



Family Handbook

Norman Park Community Kindergarten
Growing Together Through Play, Community and Belonging

Welcome

Welcome to Norman Park Community Kindergarten.

Beginning kindergarten is a significant milestone for children and families alike. It is the beginning of new friendships, new discoveries and new opportunities to learn and grow together. We are honoured to be part of this important chapter in your family's journey.

At Norman Park Community Kindergarten, we believe childhood should be filled with curiosity, belonging, challenge, wonder and joy. Every child arrives with their own unique personality, interests, strengths and experiences, and we are committed to creating a place where they feel safe, respected and valued for who they are.

We know that beginning kindergarten can bring excitement as well as questions. This handbook has been developed to help you understand who we are, what we believe and how we work together with families to create a meaningful kindergarten experience.

While this handbook provides an overview of life at Norman Park Kindy, it cannot replace the relationships we build with one another. We value open communication and encourage families to speak with us whenever they have questions, ideas or concerns.

We look forward to getting to know your family and sharing a wonderful kindergarten year together.

Welcome to our community.

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Our Community

The Norman Park Kindy Difference

Every child deserves a childhood filled with belonging, curiosity, wonder and joy.

At Norman Park Community Kindergarten, we believe children learn best when they feel safe, connected and deeply engaged in experiences that are meaningful to them. We see children as capable, competent and active participants in their own learning, each bringing unique strengths, interests, cultures and perspectives that enrich our community.

As a community kindergarten, we have the privilege of providing a kindergarten year that is intentionally designed around children's learning, development and wellbeing. Our program is guided by contemporary research, the Queensland Kindergarten Learning Guideline (QKLG) and the Early Years Learning Framework (EYLF), while remaining deeply connected to our philosophy and the relationships that make our community unique.

At Our Kindy...

Children are the authors of their own play and learning.

Rather than following a one-size-fits-all program, educators thoughtfully observe, listen and respond to children's ideas, questions and interests. This child-led approach means children have genuine opportunities to make choices, contribute ideas and influence the direction of their learning each day. When children have ownership over their experiences, they are more engaged, more motivated and develop greater confidence in themselves as learners.

Play is the foundation of our program. Through play, children investigate, imagine, create, negotiate, solve problems, build relationships and make sense of the world around them. We value uninterrupted time for children to become deeply involved in their play, recognising that meaningful learning often develops through sustained exploration rather than adult-directed activities.

Learning Through Relationships

Strong relationships are at the heart of everything we do.

We believe children thrive when they feel known, respected and valued by the important adults in their lives. By building secure, trusting relationships with children and working in genuine partnership with families, we create the conditions where children feel confident to explore, take appropriate risks, ask questions and develop a strong sense of belonging.

Children also learn through their relationships with one another. Everyday interactions provide valuable opportunities to develop empathy, communication, collaboration and respect for different perspectives.

Growing Through Challenge

We know learning isn't always tidy or predictable. It grows through relationships, challenge, persistence, creativity and reflection. Sometimes ideas flourish immediately. Sometimes they change, evolve or don't work the first time.

We value these moments because they help children discover that some of life's most important learning happens when things don't go as expected. By experiencing appropriate challenge within safe, trusting relationships, children learn to persevere, adapt, solve problems and develop confidence in navigating both success and challenge.

We trust children to experience appropriate challenge because these experiences help them discover just how capable they are.

Connecting with Nature and Community

Nature is an important part of everyday life at Norman Park Kindy.

We believe children develop a deeper understanding of themselves, others and the world when they have regular opportunities to explore natural environments, care for living things and experience all seasons through play.

Our educational program extends beyond the kindergarten gates through bush excursions, community connections and meaningful partnerships that help children develop a strong sense of place, responsibility and belonging. We are committed to embedding respect for Aboriginal and Torres Strait Islander histories, cultures and perspectives throughout our everyday practice, recognising the enduring connection First Nations peoples have with Country, community and culture.

It Takes a Community

Norman Park Community Kindergarten is more than a place where children come to learn—it is a community built on relationships, shared responsibility and a commitment to supporting children and families.

