students who are picked up more than five minutes past their pick up time.

Before finishing their days, educators have further duties to complete involving preparation, meetings, planning and so on. Please notify us if you are delayed.

No responsibility for children is taken outside the normal kindergarten hours

4.3 DELIVERY AND COLLECTION

The National Law and Regulations direct that ALL CHILDREN ATTENDING THE CENTRE MUST BE BROUGHT INTO AND COLLECTED FROM WITHIN THE CENTRE BY AN AUTHORISED ADULT. This adult must sign the child in and out. If, at any time, your child is to be delivered or collected by someone other than the guardian, please inform the teacher, prior to the arrival or departure of your child.

4.4 CLOTHING

Your child should be comfortably dressed in clothes, which are easy for him/her to manage and wear without the fear of becoming dirty. Hats are essential for all children. All shirts and dresses must have short sleeves that cover the shoulder and top of arm.

To ensure physical safety, children may be asked to remove their shoes when playing outdoors and at music times.

A SPARE SET OF CLOTHING IS ESSENTIAL. Please keep these in your child's bag. Make sure clothes are seasonal.

4.5 MORNING TEA, LUNCH AND AFTERNOON TEA

You have been provided two containers for your child (a morning tea box and a lunch box) allowing the children to easily collect them from the appropriate refrigerator at these times. For morning tea we recommend a piece of fruit, vegetable, cracker biscuits or yoghurt. For lunch, we encourage you to provide a healthy and nutritional lunch such as sandwiches, pita bread, yoghurt or salad.

For the long day groups, please fill with enough food for both morning and afternoon tea in the morning tea box that is provided. We will place the boxes back in the fridge after morning tea.

The Kindergarten promotes **litterless lunches** i.e.: we request foods be brought to Kindergarten in containers which can be returned home to be reused. Please also consider your child's developing independence, choosing containers they can open themselves.

The children will get their own containers at mealtimes. We suggest you place easily identifiable stickers on these containers to make it easy for the children to know which is theirs on the side of each box. Please also mark these items clearly with the child's name.

The children's own water bottles are accessible **at all times** in each unit. Specifically, all children will be encouraged to have a drink from their water bottle at morning tea and lunch, and more frequently on hot days.

PARENTS ARE REQUESTED TO AVOID SENDING SWEETS, CHIPS, CHOCOLATES CAKES, SWEET BISCUITS, MUESLI BARS, CHEWING GUM, FRUIT STICKS, ROLL-UPS OR POPPERS IN THE CHILDREN'S LUNCHES. THESE DO NOT PROVIDE THE NECESSARY NUTRITION FOR YOUNG CHILDREN AND/OR CREATE DIFFICULT SOCIAL PRESSURES FOR CHILDREN AND PARENTS. WE ASK FOR YOUR CO-OPERATION IN THIS MATTER.

Should your child have special dietary needs, please inform the teacher.

4.6 TOYS AND COMFORT ITEMS

As children begin to feel a part of the Kindergarten environment, they naturally want to share their home experiences with their teacher and peers. This often results in the child's wish to bring toys from home. To prevent unnecessary conflicts and loss/damage to toys we ask that they remain at home.

However, we recognise that for some children a comfort item will assist their settling-in to a new environment. We will work with your child towards confining this item to rest time initially. Please place the comfort item in your child's sheet bag. As the year progresses, we will work towards confining this item to the home environment.

4.7 ARRIVAL

On arrival, you must sign your child into the care of the centre through the 'sign- in/out' book and check the notice boards and pigeonholes for new items.

Then, to encourage your child's independence, supervise them as they unpack their bag (rather than doing it for them).

- Morning tea and lunch in marked containers are to be placed in the appropriate refrigerator.
- Water bottle is placed on the small table on the verandah
- The child's hat is to be placed on top of their bag in their locker
- The sheet bag is to be placed in the basket.
- Shoes can be placed on the shoe rack
- Library bag placed in library box
- The Kindergarten bag should then go into your child's locker.
- Ensure that your child greets the teacher and/or assistant or that the teacher is aware that your child has arrived.

You must have your child wash their hands upon arrival to the centre every day. You also need to apply your child's sunscreen on the morning your child's group is outside first. You will be able to see if they are out first or second by the picture on the door as you arrive (the tiger indicates 'outside first' and the puzzles indicates 'inside first').

Please make sure you have written the time the sunscreen was applied in the sign in sheet column. If your child's class is inside first sunscreen will be applied by staff half an hour before they go outside to play.

*Families please note that sanitizing your hands prior to signing in is essential.

HATS ARE ESSENTIAL FOR OUTDOOR PLAY!!!

4.8 WHK RECOMMENDED GUIDELINES AT MORNING GOODBYE TIME

The centre doors open from 8:30am. This is the time to come in, sign in, do the jobs that need doing and spend a short time doing an activity with your child in one of our indoor spaces.

At approximately 8:50am your teacher will ring a bell to indicate it is time to:

- have a quick tidy away of the area you are working at
- then say good-bye with a kiss/cuddle
- your child will sit down on the group mat with your child's teacher

All educators are here to help with establishing this routine.

