



# Conon Road Kindergarten

## Parent Handbook

# 2022

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## Welcome to Conon Road Kindergarten

Conon Road Kindergarten is a privately owned and family run centre, providing educational sessions for your 2-5 year olds. Our programs include before school, after school for 4 to 12 year olds and Holiday care program for 2 to 12 year olds.

Our parents handbook sets out the necessary information and policies for you, your family and enrolled child. These policies and procedures are legal requirements for all childcare businesses as set out in the Education and Care Services National Regulations 2012 and Education and Care Services National Law 2012 (Western Australia). Enforced by Child Education and Care Regulatory Unit.

## Educational Program

Our program follows the Early Years Learning Framework (EYLF) (0 - 5 years) and My Time, Our Place (MTO) (5 - 12 years). These nationally recognised frameworks, EYLF and MTO have been developed to ensure your child receives the highest quality education and care. The EYLF framework's vision is for all children to experience play based learning that is engaging and builds success for life. We use the EYLF with family and community input to develop a learning program, which includes children's ideas, interests, strengths, and abilities. The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

**Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture, and place.

**Being** is about living in the here and now. Childhood is a special time in life and children need time to just 'be'- time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the framework's five learning goals educators will assist your child develop:

- A strong sense of their identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning; and
- Effective communication skills

## Our Educators

Director/ Teacher/ Approved Provider	Bernice Napier	Early Childhood Teacher (Licensee and Director)
Coordinator/ Educational Leader/ Responsible Supervisor	Melody Lau	Certificate III & Working Towards Diploma in Early Childhood Education and care
OSHC Co-ordinator	Yangden Tshering	Early Childhood Teacher
Administrator	Connor Napier	Diploma Early Childhood Education and care
Educator	Atefeh Azinpoor	Early Childhood Teacher
Educator	Viki Androutsou	Cert III Early Childhood Education and care
Educator	Summer Yan	Certificate III & Working Towards Diploma in Early Childhood Education and care
Educator	Michelle Malin	Certificate III & Working Towards Diploma in Early Childhood Education and care
Educator	Marjan Ranjbar	Certificate III & Working Towards Diploma in Early Childhood Education and care

Please note: We understand the importance of consistent educators, so therefore, our Outer school care staff will relieve in the Kindy and vice a versa in the before school and after school care.

Staff qualifications: All staff are required to have a working with children check, and working towards a minimum of a certificate III in children services or Educational Assistant certificate. At all times, at least one educator must hold a current First Aid certificate, CPR, Asthma and Anaphylaxis qualifications.

### Ratios:

- Under 3 years of age- 1 Educator to 5 Children
- Over 3 years of age- 1 Educator to 10 children

First 5 children or 10 children - 1 Diploma qualified required

Next 5 to 10 children (depending on ages)- 1 Certificate III required

Next 10 children- 1 Diploma qualified required.

15 Children in total- 1 Diploma Qualified, and 1 Certificate III required

Over 15 children in total (Assuming there are under 3 year olds present - 2 Diploma Qualified, 1 Certificate III required

## School Terms:

Although we do operate all year around, we do have set dates for kindy/long day care and before and after school care programs which follow the public-school term calendar. Session payment is still required within these term dates UNLESS your primary school closes due to early school holiday closure and pupil free days. (ONLY applies to before and after school care sessions).

Current Term dates for 2022;

Term 1	January 31 <sup>st</sup>	-	April 8 <sup>th</sup>
Term 2	April 26 <sup>th</sup>	-	July 1 <sup>st</sup>
Term 3	July 18 <sup>th</sup>	-	September 23 <sup>rd</sup>
Term 4	October 10 <sup>th</sup>	-	December 15 <sup>th</sup>

## Enrolment and Orientation:

To enrol your child, please contact Bernice or Connor to request an enrolment form by emailing [Info@cononroadkindergarten.com](mailto:Info@cononroadkindergarten.com)

You will be sent;

- An enrolment form
- Parent handbook (please sign the last confirmation page and return this also)
- OWNA app Cheat sheet (guide to navigating our childcare app)

Before your child can attend their first day

- The enrolment form and permissions must be filled out, dated and signed and returned.
- You have received and read the Parent handbook and returned the confirmation sheet signed. \*( If you have not returned this confirmation sheet, Conon Road Kindergarten will assume you have read and understood everything set out in the handbook)
- Child's birth certificate has been received and attached with the enrolment.
- The immunisation statement (AIR Statement) has been received and is dated within 2 months of the enrolment. This can be downloaded from your MyGov account. Unfortunately, new legislation prohibits the enrolment of any non-school age child, who is not vaccinated and does not meet the Immunisation regulations. For further information please refer to-  
<https://www.health.gov.au/healthtopics/immunisation/immunisation-throughout-life/nationalimmunisationprogram-schedule>
- Registration of \$50 Administration fee (once a year for pre-kindy program per family non refundable)

- An emergency action plan and medications has been received if applicable (Please see medical conditions).

