



PARENT INFORMATION HANDBOOK 2024

Ballymore Kindergarten & Preschool Association Inc.

185 Butterfield St
Herston Qld 4006

Ph: 3252 3732
E-Mail: admin@ballymorekindy.com.au

Proudly affiliated with



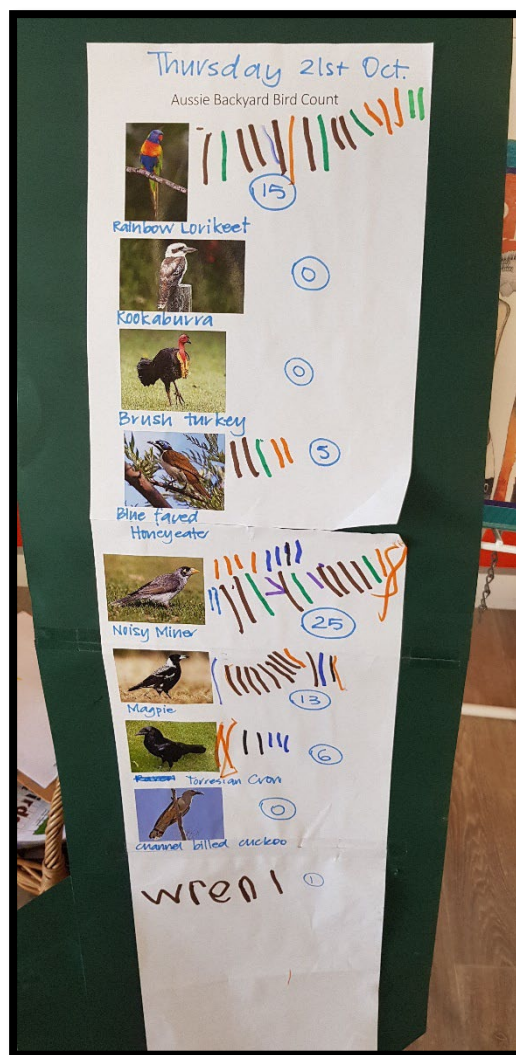
Lady Gowrie^{QLD}
Community
Kindergartens

Acknowledgement of Country

*Ballymore Kindy values a trusting and respectful partnership with
Everyone and their unique backgrounds.*

*We advocate for the celebration of diversity and acknowledge the rich heritage of the
Aboriginal and Torres Strait Islander people.*

*We also acknowledge the Turrbal people as the first traditional custodians and we pay our
respects to the past, present and future Elders of the land, that this centre sits on.*



Welcome to Ballymore Kindy. We hope that both you and your child will enjoy your time at our centre and we look forward to playing a part in the life of your family.

INTRODUCTION

Ballymore Kindy was established in 1973. As a community centre it currently offers:

- An approved **education program** for children aged 3.5 years to school-age.
- 2 program options: a 2 day group (8.30am to 4.00pm) and a 3 day group (8:30am – 2:30pm).
- Caring, qualified staff committed to continued professional development.

Ballymore Kindergarten and Preschool is an Approved Kindergarten Program Provider (KPP) under the Queensland Kindergarten Funding Scheme (QKFS). As such we offer:

- an educational kindergarten program delivered by a university-trained teacher, and based on an approved early childhood curriculum, for at least 15 hours per week for 40 weeks a year for children in the year prior to Prep.

As an Approved Kindergarten Program Provider under the Queensland Kindergarten Funding Scheme Ballymore Kindy recognises the guidelines under which this funding is received and acknowledges the Queensland Government for this support of Early Childhood Education and Care.

The State Government provides funding for children participating in kindergarten programs. This funding is intended **to assist** in meeting the operational costs of early childhood centres.

Under this scheme each child aged 3.5 years to school age will be entitled to participate in **one** government funded program of kindergarten per week. Funding is available only for children turning 4 by 30th June in the year of attendance.



OUR CENTRAL GOVERNING BODY:

Kindergartens are required to be aligned with a Central Governing Body. These organisations are approved by the Minister for Education and Training to administer Queensland Government funding and to support services to provide quality kindergarten programs.

Ballymore Kindy is pleased to be aligned with **The Gowrie (Qld) Inc** – a non-profit early childhood organization and a member of the national consortium, Gowrie, Australia. As an affiliate of the Lady Gowrie Community Kindergartens, we believe we are well supported to offer the highest quality early childhood education.