*Families please note that a **quick** drop off and pick up time is encouraged so that we can maintain appropriate social distancing at this busy time.

WE UNDERSTAND THAT SAYING GOODBYE FOR THE FIRST TIME CAN BE HARD. COMING TO KINDERGARTEN MAY EVEN BE YOUR CHILD'S FIRST STEP AWAY FROM HOME. HOWEVER WE DO ASK FOR YOUR TRUST, UNDERSTANDING AND COOPERATION IN ESTABLISHING STRONG DEPARTURE ROUTINES FROM DAY ONE.

4.9 DEPARTURE

When you arrive to collect your child you must sign your child out of the care of the centre through the

'sign-in/out' book. Then:

- Ensure your child has collected his/her bag, water bottle, shoes, and any artwork
- Library books go home just once a week
- Encourage your child to farewell their educators
- Your child is to wash their hands on leaving the centre

5. PARENT INVOLVEMENT

5.1 PARENT PARTICIPATION

Wavell Heights Kindergarten is a non-profit community organisation where parents' participation and help is essential to the functioning of the centre.

This involves participation in social activities, parent roster, occasional working bees, etc. Your participation benefits the whole centre and is very much valued and appreciated.

We encourage parents and the community to share their skills and hobbies with us for the children's benefit. If you are able to do this, please see the teacher.

Throughout the year we try to provide the children with experiences that complement the learning program such as excursions. Parents are needed to assist with supervision on these occasions. Also, during the year you may be asked to assist with washing, sewing, or other jobs.

5.2 PARENT ROSTER

Roster day provides an opportunity to enjoy the day with your child as well as providing a valuable extra pair of hands, eyes and ears to share in a game or read a story. It will allow you to see first-hand the goals our program is working toward and how it develops through the year and your child will get tremendous satisfaction in seeing you interested in what he/she is doing.

During the roster day you may be required to perform tasks such as setting up for morning tea and lunch and assisting with tidying and cleaning up before and after activities.

Completing a 'Parent Roster Day' involves attending your child's group one day per term from **8.30am to 1.30pm**. There is a possibility of four parent roster days per year.

To participate on a parent roster for the term, please put your name down on the roster for a day that suits you. Parent roster sheets are located on the foyer notice boards. We understand that this won't suit everybody so please see your teacher to make a time at your convenience.

Extended family members are able to come in lieu of the parent provided they have a blue card.

Respectful behaviour guidelines for Adults on Roster: (None of these points are unfamiliar, just positive reminders).

- First and foremost, enjoy the day interacting with your child and their friends
- Sunscreen and insect repellent can only be applied to your child by you; **do not** apply sunscreen or insect repellent to any other child
- A parent can only help toilet their own child. Parents are **not** allowed in the bathroom with another child other than their own
- Only the child of the parent on roster can sit on that parent's lap when playing or during group times. Please **do not** allow or encourage other children to sit on your lap
- Parents are **not** to share food with any other child other than their own
- Please be mindful and respectful of your behaviour at all times while on roster
- Please remember children are very tactile and engaging at this age and we encourage you to help support them in making good choices
- Please remember to sign the parent roster section on the daily sign in sheet

Please note: Relatives or friends who may wish to do a parent roster or attend an excursion on a parent's behalf must hold a positive blue card to do so. If this may be the case for your family please see the Co-Director at the commencement of your child's enrolment.

5.3 WORKPLACE HEALTH & SAFETY

As a condition of entry to our centre, and prior to attending a parent roster day, all parents/guardians are required to sign and return the Workplace Health and Safety Form. This form acknowledges that you have read, understood and will comply with the Workplace Health & Safety Guidelines as contained in the Workplace Health and Safety Handbook.

KINDY LIFE! BE IN IT!

*THE CHILDREN AND STAFF THANK YOU GREATLY FOR ANY HELP YOU WILL GIVE IN THE
COMING YEAR*

6. CENTRE HEALTH POLICY

6.1 SICK CHILDREN

It is always at the discretion of the person-in-charge to re-admit a child to the centre after sickness (including where the child has a medical certificate stating that the child is fit to be re-admitted).

Children with infectious illnesses will not be admitted to the centre. In such a close environment, illness spreads rapidly. We **INSIST** that children who are ill remain at home until the infectious period is completely over and they are well. If you are unsure of the exclusion period for a particular infection, please refer to the Queensland Health Time Out poster or contact the centre or your child's doctor. https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Parents must keep children home for at least 24 hours after the last symptom of fever, vomiting, diarrhoea, conjunctivitis and must comply with government regulations.

YOU MUST CONTACT THE CENTRE TO REPORT CONTAGIOUS ILLNESS OF YOUR ENROLLED CHILD OR ANY MEMBER OF YOUR IMMEDIATE FAMILY.

If your child is ill, we would appreciate a telephone call or email to your child's teacher. Teaching staff are at the centre from 7:30am.

In the event of a child becoming ill at the centre, the parent will be contacted. It is therefore imperative that you ensure the Teacher has current phone numbers.