As a not-for-profit community kindergarten, we are proudly governed by a volunteer Parent Management Committee (PMC). This management committee act as the Approved Provider for our kindergarten and we could not operate without the dedication and commitment of the families who generously contribute their time, skills and expertise to this important role.

Every family contributes to our community in different ways. Whether it is serving on the Parent Management Committee, attending a working bee, helping at a community event, sharing a skill or simply supporting your child's learning journey, every contribution helps strengthen our kindergarten.

We believe children benefit when they see the important adults in their lives working together. By building genuine partnerships between families, educators and the wider community, we create a kindergarten where everyone has a sense of belonging and shared purpose.

Why Community Matters

Children develop a strong sense of belonging when they know they are part of something bigger than themselves.

A community kindergarten provides opportunities for children to experience cooperation, shared responsibility and respect for others in authentic ways. As they watch adults working together, caring for shared spaces and contributing to the life of the kindergarten, they begin to understand what it means to belong to a community.

These experiences help children develop empathy, responsibility, confidence and an appreciation that communities thrive when people contribute in different ways.

Families as Partners

Families are children's first and most important teachers.

We value the knowledge, perspectives and experiences each family brings and recognise that children thrive when educators and families work together.

Throughout the year we encourage families to become involved in kindergarten life in ways that suit their interests, availability and family circumstances. There is no expectation that every family contributes in the same way—every contribution is valued.

Working together helps us build strong relationships, better understand children's individual strengths and create a richer kindergarten experience for everyone.

A Shared Responsibility

Looking after our kindergarten is something we do together.

As members of our kindergarten association, families share a commitment to actively participating in and contributing to our community in ways that reflect their individual circumstances and capacity.

Children, families, educators and our Parent Management Committee all play an important role in caring for our environment, supporting one another and helping our community flourish.

These shared experiences not only strengthen our kindergarten today—they help build the kind of community we hope children will continue to create throughout their lives.

The People Behind Our Kindy

Behind every wonderful kindergarten experience is a team of people working together to support children, families and our community.

While families often spend the most time with educators, many people contribute to the successful operation of Norman Park Community Kindergarten. Each role is different, but together we share a common commitment to providing a safe, welcoming and high-quality kindergarten experience for every child.

Our Parent Management Committee

Norman Park Community Kindergarten is governed by a volunteer Parent Management Committee, which serves as the kindergarten's Approved Provider under the National Quality Framework.

The committee is responsible for the overall governance of the kindergarten, including strategic direction, financial oversight, employment of staff and ensuring the service meets its legislative responsibilities.

Committee members generously volunteer their time alongside work and family commitments to help ensure our kindergarten continues to thrive for current and future families.

Our Service Manager and Office Administrator

Working in partnership with the Parent Management Committee, our Service Manager and Office Administrator support the day-to-day administration and operation of the kindergarten on behalf of the committee.

Together they assist with areas such as enrolments, finances, communication, staffing, compliance, maintenance and the many behind-the-scenes tasks that help the kindergarten run smoothly.

They work closely with the committee, educators and families to support the ongoing success of the kindergarten.

Our Teacher / Nominated Supervisors

Our Teacher/Nominated Supervisors lead the educational program and are responsible for the day-to-day operation of the kindergarten.

They design and implement a high-quality, play-based educational program, support children's learning and wellbeing, build partnerships with families and guide the work of the educator team.

They also ensure the kindergarten operates safely and in accordance with legislative and regulatory requirements while maintaining a strong focus on children's rights, wellbeing and learning.

Our Educational Leader

Our Educational Leader works alongside the teaching team to support continuous improvement in educational practice.

This includes facilitating professional learning, mentoring educators, supporting reflective practice, strengthening curriculum decision-making and helping ensure our educational program continues to reflect current research and best practice.

The Educational Leader also works alongside families, providing opportunities to support parents and carers throughout their parenting journey through information sessions, resources and community learning opportunities.

Our Educators

Our educators work alongside children every day, building secure relationships, supporting play, extending learning and creating environments where children feel safe, respected and valued.

Working collaboratively with the Teacher/Nominated Supervisors, educators contribute to planning, observations, documentation, reflection and the ongoing development of the educational program.

Together, our teaching team shares a commitment to creating meaningful learning experiences that recognise each child's unique strengths, interests and potential.

