



2025 Family Handbook



Lady Gowrie^{QLD}
Community
Kindergartens

Cannon Hill Kindergarten and Community Pre-School Association Inc.

ABN: 93406 550 296

10 Imperial Avenue
(Corner Princess Street)
Cannon Hill Qld 4171

PO Box 94
Morningside Qld 4170

Phone: 07 3399 7280

Email: admin@cannonhillkindy.com.au

Website: www.cannonhillkindy.com.au

Facebook: <https://www.facebook.com/cannonhillkindy>



Operating Times 2025

Monday, Tuesday, Wednesday 8.45am -2.45pm

Thursday, Friday 8.00am – 4.00pm

- Term 1: 28 January – 4 April (10 weeks)
- Term 2: 22 April – 27 June (10 weeks)
- Term 3: 14 July – 19 September (10 weeks)
- Term 4: 7 October – 12 December (10 weeks)

Educational Leader: Rhonda Murphy & Julia Lang

Nominated Supervisor: Rhonda Murphy

National Quality Standard Rating: Exceeding



Welcome to Cannon Hill Community Kindergarten!

We extend a warm welcome to all new and continuing families who will be part of our kindy community in 2025. We look forward to getting to know you and your children over the year.

This handbook outlines important information regarding the children, parent responsibilities and the policies of our Centre. You are encouraged to read this information thoroughly.

If you have any questions, please feel free to approach our staff or a member of the Management Committee.

Mission Statement

To provide quality Early Childhood Programmes in a safe, supportive environment where children are nurtured and valued as competent individuals.

'Acknowledgement of Country' by Jonathan Hill

Today we stand in footsteps millennia old. May we acknowledge the traditional owners whose cultures and customs have nurtured, and continue to nurture, this land, since men and women awoke from the great dream. We honour the presence of these ancestors who reside in the imagination of this land and whose irrepressible spirituality flows through all creation.

Key Staff Contacts

Director:	Rhonda Murphy	rhonda@cannonhillkindy.com.au
Office Manager:	Brooke Pridmore	admin@cannonhillkindy.com.au

Kindy Committee Contacts

President:	president@cannonhillkindy.com.au
Vice President:	vicepresident@cannonhillkindy.com.au
Treasurer:	treasurer@cannonhillkindy.com.au
Secretary:	secretary@cannonhillkindy.com.au
Maintenance/WPHS:	maintenance@cannonhillkindy.com.au
Grants:	grants@cannonhillkindy.com.au
Fundraising/Social:	fundraising@cannonhillkindy.com.au
Marketing/Communications:	marketing@cannonhillkindy.com.au

Contents

Our History & Goals.....	6
Our Philosophy.....	7
Affiliation with The Gowrie (QLD) Inc.....	8
National Quality Framework (NQF) for Kindergartens.....	9
Quality Improvement Plan (QIP).....	9
Centre Staff.....	10
Our Program	11
A Typical Day at Kindy.....	12
Daily Routine.....	13
What You Will Need	15
Attendance Guidelines.....	17
Our Parents	18
Fees and Levies	20
Fundraising.....	22
Enrolment Agreement (XAP).....	22
Health & Safety.....	23
Health & Safety Guidelines & Policies.....	23
General Guidelines & Policies	29
Birthday Celebrations.....	29
Clothing	29
Access and Admissions Policy	29
Excursions.....	29
Hats	30
Insurance	30
Library.....	30
Nutrition.....	30
Parking.....	30
Photographing and Audio/Visual Recording off Children	31
Professional Development.....	31
Shoes	31
Smoking	31
Students.....	31
Telephone Times	31
Toys - Show & Tell News	31
Our Committee & Association	32
Legislative Requirements	35
Managing Problems	35
Helpful Contacts.....	36

Our History & Goals

The Cannon Hill Kindergarten and Community Pre-School Association was established in 1962 with the goal of opening and administering a Centre that would provide preschool education for children between the ages of three and five years. In 1963 Cannon Hill Kindergarten and Community Pre-School was officially opened. Since then, it has provided a not-for-profit, community- based facility for local children.

It is our intention to provide our children with the highest standard of educational program and facilities and to be able to continue to do this for future children. This embeds the Early Years Learning Framework and aligns with the principles and practices of the Queensland Kindergarten Learning Guidelines (QKLK).

We recognise that these early years are very important for your child's future education, and we are proud to administer a program that is planned to develop the social, emotional, creative, intellectual and physical skills in each individual child.

The Centre as you see it today represents years of work and planning by our teachers and past parent groups.

Let's continue to work together to continue our proud history of providing a great learning environment for our children as well as an opportunity for all families to enjoy supporting each other and participating in both the kindergarten and the wider community.

We strive to:



Create an open curriculum framework that engages children in the process of learning.

Promote the importance of the early years in laying foundations for success in life & learning.

Respect the views of children and parents in the collaborative process of learning to learn.

Our Philosophy

We believe that children are competent and capable thinkers and learners who thrive when supported in a caring, nurturing and safe environment.

Our Approved Kindergarten Program implements all aspects of the Queensland Kindergarten Learning Guidelines including Active Learning, Wellbeing, Communicating, Connectedness and Identity which also embeds the principles and practices of the Early Years Learning Framework, to ensure that the Educational Program that the children are immersed in supports the children in ways that create lifelong learners. By doing so, the children attain competencies and confidence that will enable them to operate as caring, productive, positive and functioning future members of society who have the capacity to become agents of change when facing important issues such as sustainability and maintaining natural environments for future generations who follow.

The children's sense of agency is actively stimulated by authentically supporting children to articulate and implement their ideas for curriculum direction and decision making, so they are able to become resilient and confident individuals who learn how to cope when difficulties or conflicts arise in their everyday lives. By embedding these skills and practices at a very early age, the children believe in their own capacity to solve problems and make informed decisions. We also believe that children develop at their own pace and that, by recognizing this, the diverse needs of learners are catered for and supported. This may include additional strategies such as providing additional staffing support when necessary. We also believe that children learn best through hands on experience and long periods of uninterrupted play, so they can develop their unique ideas. Intentional teaching ideas and children's contributions are given equal importance as part of a shared curriculum that emerges through play-based learning.

We believe that parents are the first educators of their children, and we respect the dignity of each family and its culture, customs and beliefs adding to a rich tapestry of families. Through our open-door policy, parents are always welcomed and encouraged to spend time at the centre whenever it is convenient for them. Parent participation therefore is both welcomed and encouraged. The collation of individual portfolios also informs families about their child's individual journeys. Parents and caregivers are encouraged to add their own thoughts and reflections to these and to feel free to approach staff at any time with any concerns. By doing so, families' sense of belonging is supported and maximized.

We believe that staff should work together in a mutually supportive environment, so each member is valued for their unique talents and contributions. Staff value and understand the importance of reflective practice and are committed to utilising reflective practice as a tool to promote growth as professionals and colleagues. In doing so, it ensures that the educational program that is on offer is relevant to the needs of the children and best practice driven. We believe all these elements combine to promote a quality kindergarten experience for all families.