Ballymore Kindy Philosophy

At Ballymore Kindergarten and Preschool we believe that we contribute to children's development and learning when we support them to:

THINK – about themselves, others and the world in which they live. A Culture of Inquiry is embedded as children are encouraged to wonder, be curious about, and make considered decisions with regard to their world. Attitudes and practices are fostered that support the sustainability of our natural and social environments and provide our children with a sense of their own ability to address, and impact on, a range of issues.

PLAY- as an age-appropriate and effective method of teaching and learning. Play allows children to participate as co-creators of a curriculum in which they are supported to generate ideas, explore and engage in a caring and enriched environment. Through the encouragement of self-regulation and inter-dependence, the important role of relationships in a child's learning and development is acknowledged. We promote communication and the sharing of ideas and experiences to build a sense of belonging and to facilitate the security and freedom needed to explore and participate.

LEARN– and see themselves as capable and competent learners. Respecting the unique cultural, social, familial and individual backgrounds of all families at our centre, we advocate for the honouring of diversity. In particular, we acknowledge the rich heritage of the Indigenous People of Australia and the Torres Strait Islands and their links to the land on which we live. Children are supported to explore and engage in the environment where, regardless of their interests, needs or abilities, they are listened to, their ideas are valued, and their experiences are personally relevant. All families are supported to participate as fully as they desire in our centre.

GROW – attitudes and skills that lay strong foundations for life and learning for all members of our kindy community – children, parents and staff. The management committee and staff are committed to professional development to ensure research, inquiry and evidence-based practice underpin the continual improvement of our educational program. Building respectful partnerships with families and the community shares the responsibility for children's ongoing learning, development and wellbeing.

MANAGEMENT of Ballymore Kindy

As a community centre, Ballymore Kindy is managed by parents of the centre. The Management Committee is formed each year at the Association's Annual General Meeting held in the 2nd week of kindy each year. The Management Committee of Ballymore Kindy is the Approved Provider for the Service.

Ballymore Kindy operates under the National Quality Framework (NQF) which incorporates the Education and Care Services National Law Act (2011), Education and Care Services National Regulations (2018) and National Quality Standard. These documents are all available online.

The Australian Children's Education and Care Quality Authority (ACECQA) is the national body which oversees the implementation of the NQF (www.acecqa.gov.au), while The Regulatory Authority in Queensland is Early Childhood Education and Care: Department of Education Training and Employment.

❖ Early Childhood Education and Care can be contacted on **(07) 3634 0532**

Ballymore Kindy has undertaken a self assessment with reference to the legislation and National Standard, and from this assessment our Quality Improvement Plan (QIP) has been developed. The QIP is available to families at all times and families are encouraged to participate in the review process of the QIP or provide feedback to the service at any time. Under the National Quality Framework the service has been assessed in 2020 by an officer representing the Regulatory Authority and has again been rated as **"Exceeding National Quality Standards"**.

A Compliance Log Book is maintained at the centre and is available for parents to access at any time. The log book will contain records of any compliance notices given to our centre, relating to minor, more than minor, or serious non-compliance issues. Further information can be obtained from Early Childhood Education and Care at www.deta.qld.gov.au/earlychildhood.



INCLUSION AND ANTI-BIAS POLICY

At Ballymore Kindy we value and respect the diverse cultural, social, familial and individual backgrounds of all children and families. We aim to ensure that all families are given equal opportunity to participate as fully as they desire in all aspects of life at our centre.

CHILD PROTECTION & CHILD SAFETY

Ballymore Kindergarten 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 is available for families' reference. A range of information supporting families, including websites and brochures are also available at the service.



Staff at Ballymore Kindy recognise the importance of the early childhood years. We consistently advocate on behalf of young children and the importance of play in their education.



CURRICULUM

Ballymore Kindy's early childhood curriculum has been developed over many years' experience working with young children and families and draws on current research into early childhood development and learning. The curriculum is informed by The Early Years Learning Framework for Australia - ***Belonging Being and Becoming*** and by the **Queensland kindergarten learning guideline**. Both documents endorse the following 5 principles which underpin our teaching practice:

- ✦ **Secure, respectful and reciprocal relationships.**
- ✦ **Partnerships between early childhood educators and families.**
- ✦ **High expectations and equity.**
- ✦ **Respect for diversity.**
- ✦ **Ongoing learning and reflective practice.**

Parents and guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals to be achieved.

