



# Family Handbook 2025

Welcome to Norman Park Community Kindergarten!

We welcome you and your family to our kindy community. This handbook aims to provide you with information about the centre, staff, daily requirements, policies and procedures, orientation and committee information.

We look forward to our journey with you and your child in the year ahead.

## Centre Details:

Norman Park Community Kindergarten Inc  
23 Curtis Street, Norman Park Qld 4171  
p | 07 3399 4261 e | [admin@normanparkkindy.com.au](mailto:admin@normanparkkindy.com.au)

**Kindy mobile | 0409 672 258**

**IMPORTANT please save this to your contacts – this is how you will be contacted during program hours**

### Operating Times:

#### Kookaburras

Monday, Tuesday, Wednesday

8.30am to 2.30pm

#### Lorikeets

Thursday, Friday

7.54am to 3.30pm

#### **Kindy Club Kookaburras**

AM session from 7.30am to 8.30am

PM session from 2.30pm to 4.30pm

#### **Kindy Club Lorikeets**

PM session from 3.30pm to 5.00pm

Term 1: 28 January – 4 April 2025 | Term 2: 22 April – 26 June 2025 (27 June Lorikeets Pupil Free Day)

Term 3: 15 July – 19 September 2025 (14 July Kookaburras Pupil Free Day) | Term 4: 7 October – 12 December

### Staff:

Desley MacKenzie: Teacher, Lorikeets

Hannah Powell: Teacher, Kookaburras

Anne Albury: Assistant educator, Kookaburras

Akiko Okuda: Assistant educator, Kookaburras

Megan Smith, Assistant educator, Lorikeets

Masako Nuttall, Assistant educator, Lorikeets

Melanie (Mel) Brehaut: Administration

Janelle Blatchly-Read: Kindy Club

Louise Wilson: Kindy Club

### Committee Contacts:

President | [president@normanparkkindy.com.au](mailto:president@normanparkkindy.com.au)

Vice-President | [vicepresident@normanparkkindy.com.au](mailto:vicepresident@normanparkkindy.com.au)

Treasurer | [treasurer@normanparkkindy.com.au](mailto:treasurer@normanparkkindy.com.au)

Secretary | [secretary@normanparkkindy.com.au](mailto:secretary@normanparkkindy.com.au)

Community Engagement |

[community@normanparkkindy.com.au](mailto:community@normanparkkindy.com.au)

**Director:** Desley MacKenzie | **Educational Leader:** Hannah Powell

**Nominated Supervisors:** Desley MacKenzie, Hannah Powell

**National Quality Standard Rating:** Exceeding (2019)

### Local Office of Department of Education Metropolitan Region (MetroSouth)

Early Childhood Education and Care (ECEC)

MetroSouth: Mount Gravatt | 07 3028 8063 | [metrosouth.ecec@qed.qld.gov.au](mailto:metrosouth.ecec@qed.qld.gov.au)

**2025 Kindy Calendar – [click here](#)**



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# About Norman Park Community Kindergarten

## Our Nature Kindergarten Program

Our Traditional Kindergarten Program is woven into our Nature Kindergarten Program, allowing for a holistic program occurring both on-site, where indoor and outdoor areas are always open to the children, alongside off-site excursions into neighbouring park and bushland. This program celebrates the simple joy of being and exploring in nature while supporting children's learning and development in the areas of the **Queensland Kindergarten Learning Guidelines**.

Our Nature Kindergarten Program also allows the children to connect to the Jagera land on which we meet to learn and play. We explore this connection with the children over the year we are able to explore what 'country' means to us. We can begin to recognise the care and wisdom of the Jagera peoples and how this relates to our kindy and the land, environment, wildlife, plants and people.

Our Nature Kindergarten Program has been created on the principles of Forest School. Our teachers and assistant educators are level 3 qualified. We look forward to sharing more with you throughout orientation.

You can find out about our overall [Philosophy](#) on our website.

## Curriculum

Norman Park Community Kindergarten has a play-based curriculum using the Queensland Kindergarten Learning Guidelines (QKLG) as a framework aligned with the Early Years Learning Framework (EYLF). This aligns a similar vision that 'all children experience learning that is engaging and builds success for life'.

The QKLG provides specificity for children's learning across the year before starting school, recognising that children bring with them diverse identities and backgrounds. It acknowledges parents/carers are children's first teachers and values the vital role families play in children's lives and their ongoing learning.