Affiliation with The Gowrie (QLD) Inc.

Cannon Hill Kindergarten and Community Pre-School Association is affiliated with The Gowrie (QLD) Inc (Lady Gowrie). Lady Gowrie Qld is the Central Governing Body (CGB) for Lady Gowrie Affiliated Kindergartens and has more than 116 affiliated kindergarten services. For over 80 years Lady Gowrie's focus has centred on Queensland children and families and the benefits quality early childhood programs bring to our community. They believe that childhood is a unique time of life, to be valued and enjoyed in its own right and that it is the time where foundations are laid for future health, learning and wellbeing. (www.gowrieqld.com.au).

Lady Gowrie assists our centre by providing high quality support across a range of areas including:

- An ECEC co-ordinator specifically assigned to our centre
- Policies
- Professional Development
- Workforce Issues
- Advocacy, Communication and Promotion
- Funds Administration
- Reporting

As a Community Kindergarten affiliated with Lady Gowrie our Centre:

- is community controlled and administered by an elected committee of parents;
- has an approved Constitution or set of Rules;
- meets the standards specified by this Association for safety, standard of education program, teacher/child ratios and qualifications of staff; and
- views the kindergarten or pre-prep education of your child as a joint responsibility between families and centre and encourages close teacher/parent co-operation.

National Quality Framework (NQF) for Kindergartens

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shapes every child's future and lays the foundation for development and learning.

The **National Quality Framework (NQF)** was the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children. The NQF has quality standards to improve education and care across long day care, family day care, preschools, kindergartens and outside school hours care services. The NQF helps ensure your child is given the best possible start to life. Benefits for families include:

- greater individual care and attention for children
- better support for children's learning and development through the approved Early Years Learning Framework
- educators with increased skills and qualifications
- improved educator to child ratios in most services
- a new rating system of education and care services.

Under the NQF, a Kindergarten Provider must attain certain levels of compliance in order to meet the National Quality Standards (NQS) and gain approval to operate. We proudly hold an **Overall Rating of *Exceeding National Standard* against the NQS.**

Cannon Hill Community Kindergarten base our education program on the **Queensland Kindergarten Learning Guidelines (QKLG)** developed by the Queensland Studies Authority (QSA). The QSA is an independent statutory body responsible for Queensland's Kindergarten to year 12 syllabuses, guidelines, assessment, reporting, testing, accreditation and certification services for state and non-state schools.

Our curriculum for children is based on the **Early Years Learning Framework (EYLF)**. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

Further information can be found on the ACECQA website www.acecqa.gov.au

Quality Improvement Plan (QIP)

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan ongoing future improvement. The QIP also forms an essential component in the Assessment and Ratings of a service by the Regulatory Authority (in Queensland this is the Early Childhood Education and Care Office, DET). It highlights the strengths of a service and identifies goals and improvements being sought across the seven Quality Areas in the National Quality Standard.

Our QIP is available for parents to read in our Parents Room and via our website in the "Parent Information" section, and we welcome and encourage families to add any comments or thoughts for improvement into the notebook located with the plan.

Centre Staff

All teachers and assistants hold qualifications in early childhood and up to date First Aid Certificates. Throughout the year staff participate in early childhood courses, seminars, workshops and conferences to maintain currency in early childhood skills. Our teachers also take advantage of non-contact days each year to undertake planning and professional development.

Policies developed in accordance with The Gowrie (QLD) Inc. ensure the welfare and development of the children are implemented by all staff at the centre.

Both classes are led by a Director/Teacher and an Educator. The teacher and the Educator work collaboratively with parents to provide the best possible early childhood education.

Director/Teacher – Rhonda Murphy (Diploma of Teaching – Early Childhood)

Rhonda Murphy is our qualified Early Childhood Teacher and is also our Director and Nominated Supervisor. Rhonda has been part of our kindy since 1985 and is responsible for the planning and delivery of our educational program. Rhonda also supervises and guides our staff and liaises closely with the Management Committee. The Teacher on duty is usually also the Responsible Person. The Parent Noticeboard will reflect any changes to Nominated Supervisor and Responsible Person in the Teachers absence.

Teacher – Julia Lang (Bachelor of Teaching – Early Childhood)

Julia has been working with our Kindy for over 10 years as our regular relief Teacher. In 2025 Julia will be the Early Childhood Teacher responsible for the Kindy Purple children each Wednesday whilst Mrs Murphy accesses non-contact time. Julia is also an Educational Leader.

Educators

Our educators work closely with the teachers and assist with the preparation and supervision of all activities, whilst contributing to programming and the observation of children. Additional educators may be employed when children need additional support.

Julie Lederhose (Certificate III Education Support) - Julie is our Educator in Kindy Purple. She has been part of our kindy community since 2011.

Tracy Farley (Diploma of Childcare and Education) – Tracy is our Educator in Kindy Green and has been with us at Cannon Hill Kindy since 2012.

Amber Eakin (Diploma of Children’s Services) – Amber works as our Inclusive Support Educator to offer additional support to children as needed.

Office Manager – Brooke Pridmore

Our Office Manager is responsible for all administrative tasks related to the running of our kindy and includes managing the enrolment process, providing support to the teachers and committee, and acting as our regular contact for parents. Brooke works in the office 2 days per week.

Bookkeeper – Sally McLellan

Our bookkeeper works in conjunction with the Treasurer and Office Manager, maintaining the financial records for the Centre and attending to most financial matters.

Our Program

At Cannon Hill Kindy we have two classes:

- **Kindy Purple** attends every Monday, Tuesday and Wednesday from 8.45am – 2.45pm
- **Kindy Green** attends every Thursday and Friday from 8.00am – 3.30pm, with the option of an extended program till 4.00pm

Our classes run in line with Queensland State School terms and holidays.

Cannon Hill Community Kindergarten offers a quality educational program as approved by the Office of Early Childhood Education and Care. In line with all Gowrie (QLD) Inc. Centres, our program uses the Government approved Queensland Kindergarten Learning Guidelines to implement the Early Years Learning Framework. Through this program and a close working relationship with teachers, families and children, Cannon Hill Community Kindergarten, alongside the Gowrie (QLD) Inc., aspires to promote nine broad outcomes for children attending our Centre. These include:

- * a sense of emotional wellbeing
- * secure attachments and social wellbeing
- * intellectual curiosity
- * thinking and problem-solving skills
- * a capacity to learn and communicate
- * a sense of physical wellbeing
- * respect for others
- * increasing competence with technology
- * resilience



*A child's world
should be the world
of the possible.*

Stefania Giamminuti

Throughout the year guest presenters are invited to the kindy to provide additional and varied opportunities for the children to explore and celebrate music, theatre, science, the environment, diversity and many more great experiences.