At Ballymore Kindergarten we focus on building supportive relationships between children, parents and staff.

Why do we focus on relationships?

Relationships are integral to children's learning:

- When relationships are secure and supportive, children feel safe to explore and engage in a range of experiences
- Learning is a social experience. Children learn through social experiences such as conversations and play.
- Relationships are complex. Focussing on relationships encourages deep level learning such as understanding other perspectives, complex problem solving, action and reaction.



STRUCTURE AND HOURS OF OPERATION

Ballymore Kindy currently caters for children aged 3.5 years to school age, offering two kindergarten groups. The year is made up of four terms. The centre's holidays correspond with those set down by Education Queensland for State Schools.

Kindy groups: Monday and Tuesday 8.30am to 4.00pm **OR** Wednesday to Friday 8.30am to 2.30pm

No responsibility is taken for children outside the above hours of operation. Children should be accompanied to and from the centre by an adult (or "authorized person" approved by their parents).

We ask parents to take particular care of their children outside our gate. While we have use of the car park, it is not our property. We also request your child wear shoes to and from the centre for safety reasons.

All children must be signed in and out of the centre daily on the forms provided. **Any change in the person collecting the child must be notified to staff beforehand.** Please ensure that staff are aware when your child is ready to leave at going-home time.



Punctuality is especially important at pick up time. Please notify us if you are delayed.

Queensland term dates - 2024

Term	Dates	Length
Term 1	Monday 22 January – Thursday 28 March	10 weeks
Term 2	Tuesday 15 April - Friday 21 June	10 weeks
Term 3	Monday 8 July - Friday 13 September	10 weeks
Term 4	Monday 20 September - Friday 13 December	11 weeks

STAFF

We are fortunate to have a highly qualified, experienced and committed staff. All staff members hold current first aid certificates and participate in various professional development activities such as workshops, conferences, and teachers' meetings. This is actively encouraged and supported by the Committee.

Two qualified Early Childhood staff work with both groups. Notices stating current information about groups and staffing are displayed at the centre.

The non-contact time either side of program time enables staff to prepare plans, organize materials, attend staff meetings, hold parent teacher meetings etc. Parents' co-operation is sought in keeping to session times.

During program time all staff members are naturally very busy! Unless an emergency, please keep phone calls to non-contact time...before 8:30am is best.

<u>EMILY CLARK</u>	<p>As the Nominated Supervisor of Ballymore Kindy Emily is in the position of responsibility for the day-to-day management of our Approved Service.</p> <p>Emily has many years' experience teaching young children in Schools, Distance Education and Community Kindergartens. Emily has a Bachelor of Education (Early Childhood) and a Master of Education (Early Years).</p> <p>Emily also fills the position of Educational Leader at Ballymore Kindergarten. This is a role/function held by one educator who is suitably qualified and experienced to lead the development and implementation of the educational program (or curriculum) in the Service. This person must also have a thorough understanding of the Early Years Learning Framework.</p>
<u>YVONNE MATTHEWS</u>	<p>Yvonne is the Educator working Mondays and Tuesdays and commenced work with us in 2011. Yvonne has a Diploma of Early Childhood Education and Care.</p>
<u>KAREN CURLING</u>	<p>Karen is the Educator working on Wednesdays, Thursdays and Fridays and commenced employment at Ballymore in 2009. She has a Bachelor of Speech Pathology (UQ) with 10 years' experience in this field. Karen also has a Certificate III in Children's Services.</p>
<u>CHRIS NICOLL</u>	<p>Chris, the Office Administrator, worked at Ballymore Kindy from 2000 to 2009 and rejoined the staff at Ballymore in 2013. She has a Diploma of Accounting and is employed 1 day per week.</p>

As the Approved Provider, Ballymore Kindergarten & Preschool Association Inc. is required to ensure that a **Responsible Person** is present at all times the service is educating and caring for children. If the Nominated Supervisor is absent, the Approved Provider will nominate a Certified Supervisor to act as the Responsible Person during their absence.

[ROLES OF STAFF](#)

Full position descriptions for all staff members are available from the office.