Lady Gowrie Queensland

Norman Park Community Kindergarten is proudly affiliated with Lady Gowrie Queensland, our Central Governing Body.

Lady Gowrie Queensland supports affiliated community kindergartens through advice, professional learning, advocacy and governance support, helping services maintain high-quality educational practice and meet their legislative responsibilities.

Working Together

One of the great strengths of a community kindergarten is the partnership between families and educators.

We recognise that children thrive when the important adults in their lives communicate openly, respect one another's perspectives and work together towards shared goals.

Our relationships with families are built on trust, mutual respect and a shared commitment to supporting every child's learning, wellbeing and development.

Communication

Open communication helps us build strong relationships and provide the best possible support for children. Our primary form of communication is Storypark, where families will receive learning stories, announcements, reminders, community updates and opportunities to contribute to our ongoing reflections and inquiries.

We also communicate through the kindergarten mobile phone, email, the XAP Smile Parent App, and encourage families to regularly check Storypark, as it is our main source of day-to-day communication.

Working in Partnership

Children benefit most when families and educators share information, celebrate successes and work together to support their learning and wellbeing.

We value open conversations and encourage families to share changes, achievements, concerns or important events that may influence their child's experiences at kindergarten.

Likewise, educators will communicate openly with families about children's learning, wellbeing and development, recognising that respectful partnerships help create the best outcomes for children.

Inclusion and Belonging

We recognise and value the unique strengths, abilities, backgrounds and experiences of every child and family. We are committed to creating an inclusive kindergarten environment where all children feel a sense of belonging and have meaningful opportunities to participate in learning and play.

We encourage families to share information about their child's individual needs, including any developmental differences, disabilities or additional support requirements, so we can work together to support their wellbeing, learning and participation.

Respecting Professional Expertise

We recognise that families know their child best, and educators bring professional knowledge of child development, early childhood education and the kindergarten learning environment.

By combining these perspectives, we can develop a deeper understanding of each child and work together to support their individual strengths, interests and needs.

Staying Connected

Throughout the year we invite families to participate in many aspects of kindergarten life, including community events, working bees, family celebrations, Storypark reflections, surveys and opportunities to contribute ideas to our ongoing improvement.

These conversations help shape our educational program, our Quality Improvement Plan (QIP) and the future direction of our kindergarten.

We value every family's voice and believe that listening, reflecting and learning together strengthens our entire community.

Our Philosophy

At Norman Park Community Kindergarten, our philosophy is more than a statement—it guides the way we think, the decisions we make and the experiences we create for children every day.

It reflects our shared beliefs about children, childhood, learning and community, and our commitment to child rights, wellbeing and meaningful participation.

Our philosophy provides a foundation for our educational program, relationships, environments and everyday decisions, helping ensure our practices remain consistent with the values we share as a kindergarten community.

Our Philosophy in Action

During their time at Norman Park Kindy, we strive to nurture a strong sense of belonging, confidence, curiosity, respect and wellbeing as children continue their lifelong learning journey.

We believe children learn best through play, meaningful relationships, appropriate challenge and authentic opportunities to participate in their own learning.

We trust children as capable and competent learners and value the unique strengths, interests and perspectives they bring to our community.

Our philosophy comes to life through everyday interactions, thoughtful teaching, strong partnerships with families and a commitment to creating an environment where every child feels safe, valued and inspired to learn.

A Living Philosophy

Our philosophy is not intended to remain unchanged.

As our community grows, research evolves and we continue to reflect on our practice, our philosophy grows with us.

Children, families, educators and our Parent Management Committee all contribute to this ongoing conversation, ensuring our philosophy remains authentic, relevant and reflective of the community we serve.

Families are invited to read our full [Philosophy Statement](#) on our website and contribute to its ongoing review.

Our Educational Program

Every day at Norman Park Kindy is thoughtfully designed around children's learning, wellbeing and development.

Rather than following a fixed timetable or predetermined activities, our program is responsive to the children—their interests, questions, discoveries, relationships and ideas.

This means no two kindergarten days are exactly the same, because no two groups of children are exactly the same.

Play with Purpose

Play is children's natural way of learning.