### Childcare subsidy (CCS)

It is the responsibility of the guardian to apply to Centrelink and then to supply Conon Road Kindergarten with the necessary information to claim Child Care Subsidy. Until this has been done FULL fees apply.

To apply for Child Care Subsidy please go to

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim>

If you are eligible please provide the following information to us.

- The CRN number for your child
- The CRN number for the guardian who is claiming
- Child's date of birth
- Guardian who is claiming CCS date of birth

Once this has been entered, you will then need to confirm the bookings in your MyGov account, this will bring down the CCS payments. CCS payments can only be backdated up to 28 days.

### Session Times:

We are open from 7:00am – 6:00pm Monday to Friday each week providing flexible session times for parents.

9:00am – 12:00pm (minimum 2 sessions)	\$63
9:00am – 2:30pm	\$83
9:00am – 3:00pm	\$88
9:00am – 6:00pm	\$106
7:00am – 2:30pm	\$89
7:00am – 3:00pm	\$93
7:00am – 6:00pm	\$119
\$4.00 Casual Fee	

Before School Care	\$28
7:00am – 9:00am	
After School Care	\$38
3:00pm – 6:00pm	
Vacation Care	\$119
Kindy&Under	
Vacation Care	\$90
Pre-Primary&Up	

**PLEASE NOTE THAT TO ENSURE THE SAFETY OF YOUR CHILD AND TO MAINTAIN STAFF TO CHILD RATIOS, WE REQUIRE DROP OFF AND PICK UP TO BE WITHIN A 10 MINUTE TIME FRAME OF YOUR BOOKED SESSION, TO AVOID ADDITIONAL FEES.** E.g. if your booked session starts at 9am then please drop off no earlier than 8:50am otherwise the earlier session from 7:00am may be more suitable for your needs. Also, if you are to pick up at 12:00 then pickup should be no later than 12:10.

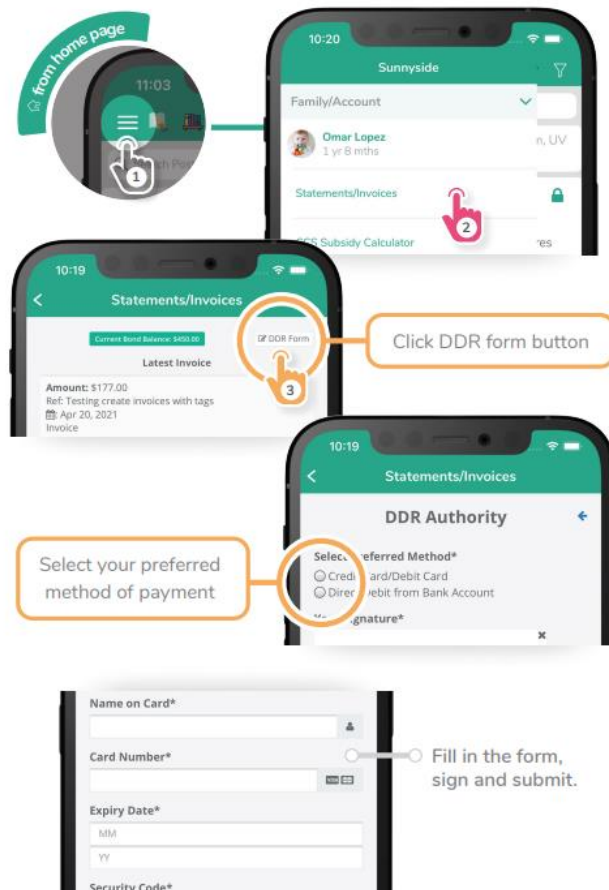
We do appreciate traffic and time constraints may cause you to be late on occasions and do ask to call the centre on 08 61620175 to inform us as soon as you can.

## Banking and Accounts:

See below how to sign your direct debit form in the app.

### Sign Direct Debit Request (DDR) Form

(Please check with your Centre if this feature is available)



All banking is done via Direct Debit through the app OWNA. Invoices are sent out every Monday and debits are taken from your nominated account or card every Wednesday.

Credit cards incur a fee, as bank fees are paid by Conon Road Kindergarten.

Bank deposits into Conon Road bank account incur a admin fee of \$8.00.

It is the responsibility of the families to check the invoices to ensure session times are correct, the amount is correct, and the CCS is being applied.

## Cancellations/ Absenses:

As we provide a unique service, which is flexible and aims to cater for all needs, we do ask families to ensure they understand our cancellations and absenses policy.