[PARENTS' RESPONSIBILITIES](#)

To assist in the effective running of our centre, parents are asked to:-

- **Notify** the child's teacher regarding changes in information recorded about their child, e.g. contact phone numbers, addresses etc.
- **Read** all information relating to the centre's policies.
- **Comply** with the centre's health and hygiene policies.
- **Please** be mindful of paying your term fees by the due date to ensure the smooth running of the centre.

If you have any concerns, please speak with Emily or follow the steps outlined in the section titled: Channels of Communication (page 14).

In the case of divorce/separation, please –

- Provide a copy of any Court Order or parenting plan. This **MUST** be given to the person-in-charge at the time of enrolment of the child.
- If one parent has the right to deny the other parent contact with their child, they must produce a copy of the appropriate order stamped with an official seal.

FIRST DAYS AT KINDY

Starting at a new centre can be a daunting experience for children (and parents). We hope that you and your child are able to attend our play mornings which will help in easing the transition to kindy. Your child will receive a letter in January with details of their start date and their locker symbol.

Please talk to a staff member if you expect some difficulty in separation. We will be happy to work out a plan for supporting you in this. For most children we have found the following procedure a good way for managing separation.

ON ARRIVAL ...PLEASE

- **Be sure to sign your child in using the iPad at the front entrance.** Information will be emailed to all families in January about the XAP Portal.
- Help your child to find his/her locker. Assist them to wash their hands and to unpack their belongings – hand towel, sheets & water bottle (and afternoon tea for Monday/Tuesday group), Staff will be there to assist.
- Sit with your child on the carpet and help them to settle with a puzzle or a book. This is usually a good time to say goodbye.

SAYING GOODBYE ...

Reassure your child that you will return at the end of the session and when you have said goodbye, it is best to leave immediately.

It is imperative not to confuse children with mixed messages by wavering or delaying your departure.

Your child may show emotion at this initial break but prolonging your departure or having long discussions about their crying may intensify their feelings and make saying goodbye harder. A staff member will be there to support your child should they become upset at these times.

Most children stop crying shortly after their parents have left and Staff will always contact you if your child continues to be distressed. Please feel free to phone the centre later in the day for reassurance that your child has settled.

It is important to be on time to collect your child in the afternoon. Try not to bombard them with too many questions. Our days are busy and tiring for young children and they may take some time to process it all before they are ready to share.

WHAT YOUR CHILD WILL NEED



- a **large backpack** which is easy for your child to open and close
- a **lunch box** containing enough food for morning tea and lunch. Lunch boxes are not stored in the fridge, so please place the lunchbox in an insulated lunch bag with an ice brick to keep it cool.
- Children attending on Monday and Tuesdays will also require afternoon tea in a separate container (these are placed in a basket and stored in the fridge till needed).

Please ensure that children can open all food packages and containers by themselves.



- a **water bottle** which will be available for your child throughout the day. Water bottles will be sent home each day for washing.
- A **waterproof bag (with drawstring)** to hold wet or soiled clothes. This will assist in reducing the centre's use of plastic bags and support our sustainability initiatives.

All items:- clothes, hats, washer, bottles, containers and sheets, should be clearly marked with your child's name.



**Ballymore Kindy T-Shirts
Available for Sale
\$15.00 each (not-compulsory)**

LINEN:

- Two cotton sheets (bottom sheet 140cm x 60cm & top sheet 130cm x 70cm) with elastic loops sewn across the corners of one sheet only. The elastic should be sewn 18cm in from each corner to give easy fit. Please make the elastic at least 30cm long.
- One drawstring sheet bag (approximately 35cm x 40cm) preferably of the same fabric as the sheets so that the children and staff can recognise them easily.
- In second term, an additional drawstring bag will be required for use as a library bag.

Sheet sets are available for purchase for \$60.00 and stock is kept at the kindy.

(Both sheets, bag and library bag are made in matching fabric for easy identification by the children.)

CLOTHING:

- Please send your child in **OLD** clothes. Keeping clean is not easy for young children when they are engrossed in important activities. At Ballymore we do not insist on children using aprons at messy activities. Many children find them uncomfortable and/or restrictive. Some children will actively avoid experiences where they are required to wear an apron.