In the case of sudden illness, injury or adverse incident the centre director or any other responsible staff member, as agent of the parent / guardian, shall have discretionary power to seek appropriate medical attention for the child. The parent/guardian of the child will be contacted as soon as is practicable after the event.

6.2 MEDICATION

Staff will administer Prescribed Medication as directed by the child's doctor in writing, or as set out on the original label by the pharmacist.

Staff will NOT administer non-prescribed medication (excluding Paracetamol) to any child unless the Director has received prior written permission and instruction from the child's doctor.

All medication is to be signed into the Medication Book by the parent on arrival. Medication is stored in a tamper-proof box in the kitchen or in the First Aid cabinet. Please inform the teacher if medication is to be administered.

In the event of your child having a fever whilst at the centre, you will be contacted and asked to collect your child. If you have given written permission at enrolment for staff to administer a single dose of Paracetamol to your child in the event of fever, this will be done if considered necessary.

The centre has an Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin) for the emergency first aid treatment of children experiencing acute asthma or anaphylaxis for the first time. Before authorising the centre to administer this medication in an emergency you should seek medical advice, particularly if your child is under 10kgs and / or has a heart condition, diabetes or asthma. Please read attached C&K's Administration of Medication Procedure.

6.3 HYGIENE

We aim to provide a clean and hygienic environment at all times as this is the best way to protect everyone from infectious disease. In particular, it is important that children wash their hands correctly. The Teaching staff will teach the children correct hand washing procedures and encourage them to wash their hands:

- on entering the centre
- before and after eating
- after outside play
- after going to the toilet
- after changing soiled clothes
- after touching nose secretions
- after coughing or sneezing into their hands, or wiping their nose
- on exiting the centre

We provide tissues at the centre for children to wipe their noses. Please do not send handkerchiefs with your children.

6.4 IMMUNISATIONS

The centre advocates the importance of immunisation of all children against infectious diseases. You will be required to provide information regarding the immunisation status of your child upon enrolment.

In the event of an outbreak of a vaccine preventable disease, parents of a non-immunised child will be required to remove the child from the centre until the risk has passed.

BE WISE! IMMUNISE!

6.5 SUNCARE

All children and staff are to wear a hat and appropriate clothing whilst outdoors and have a broad spectrum, water-resistant sunscreen (SPF 30+) applied to their exposed skin prior to outdoor activity.

A Broad Brimmed hat (minimum 7cm brim), which protects the face, neck, ears and crown of the head, is essential.

Parents are asked to apply sunscreen to their children's skin each day upon arriving at the centre (if your child's class is outside first). There is sunscreen available at the centre. Staff can only apply sunscreen with permission from parents. Permission is requested in your child's enrolment booklet.

WE ENCOURAGE PARENTS TO BE ROLE MODELS FOR THE CHILDREN BY WEARING A HAT AND SUNSCREEN OUTDOORS WHEN ATTENDING PARENT ROSTER.

6.6 NO SMOKING

NO SMOKING is permitted within the Kindergarten buildings and grounds.

6.7 FIRST AID

All staff hold current First Aid Certificates including annual renewal of a CPR certificate and Anaphylactic and Asthma training.

7. FEES & LEVIES

7.1 TERM INVOICES

At the start of each term an invoice will be issued for each enrolled child. On receipt of your acceptance a non-refundable enrolment fee of \$200 as well as a \$30 Association Membership Fee will be charged to your nominated account within 7 days.

The fees for 2021 (guaranteed for Term 1 and Term 2) are as follows:

- Long day groups: \$895 per term (\$44.75 per day)
- Five day fortnight: \$845 per term (\$33.78 per day)
- Three day week: \$1,145 per term (\$38.15 per day)

Additional levies will also be applied as follows:

- \$50 per term for General Purpose & Activity Levy
- \$25 per term for Tax Deductible Building Fund Levy
- \$100 for the Annual Maintenance Levy, (charged with Term 1 Fees)

Payment of invoice is due 14 days from the date of the invoice. A reminder notice will then be issued and must pay the invoice within 7 days of this or make contact with the centre.

Siblings attract a 10% discount for the second child. Siblings must attend the centre at the same time to receive this discount.

A discount of 5% will be offered for annual payment of fees. If you wish to pay your fees for the year, please contact the Administrative Assistant or the Treasurer who will issue you with an annual account. An annual payment can only be made within the due date as described above.

Payment options are: direct bank deposit / internet transfer (as detailed on the account), eftpos in the Administration Office.

If, at any time, you experience financial difficulty in paying your account, please contact the Administration Officer, a Co-Director or the Treasurer to arrange alternative payment methods. If fees are not paid your child's continued enrolment in the centre cannot be guaranteed.

7.2 EXPLANATION OF FEES & LEVIES

Following is an explanation of your term invoices:

- Association Membership - Financial membership of the Wavell Heights Kindergarten Association is required if your child/ren attend this Kindergarten. There is one membership per family, so one vote per family is admissible at the Annual General Meeting or any Special General meeting. A fee of \$30 per year for membership of the Association is included in your enrolment fee. This contributes to the cost of affiliation with the C&K. This fee is included in your enrolment deposit.