We know your child will be eager to ask questions and organise ideas, explore and experiment and make use of a wide variety of play materials in creative ways.

Parents and guardians are invited to discuss the experiences provided as part of our learning programs and goals to be achieved through our programs. Please ask your Teacher for more detailed information about your child's development, how we will provide opportunities to foster your child's development and our underpinning philosophy of learning that underpins our programs.

A Typical Day at Kindy

These times are a guideline only. The program remains flexible and responsive to the children's needs and interests.

Kindy Purple:

8.30am	Parent room opens for arrival, unpacking bags, sunscreen
8.45am	Program begins. Parents/caregivers are required to stay with children until this time. Morning routine on the learning mat – welcome song, talk about the day ahead.
9.00am	Outdoor play unstructured, variety of activities
10.15am	Morning Tea
11.00am	Group sharing, stories, news
11.15am	Indoor play – range of activities, learning topic chosen by the children
12.00pm	Tidy up / language session
12.30pm	Lunch
1.00pm	Rest time. Children may sleep, read, listen to stories, or quiet activities
2.00pm	Music, stories followed by end of day reflection
2.45pm	End of program

Kindy Green:

7.45am	Parent room opens for arrival, unpacking bags, sunscreen
8.00am	Program begins. Parents/caregivers are required to stay with children until this time. Morning routine on the learning mat – welcome song, talk about the day ahead
8.30am	Outdoor play unstructured, variety of activities, movement games
10.30am	Morning Tea
10.45am	Group sharing, stories, news
11.00am	Indoor play – range of activities, learning topic chosen by the children
12.15pm	Tidy up / language session
12.45pm	Lunch
1.15pm	Rest time. Children may sleep, read, listen to stories, or quiet activities
2.15pm	Music, stories, language, movement or games
2.45pm	Afternoon Tea, outside play
4:00pm	End of program

Daily Routine

Hours

- Doors to the Parent's Room open 15 minutes before the Kindy program starts.
- Parents are required to stay until the program starts (as our staff cannot legally assume responsibility for your child until this time).and pick up promptly at the end of the program. Children can become distressed if they feel they have been left behind.
 - **Kindy Purple** – doors open at 8.30am for 8:45am start
 - Program ends at 2.45pm
 - **Kindy Green** – doors open at 7.45am for 8.00am start
 - Program ends at 3.30 pm
 - Optional Kindy Green Club program till 4.00pm
- Educators use this time after the program ends to finish packing up and to prepare for the following day.

Arrival

- Sign your child in on the iPad using your mobile number and PIN (provided to authorised guardians and nominees using the XAP Connect program)
- Apply **sunscreen** to your child if not already applied at home.
- All children and parents to use the Hand Sanitiser provided before entering.
- Advise your teacher if your child is currently taking any medication or if there is anything else that may be important for your teacher to be aware of during the day.

Unpacking

Find the locker assigned to your child and help them unpack for the day.

- Drinks go on the drinks stand
- Morning tea goes in the yellow morning tea crate (will be refrigerated)
- Lunch boxes go in the fridge (no insulated lunch boxes or bags please)
- For Kindy Green, Afternoon tea box in the blue crate (will be refrigerated)
- Sheets go in the basket
- Your child's shoes should be taken off and put on the shoe rack
- Your child's hat will remain at Kindy on the hat rack. It will be returned at the end of each term to be washed.

Beginning the Day

Our day starts promptly at 8.45am (Mon – Wed) or 8.00am (Thurs, Friday).

Check your "Parent Pockets" for notices and scan the whiteboard as you leave.

Rest Time

The National Quality Framework requires our Centre to take reasonable steps to ensure that children's needs for sleep and rest are met, having regard to their developmental stages and individual needs.

Children are encouraged to rest for up to 45 minutes after lunch. We recognise that not all children may sleep during the day, however it is important for your child to learn how to relax and recharge their bodies, so we encourage quiet time during this period by listening to music, reading a book etc.

Pick up

- Sign out your child on the iPad using your mobile number and PIN.
- NOTE: Any individual apart from parents picking up a child must have been previously nominated and authorised by families using the XAP program. Our staff cannot release your child if the pick-up person has not been verified.
- Your child's belongings will be packed and ready to go. Please check them.

If your child is distressed

It is not uncommon for children to become upset when their parent leaves the Centre. This can be a distressing time for both the parent and child. We suggest the following routine:

- spend time with your child settling them in;
- when it is time to go, make it clear that you are leaving but you will be back to collect them in the afternoon; and
- Try to hand your child to either the Teacher or the Assistant promptly to reduce your child's anxiety and leave the Centre.

If you wish to reassure yourself that your child has settled, please call the Centre later in the morning. If your child remains distressed or becomes distressed during the day, we will let you know.

The Teacher will spend some time with you to discuss some strategies for overcoming this issue. If you wish to discuss this or any concern about your child, please see the Teacher.

What You Will Need

All items must be clearly labelled with your child's name.

1. Water Bottle

Clearly labelled with your child's name and filled with water only. (No juice, milk or cordial)

2. Hat

You will receive a Kindy bucket hat in your Welcome Pack (please add your child's name.) The hat will stay at Kindy on the hat rack for the term and be sent home each holidays for washing. We have a "no hat, no play" policy.

3. Morning Tea container (both groups) & Afternoon Tea (Green)

Please supply morning tea (and Afternoon Tea for Kindy Green only) in a container clearly labelled with your child's name. Morning tea suggestions include: fruit, vegetable sticks, cheese, yoghurt (in a container or pot to be eaten with a spoon please, not a sippy pouch, to encourage movement assisting speech development).

No pre-packaged or canned foods please.

If your child doesn't usually eat fruit, this is a great time to start the habit. If all the other children are eating fruit, your child will likely give it a try!

4. Lunch container

Lunch is to be in a named lunchbox that your child recognises and can open and close themselves. Preferably no insulated lunchboxes or bags please – lunchboxes will be refrigerated. We are not able to heat food however a thermos will keep food warm.

Lunch suggestions include "Grow foods" – sandwiches/wraps, salads, fruit, yoghurt, cheese and crackers. No pre-packaged or canned foods please. We encourage no-rubbish lunchboxes and food scraps are added to our worm farm/compost, and we encourage healthy eating habits – no chips or lollies please.

No nut products, peanut butter or boiled eggs please in case of allergies.

5. Spare clothes

Spare clothes (eg Tshirt, shorts, undies) should suit the season and be kept in your child's bag, clearly labelled with your child's name.

6. Waterproof style bag

As our Centre no longer supports the use of one-use plastic bags, we ask that you please provide a waterproof style swimming bag for any soiled or wet clothing, kept in your child's bag. Can buy from Kmart for around \$6

7. Set of sheets in a named drawstring bag

Sheet sets are required to fit the Centre's beds at rest time. The top sheet is a flat sheet and the bottom sheet has elastic sewn across each corner to fit around the legs of the bed. Measurements are provided below:

Bottom sheet: 60cm x 135cm (includes 2cm seams)

Needs 4 by 40cm lengths of elastic attached at each corner, 15cm from the corner point.