- To promote the growth of independence and self-confidence, we recommend that all clothes and shoes have fasteners and openings that can be **managed by the child and that all clothes and hats are named**.
- **Please ensure that clothing provides good sun protection. ie no singlet tops.**
- It is essential that each child has a wide brimmed **hat for outside play**. Please do **NOT** send your child in a cap unless it is legionnaire style, as an ordinary cap will not give your child adequate protection.
- A few **spare set** of clothes should be packed each day.

SUNSCREEN & REPELLENT:

- We recommend the application of both a SPF 30+ sunblock and a suitable insect repellent on your child's legs, face and arms prior to leaving home each morning. Sunscreen and Insect repellent are also available at the kindy.
- The Centre has a Sun Protection Policy which is detailed in full in the Workplace Health & Safety Guidelines located in the green section at the back of this booklet.

EATING AWAY FROM HOME

When planning our meal times at Ballymore, staff consider the following:

- the importance of good nutrition.
- eating should be a pleasure.
- eating should help a child to be independent.
- eating should be a social experience.
- eating away from home can be worrying at first – what will the teacher do if I don't eat everything; what if I can't open my containers; what if I really don't feel hungry or am too hot, too excited, too tired to eat?
- children's appetites can vary – e.g. during a growth spurt they will often be hungrier, in hot weather they may not feel like eating very much.



With these thoughts in mind, we:

- recommend that you send a selection of small quantities of food that your child enjoys.
- will let you know if your child may want more food in their lunchbox.
- will send home any uneaten food so that you can see how much they need during the day.
- will encourage the children to decide how much and in what order they will eat their food. This preserves mealtimes as a happy, social experience where children are able to relax, be independent and make choices and decisions (important goals for our educational programs) with limited guidance.
- make the following suggestions for food at our centre: fruit, crackers, dried fruit, sandwiches, finger salad, crackers and cheese, small bread rolls, wraps, boiled eggs, pikelets, scones, muffins, plain biscuits.

OTHER IMPORTANT POINTS:

Water is available at all times.

In the interest of oral health children will have a drink of water after each meal to wash their mouth.

Please do not send fruit juices to kindy.

Please note that, due to safety concerns we are unable to reheat food for children's lunches.

Please ensure containers are clearly labeled with your child's name or stickers they recognise. In the interest of reducing waste, we would ask parents to consider using re-useable containers wherever possible.

If you have any concerns regarding your child's eating patterns please speak with staff so that we can assist wherever possible.

REST and RELAXATION TIME

Establishing a pattern of rest and relaxation, like good eating habits, is a benefit which your child can carry into later life. After a busy time of physical and mental stimulation, opportunities for rest and relaxation gives your child a time in which to recapture vitality. An early pattern of relaxation may assist children to deal with stresses and strains throughout life.

Please note: At Ballymore our focus is on "rest and relaxation" rather than "sleep". Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation. (NQF, Quality Area 2).



LOST PROPERTY

Lost property is left on top of the lockers. Please ensure all lost items are collected promptly as they can accumulate. **It is crucial that all belongings are named clearly.**

TREASURES FROM HOME



Toys or jewellery can often get lost or broken when brought to the centre, so it saves anxiety if they are kept safely at home.

A soft toy may be brought for use at rest time.

PARENTS AT BALLYMORE KINDY

We warmly welcome parents to spend time at the centre with their child. Parent visits usually commence in Term 2. This is a time to **be with your child**, away from the distractions of everyday life and to observe their play and interactions in the group setting. Our daily routine is planned to run smoothly but we will certainly let you know if there is any way in which you can help us while visiting.

There is no compulsion for parents to spend time at the centre and you will not be penalized in any way if you can't make it.

We find that one child's parent(s) at a time works best. Too many adults in the environment can be disruptive to the children's play as there is less need for them to interact with the other children – a major goal of our educational program.

Grandparents, and other significant people in your child's life, are also welcome to spend time with us. Younger siblings are welcome but parents are asked to supervise them at all times so that the kindy children's activities are not disrupted. Please speak to staff if you are interested in spending time at Kindy.

All visitors spending time at the centre, are asked to sign on/off in the Visitors attendance book and to be aware of evacuation procedures in the event of an emergency. These procedures are displayed at each marked exit. Visitors are required to follow the instructions of the Director (or other staff member).



Our centre operates a **Parent Library** containing a selection of books related to early childhood development and education, as well as other topics that may be of interest.