- Term Fees - The centre receives limited Government Funding through the Queensland Kindergarten Funding Scheme. This funding is for target age group only. As the centre is running an educational curriculum the term fees are GST free. Once a child is attending the centre, fees will be payable whether the child is in attendance or absent, until the child's name is removed from the roll.
- General Purpose & Administrative Levy - As a not-for-profit organisation, this levy will be charged at \$50 per term and will contribute towards the cost of items such as incursions, excursions, portfolios, children's library, sunscreen & lunchboxes.
- Building Fund Levy - The Building Fund ensures that the centre maintains a pool of funds which enable the building and grounds to be kept in good condition, are safe and continue to meet the needs of the kindergarten community.

Over the last few years we have upgraded the playground and Children's bathrooms, added new roofing to the back verandah and had a roof put over the front verandah. While some money has been granted via the State and Local Government, without the Building Fund many projects would not have been achieved.

As this is classified as a donation, payment is tax deductible. Payment of \$25 per term will be included on your term invoice and this deductibility will be reflected on your term invoice accordingly.

- Maintenance Levy - This levy will be \$100 and charged as part of your Term 1 invoice. These funds will specifically be allocated towards the ongoing maintenance and upkeep of the centre and grounds primarily by an external groundskeeper.

FEES AND CHARGES MUST BE PAID FOR ANY PERIOD OF TIME DURING WHICH YOUR CHILD IS ABSENT INCLUDING (BUT NOT LIMITED TO) PUBLIC HOLIDAYS, PUPIL FREE DAYS, HOLIDAYS, ILLNESS OR EXCLUSION DUE TO AN INFECTIOUS AND / OR VACCINE PREVENTABLE DISEASE OR ILLNESS.

8. WAITING LIST & ENROLMENT

8.1 WAITING LIST

A parent may place a child on the waiting list at any time in accordance to the chart below:

Children Born	Waiting list	Year of attendance
1-07-16 to 30-06-17	Open	2021
1-07-17 to 30-06-18	Open	2022
1-07-18 to 30-06-19	Open	2023
1-07-19 to 30-06/20	Open	2024
1-07-20 to 30-06/21	Opens August 2021	2025

A non-refundable waiting list application fee of \$20 per child is charged.

All parents are entitled to place their child's name on a waiting list and should do this as soon as possible to ensure the best opportunity of securing a place.

Parents of children with additional needs must inform centre staff that their child may require additional support when they place their child's name on the waiting list for the centre [or when it becomes apparent that their child may require additional assistance]. This information may be required to enable the centre to commence [among other actions] the training of staff, the preparation of staff rosters and the submission of funding applications for additional assistance prior to the child commencing in the centre. For further information see our 'Inclusion of children with additional needs Policy' held at the centre.

8.2 ENROLMENT

Families on the waiting list for a particular year will be contacted in the year prior to entry regarding enrolment for the following year. Parents are then given a specified period to notify the centre of acceptance of the positions offered. You will be given an opportunity for you and your child to meet with his/her teacher.

Payment of the non-refundable enrolment fee of \$230 confirms your child's position at Kindergarten. This includes the \$30 membership association fee (as explained above). Proof of age is required on enrolment.

In the event of a child not commencing, this non-refundable fee is forfeited.

8.3 CESSATION OF ENROLMENT AFTER COMMENCEMENT

If, for whatever reason, you no longer require the position your child holds at the centre, written notice must be given to the Co-Directors of the Kindergarten. It must state that your child is withdrawing from the program and give four weeks' notice or four weeks' fees must be paid in lieu thereof. Fees are payable in full for children withdrawn temporarily from the centre for any reason.

If a child is absent for two weeks without prior notification his/her position may be cancelled and two weeks' fees charged in lieu thereof.

9. OTHER INFORMATION

9.1 PARENT LIBRARY

There is a selection of parent books in the bookcase located in our Parent and Staff Room. These books cover a variety of topics that you may find interesting to borrow. Please write your name in the borrowing book found on the shelf.

9.2 KEEPING IN TOUCH

Regular communication between the staff and families is important to keep the lines of communication open. Here are some of the ways we keep in touch:

- Brief discussions at drop off and pick up
- Regular updates on Storypark
- Notices in pigeonholes
- Centre newsletters each term
- Front and foyer displays
- Occasional emails (from child's Teacher or centre Co-director)

9.3 SUGGESTIONS

We welcome all your suggestions and ideas. Feel free to place suggestions/ideas/concerns in the deposit box in the foyer.

9.4 COMPLAINTS

Where a parent has any concern relating to the program, the Association recommends the parent make direct contact with the child's Teacher.

If the parent is still not satisfied or feels unable to approach the Teacher further, they should contact firstly a Co-Director and then, should the need arise, the President of the Association.

If a parent is still dissatisfied, then the complaint should be made in writing to the Management Committee of the kindergarten.