Top sheet: 80cm x 135cm (includes 2cm seams)

A number of online businesses sell sheet sets made to this size. We suggest:

- Brooklyn Dreaming for local handmade sheet set orders:
(<https://www.facebook.com/brooklyndreamingcreations>)
- Linique (www.linique.com.au) – go to parent log-in, username: kindy, password: parent

A limited number of pre-loved sheets may be available for purchase at the beginning of the year for \$15.

8. List of Medications

If your child is taking any medication, the Educators must be advised, and relevant forms completed.

Staff are NOT permitted to administer any “over the counter” medications.

9. Library Bag

You will receive a library bag in your Welcome Pack for your child's weekly library book exchange.

10. Small blanket and slippers (optional)

In colder weather you might like to pack a small blanket for rest time, or a pair of slippers or non-slip socks (eg. from Bounce or Jungle Adventure). Slippers can easily be removed for outdoor play.

11. Sunscreen

Sunscreen must be applied prior to, or on arrival at the Centre and preferably at least 20 minutes before the start of the program. Sunscreen is also provided by the Kindy in the Parents waiting room.

Please do not include sunscreen in your child's schoolbag – if your child requires a specific type of sunscreen, staff will keep it in the office and apply when necessary.

Attendance Guidelines

Program Hours

Strictly 8:45am to 2.45pm on Monday, Tuesday and Wednesday.

Strictly 8.00am to 4.00pm on Thursday and Friday.

Children cannot be left at the Centre prior to the commencement time of our program or held after the finish time. Children's arrival and departure times, together with the authorisation of an approved adult, **MUST** be entered into the XAP Connect Kiosk in the Parents Room. **ONLY** an adult nominated by parents in their child's online enrolment program or on a Temporary Authorisation to Collect form are authorised to collect a child from the Centre.

Where parents are in breach of these rules, the Committee can ask the parent to show cause why their membership of the Association should not be cancelled.

Children must be accompanied by a responsible adult.

Absence from the Centre

If your child is going to be away from the Centre, please either mark them absent in the XAP program or app, or telephone before the program commences to advise staff of the absence. Please also advise when your child will return.

If your child is absent from the Centre without explanation for more than 2 weeks, the family's membership of the Association may be terminated, and the child's place forfeited from the Centre.

Holidays

If you are going on holidays, please mark their holiday times as absent in the XAP program, or email the Centre with the dates so this can be noted. Fees are still applicable during this time.

Withdrawal of Your Child

If it becomes necessary to withdraw your child from the Centre for any reason, two weeks written notice to the Director is required to allow time for the vacancy to be filled. Parents who fail to advise the Centre will be charged the additional two weeks in lieu of notice.

Child Free Preparation Hours

The hours before program start and finish time are child free preparation hours for the staff.

Our Parents

Parents play an important and valuable role in the education of their child, and your involvement is invited and encouraged.

Parents can help in a variety of formal and informal ways by

- Nominating at the AGM for a position on the Committee (All committee members will require a Blue Card).
- Supporting the various activities organised by Kindy or the Committee – social activities, fund raising, maintenance rosters
- Sharing your skills and interests in the education program – cooking, craft, sewing, gardening, music, talking about your job e.g. doctor, nurse
- Visiting the kindergarten and joining in (even for a short time)
- Supporting and encouraging your child in their efforts at Kindy (paintings, collage work, learning songs etc.)
- Reading the notice board and newsletters
- Sharing program ideas or suggestions with educators
- Asking for information about your child's group, program or any issues concerning your child; and discussing your concerns with staff or a committee member. Parents are not required to hold Blue Cards for volunteering (excursions, roster etc), we do request that any parents with a negative notice or prior conviction for an offence involving children must not volunteer their services at the centre.

Responsibilities of Parents

- to agree to become a member of the Cannon Hill Kindergarten and Community Pre-school Association Incorporated;
- to agree to be bound by the Rules of the Association*; and
- to sign the Enrolment Agreement for the above Association.

* A copy of the Rules of the Association is available at the Centre.

Rights of Parents

- to have access to the records which specifically relate to their child and information about their child's progress;
- to be informed of the policies of the Centre and the decisions taken by the Management Committee on behalf of the members of the Association;
- to expect that the Association will maintain standards expected by The Gowrie (QLD) Inc. and the Department of Families, Youth and Community Care;
- to at any time, be entitled to request and be provided with information about the following:
 - a general description of the activities and experiences given at the Centre;
 - the Centre's philosophy about learning and child development outcomes and how it is intended that these outcomes will be achieved;
 - the goals about knowledge and skills to be developed through the nominated activities and experiences.

Communicating with Parents

To ensure its on-going management and smooth operation, the Centre relies on each family to kindly support and be involved in the Kindy community. To assist with this, we regularly communicate with our Kindy families about what's happening at the Centre and, more importantly, with your children.

We keep families informed about what's happening in the classrooms, including what the children are doing and learning, as well as inviting parents to participate in various activities and events throughout the year (e.g. Mother's or Father's Day presentations). We also communicate about the various fundraising events, maintenance activities, important reminders (e.g. health and safety) and key dates for each term.

To communicate directly to families the Centre uses:

- **Email** – the key source of information is via email to each family. This will include fee invoices, enrolment or administrative matters, information about fundraising or upcoming events, request for parent participation and support – essentially anything parents/carers need to know about what's happening. Please ensure you inform the Centre of any changes to your email address, or if you are not receiving notifications.
- **Message/White Board** – also a key source of Centre information primarily used to provide reminders, events, along with important updates or requests for parent volunteers. The board is located at the entrance to the Parents Room.
- **Parent pockets** – each child has a parent message pocket located in the Parents Room of the Centre. Information that needs to be distributed directly to each family is placed here for you to collect.
- **Newsletter** – sent via email twice each term, our newsletter provides an overall update on what's happening at the Centre. It includes news on classroom happenings, fundraising activities, health and safety reminders, key dates, and recognises the support/contribution of our families.
- **Facebook and Instagram**– Connect to the **Cannon Hill Kindy** page to receive immediate news, updates and reminders.
- **Website** – provides useful, general information about our kindergarten and further information on our regulatory guidelines, learning framework etc, as well as the opportunity to purchase Kindy apparel, fundraising or event tickets via the shop – www.cannonhillkindy.com.au
- **This document (Family Handbook)** – provides various information about the kindergarten and Lady Gowrie, including the Handbook and the annual calendar.
- **Please note:** *We also set up an **informal private Facebook group** for parents and carers for social reasons, to ask questions to other parents and to set up playdates etc. These Facebook groups are not run by the Kindy and are not an official source of information.*

Fees and Levies

In wonderful news, the Queensland Government announced the introduction of a Free Kindy program from January 2024, aiming to make kindergarten more accessible for all Queensland families. Cannon Hill Kindy, along with our valued families and community members, are pleased to hear this significant announcement that resonates with our long-standing commitment to providing high-quality early childhood education.