Play provides rich opportunities for children to investigate, imagine, negotiate, create, solve problems, communicate and develop relationships.

Our educators observe and listen carefully, recognizing the learning taking place within children's play. Through thoughtful interactions, questions, resources and environments, they intentionally extend children's thinking while respecting their ownership of the experience.

This balance of child-led exploration and intentional teaching creates meaningful opportunities for learning across all areas of development.

Learning Across Many Domains

Learning at kindergarten is about much more than preparing for school.

Children develop language, literacy, numeracy, physical skills, creativity, scientific thinking, problem-solving, confidence, resilience, social competence and emotional wellbeing through the everyday experiences of our child-led curriculum.

These learning opportunities are interconnected and emerge naturally through play, relationships and meaningful experiences.

Nature as a Teacher

Nature is one of our most important learning environments.

Children spend significant time outdoors exploring, investigating, creating and caring for the natural world.

We believe every season brings valuable opportunities for learning. Whether climbing trees, digging in the garden, observing insects, splashing in puddles or enjoying a rainy day, children develop confidence, resilience, creativity and a deep connection with nature through authentic outdoor experiences.

Preparing for Lifelong Learning

The kindergarten year is an important stepping stone in children's learning journey.

Rather than focusing solely on academic knowledge, we aim to help children develop the dispositions and capabilities that support lifelong learning.

These include:

- confidence
- curiosity
- independence
- resilience
- creativity
- communication

- collaboration
- empathy
- problem-solving
- responsibility.

These qualities support children not only as they transition to school, but throughout their lives.

Children as Capable Learners

We believe children are capable, resourceful and full of potential.

Whenever possible, we encourage children to make choices, solve problems, contribute ideas, manage their belongings, care for their environment and take increasing responsibility for their learning and everyday routines.

By trusting children with genuine responsibility, we help them develop confidence in themselves and their abilities.

Reflecting and Responding

Planning is an ongoing cycle of observing, listening, reflecting and responding.

Educators work collaboratively to document children's learning, reflect on emerging interests and thoughtfully plan environments and experiences that extend children's thinking.

This responsive approach allows our curriculum to evolve alongside the children, ensuring learning remains meaningful, engaging and authentic.

Keeping Children Safe

At Norman Park Community Kindergarten, every child has the right to feel safe, respected, valued and heard.

Creating a child safe organisation is everyone's responsibility and is embedded in every aspect of our practice, relationships and decision-making.

Our commitment is guided by the National Principles for Child Safe Organisations, Queensland's Child Safe Standards, the Child Safe Organisations Act, the Reportable Conduct Scheme, the National Quality Framework and the principle that the best interests of the child are the paramount consideration in all decisions affecting them.

Safe Relationships

Children feel safe when they experience respectful, caring and predictable relationships.

We intentionally create environments where children develop secure relationships with educators and peers, feel confident expressing their ideas and emotions and know they will be listened to with respect.

Every child deserves to feel that they belong.

Children's Rights and Participation

Children are active participants in our kindergarten community.

We value children's voices, encourage them to make choices, express their ideas and contribute to decisions that affect their everyday experiences.

Listening to children is an important part of keeping them safe and helping them develop confidence, agency and a strong sense of belonging.

Cultural Safety

We are committed to creating an environment where every child and family feels respected, included and valued.

We celebrate diversity and actively embed Aboriginal and Torres Strait Islander perspectives throughout our program, recognising the importance of culture, identity, community and Country.

We strive to ensure every child experiences cultural safety, respect and genuine belonging.

Supporting Children's Social and Emotional Development

Learning to build friendships, communicate needs, manage emotions and resolve conflict is an important part of the kindergarten years.

Children aged three to five are still developing the skills needed to understand and manage their emotions, consider another person's perspective, negotiate with others and solve social problems. These abilities develop gradually through everyday experiences, supportive relationships and gentle guidance.

As children learn these important life skills, there will naturally be times when they disagree, become frustrated, act impulsively or need support to navigate challenging social situations. These moments are a normal and expected part of early childhood development and provide valuable opportunities for learning.