The QKLG and EYLF:

- share an image of the child as 'rich in potential, strong, powerful, competent, and most of all connected to adults and other children' and
- have the same intent in their principles and practices. being:
  - secure, respectful and reciprocal relationships
  - respectful relationships
  - high expectations and equity
  - respect for diversity
  - holistic learning approaches
  - continuity in learning
  - shared decision making
  - inclusive partnerships
  - responding to children's ideas and interests
  - creating engaging and inclusive learning environments
  - learning through play, real-life engagements, routines and transitions
  - responsive intentional teaching practices
  - assessment for learning
  - reflective practice
  - have aligned focuses for learning

EYLF outcomes	QKLG learning and development areas
Children have a strong sense of identity	Identity
Children are connected with & contribute to their world	Connectedness
Children have a strong sense of wellbeing	Wellbeing
Children are confident and involved learners	Active learning
Children are effective communicators	Communication

## Documenting the program

We know how important it is to understand what your child is learning, and the experiences they are engaging in. The children's learning journeys will be captured in an online secure platform called Storypark in a variety of ways. You will also see a range of different displays and records of the children's learning and engagement throughout the service, including group project books. You will be encouraged to be involved in the day to day life at our kindy and projects with your child.

## Communication and Storypark

Communication between kindy and families is considered essential in supporting each child's growth and development. Norman Park Community Kindergarten believes it is important to establish and nurture an ongoing relationship of two-way communication between families and the kindy throughout the year. Our main form of communication will occur through the online platform, Storypark.

Storypark creates a secure online network for parents, extended family, educators and specialists. Our Norman Park Community Kindergarten private Storypark community allows us to document and support children's learning and development and at the same time share this with families. Families can engage with their child's learning journey and collaborate with teachers and educators to develop a strong partnership.

**As our main form of communication**, the following information is communicated through Storypark:

- stories on your child's experiences and their progress;
- announcements from the kindy community to inform you of what is happening at the kindergarten regarding social events, fundraising or exciting excursions;
- notifications about illnesses, policy updates and other useful information;
- group planning;
- private conversations;
- parent meeting details; and
- reminders and housekeeping notices.

Other forms of communication may include:

- notice board displays;
- family pigeon holes;
- wall documentation;
- project books;
- ongoing verbal communication between parents/guardians and educators;
- correspondence via email for individual communication and administration matters;
- family handbook;
- surveys in order to gain feedback from families via email; and
- invitations from children for events at kindy.

We value two-way communication with our families. Please always feel free to discuss anything, including any questions or concerns about your child or the kindy program.

## Connecting with families

By working together families, educators and the management committee can enhance the children's learning and wellbeing.

Families are encouraged and supported to share information with staff and engage in the kindergarten program in the following ways:

- Sharing information during enrolment and throughout attendance at the kindergarten;
- Providing resources for the program including: recycled donations such as paper and other craft resources or other items as discussed with staff;
- Share your: family heritage / culture; skills, knowledge or profession with the children;
- Participating in documentation through comments on the Storypark platform, contributing to ongoing displays, planning or other documentation of the program;
- Participation in social events organised throughout the years;
- Sharing feedback or suggestions with staff;
- Participating in the review of the service's policies, philosophy, Quality Improvement Plan (QIP) or other documentation as applicable;
- Participate with the teacher/educator in the development of a transition statement for your child. A transition statement is a summary of a child's strengths, interests and progress during their kindergarten year.

## Meet our Teachers and Educators [here](#)

We have a commitment to continual critical reflection and professional development. All staff hold current: Blue Cards; Senior First Aid and CPR qualifications and are trained in anaphylaxis and asthma, child protection and fire safety.

### The role of the Educational Leader

The Educational Leader in children's education and care services has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. The role is a collaborative endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families. The Educational Leader ensures children's learning and development are guided by the learning outcomes of the Queensland Kindergarten Learning Guidelines.

The Educational Leader also has a significant role in guiding and developing families' understandings about play and children's learning and development, and the significance of the early years in the education continuum for children. This can include facilitating learning opportunities for parents with specialists in particular fields, including the annual offering of the Circle of Security parenting course and other informative events.