The Queensland Kindergarten Funding (QKF) is:

- for children aged at least 4 years old by 30 June in the year they attend Kindy
- attending one government-approved kindergarten program
- where the program is delivered by a qualified early-childhood teacher
- for 15 hours per week, 40 weeks per year, for free.

In 2025 we offer:

Kindy Purple

- Each Monday, Tuesday and Wednesday from 8.45am till 2.45pm during terms
- This program offers 18 hours per week, of which 15 hours are FREE KINDY
- Additional Hours Levy payable by the family is \$150 per term

Kindy Green

- Each Thursday and Friday from 8.00am - 3.30pm during terms
- This program offers 15 hours per week = FREE KINDY
- **Optional Kindy Green Club continues till 4.00pm for \$50 per term*

Other Fees and Levies

We are a not-for-profit community kindergarten and we aim to ensure that cost is not a barrier to your child's participation in our quality Kindergarten program. Families who meet the eligibility criteria may be able to access additional support.

- A one-off, non-refundable \$100 **enrolment fee** is payable when you confirm your enrolment offer at our Kindy. This fee can be waived if you are an eligible concession card holder. Please discuss this with our Office Manager.
- Membership and Affiliation Fee of \$10 per family
- **Optional** Building Fund Levy Donation \$25 per term, tax deductible

Families with Multiple Children Enrolled

Families with *three or more* children enrolled at the Centre will get a reduction in fees for the third or subsequent child.

Method of Payment

Families are required to add Direct Debit details into the Enrolment program “XAP/Smile” as either credit card or bank account details.

Any fees owing will be invoiced at the start of each term and can be paid either via Direct Debit as a one-off payment or set up as a fortnightly payment plan.

Declined payments

A reminder email will be sent to the account holder the day before payment is due to allow time for the account holder to ensure funds are available. Please note that any declined payments will be automatically tried two days later, with a \$8.80 declined payment fee charged to the account holder by the Direct Debit company, “Quickpay”.

Unpaid Fees

Failure to pay fees will ultimately result in the forfeit of the child’s position at the Centre.

If you have any problems with the payment of fees, need financial support or have any questions about the charges, please contact the Office Manager or our Treasurer for a confidential discussion.

Refunds

Refunds are not given for Public Holidays that fall during the term or for days when your child does not attend their session at the Centre (e.g. illness or holidays). However, if the Centre is required to close for any reason the Management Committee will consider the circumstances and any advice from The Gowrie (QLD) Inc. to determine whether the equivalent of a daily fee is refundable. In this case, the daily fee would be deducted from the next term fees.

Fee Review

Fees are subject to ongoing review by the Management Committee. Parents will be advised in writing of any changes at least 14 days in advance of any changes to the fee structure or payment processes.

GST

Pre-Preparatory educational courses are GST free, however, certain fees not directly related to the provision and maintenance of the educational course and facilities may incur GST.

Fundraising

As a not-for-profit organisation, our Centre relies heavily on fundraising to offset our fees and to help provide new equipment and facilities for the children to enjoy.

Throughout the year various fundraising activities are organised not only to provide funds and resources for the Centre but also as a means of bringing our Kindy community together towards a common goal in a fun, social manner.

Families can assist in the fundraising quest by volunteering their time to assist on various events, providing donations and making purchases in various fundraising activities held over the year.

Various fundraising ventures and ideas may be undertaken each year. In the past these have included the Scholastic Book Club, Bunnings Sausage Sizzle, Easter Raffle, Garage Sales, Movie Nights, BBQs at Council events and Discos.

Reminders of fundraising ventures and how you can help will be sent out regularly through the year. Please put your hand up and donate kindly when and where you can. The children and our Centre of present and future thank you all kindly for your time and efforts in helping the fundraising cause.

Enrolment Agreement (XAP)

Prior to your child's attendance at the Centre, you will be required to complete an Enrolment Form using online program XAP. Paper copies are available on request.

As part of the Enrolment Form, an Enrolment Agreement formalises the enrolment of your child in the Kindergarten. By signing it (electronically), parents agree to abide by the Rules of the Association and accept conditions relating to notification of absences, payment of fees, illness and action to be taken in emergency situations and attendance of the child at the Centre.

Please read the Enrolment Agreement carefully before you sign it and if you have any questions, please contact the Centre and we will endeavour to answer them.

Health & Safety

Cannon Hill Kindergarten and Community Pre-school Association aims to maintain the highest standards of health, safety and hygiene for children, staff and visitors to the Centre.

All equipment in the Centre conforms to the safety standards as set down by The Gowrie (QLD) Inc. and the Child Care Act and Regulations 1991. Building, grounds and equipment are regularly checked and maintained.

A copy of the Centre's Workplace Health and Safety policy is located in the Centre Policy Folder in the Parents Room.

Health & Safety Guidelines & Policies

All policies of the Cannon Hill Kindergarten and Community Pre-School Association Inc. are subject to ongoing review. Parents will be notified in writing of any changes in our newsletters and all policies will be accessible to parents in our Parents Room or on request via email.

★ Accidents or Illness

If your child becomes ill or has an accident at our Centre that requires medical assistance, you, or your alternate emergency contact person, will be notified immediately.

To maintain a high standard of health at our Centre, Teachers and Educators all have a current First Aid and CPR Certificate. They will undertake the initial treatment of injuries at the Centre and this treatment will be consistent with their level of training and competence.

All accidents are recorded and investigated by the staff and the Management Committee to determine what caused the injury and how further injuries can be prevented.

★ Ambulance

Under State Legislation, all families are covered for Ambulance expenses. If your child has an accident or becomes ill, attempts will be made to contact you or your alternate emergency contact person immediately. If there is concern for your child, the child will be transported by ambulance to hospital.

★ Asthma & Allergy Anaphylaxis Policy

Our Centre enforces an Asthma and Allergy Anaphylaxis Policy. For the safety of all at risk children we apply this Policy strictly. As a result, our Centre is categorised as an **Allergy and Anaphylaxis Awareness Centre & Asthma Awareness Centre**.

So that our Centre can continue to satisfy the necessary requirements we ask all families to adhere to the basic limitations of the food guidelines as described below.

Food Guidelines

The following foods must at no time be brought onto the kindergarten grounds:

- * nuts
- * nut products

Parents and caregivers are also asked to take the following measures:

- * do not send cake or birthday cakes that contain nuts, nut products; almond milk etc.
- * check the ingredients on all pre-packaged foods; and
- * request a shopping list as a guide for 'safe' food alternatives if required.
- * **PLEASE NOTE:** Dependent on enrolled children's allergies or anaphylaxis, there may be other food items that are not allowed to be brought to Kindy. Any food allergies will be notified in writing to all families, and clearly displayed on our children's fridge.