Our educators work alongside children every day to help them recognise emotions, communicate respectfully, solve problems, repair relationships, develop empathy and build the skills needed to participate confidently in a community.

Our goal is not simply to stop challenging behaviour, but to understand what children are communicating, support them to develop new skills and help every child experience safe, respectful and positive relationships.

Where we observe ongoing concerns or patterns that may require additional support, we will always work in partnership with families to understand what is happening and develop consistent strategies together.

Respecting Children's Privacy

We recognise and respect children's right to privacy, dignity and safety, including in digital environments.

We take a thoughtful approach to photographing, documenting and sharing children's learning, ensuring their rights, voices and wellbeing remain central to our decisions.

Our Technology Guideline outlines our approach to the responsible use of technology and digital information and is available on the parent portal of our kindergarten website.

Working Together to Keep Children Safe

Creating a child safe environment is a shared responsibility.

Families, educators, volunteers and committee members all play an important role in helping children feel safe and respected.

Our [Child Safe Environment Policy](#), [Family Code of Conduct](#), [Technology Guideline](#), [Complaints Handling Policy](#) and other policies support this commitment and are available on our [website](#).

If you ever have concerns about the safety or wellbeing of a child, we encourage you to speak with your child's Teacher/Nominated Supervisor or the Service Manager.

Before Your First Day

Beginning kindergarten is an exciting milestone for children and families. Every child settles in their own way and at their own pace, and we are here to support you throughout the journey.

Before your child starts kindy, we encourage you to spend time together reading your My New Kindy book. It includes practical information, an independence checklist and ideas to help your child become familiar with kindergarten before their first day.

Simple everyday opportunities such as carrying their own backpack, opening lunchboxes, recognising their name, putting on hats and managing self-care routines all help children develop confidence and independence. These skills don't need to be mastered before starting kindy—we will continue supporting and encouraging them throughout the year—but practising them at home provides a wonderful foundation.

Most importantly, speak positively about kindergarten and enjoy the excitement of this new adventure together. We look forward to getting to know your child and walking alongside your family as they begin their kindergarten journey.

Everyday Kindy Life

Every day at Norman Park Kindy is a little different because our program responds to the interests, ideas and discoveries of the children. While our days are flexible and child-led, a consistent rhythm helps children feel safe, confident and settled.

Session Times

- **Kookaburras Group – 8.30am to 2.30pm Monday, Tuesday, Wednesday**
- **Lorikeets Group – 7.54am to 3.30pm Thursday, Friday**
- Kindy Club information [available here](#).

Each kindergarten group also has one pupil free day each year. Families will be advised of these dates in advance. The kindy program is offered during school term time only.

Approved Kindergarten Program

We are proud to provide Free Kindy as an Approved Kindergarten Program under the Queensland Government. Each kindy program offers 15 hours of free kindy per week, during school term time. The Kookaburras group offers 18 hours of kindy per week and attracts an Additional Hours Levy per term.

Arrival and Departure

We understand that every family has different morning and afternoon routines. Once the kindergarten session has commenced, children are welcome to arrive at a time that works for your family. We value calm, positive transitions and would much rather families arrive feeling settled than rushed.

Children cannot be dropped off before the commencement of their kindergarten session unless they are booked into Kindy Club and must be collected by the end of the kindergarten session unless attending Kindy Club.

For children's safety, all children must be signed in and out each day by a parent or authorised nominee.

Please ensure your authorised nominees and emergency contact details remain current in XAP. If someone different will be collecting your child, please let us know before collection wherever possible.

We encourage families to allow a little time at drop-off and pick-up for children to confidently carry their own belongings, greet their friends and educators and transition into and out of the kindergarten day. These small everyday moments help foster independence, belonging and confidence.

For security, the kindergarten door access system operates during kindergarten session times. Outside these hours, access is managed through the Kindy Club program.

If you are unexpectedly delayed collecting your child, please contact the kindergarten as soon as possible. Children's wellbeing and supervision remain our priority. Children who have not been collected within ten minutes of the conclusion of the kindergarten session will transition to Kindy Club (where operating), and the applicable Kindy Club fee will apply.

Absences

If your child will be absent from kindergarten, please notify us by:

- sending a message to the Kindergarten Mobile
- marking your child absent in the XAP Parent App.