### Affiliation with The Lady Gowrie

The Queensland Government requires each kindergarten service to be affiliated with a Central Governing Body (CGB) for funding distribution. Norman Park Community Kindergarten is affiliated with [The Lady Gowrie](#).

The Gowrie advises us on various business and early childhood matters and provides an advisory service through an early childhood education and care co-ordinator, who visits the service throughout the year. The Gowrie is a great benefit to the smooth running of our kindergarten, providing guidelines and policies to follow and support the management committee and staff.

## Centre Management

The kindergarten service is an incorporated, not for profit association. It has a Management Committee elected from the parent body who serve as the Approved Providers under the National Quality Framework. Committee members are the caretakers of the kindergarten for the year. They work closely with service leadership and the wider kindy cohort to promote community engagement and interaction.

The committee meet on a regular basis as part of their governance responsibilities and consult with all stakeholders regarding the strategic direction of the association. The day-to-day running of the kindergarten is managed on behalf of the committee by the Director and administration team.

## National Quality Framework

The National Quality Framework (NQF) encourages services to provide a high quality and consistent standard of early childhood education and care across Australia.

The NQF includes:

- a national legislative framework consisting of the Education and Care Services National Law and Education and Care Services National Regulations;
- a National Quality Standard (NQS);
- an assessment and ratings system;
- a regulatory authority in each state and territory which has responsibility for the approval, monitoring and quality assessment of services; and
- a national body responsible for providing oversight of the new system and ensuring consistency of approach – the Australian Children’s Education and Care Quality Authority (ACECQA).

Services are assessed and rated against seven quality areas that make up the NQS. Norman Park Community Kindergarten is rated “Exceeding” under the NQF. For more information regarding the NQF, please see our Director or Educational Leader or visit [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Regulatory Authority

The Australian Children’s Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in implementing the National Quality Framework (NQF) for children's education and care.

ACECQA works with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years of age and their families;
- monitor and promote the consistent application of the Education and Care Services National Law across all states and territories; and
- support the children's education and care sector to improve quality outcomes for children.

In Queensland, the Office of Early Childhood Education and Care is responsible for:

- approving, licensing and regulating early childhood education and care services in Queensland;
- funding services to support the early childhood education and care of Queensland children;
- driving national early childhood education and care reforms in Queensland including:
  - National Quality Framework
  - Universal Access to Early Childhood Education
- promoting successful transitions from home to early childhood education to school, for children and families; and
- investing in evidence-based programs to support early learning and development.



## Orientation

The orientation program for families is important to assist children (and their families) to settle into the kindergarten program as easily as possible and to emphasise to families the importance of their participation in their child's journey. At Norman Park Community Kindergarten, this orientation includes:

### Annual General Meeting (AGM) and Orientation Evening

The Annual General Meeting includes reflecting on the journey over the past year and where we are headed into the future. The new parent Management Committee is elected and we encourage all to be involved.

### Program Information

Teaching staff will provide an outline about the kindergarten program, learning, development and curriculum. This is held as part of the AGM and Orientation Evening. Information will be shared about the orientation process with opportunities to sign up to family interviews and orientation plays.

### Family interviews

Interviews with families will be conducted in November. This process is the first opportunity to establish the relationship between your teacher and family, the first steps in building a rich reciprocal relationship that will assist everyone in achieving the best outcome for the child.

This is an opportunity to share information about your child and your hopes and goals for their kindy year. You may raise any concerns about your child's transition to kindy. We encourage all families (including kindy families of years past) to attend.

### Getting to know your family

During the orientation process families will have opportunities to share information specific to their family and children will be asked for their thoughts as well.

### Storypark access

In the New Year you will receive an invitation to access Storypark. This will give you and your child an opportunity to share some information about your child and family with our educators. You might include what you have been doing in your time leading up to the start of kindy, or share some special moments with family or holidays.

### Orientation play sessions

There will be an opportunity to sign up for an orientation play session in the week prior to kindy starting. Children and parents/guardians can meet some children from their group, and their teachers and educators. The Kookaburras group will be on Tuesday 21st January and Thursday 23rd January for the Lorikeets. You will be invited to attend one play session. Please bring your bag, morning tea and a drink bottle. **Please note parents/carers must stay for this orientation play session.** There will not be other sessions offered; if you are away there will be ample opportunity for settling your child into kindy during the first weeks of the kindy program.