If the matter is not resolved, the C&K Early Education Consultant may be asked to assist. The telephone number for C&K is 3352 5333.

The Early Childhood Officer from the Office of Early Childhood Education and Care at Metro City may be contacted for further assistance. The telephone number for is 30288064.

9.5 PHOTO / VIDEO CAMERA USE

Upon enrolment you will be requested to sign Photo and Video Consent form indicating whether or not you agree to your child being photographed or video camera recorded by:

- centre staff for educational purposes, individual child portfolios and promotional activities
- students for assignments

The right of parents not wishing to have their child photographed or video camera recorded is respected.

9.6 BIRTHDAYS

You are welcome to bring a cake to celebrate your child's birthday. Individual cupcakes are preferred. Please keep cakes plain and minimal in terms of icing, the amount of colour used (vanilla and chocolate are a good standard) and size. If your child has a food allergy or intolerance we are happy to store a small treat they can eat instead of a cup cake. We can store substitute foods in the freezer and produce when needed.

9.7 LOST PROPERTY

Items clearly marked and easily found and will be returned to the child's locker.

9.8 PARKING

Off-street parking is available immediately outside the Kindergarten centre. The teaching staff have been allocated the closest five parking spaces for both their personal safety and vehicle security.

9.9 CENTRE PHONE NUMBER

Please do not hesitate to call us. We are normally here between 7.30 am and 3:00 pm and are happy to talk with you. During program time calls will be diverted to an answering machine for later follow-up.

Our office administrator will be available on Tuesday and Thursday for any admin/billing related enquiries. Please note that one of our Directors will be available in the office every second Wednesday and every second Friday of term.

A SECOND PHONE LINE IS AVAILABLE FOR DIRECT CALLS FROM PARENTS TO STAFF. THE STAFF CONTACT PHONE NUMBER IS - 3861 9275.

9.10 VISITORS & STUDENTS

During the year, students from schools, TAFE and University attend the centre for practical and work experience. Such experience gained helps these students in career choices. Notices will be displayed of details of students attending and we hope you make them feel welcome.

9.11 INSURANCE

Wavell Heights Kindergarten Association Incorporated is insured with the Guild Insurance Company for building and contents as well as personal and public liability. Workers Compensation cover is also maintained. The C&K negotiates the terms and conditions of all affiliated centres with the Guild Insurance Company but extra covers can be sought if necessary.

9.12 FIRE DRILL/EMERGENCY EVACUATION PROCEDURE

The Fire Drill/Emergency Evacuation procedure is posted the foyer, administration office, both playrooms and in the kitchen for parents' perusal. All groups conduct regular fire drills.

10. APPENDIX ONE

WAVELL HEIGHTS KINDERGARTEN PARENTAL CODE OF CONDUCT

Aim

Our aim at Wavell Heights Kindergarten is to work together, with each other and with our families, to provide the best possible education and care for the children in our centres in accordance with the C&K values.

WHK is committed to protecting the safety and wellbeing of all centre stakeholders - the children, their families, employees, volunteers and visitors. WHK encourages families to actively participate in our education and care programs, and we aim to engage in constructive and co-operative working relationships.

Application

This Code applies to all parents / guardians and families of children enrolled in a C&K centre and to any invitees (including nominated emergency contacts). The Code must be observed in all conduct and interaction with WHK, including attending a WHK centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of WHK.

Conduct

1. Comply with the law and WHK Policies and Procedures (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Be respectful of the privacy of children, their families, WHK employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage WHK's reputation.
5. Comply with the reasonable directions given by WHK employees to foster a safe and welcoming environment within WHK centres.
6. Raise concerns in accordance with WHK's Complaint Management Procedure.
7. Use WHK's centres and property appropriately.
8. Refrain from smoking at or within 5 metres beyond the boundary of the kindergarten or at WHK events.
9. Not be adversely affected by alcohol or other substances.
10. Familiarise all family members and emergency contacts associated with a child's enrolment with this Code and commit that they will comply with the Code.

Consequences of Non-Compliance

Not complying with this Code may have serious consequences. WHK will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is serious or if, in the opinion of WHK, there is a risk of future non-compliance, WHK may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a WHK centre.

This Code was adopted November 2020.

Workplace, Health and Safety

Parent Handbook 2021

1. INTRODUCTION

This handbook has been written for parents/guardians, visitors and contractors. It explains the key procedures that must be followed **at all times** to help us maintain a safe and healthy centre.

After reading this handbook thoroughly parents/guardians will be required to sign the Workplace Health and Safety Policy Agreement form stating they have read and understood the information contained in this handbook. Parents will only be able to undertake roster duties if this form has been signed.

2. WORKPLACE HEALTH AND SAFETY POLICY

The Wavell Heights Kindergarten is totally committed to the principle that most workplace injuries and illnesses are **preventable**. All employees, volunteers, parents, and contractors should therefore accept an obligation to the Wavell Heights Kindergarten Association to ensure that all activities/operations under their care or control are carried out in a **safe and efficient manner**.