VISITORS



Throughout the year we arrange visitors to our centre, such as storytellers, musicians, puppet shows. These are selected to enhance the children's interests, knowledge and experience. All visitors are holders of a suitability (blue) card for working with children.



STUDENT VISITS / VOLUNTEERS

During the year we may have visits from early childhood students and work experience students enabling them to complete the practical section of their course requirements.

All students and volunteers will be holders of a suitability (blue) card for working with children.

HEALTH POLICIES

Ballymore Kindy follows Lady Gowrie Policies and all Queensland Health directives as they arise.

For the health and safety of our children this centre is a smoke-free zone.

Teachers **must be notified if children are absent** from the centre for any reason.



IMMUNISATION

All children must have their immunisations up to date before commencing at the centre.

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

Parents are requested to inform staff if their child or another member of the immediate family contracts a vaccine preventable disease.

SICK CHILD POLICY

Please do not bring your child to the centre if your child is unwell, has been ill the night before or is overtired. A child who is unwell needs to be supervised separately which means staff are less able to give their full care and attention to the rest of the group. To be unwell in a different environment from home can be more distressing for a young child and it is unfair for other children to be exposed to contagious illnesses.

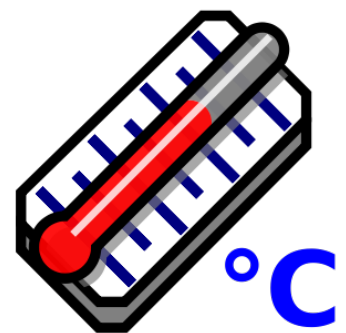


Under our **Exclusion of Sick Children and Sick Staff Policy**, the parent (or emergency contact if the parent is not able to be contacted) will be called and asked to take their child home if a child appears unwell and exhibits any of the following symptoms:

- Sleeps at unusual times.
- Cannot participate in the program as he/she would normally.
- Has a fever consistent with our **Managing High Temperature Policy**.
- Is crying or distressed as a result of discomfort due to illness.
- Is in need of constant one to one care.
- Is emotionally unsettled.

PLEASE NOTE:

- ❖ Children with contagious illnesses cannot be admitted to the centre.
- ❖ Parents must contact the centre to report any contagious illness.
- ❖ Children must be kept at home if they **have suffered from vomiting or diarrhoea or if they have had a temperature of 38 degrees or higher within the previous 24 hours.**
- ❖ It is imperative that the staff have current phone numbers and emergency contact information and remain contactable throughout the day.. Please advise any changes as soon as possible.



INJURIES

Parents of an injured child will be contacted promptly.

An "incident" register is kept at the centre in compliance with the Workplace Health and Safety Regulations. Parents will be required to sight and sign the register in the event of their child being involved in an accident.

MEDICATION

Consent for the use of one initial dose of Panadol is included in the Online Enrolment Form completed by all parents. In the event of a high temperature (greater than/equal to 38.5 degrees Celsius) staff will follow the procedure outlined in the Lady Gowrie Community Kindergarten Managing a High Temperature Policy. This includes seeking **verbal consent** from a parent/guardian or emergency contact person at the time the child is suffering from a high temperature prior to Ballymore Kindy staff administering Panadol.

NB: In the event we are unable to contact parents to provide verbal consent to Panadol being given for a high temperature, staff are required to call an ambulance if your child's temperature reaches 39 degrees Celsius.

A Medication Register is available and will need to be completed for **each** dose of medicine your child may require.

First aid and medication is stored out of children's reach. **No form of medication should be left in a child's bag or locker. Please hand to staff on arrival.**

MEDICAL CONDITIONS

Ballymore Kindy is dedicated to providing a supportive and safe environment for all children. Under Education and Care Services Regulations when a child has been diagnosed with a medical condition (eg asthma, diabetes, anaphylaxis) the service must provide the child's parents with a copy of the relevant policy, work with them in completing a risk minimization plan and an action / management plan must be provided to the service. If you have any enquiries, please speak with the Nominated Supervisor.

EXCLUSION SCHEDULE FOR CONTAGIOUS ILLNESSES

This centre follows the recommended guidelines as advised by the Queensland Health Department. A copy will be made available to all parents and is also kept on hand at kindy.