### Wine and Cheese Event | Information session

This wine and cheese event is a parent social evening where you can meet and mingle with other families. This event is held in February.

### Welcome Picnic

The Welcome Picnic is held on a weekend afternoon in Term 1, where all families are invited to enjoy a picnic together at kindy. A special Welcome to Country smoking ceremony will also be conducted.



## Getting Ready for Kindergarten:

- Talk positively about the transition with your child and read the 'My New Kindy' book prior to starting.
- Set your child up for success by sending them with all their requirements (as per list below).
- Spend some time with your child in the kindy environment – find where their belongings will be stored, meet the new children, get to know other families.
- Take some time to meet with, and talk to your child's new educators.
- Remember you can message at any time during the day to find out how your child is going. Please use the kindy mobile which is: 0409 672 258 (save to your contacts now).

### When you arrive:

Sign your child in via the Kiosk (iPad) in the foyer, noting this is a legal requirement (and must be completed by an adult aged 18 years or above).

**Please do not allow your child (or any siblings, other children) to touch the foyer iPad; the keypad to access kindy or the release button to exit kindy. This is for the safety of all children.**

Encourage your child (with assistance & support where needed) to increase their independence & confidence by:

- Placing bags in their locker.
- Applying sunscreen (if you haven't applied at home). Please encourage your child to play in the shade for at least 20 minutes if applying at kindy.
- Washing hands (yours, your child and any siblings).
- Storing food in the fridge. If your child's food is in an insulated bag, please remove food from the bag before placing it in the fridge so the food remains at a safe temperature. If you are attending afternoon Kindy Club please put your child's snack in the kitchen fridge.
- Sharing any news or important information with us – did your child have a bad night's sleep, did they bump their head this morning, are family or friends coming to stay tonight?
- Engaging them in an activity or with other children or educators.
- Saying goodbye.

### When you leave:

- Sign your child out via the Kiosk (iPad). **It is a mandatory requirement to sign in and out each day.**
- Talk with us about your child's day and take note of any new displays / notes / documentation.
- Double check your child has all of their belongings and check your pigeonhole in the foyer.

### What to bring:

**Every day please bring a bag with the following labelled items:**

- Broad brimmed hat or legionnaire's hat.
- Nude / litter-less lunchbox, containing nutritional food for the day. Please ensure your child can open/close their lunchbox independently.
- Water bottle.
- Shoes. Children are encouraged to remove their footwear at kindy. Staff will monitor presence of insects and other hazards and advise families and children when footwear should remain on. Some experiences will require enclosed shoes (ie: bush excursions).
- Library bag (dimensions to be larger than 25cm x 35cm).
- 'Wet bag' for wet clothing and accidents.
- Spare sets of seasonal appropriate clothing (learning can get messy sometimes!)
- Please send your children to kindy in clothing that can get dirty (potentially ruined by mud, paint, water). See page 13 for the 'Clothing' section for full information.
- Hand towel for drying off after getting wet or muddy.
- Sheets for rest time - even if your child does day sleep they often choose to 'rest' with peers (fitted sheet, top sheet and sheet bag. Mattress dimensions are 130cm x 60cm x 5cm). This supports their autonomy.
- Raincoat for wet weather; gumboots optional.

## Policies and Procedures

*Below is the full list of available policies for the kindergarten. Some of the more commonly referred to policies (and forms) are available to download by clicking on the relevant link. If you would like to refer to any other policies please ask us and we can provide you with a copy.*