Keeping us informed helps us ensure the safety and wellbeing of every child.

We encourage all parents, carers and emergency contacts to save the Kindergarten Mobile number in their phone. This is our primary contact number during the kindergarten day.

As educators spend their day working alongside children, we are generally unable to answer the kindergarten landline. If your matter is not urgent, please leave a message or send a text to the kindergarten mobile and we will respond as soon as practical.

What to Pack Each Day

To help your child confidently participate in all aspects of the kindergarten day, we recommend packing the following each day.



One large, clearly named backpack

(Large enough to fit all of your child's belongings.)

Using one larger backpack rather than several smaller bags supports children's independence by making it easier for them to pack, unpack, recognise and take responsibility for all of their belongings.

Please pack:

- ☐ One clearly named litter-free lunchbox
- ☐ One clearly named water bottle (water only)
- ☐ Broad-brimmed hat
- ☐ Raincoat
- ☐ Multiple sets of clearly named spare clothing (including underwear)
- ☐ Clearly named wet bag (for wet or soiled clothing)
- ☐ Small hand towel (for drying off after water or muddy play)
- ☐ Library bag (on library borrowing days)

Please ensure all belongings are clearly labelled, including clothing, hats, lunchboxes, drink bottles, backpacks and wet bags.

At Norman Park Kindy, we believe children are incredibly capable. Everyday routines like carrying their own backpack, unpacking their belongings and caring for their possessions are valuable opportunities to develop confidence, responsibility and independence.

Clothing for Kindy

Children learn best when they can fully participate in every experience.

We encourage children to wear comfortable, practical clothing suitable for climbing, painting, digging, gardening, water play, messy play and exploring outdoors in all weather conditions.

To support our outdoor program, we recommend sun-safe clothing, including tops that cover children's shoulders (no singlets). Wherever possible, clothing made from cotton or other natural fibres is encouraged, particularly during the cooler months when children may participate in our fire program.

Children are encouraged to play barefoot whenever it is safe to do so, particularly during water and muddy play, as this supports sensory exploration, physical development and connection with the natural environment.

For safety, closed-in shoes must be worn during bush excursions, fire experiences, carpentry and any other activities identified through our risk assessments.

Food at Kindy

Mealtimes are an important part of the kindergarten day. They provide opportunities for children to slow down, connect with one another, develop independence and enjoy eating together as a community.

We encourage families to pack a balanced, litter-free lunchbox that provides children with the energy they need to learn, play and explore throughout the day. A variety of foods, including fruit, vegetables, wholegrains and protein-rich foods, helps fuel growing bodies, curious minds and active play.

As part of our commitment to sustainability, we encourage families to minimise single-use packaging wherever possible.

Supporting Independence at Mealtimes

We ask families to pack food in one clearly named lunchbox, ideally a bento-style lunchbox where appropriate.

This supports children's growing independence by making it easier for them to recognise and manage their own belongings, locate their lunch in a refrigerator shared with many other children and confidently access their food throughout the day.

Insulated lunch bags are welcome for travelling to and from kindergarten; however, we ask that only the lunchbox itself is placed in the refrigerator.

Children should also bring one clearly named water bottle containing water only.

At Norman Park Kindy we encourage children to take increasing responsibility for managing their own lunchbox, opening containers, making choices about the order in which they eat their food and recognising when they are hungry or full.

To help keep all children safe, we ask families to avoid sending foods containing identified allergens whenever requested. If allergy requirements change during the year, families will be informed promptly.

Throughout the year we share practical lunchbox ideas, nutrition information and evidence-based resources through Storypark and our Kindergarten Website.

Birthdays and Celebrations

We enjoy celebrating birthdays and the many important milestones that occur throughout the kindergarten year.

If you would like to celebrate your child's birthday at kindy, please speak with your child's Teacher/Nominated Supervisor before bringing any food or special items. This allows us to consider allergies, dietary requirements and ensure celebrations are inclusive for every child.

We also enjoy celebrating the diverse cultures, traditions and experiences that make up our kindergarten community.

Health, Wellbeing & Safety

Children's health, safety and wellbeing are fundamental to everything we do at Norman Park Community Kindergarten.