The Association neither expects nor requires employees, volunteers, parents and contractors to attempt anything that is likely to cause them or the children any harm.

If you see or identify any **potential risks or hazards** you must report it immediately to the Director and/or the Coordinator of Workplace Health and Safety.

If you sustain any **injury** whilst at the centre, you must also report it immediately to the Director and/or the Coordinator of Workplace Health and Safety.

If you are in doubt about **anything** ask the centre staff for directions

REMEMBER, YOU HAVE A DUTY OF CARE TO REPORT ANYTHING THAT COULD AFFECT A PERSON'S WELL BEING

3. PREVENTING THE SPREAD OF INFECTION

3.1 EXCLUSION OF SICK CHILDREN

Please do NOT send sick children to the kindergarten, as infection can spread rapidly to other children and adults. If your child becomes unwell at the kindergarten your child's teacher will contact you to collect your child immediately.

If your child contracts or comes into contact with any **infectious disease** you must inform the Director immediately (e.g. Chicken Pox, Head Lice etc.).

If you are unsure of the exclusion period for a particular infection please ask your child's teacher or consult your child's doctor.

3.2 HYGIENE

Hand Washing

If hands are not clean, simple activities (such as placing your finger in your mouth or rubbing your eyes) may transmit sufficient germs to cause infection to yourself or another person.

To prevent the spread of infection within the kindergarten the staff will show the children how to wash their hands properly. A procedure for the correct washing of hands is in the appendices. We ask that all adults use gloves, as indicated below, and wash their hands thoroughly on the following occasions:

- Upon arriving at the kindergarten
- Before eating, preparing and handling food
- After assisting your child with toileting
- After wiping a nose
- After touching potentially contaminated articles (e.g. Bins)
- After coming in contact with sick children or administering First Aid (**parents are only to attend to their own child in this instance**)

Use of Disposable Gloves and Tissues

The centre supplies **disposable plastic gloves** for use when:

- Preparing or handling food to be shared
- Assisting **your child** with toileting
- Wiping **your** child's nose
- Changing soiled clothes **for your child**
- Administering first aid **to your own child**

The gloves are to be discarded into a lined bin after one use. The staff will encourage the children to wipe their own noses with tissues. If you do wipe your child's nose you must use a tissue and wear disposable gloves. The tissue and gloves are to be discarded into a lined bin after one use.

Cleaning and Disinfecting

To prevent the spread of infection the kindergarten has a program for the regular cleaning and disinfecting of all toys and surfaces. Please follow the directions of staff if you are to assist with cleaning or disinfecting.

We have a "One-Use Only" policy for the use of Chux wipes. The wipes are stored under the kitchen sink. Please use a new Chux for each cleaning task and place it in the bucket marked "Used Chux" for disinfecting.

3.3 ADVICE FOR PREGNANT WOMEN

Women who are pregnant or contemplating pregnancy should be aware of the risks of close contact with young children in a group setting and should discuss this with their doctor.

Many infections pose some risks to either a pregnant woman or her developing foetus. Pregnant women in close contact with young children will encounter a variety of infections however maintaining high standards of general hygiene and standard precautions can reduce the incidence of transmission of infections.

Rubella

It is especially important for women of childbearing age to be protected against Rubella (German Measles). Its major importance lies in causing abnormalities to the unborn child in a large proportion of women who are infected in the first trimester of pregnancy.

Chickenpox

Pregnant women who are exposed to chickenpox at any stage of pregnancy should see their doctor as soon as possible after exposure. Infection with chickenpox in the first three months of pregnancy may damage the unborn child.

Cytomegalovirus CMV

CMV is a common virus that affects many people. CMV is spread from person to person by direct contact with body fluids such as blood, urine, and saliva. A person can pass the infection even though they do not have any symptoms. Good personal hygiene is the most important way to prevent CMV infection, especially frequent hand washing. CMV infection in early pregnancy may affect the unborn child.

Parvovirus

Parvovirus is a mild viral illness transmitted by droplets or secretions from the nose and throat. The symptoms of this disease may include fever, red cheeks “slapped cheek” rash or arthritis. Parvovirus causes miscarriages or still births in a small percentage of women infected during pregnancy.

If you have any further concerns please consult your medical officer for further discussion and advice.

4. SUNCARE

When working outdoors we ask that you wear a broad-brimmed style hat, a broad-spectrum sunscreen (**SPF 50+**) on exposed areas, and clothing which provides good protection from the sun.

5. GENERAL FIRST AID

All the staff hold a current Senior First Aid certificate including CPR.

A child in need of first aid may **only** be treated by staff or the child’s own parent/guardian. Other adults may only administer First Aid to a child under the direction of staff.

The First Aid requirements are located:

Room A & Room B: Main kitchen in the cabinet on the wall behind the door and in the first aid kit on the shelf above the microwave walls.

When applying First Aid, the first aider must wear **DISPOSABLE GLOVES** so as to prevent/reduce the risk of cross infection to self and others. The gloves should then be disposed of in a sealed plastic bag.

Only the teaching staff may administer authorised medicines to children.