- Access, Orientation and Communication Policy
- **Administration of Medication Policy**
- Arrivals and Departures Policy
- **Additional Permanent Authorisation to Collect Form**
- **Temporary Authorisation to Collect Form**
- **Behaviour Guidance Policy**
- Bullying and Cyberbullying Policy
- **Child Protection Policy**
- Child Safe Environment Policy
- **Children's Immunisation Policy**
- Children's Record Keeping Policy
- Cleaning and Sanitisation Policy
- Clothing for Children Policy
- Dental Health and Ear Care Policy
- Emergency Procedures and Evacuation Policy
- Environmental Hazards and Critical Incident Policy
- **Exclusions and Recording of Illness and Infectious Diseases Policy**
- **Timeout Poster**
- Excursion Policy
- Family and Community Participation Policy
- **Fees and Payment of Fees Policy – Gowrie**
- **Fees and Payment of Fees Policy - NPCK**
- First Aid Administration Policy
- Food Preparation, Handling and Storage Policy
- **Grievance for Families Policy**
- Governance Policy
- Hand Hygiene and Infection Prevention Policy
- **High Temperature Management Policy**
- Incidents, Injury and Trauma Policy
- Inclusion and Anti Bias Policy
- **Injury on Arrival Form**
- Interactions with Children Policy
- Medical Conditions Policy
- Medical Conditions- Allergy/ Anaphylaxis Management Policy
- Medical Conditions- Asthma Management Policy
- Medical Conditions- Diabetes Management Policy
- Missing Child Response Policy
- National Quality Framework- Quality Improvement Plan (QIP) Policy
- **Nutrition Policy- Food Brought from Home**
- Pets and Animals in Children's Services Policy
- Privacy and Confidentiality Policy
- Programme Planning and Development Policy
- Responsible Person and Staffing Arrangements Policy
- Safety and Supervision Policy (Including Water Safety)
- Sleep and Rest Time Policy
- Storage and Handling of Chemicals Policy
- Student and Volunteer Policy
- **Sun Protection Policy**
- Sustainability Policy
- Tobacco, Drug and Alcohol-Free Environment Policy
- Toileting and Nappy Changing Policy
- Transportation of Children Policy
- Use of Technology and Interactive Media with Children
- Work Health and Safety Policy

### Arrivals and Departures

All children must be accompanied into the service and collected by a parent/guardian or responsible adult. Children may only be collected by an authorised person whose details are recorded on the child's enrolment form in the XAP portal or XAP Smile App. If you need to add authorised persons, please do so via the XAP portal – **it is parental responsibility to ensure this information is up-to-date**. For any one-off picks by a different person, please see staff to complete a different form. Any child not collected after 10 minutes on conclusion of the kindy program will be automatically booked into Kindy Club and you will be invoiced accordingly.

### Kindy Club

The kindergarten offers an optional additional service for families wishing to utilise outside kindy hours care for their child. This service will be available subject to adequate demand and is charged separately to kindy fees. Further information is available upon request.

## Relationships and Circle of Security

At kindy we aim to understand children's behaviour and support this through connection, empathy and an understanding of what is developmentally appropriate. This includes assisting them to identify, communicate and regulate emotions. We value intrinsic motivation and empower children to negotiate and resolve conflicts with their peers, providing support as needed, and encouraging children to take responsibility for their own actions. The staff at our kindy are all trained in the Circle of Security Program.

Circle of Security is an attachment-based relationship program. We use the Circle of Security as a map to help us to "read" the emotional needs of children and to understand our role as the adult in a secure relationship. It also helps us to understand how behaviour may be better understood through discovering the emotional need which is driving it. We encourage all families to participate in the Circle of Security program which we endeavour to offer at kindy at minimum cost during the year.

## Exclusion of sick children

Excluding sick children and educators is one of the three most important ways of limiting the spread of infection in a kindergarten service (with hand washing/drying hands and immunisations being the other two). If a child is unwell at home, families will be expected not to bring the child to the service.

Families are asked to keep their child home if a child appears unwell and exhibits any / combination of the following symptoms:

- vomiting or diarrhoea in the past 24-hours (since the last loose bowel movement or vomit);
- sleeps at unusual times (without reason);
- is not able to participate in the program as he/she would normally;
- if you have had to give pain relief medication for comfort or pain;
- has a fever (38 degrees or higher) consistent with Managing A High Temperature Policy;
- is crying or distressed as a result of discomfort due to illness;
- eye discharge (pus or severe wateriness);
- rash;
- is in need of constant one to one care; or is emotionally unsettled;
- respiratory symptoms such as cough, runny or blocked nose, sore throat.

**Children are required to stay home for 24-hours following a temperature of 38 degrees or higher.**

Please see our '[Exclusion of Sick Children Policy](#)' and the '[Time Out](#)' poster on illness exclusions.

## Medical Conditions

Prior to beginning care, parents/guardians of children who have a specific health care need or medical condition must discuss with the teacher, the 'Medical Management Plan' or 'Action Plan' for their child and complete a 'Risk Minimisation Plan' to ensure the most suitable environment can be provided for all children and teachers/educators. This can include asthma, allergies or diabetes.