A COPY OF ALL POLICIES RELATING TO THE PROVISION OF SERVICES AT BALLYMORE KINDY, INCLUDING HEALTH POLICIES, ARE AVAILABLE FOR PARENTS' PERUSAL.

FIRE DRILLS AND EMERGENCY/LOCKDOWN EVACUATIONS

Fire drills and lockdowns are held throughout the year. Children are taught to identify the fire alarm and evacuate the building by following a staff member and walking to the playground area. Staff will call names from the roll to ensure all children are present.

PLEASE BE SURE YOU HAVE SIGNED YOUR CHILD IN ON ARRIVAL!!

PARENTAL INVOLVEMENT

Parental involvement is highly desirable for the benefit of the Centre as a whole, as well as your own child. Additionally, as a community centre, a Management Committee **MUST** be formed at the beginning of each year in order for the Centre to continue operating.

We do, however, understand that not all families will have the necessary time available to become involved, and so parents may choose their level of involvement from the following three options:

1. TAKE ON A MANAGEMENT COMMITTEE POSITION. The management committee is essential to the operation of the centre. Taking on a committee position is a great way to become involved in the centre and your child's education, to get to know other parents and to generally feel a part of our organization. While there is responsibility involved in these positions, we also hope committee members gain enjoyment and satisfaction from their involvement.

The Management Committee (made up of 7 positions) will be voted in at the Annual General Meeting in February. Information on the committee positions is provided in a separate booklet and is available to all parents. Meetings are held monthly.

2. PARTICIPATION ON THE MAINTENANCE ROSTER. The Centre relies on parental support for the upkeep of the building and its grounds. Parents can choose to be on a regular mowing roster throughout the year or attend one of the nominated working bees.

In the interest of safety, children are not to be present at maintenance rosters.

3. NON-PARTICIPATION – parents choosing this option will forfeit their \$150.00 Security Deposit (paid upon enrolment) in lieu of participation. This money will go towards the cost of outsourcing general centre maintenance.

Parents will be asked to nominate their choice on a “Parental Involvement” form.

Social events are organised by the Management Committee throughout the year. Parents will be kept informed of upcoming events, and we hope you can attend.



Thank you, in advance, for your involvement.

CHANNELS OF COMMUNICATION

Ballymore aims to foster open communication between parents, staff and the management committee.

Please feel free to talk with staff about any matters which concern or interest you. We are only too happy to discuss all aspects of our curriculum and your child's involvement in it.

If you do have any concerns, please follow these procedures:

- a. If you have concerns regarding your child, please discuss with Emily.
- b. If you have concerns / issues regarding the Centre's management, please speak with or write to the President of the Management Committee.

There are many avenues which we use to keep parents informed about the program and happenings at the centre which include:-

Notice Board in Kindy room and in the Courtyard: Contains notices of more general and longer term interest, including important dates and kindy and community events.

Documentation: Written by the teachers and children most days to provide parents with a program overview and "conversation starters" with your child.

Emails: We will keep you updated via emails containing details of events, educational information, happenings of interest and information about Ballymore life.

Committee Meetings: Meetings are open to all parents and minutes are available for perusal the following week.

Discussion groups: Held throughout the year in the evening. The talks cover early childhood curriculum, child development and issues of interest to parents.

Parent Teacher Meetings: We will be inviting you to have one-to-one discussions about your child during the year. At these meetings we will share our observations of your child in group life and will ask you to share your knowledge of your child. This combined information helps us to plan appropriately for your child. Please feel free at any time to request additional time to meet and talk about your child or the curriculum.

A Grievance for Families Policy has been adopted at our centre and provides a procedure to be followed in the event that a complaint is made.

Step One: If you have a concern with the educational curriculum or any issue regarding your child please speak with Emily.

Step Two: If the issue remains unresolved, you must document your concerns and send this to the President for discussion at the next Management Committee meeting. The Management Committee will follow the procedures outlined in the Grievance for Families Policy. A copy of this policy is on our Parent Notice Board.

OTHER CONTACTS: The Gowrie (QLD) Inc. Ph: 3252 2667
Regulatory Authority: Early Childhood Education and Care Ph: 3634 0532

KINDERGARTEN FEES

Term Fees are invoiced to families at the beginning of each term. Families will be given approximately 3 weeks into the term to make payment. No charge is made for school holidays, but fees must be paid for public holidays, and any days of non-attendance.