By working in partnership with families and following current health and safety requirements, we create an environment where children can confidently play, learn and thrive.

Illness

To help keep our kindergarten community well, children who are unwell should remain at home until they are well enough to comfortably participate in the kindergarten program and meet the recommended exclusion periods where applicable.

Children should not attend kindergarten if they:

- have a temperature of 38°C or above, or have required fever-reducing medication that day
- are vomiting or have diarrhoea. Children must not return to kindergarten until at least 24 hours after their last episode of vomiting or loose bowel motion, in accordance with our illness policy.
- have a contagious illness that requires exclusion under Queensland Health guidelines
- have symptoms that prevent them from comfortably participating in the kindergarten program, including significant lethargy, discomfort or ongoing respiratory symptoms
- have a persistent cough or persistent runny nose unless a medical practitioner has confirmed they are well enough to attend kindergarten and are not infectious.

We understand that deciding whether to keep your child home can sometimes be difficult. If you are unsure whether your child is well enough to attend, please contact us.

If your child becomes unwell during the day, we will contact your nominated emergency contacts and ask that they are collected as soon as practical.

Current exclusion information is guided by Queensland Health.

Developing Healthy Habits

The kindergarten years are an important time for children to develop lifelong habits that help keep themselves and others healthy.

At kindy, educators support children to practise everyday hygiene routines such as washing their hands, covering coughs and sneezes with their elbow, blowing and wiping their nose, disposing of tissues appropriately and recognising when they need support.

Families play an important role in developing these habits at home. We also encourage families and children to wash their hands together on arrival at kindergarten and again before leaving at the end of the day, helping reduce the spread of illness while establishing positive lifelong habits.

By working together at home and at kindy, we can help children develop the confidence, independence and everyday hygiene skills that support both their own wellbeing and the wellbeing of others.

Medication and Medical Conditions

If your child requires medication during the kindergarten day or has a diagnosed medical condition, please speak with your child's Teacher/Nominated Supervisor before they attend.

Working together, we will develop appropriate plans to ensure your child can participate safely and confidently in the kindergarten program.

Families are responsible for ensuring medications, medical action plans and emergency contact details remain current throughout the year.

Head Lice

We appreciate families checking their child's hair regularly for head lice and notifying the kindergarten if they are identified so we can support other families while maintaining privacy and confidentiality.

Infectious Diseases

Please notify the kindergarten if your child is diagnosed with a contagious illness so that we can meet our obligations to notify other families where required while maintaining confidentiality.

Accidents, Injuries and First Aid

Minor bumps, scrapes and muddy knees are a natural part of active childhood and outdoor play.

Our educators hold current qualifications in First Aid, CPR, Asthma and Anaphylaxis management and respond promptly to injuries or illness.

Families will always be informed of incidents involving their child in accordance with legislative requirements and our policies.

Sun Safety

Outdoor play is an important part of every day at Norman Park Kindy.

We follow SunSmart recommendations throughout the year, including wearing broad-brimmed hats, applying sunscreen, seeking shade when appropriate and encouraging children to develop lifelong sun-safe habits.

Children are expected to wear sun-safe clothing, including tops that cover their shoulders (no singlets).

Families are asked to apply sunscreen before kindergarten each morning. Throughout the day educators reapply the kindergarten's chemical sunscreen as required.

As outdoor learning is an important part of our program, we also use OFF!® DEET-free insect repellent when required.

Families who would prefer their child to use their own sunscreen or insect repellent are welcome to supply these at the beginning of the year. Products must:

- be clearly labelled with the child's name
- be accompanied by the current Material Safety Data Sheet (MSDS)- available directly from the manufacturer.
- be monitored and replaced by families throughout the year as required.

Emergency Management

The safety of children, families and educators is our highest priority.

We regularly practise emergency evacuation and lockdown procedures in calm, age-appropriate ways so children feel confident and prepared should an emergency ever occur.

If a significant emergency affects the kindergarten, families will be contacted as soon as it is safe to do so using the kindergarten mobile and Storypark where appropriate.

Rest & Relaxation

There is no set sleep or rest time at Norman Park Kindy.