## Medication

If your child is starting a new medication for any reason, even one that is only administered at home, please advise your teacher via email. Please outline what the medication is for and any possible side effects. **Please do not send your child to kindy before at least 3 doses of any new medication (they have not taken previously** – excluding epi pens/adrenaline auto injectors) have been administered. Full details in the Administration of Medication Policy.

## Food and Lunchboxes

Your child needs healthy, nutritious food to give them the right energy to fuel their body and mind for learning. Please discuss your child's food requirements/allergies with us when you enrol, including any cultural or religious needs. We request that any multi-vitamins such as 'gummies' not be sent to kindy in lunchboxes for health and safety reasons. As per our commitment to the environment, we request you provide 'litter-free' nude food.

### **Privacy and Confidentiality**

The kindy protects the privacy and confidentiality of individuals by ensuring that sensitive information about individual children, families, teacher/educators and management are kept in a secure place and are only accessed by, or disclosed to, those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

### **Photography and social media**

It is important to remember images/recordings you email, text or post on social media sites can and may be seen, and used, by many people. We need to treat these recordings carefully.

To promote the safety, and respect the beliefs of all children and families, when you are at our service, or a service event, please only email, text or post on social media sites images/recordings of your own child.

### **Rest, relaxation and sleep**

We understand rest and relaxation is an important part of your child's day, and 'resting' and 'relaxing' occur differently for each child. The program and environment will provide opportunities for rest and relaxation across the day. Where a rest period takes place, staff will ensure this is a positive experience for children which reflects individual, group and cultural needs. This might include a sleep on a mattress, a break with a comfortable cushion to dream, or a rest on a rug outside in the shade reading a book.

### **Transition Statements**

The Transition Statement is a strengths-based summary of the child's engagement in the kindergarten program and supports the child and family's transition to Prep. Transition Statements are completed in term 4 and we will collaborate with families in regard to the individual child's Transition Statement. An opportunity to meet to discuss this documentation and the child's transition to Prep will be made available to families during Term 4.

### **Students and volunteers**

We are often asked if a student, or a volunteer, can work with us in our kindy. We always consider the needs of the children, service and community when reviewing such requests. All students and volunteers undertake an orientation process to ensure an understanding of kindergarten policies and procedures, responsibilities and obligations. Families will be notified of the presence of student/volunteers in the kindy via Storypark, with a photograph of the student/volunteer identifying their name and role/purpose within the service. All students and volunteers participating at the service are required to hold a current Positive Notice (Blue Card). Staff will at all times ensure the safety and wellbeing of the children and families of the service through maintaining supervision of children as per standard practice regardless of the presence of students or volunteers.

### **Incursions and Excursions**

From Term 2 each group will go on fortnightly excursions to surrounding bushland and park areas. We will inform you of an excursion in advance. Visitors may also be invited to share experiences, activities and 'shows' with the groups. Some of these incursions may include chicken hatching, cultural performances and Queensland Museum loans.

### **Children's Library**

The children's library is part of the kindy and the children can take up to three books home per week. Please advise staff of any loss or damage to books.

### **Parent's Library**

The parent library contains both reference books and picture books to support you and your family or help initiate discussions. If you would like to see books on additional subject topics, please let the staff know. We do ask parents to record and sign out these resources.

## Sun Protection

Families are to:

- provide a well-fitting, named hat, broad-brimmed style (brim of 8 – 10 cm), bucket style (with a deep crown and brim size of at least 5 cm) or legionnaire style (not cap) that shades the face, back of neck and ears;
- provide sunglasses for children where appropriate;
- provide clothing that covers the shoulders and arms, preferably with a collar, and longer style shorts and skirts to provide protection from the ultraviolet rays of the sun. Singlet tops do not offer enough protection and are therefore not recommended;
- apply broad-spectrum sunscreen (SPF 50+) to their child each morning upon arrival at the service if this is not applied prior to arrival;
- where a child has sensitive skin, provide a personal sunscreen. This sunscreen must be left with a staff member not in the child's bag or locker;
- complete an 'Objection to Sunscreen' form if relevant for their family;
- wash hands in between application of sunscreen to each child, or have the children apply it for themselves, or use a separate tissue to apply it to each child. This helps to prevent any cross infection; and

Children are required to re-apply sunscreen throughout the day (with assistance where needed). Please see our ['Sun Protection Policy'](#).