Additional Measures:

Hand washing

A Hand Washing Policy has been implemented. All parents, siblings and visitors are asked to wash their hands with the antibacterial hand sanitiser provided. This should be done before entering the Centre and regularly throughout the day.

Box donations

Donations of empty boxes for box collage are very welcome however please be careful not to send boxes that have contained nuts or nut products. Please note also that we do not accept toilet rolls.

★ Child Protection & Child Safety

The Centre and The Gowrie QLD, promotes the protection of all children and encourages a culture of awareness and education throughout the early childhood education and care sector in Queensland. A child safe environment is one in which all participants feel safe to make constructive suggestions and voice concerns at any time. The Child Protection Policy and also the Blue Card Child and Youth Risk Management Strategy is available for families' reference. Our Director is trained as a mandatory reporter and all Educators have completed child safety training. A range of information supporting families, including websites and brochures are also available at the centre.

★ Electrical Equipment

All electrical equipment used at the Centre must be checked and tagged by a registered electrician as required.

★ Emergency Contacts

The Centre will ask each family to provide two people who can be contacted in the event of an emergency. Staff should be notified of any changes in family arrangements which may impact on a child's behaviour or on emergency contact procedures. Please ensure that you provide staff with current information about emergency contact telephone numbers, changes in family arrangements, who will be collecting the child, court orders and the like.

★ Emergency Lockdown

The Centre has made preparations to respond effectively should an emergency situation ever arise in our area while kindy is in session.

The storage room has been allocated as a Lockdown Room (a safe room) and procedures have been written so the Teachers will know what steps to take in an emergency. Planning and training help to alleviate mistakes made in a crisis. With this in mind, regular lockdown and fire drills are conducted.

★ Fire Drills & Evacuation

In accordance with the Centre's Workplace Health and Safety Policy, the children have regular Fire Drills and practise emergency evacuation procedures.

Exits at the Centre are clearly marked and a copy of the evacuation procedures is located at each main exit. Please familiarise yourself with these procedures.

Please note that in the event of a fire at the Centre, the children will be evacuated to Regent Park, which is located directly behind the Centre. As Imperial Ave would most likely be closed to traffic, vehicle access would be from Lang St and via the YMCA Cannon Hill car park.

★ Health, Safety & Hygiene

The Centre seeks to encourage the highest standards of health, safety and hygiene. This is evidenced by:

- a Health, Safety and Hygiene Policy and Statement available in the Policy Folder in the Parents Room;
- dedicated, trained staff;
- procedures in all aspects of health, safety and hygiene aimed to prevent injury and ill-health within the Centre (e.g. paper towels and soap dispensers in children's bathrooms); and
- employment of cleaning staff to maintain a high standard of hygiene in all areas, particularly bathrooms and kitchen.

★ Illness

Vomiting - If your child has been vomiting or had diarrhoea it is compulsory to keep your child home for 24 hours from last episode.

Temperature - If medication is given for a raised temperature, your child must be excluded for the next 24 hours.

Colds – If your child has a cold or cold symptom such as a runny nose, your child should be kept at home.

Prescription Medication, Antibiotics - child is to be excluded for the first 24 hours.

★ Immunisation

Through consultation and agreement with The Gowrie (QLD) Inc. it is the policy of our Centre to strongly encourage immunisation of enrolled children.

★ Immunisation Policy – Enrolled Child

All parents must provide one of the following vaccination statements to be added into your enrolment form:

- If an enrolled child is immunised, a Vaccination Statement (downloaded from Medicare website, or MyGov app),
- Queensland Health Child's Health Record "Red Book" completed vaccination page,
- or a conscientious objection form.

A register is maintained at the Centre, which identifies vaccinated and non-vaccinated children. It will be referred to when an outbreak of a vaccine preventable disease occurs.

Our policy does not aim to exclude non-immunised children if their parents or guardians have

made an informed decision not to immunise. A completed Conscientious Objection to Immunisation Form is an agreement by the parent to withdraw non-immunised children from the Centre if there is an outbreak of a vaccine preventable disease. This agreement is also required for parents of partially vaccinated enrolled children.

Parents are required to inform staff if their child or another member of their immediate family contracts a vaccine preventable disease. A Notification of Vaccine Preventable Disease form must be completed and returned to the Centre.

If an outbreak of a vaccine preventable disease occurs, all parents of children attending the Centre will be notified of the outbreak. Parents of non-immunised children will be advised by the Centre to withdraw their children from the Centre until the risk of infection has passed. They will also be required to complete the form Response by the Family of a Non-Immunised Child to Notification of a Vaccine Preventable Disease.

Information and notices detailing the outbreak will be displayed throughout the Centre. Staff and Management Committee members will respect the confidentiality of children and their families.

The Centre maintains an infectious disease register. Staff will record the names of children in the Centre who have contracted a vaccine preventable infectious disease. The names of children recorded in this register will remain confidential but may be required to be disclosed to the Public Health Unit of the Department of Health.

★ **Medical Conditions & Exclusion Requirements**

Our Centre is required by law (*Public Health Act 2005*) to exclude children with certain infectious diseases until the child is well and/or has been cleared by a doctor to return to care.

In general, keep your child at home if they have any of the following:

- fever (temp over 37.5°C)
- stomach ache with vomiting
- stomach ache with diarrhoea (3 or more times in 24 hours)
- cough with fever
- body sores or rash with fever
- sore eyes with pus or thick mucus
- sore throat with fever
- no appetite, are tired, pale, cranky, or not feeling well.

A detailed list of infectious conditions and the minimum exclusion periods from care can be accessed via <https://www.health.qld.gov.au/public-health/schools/prevention>

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
See advice for these specific conditions below		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella)²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of health Communicable Disease Control Guidance
<http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

General Guidelines & Policies

All policies of the Cannon Hill Kindergarten and Community Pre-School Association Inc. are subject to ongoing review. Parents will be notified in writing of any changes.

Birthday Celebrations

All children are welcome to celebrate their birthdays at the Centre. It is requested that parents send the appropriate number of small iceblocks, cupcakes or similar, rather than a birthday cake to share. Please note, the food will need to be considerate of any anaphylactic allergies in the group.

If you wish to invite children to attend a child's Birthday celebration, please, either give the invitation direct to the parent OR put it in the family's pocket. Other children may be distressed if they do not receive an invitation that is handed out at the Centre.

Clothing

We recommend clothes that are comfortable to paint, glue, play, climb and garden in.

It is recommended that children dress in sun safe clothes, as simply as possible. Singlet or strappy tops are not appropriate.

Please ensure any shorts or pants are easy for the child to pull down/up for toileting, and do not have fussy closures or belts.