Instead, children are encouraged to listen to their own bodies and choose opportunities to rest, relax and recharge throughout the day.

Quiet spaces, books, drawing, sensory experiences and gentle play are always available for children who need a break from the busy rhythm of kindergarten. Some children choose to rest after lunch, while others are ready to continue their play and learning.

By responding flexibly to children's individual needs, we support their wellbeing while recognising that every child is different.

Library

Our library provides children with opportunities to borrow books to enjoy with their families at home.

Sharing books together supports children's language, imagination and enjoyment of reading while strengthening the connection between home and kindergarten.

We encourage families to return library books each week so all children can enjoy our collection.

Bush Excursions

Bush excursions are a valued part of our educational program and generally occur fortnightly.

Each kindergarten group approaches these experiences a little differently depending on the children, the learning taking place and the opportunities available throughout the year.

These experiences help children develop confidence, independence, resilience, connection with nature and a strong sense of belonging within our local community.

Families will receive information specific to their child's group throughout the year.

Parking

Parking is available in Curtis Street at the front of the kindergarten, as well as in the surrounding parkland via Jean Howie Drive behind and alongside the kindergarten.

When arriving at or leaving kindy, we ask all families to park safely, follow local parking signs and be considerate of our neighbours. In particular, please respect the designated Meals on Wheels parking spaces and signage. These spaces are essential to the operation of their service and must remain available for their volunteers and deliveries.

Please hold your child's hand when walking through the car park and surrounding streets.

Whenever possible, we encourage children to walk alongside their families into kindergarten, helping them develop awareness of road safety, independence and respect for our wider community.

Sharing our space respectfully with our neighbours is one of the many ways we model community, kindness and responsibility for children.

Growing Together

We believe learning is lifelong—not only for children, but also for educators, families and our kindergarten community.

Reflection is an important part of who we are. We regularly reflect on our educational program, our relationships, our environments and our practices to ensure we continue to meet the needs of children and families while remaining true to our philosophy.

Listening and Learning

Children, families, educators and our Parent Management Committee all contribute valuable perspectives that help shape the future of our kindergarten.

Throughout the year we seek feedback through everyday conversations, Storypark posts, surveys, meetings, our Quality Improvement Plan (QIP) and opportunities for children to share their ideas and experiences. We regularly invite families to contribute to our monthly reflections and inquiries through Storypark, recognising that your perspectives help strengthen our practice and community.

This ongoing cycle of listening, reflecting and improving helps ensure our kindergarten continues to grow as a place where children and families thrive.

Our Commitment to Continuous Improvement

Our Quality Improvement Plan (QIP) documents the goals we are working towards as a kindergarten community and reflects our commitment to continually improving our practice.

Families are welcome to view our QIP on Storypark and are encouraged to contribute ideas, feedback and suggestions throughout the year.

We value the insights of our community and recognise that the best ideas often come through genuine collaboration.

Where to Go for More Information

If you're looking for...	The best place to look is...
Daily communication, announcements and learning stories	Storypark (our primary communication platform)
Reporting an absence	Kindy mobile 0409 672 258 and XAP Smile Parent App
<u>Policies and procedures</u>	Kindergarten Website
<u>Complaints Handling Policy</u>	Kindergarten Website
<u>Family Code of Conduct</u>	Kindergarten Website
<u>Technology Guideline</u>	Kindergarten Website
<u>Child Safe Environment Policy</u>	Kindergarten Website
<u>Philosophy</u>	Kindergarten Website
Quality Improvement Plan (QIP)	Storypark
Calendar dates and events	Storypark
Enrolment and administration enquiries	Office Administrator admin@normanparkkindy.com.au
Questions about your child's learning or wellbeing	Your child's Teacher or Educators
Governance or committee matters	Parent Management Committee or Service Manager

We're Here to Help

Starting kindergarten is an exciting journey, and we know there will be questions along the way.

Whether you have a question, an idea, a concern or simply need some reassurance, we encourage you to talk with us. We value open communication and believe the strongest partnerships are built through trust, respect and ongoing conversations.

No question is too small.

We look forward to getting to know your family and sharing a wonderful kindergarten year together.

Welcome to the Norman Park Community Kindergarten family.