## Insect repellent

Insects, including mosquitoes and midges are a daily part of kindy life in our nature playground and particularly when we go on bush excursions. The kindy provides a DEET free insect repellent (active ingredient Picaridin). You are welcome to use this or apply your own repellent at home. Staff do apply this to children daily, however if they notice an abundance of insects they will encourage children to wear repellent.

If you have a specific (non-aerosol) repellent you prefer to use, please label with your child's name and hand to an educator.

## Clothing

Children should be dressed in suitable clothing to allow them to participate and engage in a variety of activities. In our program, children:

- work with messy materials such as paint, clay, glue, water, sand and mud;
- climb, run, jump and swing;
- are encouraged to be independent;
- are encouraged to rest and or sleep in meeting their individual need; and
- may spend long periods of time outdoors.

Children will need clothes which:

- are comfortable to rest and or sleep in;
- accommodate a range of temperatures which may occur over the course of a day;
- allow for growing independence, e.g. pants that can come off easily for toileting, shoes with easy fastenings, front openings for dresses, etc;
- will neither restrict activity nor reduce safety (e.g. slippery shoes, long skirts);
- clothing which supports sun protection practices also has a collar or high neck, covers as much skin as possible for example shirts with long sleeves; is made from close weave materials such as cotton, polyester/cotton and linen and is dark in colour to absorb UV radiation (white and lighter colours reflect UV radiation onto skin).

For off-site excursions, children are required to be dressed in (or bring in their bag to change into):

- socks and closed in shoes;
- long sleeve shirts and long pants and
- sun safe hat.

### **Toys from Home**

Children are discouraged from bringing their own toys to the kindy as it is difficult if favourite toys are lost or broken. If your child should need a "special" cuddly toy to settle at rest time, these are stored in their sheet bag or locker until rest time.

### **Lost Property**

Every possible care is taken of children's belongings, but inevitably items will go missing. A lost property basket is located in the foyer. Please check this regularly, as it is emptied at the end of each term. **To avoid lost items please ensure all your child's belongings are labelled, including clothing and underwear, drink bottles, lunchboxes, bags.**

### **Incidents and Injury**

When a minor injury, incident or trauma occurs at the kindy, staff first apply first aid. Staff may phone a parent/guardian to advise of an incident, injury or trauma prior to collecting the child from kindy. Staff will always phone if the incident, injury or trauma involves a head injury. Staff record full details about the incident and the treatment given on an Incident, Injury, Trauma and Illness Record. On arrival at the service this record must be read and signed by the parent/guardian of the affected child. This is kept and filed at the kindergarten.

If your child has had injury outside of kindy, please inform staff and you will be required to complete an Injury Upon Arrival form.

### **General Health and Safety**

To support our commitment to the happiness, health and safety of all children, educators and visitors, we ask you assist us with the following:

- **close all gates and doors as you enter/exit kindy; we cannot stress this enough** – it is paramount for safety that all gates and doors are closed. **Please do not allow children to touch keypads or door buttons.**
- **do not allow children** (of any age including siblings) **to touch the sign-in/out iPad.** It is a legal requirement for an adult (18-years or over) to sign children in and out each day.

The kindy is surrounded by public areas and very occasionally a used syringe may be found in a carpark or footpath area, neighbouring playground. Please use your normal level of caution in a public space and encourage children to wear shoes coming in and out of kindy.

### **Withdrawal / cancellation of enrolment**

Any cancellation of enrolment or withdrawal of child from the kindy program requires four weeks' term time notice. With the introduction of 'free kindy' families will be required to cover payment of term fees in lieu of the required four weeks' notice.

### **Parking**

There are multiple parking places around the kindergarten that are all shared by users of the wider Balmoral Park. Please make yourself familiar with these parking spaces, these include the front of the kindy, near the playground, next to Wheels on Meals and up behind the kindergarten. To access this, turn into Jean Howie Drive (off Bennetts Road). Please be mindful not to park in the clearly signed car park spaces allocated to Meals on Wheels but use the car park further along.

### **Feedback**

We want to hear your thoughts and ideas. Please share them with us by having a chat, sending us an email or letter, fax, smoke signal or carrier pigeon (most creative entry wins!\*), or completing one of our surveys. If there are any specific topics you wish to discuss, please speak first with your child's teacher/nominated supervisor.