QLD KINDERGARTEN FUNDING FOR 2024:-

The Queensland Government are providing 15 hours of free kindy to all age-eligible children from 2024. There may be some exceptions for families in Australia on a Visa. Please speak with the Administration staff for further information.

FEES FOR 2024

The fees detailed below are applicable to all age-eligible children (where children have turned 4 by 30th June in year of attendance. Every child is eligible to receive funding for ONE kindergarten program only.

Please note: Unfortunately, some Visa holders will not be eligible for any Qld Government Funding. Please speak with the Director if you are residing in Australia on a Visa.

2 day group – 15 hours per week program \$ NIL per term per child

3 day group – 18 hours per week program \$ 260.00 per term per child

FEE PAYMENT DIFFICULTIES

Should you have any difficulty in paying fees by the due date please contact the kindy to discuss the situation. This matter will be dealt with in a confidential manner.

REFUND OF FEES POLICY

If you intend to **withdraw** your child from the centre in 1st or 2nd term, **four weeks' notice in writing** is required. This period of four week's fees will be deducted from any refund of fees paid in advance or will be invoiced. If you withdraw your child during 3rd term, it will be at the discretion of the committee if any refund of fees is made. Should you withdraw your child from the centre in 4th term, no refund will be issued.

MEMBERSHIP FEES

In line with our Constitution every family attending the centre is required to become a member which entitles you to voting rights. The membership fee per family is **\$10.00** and will be invoiced with Term One fees.

ENROLMENT PROCESS

Enrolment offers are commenced towards the end of term 2 of the preceding year. Enrolment offers are made strictly in accordance with the waiting list and the number of vacancies available. No priority is given to siblings of children already enrolled at the centre.

When an offer is made, parents are required to complete an Enrolment Form and return it together with an Enrolment Deposit (as decided by management), to indicate acceptance of the offer. Part of this Enrolment Deposit (\$150.00) will be held in 2024 as the Maintenance Levy for 2024.

The Enrolment Deposit is non-refundable should you withdraw your child prior to the commencement of the school year.

The Maintenance Levy will be refunded at the end of your child's attendance year providing all fees and maintenance roster requirements have been fulfilled. If you do not wish to participate in the Maintenance Roster Scheme you may elect to forfeit the Security Deposit.

Families will be invited to 2 play sessions prior to the commencement of the 2024 kindy year.

WAITING LIST

Ballymore Kindergarten and Preschool offers parents in the community the opportunity to place their child's name on a waiting list from birth. Names will be placed on our waiting list on receipt of the required waiting list form and the non-refundable fee of \$20.00. There is no sibling policy at Ballymore Kindergarten & Preschool and places will be offered in strict chronological order of receipt.

WORKPLACE HEALTH AND SAFETY

Our Workplace Health and Safety Guidelines are detailed at the back of this booklet (**Appendix Two**). All parents are requested to read this information thoroughly.

CAR PARK GUIDELINES

Following concerns about safety in our car park, the following Car Park guidelines have been developed.

We seek your full cooperation in this matter, and ask all families to:

- ❖ whenever possible **reverse** your car in when parking, so that it is easier to see parents and children as you drive out;
- ❖ walk with your children **around the perimeter** of the car park in order to minimise pedestrian movement across the car park itself;
- ❖ leave adequate space between your vehicle and the edge of the car park (that you have parked along) to allow a pathway;
- ❖ supervise your children at all times in the car park, and be extremely vigilant when moving around the vehicles;
- ❖ ensure that your children are secured in your vehicle (and obviously that they have adequate ventilation) before you begin a car park chat; and
- ❖ drive with extreme caution when entering or leaving the car park – particularly when reversing.
- ❖ please try not to park directly in front of the small pathway that leads into the front gate.

A reminder also, that the Car Park grounds do not belong to us and as such we are not in a position to monitor the area's use. We therefore **STRONGLY RECOMMEND** that all Ballymore children and parents/carer's wear shoes at all times when in the car park to avoid possible injury.

If you have any questions or concerns about these guidelines, please speak to a Committee member.

LOOKING FORWARD TO THE YEAR AHEAD.....

We hope both you and your child will enjoy your association with Ballymore Kindy.

The early years of education provide a crucial opportunity for children to develop a strong foundation for living and learning.

We look forward to being able to with your child!

+think + play + learn + grow