6. KEEPING A HAZARD FREE ENVIRONMENT

6.1 BASIC SAFETY RULES FOR CHILDREN

- DO NOT RUN inside or on the cement
- Are barefoot or wearing appropriate footwear for climbing play
- Wear hats and sun safe clothing outside
- Use toys appropriately

6.2 PLAY AREAS

Parents can help keep a safe environment by ensuring:

- All spills on floors are wiped up immediately
- Walkways are kept clear of toys and furniture
- Hot drinks are kept out of children's reach and consumed well away from children at all times
- The Director is notified immediately of damaged toys or equipment, or any other hazard which has the potential to cause harm.

6.3 THE KITCHENS

- Keep the kitchen doors CLOSED at all times
- Do NOT allow children in the kitchens
- Keep sharp utensils out of the reach of children
- Use warm water and detergent when washing up
- Empty sinks when you have finished washing up
- Ensure all hazardous substances (detergents, cleaning liquids, etc) are kept out of reach of children or locked in the appropriate cupboard.
- Read the labels and instructions for all hazardous substances with which you are not familiar. Use gloves when using them and wash your hands afterwards.

7. SAFE MANUAL HANDLING

You may be involved with the lifting/moving of equipment especially on maintenance roster days. It is very important to follow the basic lifting guidelines contained in the appendices to reduce the risks associated with manual handling.

Whilst at the kindergarten, it is important that you only lift your own children. The staff are responsible for the children at the kindergarten.

If your child needs attention it is safer to bend down to his/her level or sit down to hold him/her. If you do need to lift your child following is the correct procedure to follow:

- Have the child face you as close as possible to your body
- Place one arm under the child's buttocks with the other arm supporting the child's back
- Lift with the knees bent and back straight, using your leg muscles and not your back.
- Avoid carrying a child on your hip as this may strain your back
- Use a chair lift (team lift) for larger children.

8. SIBLINGS

Siblings are welcome to attend parent roster with a parent/guardian. Whilst at the centre siblings are the responsibility of their parents and should be supervised by them at all times.

Children are **NOT** permitted to attend **project** days or **working bees**.

9. SMOKING

Smoking is not permitted within the Kindergarten buildings or grounds.

10. EVENTS

WHK adopts the C&K Branch, Health Safety And Wellbeing Policy in relation to events.¹ (Procedure Number: HSW:01.02)

An 'event' is defined as an organised special day or period with social activities and / or ceremonies that occur outside normal service operating times. WHK annual and regular events are:

- Working Bee / Project Days
- Family Fun Days
- Welcome BBQ
- Open Day
- AGM and information night

Other ad hoc events may include:

¹ Wavell Heights Kindergarten is an affiliate service of C&K. C&K affiliate and associate members are excluded from the scope of this procedure however are encouraged to implement an event risk management strategy. (source: C&K Procedure Number: HSW:01.02, dated effective August 2016, review date August 2018)

- Fundraisers, Craft Fairs
- C&K Early Education Conference
- NAIDOC Week activities
- Speaker Conferences hosted or co-hosted by WHK
- Fetes

Open Days involving external contractors or activities outside of normal business practice

Event risk assessments are completed and filed by WHK Work Health and Safety Representatives. The Event Coordinator or nominated representative for the event is responsible for the safety and health of event staff and participants. All incidents, accidents or hazards are to be reported to this representative.

When attending a WHK event, either onsite or offsite parents responsibilities include, but are not limited to:

- The supervision of their own child and any siblings
- The supervision of children on playground equipment
- Following sun safe practices, such as the use of hats / sunscreen and keeping children hydrated
- Following road safety protocols, particularly with children in car parks
- If your child suffers food or other allergies, monitor your child's food consumption and ensure you are prepared in the event an adverse reaction occurs.

11. MAINTENANCE- PROJECT DAYS

Project Days also fall under the events category, however, carry a HIGHER risk due to the nature of the work conducted.

Children are not permitted to attend on these days under any circumstances

The Maintenance Coordinator or nominated representative is responsible for:

- the safety and health of all maintenance day participants
- All incidents, accidents or hazards are to be reported to this representative.

When undertaking Maintenance duties participants are responsible for:

- **SIGNING THE MAINTENANCE SHEET** and annotating the time you arrived and departed the centre
- Be aware of and comply with WHS and Emergency Procedures, noted on the sign on sheet
- **Always think “SAFETY FIRST”**
- Use safe lifting techniques to protect yourself against back and neck injury. Refer to Appendix B for lifting guidelines
- Wear the appropriate personal protective equipment (PPE) and clothing for the task you are doing. Refer to Appendix C
- Ensure all equipment/tools you provide are in **SAFE WORKING ORDER and are only used by the owner.**
- All major works, e.g. Plumbing and Electrical, must only be implemented by qualified tradesmen on appointment by the Committee and its Directors.
- Any roofing maintenance will be conducted by qualified tradesman on appointment by the Committee and its Directors. Maintenance day participants will not access the roof.
- If using chemicals or pesticides follow the instructions for the ‘Safe Use of Chemicals and Pesticides’ in Appendix D. Material Safety Data Sheets (MSDS’s) for all chemicals held by the centre can be found in a yellow folder in the main kitchen.
- A First Aid Kit is available

12. FIRE AND EMERGENCY PROCEDURES

A plan of the kindergarten showing evacuation routes, emergency exits, the location of the fire alarm, fire extinguishers and telephones is on display throughout the centre. Please study the maps carefully and take the time to look for the exits, alarms and telephones when you visit the kindergarten.