## Fees

Norman Park Community Kindergarten is a not-for-profit organisation reinvesting any surplus into the service and program to achieve better outcomes for all children and communities.

Kindergarten is 'free' for 15 hours per week, over 40 weeks per year. The Kookaburras program (18 hours per week) attracts an 'additional hours levy' of \$350 per term.

### **Building Fund**

Norman Park Community Kindergarten is fortunate to have a building fund registered as a deductible gift recipient with the Australia Taxation Office. This means all contributions to the fund are tax deductible.

The building fund donations are utilised to perform the necessary capital works maintenance of the kindergarten, ensuring future generations will enjoy the same wonderful environment you see today.

To be eligible to offer 'free kindy' the kindergarten is restricted by funding allocated by the government and the kindy faces a new challenge in securing additional resources critical to long-term operations. It is imperative to establish a robust culture of parent financial contribution to establish a strong foundation that will not only allow for a smooth future, but also for uncertainties and challenges that lie ahead.

During your year at the kindy the committee will seek your feedback as to how you might like to contribute to the kindy community, including possible donations to the Building Fund.

### **Membership fee**

As a not-for-profit association, families become members of the Norman Park Community Kindergarten association for the year they are at kindy. This membership fee of \$100 (paid at time of enrolment) supports the rules and objectives of the kindergarten constitution, as the funds are put towards the maintenance of the kindergarten. Families are also encouraged to support the association objectives by participating in the maintenance and community endeavour of the kindergarten (governance and volunteer participation).

## Governance and volunteer participation – a sense of community

Norman Park Community Kindergarten has been part of the community for over 60 years. It is managed and run by the families of the enrolled children of that year. As one of the 50 families enrolled at the kindergarten, you and your family have a unique opportunity to assist and shape the kindergarten over the next 12 months. What a wonderful way to contribute to your community.

One of the benefits of attending a community kindergarten is the special opportunity to be part of a community

To ensure kindy is kept affordable and continues to maintain a strong financial position for many years to come, we need to minimise costs. Over the year it is anticipated each family's volunteer participation will total at least 8 hours. With every family having their own unique skills there is a large variety of roles available and an even longer list of helpers required. There will be something to suit you. If at anytime you are unsure how to assist, please contact a Management Committee member to find out.

Some benefits of volunteering at your child's kindergarten include:

- having a greater understanding of the educational process and projects planned for your child and being able to help shape them;
- developing close relationships with your child's teachers as you work on projects together;
- developing lifelong friendships with other parents;
- becoming a role model to your child in volunteering and supporting our community; and
- being part of a team with the vision to keep Norman Park Community Kindergarten strong and successful.

As many hands make light work, please do raise your hand at the AGM when the roles are indicated as vacant. Each family is beautiful and unique. It is your contribution, ideas and perspectives that help keep our community strong and vibrant.

To get involved you can contribute in the following ways:

- Be part of the Management Committee (please check to see if any roles still vacant);
- Washing hand towels for 2 terms;
- Picking up and dropping off museum loans Term 2 or Term 3;
- Accompanying us on Nature Kindy excursions;
- Assisting with fundraising, e.g. volunteering for the Bunning's BBQ or selling snacks at Movies in the Park;
- Assisting at Working Bees each term;
- Covering library books; and
- Any other odd jobs that come up during the year.

### **How Does the Committee Work?**

The committee of Norman Park Community Kindergarten is operated by parents and supported by the employed staff. The purpose of the Management Committee is to operate the administration obligations and oversee the financial performance of the kindergarten for the 12 months of appointment. These duties are documented within the constitution governing Norman Park Community Kindergarten and further assisted by The Lady Gowrie affiliation.

The financial viability of Norman Park Community Kindergarten is dependent on the Management Committee and its volunteer parents participation. Without them, the expense to perform such tasks would be costly and ultimately passed on to families. Further to this, the profitable fundraising events throughout the year allow for long-term financial growth of the kindy. These events are pleasant opportunities for all families to come together and enjoy the wonder that is the kindergarten year.

A community kindergarten needs all enrolled families to volunteer their time and show support for the Management Committee elected.

\* Congratulations on reading this far! Please see Mel or Desley for a prize!