Parents are asked to pack a spare set of clothes appropriate to the season, and keep these in the child's bag for use in case play clothes get wet or dirty.

Every possible care is taken of the child's belongings, but inevitably items will go missing. A Lost Property Box is kept near the children's lockers. Please check this regularly.

Make sure all clothing is clearly marked with the child's name.

Access and Admissions Policy

Enrolments at our Centre are open to the general community and promote universal access for all children of the eligible age to attend an Approved Kindergarten Provider program. Our centre will allocate enrolment to our Kindy in an equitable and reasonable manner and will follow government priority of access guidelines under the Queensland Kindergarten Funding guidelines.

Please advise any additional needs or support your child may require at the time of enrolment so any additional staffing or funding can be arranged. The particular needs of the child will be discussed in detail with parents at the time of enrolment interview.

Support services for families from a Non-English Speaking Background (NSEB) are available and will be discussed with families at the time of enrolment.

Excursions

Our Centre conducts excursions to our local Regent Park (located directly behind the Centre), as well as Cannon Hill State School. As per our Excursion Policy, parents will be provided with an Annual Excursion Authority Form at the commencement of the year. Children also enjoy the benefit of visitors and incursions who regularly attend the Centre.

Hats

The Centre supports a 'no hat, no play' policy. Hats should be broad brimmed bucket hat style rather than a cap, and must be worn during outdoor play. A Kindy hat will be provided as part of your child's Welcome Pack and we encourage you to use this. Please mark your child's name clearly on the hat.

Insurance

In addition to general insurance for building and equipment, the Centre has Public Liability Insurance which is designed to cover the potential legal liability of the Committee, parents, volunteers, members of the Association and staff against actions for damages.

Library

We provide a free children's library as part of the Centre with weekly book exchange. Parents and children can choose their books together or with staff. There is also a parent's library with reference books on topics such as child development, first aid, arts and crafts and general literature. Please ask the staff about these books.

Please advise your class Teacher or Assistant of loss or damage to the books.

Nutrition

Our centre follows the recommendations of the Australian Guide to Healthy Eating and the Lady Gowrie Nutrition Policy. <https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>

We encourage a wide range of nutritious foods from the five food groups. We discourage discretionary foods that are high in kilojoules, saturated fat, added sugars, added salt, or alcohol. If chosen, they should be eaten only sometimes and in small amounts. We request that the following discretionary food are not included in your child's lunchbox:

- Sweet biscuits, cakes and desserts
 - Processed meats and sausages
 - Ice-cream, confectionery and chocolate
 - Meat pies and other pastries
 - Commercial burgers, hot chips, and fried foods
 - Crisps and other fatty and/or salty snacks
 - Sugar-sweetened cordials, soft drinks
- and sports drinks.

Foods that do not comply with our Nutrition Policy will be sent home.

Parking

This Centre is located within a Brisbane City Council School Speed Zone which limits the upper speed limit to 40 km/hr during specified hours of the day. Please observe these speed limits. Parking is available in Imperial Avenue and Princess Street. Please take care and remember that children are unpredictable around traffic.

Photographing and Audio/Visual Recording of Children

At our centre permission is sought from parents to allow their child to be photographed or involved in audio/visual recordings. Parental consent or non-consent is sought on the Enrolment Form as a condition to the child's enrolment. We ask that parents/carers only photograph/record their own children. Parents are advised that it is not appropriate to upload photos onto social media.

Professional Development

The Association supports Professional Development activities for its staff and provides funding for each staff member during the year. Members of the Management Committee are also encouraged to attend seminars conducted by the Gowrie (QLD) Inc. on matters concerning the administration of the Centre.

Shoes

Unless a child has a medical condition that requires them to wear shoes, all activities, particularly outdoor play will be conducted in bare feet. Barefoot play allows a child to develop balance and flexibility and is ultimately linked to building gross-motor skills and tactile awareness. Please ensure that your child can manage their own shoes (ie - No shoelaces if a child cannot tie up themselves please.)

In winter, we recommend sending along a pair of slippers, which the child can put on easily to protect them from the cold floors.

Smoking

Smoking is not permitted inside the building or in the grounds.

Students

The centre may support the endeavours of local secondary schools by providing work experience opportunities for students considering a career in early childhood education. The Centre may also have volunteers from the local community who assist staff during school or college vacations.

Telephone Times

Our Office Manager works most Monday's and Thursdays. If you need to phone the Centre outside these days, please do so before the program starts, or after 1pm if possible, to limit disruption to the daily program. Alternatively, parents are most welcome to arrange a time to meet with our Teacher.

Toys - Show & Tell News

Please do not allow children to bring their own toys to the Centre as staff cannot assume responsibility for loss or damage. We also do not allow any button batteries into the Centre. Each child will be allocated a "News Group" and will have a "Show & Share" session scheduled every four weeks, and we encourage the children to bring along something special to share with their friends, for example photos of a family holiday, insects, leaves or interesting objects.

Our Committee & Association

The association employs the Centre Director and Nominated Supervisor Mrs Rhonda Murphy to carry out day to day kindy operations and the committee provides the necessary independent oversight.

The executive (President, Vice President, Treasurer and Secretary) are registered with ACECQA as the Approved Provider and is legally responsible for the Kindergarten complying with Laws and Regulations.

Prior knowledge of the education sector is not required as a detailed Kindy's central governing body (Lady Gowrie) provides a detailed governance handbook and guidance throughout the year. Additionally, a detailed handover will be provided by the outgoing committee and the kindergarten has long term and experienced staff who are very supportive.

The committee is responsible for the kindergarten's business operations, strategic direction and reporting. The committee is an important link between the families and the Kindy enabling parents to provide practical support while having a voice in the management of the kindy, and our wider community.

Each year an Annual General Meeting is called to elect the Management Committee for the following year. Parents, The Gowrie (QLD) Inc. Members and interested community members are all able to nominate for a position on the Management Committee. A successful Management Committee will be careful to consider the ideas and feedback from teaching staff, parents and the community when decision making. All positions on the committee are voluntary.

A selection of Management Committee responsibilities include:

- holding regular monthly meetings;
- decision making on matters relating to running the Centre, such as the allocation of funds, managing the Centre grounds and resources and developing and implementing policies;
- maintaining a regular and easy line of communication with all parents;
- maintaining a clear and accurate accounting system;
- establishing the budget for the following year; and
- providing information and support to staff on matters such as management guidelines and policies.

Committee Structure

It is anticipated that the 2025 Management Committee will be structured as follows:

Executive Committee – voting members:

President

Vice President

Treasurer

Secretary

Sub-committee – non-voting members:

Two (2) Maintenance/WPHS Coordinators

Fundraising/Social Coordinator (s)

Grants Coordinator

Marketing & Communications Coordinator

Voting committee members will have formal voting rights. Other committee members will have every right to express opinions and to expect that their opinions are reflected in official voting procedures.