Monthly fire drills are performed with the children and if you are present on a day when this is done you are required to assist the children to evacuate the building.

On Notification of a fire –

Co-Director/Responsible Person to:-

1. Calmly request all children and parents to vacate playrooms to **Emergency Assembly Area**.
2. If safe to do so check toilets, kitchen, store room and outside sheds
3. Take roll book
4. Take portable phone
5. Settle children and check off roll (your group)
6. Delegate person to ring the fire department (000)
7. Ensure all children in the centre, and adults have been accounted for

Teacher to:-

1. Calmly request all children and parents to vacate playrooms to **Emergency Assembly Area**
2. Take roll book
3. If safe to do so check main kitchen, store room, toilets and offices
4. Redirect any children or parents who may attempt to evacuate through front of building. Evacuate with those children through Room B (if safe to do so) or proceed around outside of the building to **Emergency Assembly Area**.
5. Settle children and check off roll

Assistants to:-

Usher children out of the building to **Emergency Assembly Area** and remain with children at all times.

Parents/Caregivers to:-

Assist staff in vacating the children from the building and progress to **Emergency Assembly Area**.

Visitors to:-

Progress to **Emergency Assembly Area**.

ALWAYS FOLLOW INSTRUCTIONS GIVEN BY STAFF

13. APPENDICES

A Hand Washing Procedure

Following is the recommended procedure for washing hands:

- Wet hand with running water
- Use liquid soap and spread over hands
- Rub your hands vigorously as you wash them
- Wash ALL surfaces
 - Backs of hands
 - Wrists
 - Palms
 - In between fingers
 - All fingers
 - Under finger nails
- Rinse your hands well under running water
- Dry hands on a clean PAPER TOWEL
- Place paper towel in bin

B Safe Lifting Guidelines

When you need to lift:

1. **PLAN AND PREPARE**
Take care of your back – Think before you lift
Clear path of obstacles – Ensure a good line of vision
Test the objects weight – is it within your capabilities?
2. **GOOD BALANCE**
Get a firm footing – Feet apart for good balance
Corner the load – Get as close to it as possible
3. **GOOD SPINAL ALIGNMENT**
Bend at the knees and hips – NOT THE WAIST
Maintain spinal alignment
Get a firm balanced grip on the object
4. **KEEP THE LOAD CLOSE**
Closer the load – less stress on your back
Tighten stomach muscles – strong stomach muscles support your spine during a lift, push or pull
5. **USE YOUR LEGS**
DO NOT JERK – Lift, push or pull smoothly
Use your legs – Legs are stronger than your back
Brace whilst doing the movement
6. **NO TWISTING OF THE BODY**
DO NOT TWIST – Move your feet
Nose and toes face the same direction
7. **AVOID OVER-REACHING**
Avoid overhead reaching with back arched
Avoid forward reaching – Stand close to the job
8. **TEAM LIFTING**
Use team lift or mechanical or other lifting device for heavy, big or awkward loads
Best performed by persons of similar stature
One person is leader to give instructions
Give clear instructions and adequate warning of obstacles.

C Protective Clothing (Guideline Only)

Following is the recommended protective clothing to be worn when performing various jobs:-

Mowing and Whipper Snipping

Long pants, socks, sturdy non-slip shoes, hat and eye/face shield, hearing protection

Outdoors Tidying/Gardening

Hat, Sunglasses, rubber/leather gardening gloves

Spraying with Chemicals

Long pants, long sleeve shirt, socks, shoes, hat, eye shield, face mask

Working with Cleaning Agents

Rubber Gloves

Emptying Bins

Rubber Gloves

D Safe Use of Chemicals and Pesticides

Following is the procedure to be followed for the safe use of chemicals and pesticides at the Kindergarten:

1. Use the **LEAST TOXIC** pesticide or chemical available for the work
2. Ensure only the **RECOMMENDED RATE** is used and prepare only enough for **IMMEDIATE USE**
3. Wear the appropriate **PROTECTIVE CLOTHING** for the chemicals or pesticides
4. Read labels and material safety data sheets carefully
5. Cover food and water containers of pets
6. **DO NOT EAT, DRINK OR SMOKE** while pouring, mixing or spraying
7. Spray with minimal drift
8. Thoroughly **CLEAN ALL EQUIPMENT** where run-off will not contaminate the environment and create a hazard
9. **WASH YOURSELF WELL** after using chemicals and pesticides and definitely before eating, drinking and smoking
10. Be aware of First Aid requirements and if becoming ill while using chemicals or pesticides, **STOP** and seek medical attention