Each of the positions can be briefly described as follows:

President

The president chairs committee meetings and coordinates the efforts of the association's management committee. The role is a leadership role and covers a variety of skills. The president takes the lead in matters of policy and HR but works closely with other members of the management committee. No specific prior knowledge is required however it is useful if someone on the committee understand how associations operate. The role is well suited to someone with good interpersonal skills, who can self-manage their own workload and can prioritise tasks across people and time. Experience in leadership and management is helpful but not essential.

Vice President

The vice president is responsible for the governance of the kindy and supporting the kindy staff as required. They will be the Project leader for any proposed capital works/building programs and work alongside the Maintenance Coordinator and Grants Officer. The vice president will also play a key role in family engagement, major events and social functions. This role would suit a person with a mix of transferable skills such as project management, team work, proactive communication, and an ability to work independently.

Secretary

Prepares meeting agendas, records the minutes of meetings and keeps a log of correspondence. They are the main contact of committee correspondence for the Kindy (outgoing and incoming). In partnership with the Office Manager they ensure regular communication of Management Committee decisions with the Kindy families. This role can also include issuing contracts to new staff and signing off Kindy documents. This role would suit a person who is organised and proactive at communication and organisation.

Treasurer

The Treasurer maintains supervision of the finances of the Centre. The Treasurer reviews accounting records, payrolls, budgets and financial reports as prepared by our external Bookkeeper and maintains supervision of records of all fees and levies paid. The Treasurer is the secondary approver of banking tasks with the Office Manager. The Treasurer should be computer literate with Xero & Excel and have a financial background in bookkeeping or accounting.

Maintenance Coordinators

Maintenance & WPHS often overlap in duties and tasks so we have combined roles. More than one parent performs this role - in the past it's been shared as couple or different parents with complimentary skills. The Maintenance Coordinator is essential to keep our Kindy in safe, working order, and together with the Committee, will help identify and prioritise the tasks that need to be completed within the allocated budget. Different aspects of the roles include:

- **Handy skills** - Fixing things as the pop up round the Kindy. Similar to general repairs needed around the home (add a doorstopper, attach the soap dispenser to the wall, hang up a display board etc). If the job is technical, complex or too time consuming it can be outsourced.
- **Coordinate** planned maintenance or contractors. We have a fortnightly mowing roster

and a working bee each term. Creating a running list of tasks & coordinating volunteers & equipment on the day.

- **Conducting WPHS/maintenance** checklists monthly and ensuring relevant Policy updates and procedures are implemented.

Fundraising & Social Coordinators

Being a Not-for-Profit organisation, many of our resources and extra activities are funded through events and activities. We also encourage our Kindy families to engage with others and “build our village”. It is the role of the Fundraising/Social Coordinator(s) to organise and coordinate these activities.

Examples of our events are our Bunnings Sausage Sizzle, participation at local community events, and our Christmas Disco. A suggested schedule of activities is provided. More than one parent generally performs this role. Members would not be expected to attend the monthly committee meetings, although they would be welcome to attend if they desired.

Workplace Health & Safety Officer

The Workplace Health Safety Officer will be responsible for conducting a Workplace Health & Safety Inspection every 3 months and ensuring relevant Policy updates and procedures are implemented.

Grants Coordinator

Identify funding opportunities (with the Committee), prepare grant submissions and acquit funding grants. Grants can be offered through many different sources and are not always monetary. The role would suit someone who enjoys writing and communicating and is willing to learn about the grant writing process. Reports of regular grants with expected timelines will be provided.

Marketing & Communications Coordinator

Raise the Kindy’s profile by developing marketing material such as invitations, flyers for Open Day, images for social media and other opportunities to benefit the Kindy. This role is also responsible for preparing a regular newsletter which is emailed out to all parents, suppliers and other community members. The Newsletter provides details of events, dates and important information for parents, and is coordinated with help from the Office Manager. Skills in Canva / graphic design / marketing would be helpful.

A list of the current office bearers and their contact telephone numbers is on display on the noticeboard, at the Centre entry.

Please get involved!

Community Kindergartens can only exist if our community of families get involved!

Even if you are not able to fill a role on the committee, please participate in activities and support the children, teachers and committee members throughout the year.

As a member of the kindy association, you are welcome to attend and participate in the monthly Management Committee meetings. The dates of up-coming meetings are announced in the Newsletter and via the Parent Noticeboard. A copy of the agenda for meetings can be requested from the Committee Secretary. If you cannot attend, your suggestions and concerns can be forwarded to the committee secretary to be raised at the meeting. After the meeting, a copy of the meeting minutes can be requested from the Secretary.

Legislative Requirements

The Cannon Hill Community Kindergarten is licensed by the Department of Communities under the Child Care Act 2002 and the Child Care Regulation 2003.

The Centre must meet the requirements specified for activities, experiences and programmes, number of staff members and children and staff member's qualifications according to the legislation.

Managing Problems

If you experience any problems during the year, please bring them to our attention and we will do our best to rectify them.

Any issues of concern about your child or the program should be discussed with your child's teacher or Nominated Supervisor. The Nominated Supervisor will then make a time with the parent or guardian to discuss the matter and work through possible solutions or offer supportive material.

Where some action is requested to remedy/improve the situation, the Nominated Supervisor will document the conversation and action taken and meet with the President or another Executive Committee Member.

If a parent/guardian feels that their grievance has not been resolved satisfactorily at this level, the parent/guardian will be encouraged to place the complaint in writing and address the matter to the President who will respond to the complaint/concern and where required advise the Executive Committee (Approved Provider) for noting and action. Our Committee President can be contacted directly on president@cannonhillkindy.com.au or 3399 7280.

All complaints and grievances will be handled with respect for confidentiality and procedural fairness will be observed in all aspects of handling a complaint. Parents/guardians may also choose to view the information regarding Making a Complaint or Accessing Information as shared on the Early Childhood Education and Care, Department of Education website www.qed.qld.gov.au

Any problems with administration, fees, fundraising, equipment and the like, should be forwarded to our Office Manager or a member of the Management Committee. Contact names and numbers are located on the noticeboard in the Parents Room.

Helpful Contacts

- * **Lady Gowrie Qld**

P: (07) 3252 2667

E: info@ladygowrie.com.au

W: www.gowrieqld.com.au

- * **Office for Early Childhood Education and Care**

Kindy Hotline 1800 4 KINDY (54639)

P: 13 QGOV (13 74 68)

E: eccec@dete.qld.gov.au (please include your contact phone number in email)

W: www.earlychildhood.qld.gov.au

- * **Family Assistance Office**

P: 13 6150

W: <https://www.servicesaustralia.gov.au/raising-kids>

Payments and services to help with raising a child.

- * **13 HEALTH**

P: 13 43 25 84

Support on a range of children's health issues, parent advice and links to other issues

- * **Parentline**

P: 1300 30 1300

8am – 10pm seven days

Free counselling and support for parents and carers.