### Kindy sessions during school terms:

- If your child is absent from a routine booked session during the term, then payment of fees is still required.
- To permanently cancel a routine booked session (i.e. no longer needed) then **2 weeks notice in WRITING must be given**, Fees are still applied within this 2-week period.
- **Please note: Child Care Subsidy will only be paid up to the last day the child physically attended. I.e if giving 2 weeks' notice and your child does not attend at all then full fees will be paid for these 2 weeks.**

**As the government has a turnaround of 14 weeks, your statement will show the ccs, however once the 14 weeks have occurred this will reverse generating a new statement. For more info, please see**

**<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care#:~:text=If%20your%20enrolment%20ends%20we,must%20have%20an%20approved%20reason.>**

- If you child has not used a childcare service for more than 26 weeks, then you may need to make a new application for Child Care Subsidy.
- Booked days during the term can be changed if
  - The required day needed is within the same week as the normal booked day (i.e. Monday needs to be changed to Thursday, then only in the same week of the Monday can the child come).
  - If there are spaces available and staff ratios are met.



- If 24 hours notice in WRITING is given before the day to be changed.
- Extra days can be booked provided if there are spaces.
- Casual days to cancel require 24 hours notice in writing.

See to right how to mark your non-attendance ->

CASUAL DAYS: Are days which are not booked routinely or regularly during the term. Spaces are offered if spaces are available. Casual bookings can be made by the families through the OWNA app or via email at [info@cononroadkindergarten.com](mailto:info@cononroadkindergarten.com)

All casual days except before care/afterschool care and holiday care incur a \$4.00 booking fee.

Here is a guide to casual bookings:

<https://www.notion.so/Parent-App-Book-a-Casual-Day-6e8028a7124046b6ba084607d43c10cf>

### Before and After-school Care Sessions:

- Permanent routine sessions require 2 weeks' notice in writing for full cancellation of session/s i.e., sessions not needed otherwise fees still apply.
- **Please note: Child Care Subsidy will only apply up to the last booked session of care that your child physically attended. I.e if giving 2 weeks' notice and your child does not attend at all then full fees will apply for these 2 weeks.**
- **As the government have a turnaround of 14 weeks, your statement will show the ccs, however once the 14 weeks have occurred this will reversed, and a new invoice generated.** More info please see <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care#:~:text=If%20your%20enrolment%20ends%20we,must%20have%20an%20approved%20reason.>
- Fees will still apply for the 2 weeks.
- Fees are still apply for any absences during term.
- **Casual** sessions require 24 hours' notice before start of session to cancel otherwise fees still apply.
- Same type sessions (eg BSC session for a BSC session) can be swapped if
  - Space is provided
  - Staff ratio is not compromised.



- Only provided within same week period as the session being swapped.
- 24 hours given in writing before booked session.
- **Notification of your child not attending afterschool care is required by 2 pm to avoid a \$5.00 charge per child being added to your account.** (We have policies to adhere to and we are unable to leave the school premises until we know your child is safe. This may mean checking classrooms, Office and phoning guardians or emergency contact numbers. This takes time and the children waiting are understandably tired and wanting to get back to the centre for afternoon tea).
- Notification of absent can be by calling 08 61620175, marked absent on OWNA or emailed to:  
[info@cononroadkindergarten.com](mailto:info@cononroadkindergarten.com)

### School Holiday's/Vacation Care:

School Holidays or pupil free days are booked seperately to term-time bookings and can be booked through the OWNA app or by emailing the centre:

[info@cononroadkindergarten.com](mailto:info@cononroadkindergarten.com)

**All holiday bookings require 48 hours notice to cancel due to staffing arrangements.**

### Late collection from all booked sessions:

We understand that occasionally unexpected issues arise where guardians may be late picking up the child/ren. However, we do need to adhere to child/educator ratios and closing time.

- Please ring the centre ASAP on 08 61620175 to notify the service.
- A guardian is regarded late if they fail to pickup their child 5 minutes after their booked session.
- This may incur a late fee of \$1 per minute including the 5 minutes after the scheduled pick up time.

Fee charge for late collecton is determined by:

- The services need to recoup expenses for employee overtime payments.
- Staff to child ratios being met for safety of all children.
- The need to deter families from regular late collections.

Special circumstances i.e. traffic accident or vehicle breakdown, will be given consideration in relation to the administration of late collection fees.

ANY CHILD WHO IS NOT PICKED UP WITHIN HALF AN HOUR OF A SESSION TIME:

- The Director will contact the guardians
- If the guardians do not answer, the child's emergency contact/ authorised persons will be contacted to collect the child.
- Crisis care will be contacted to advise them of the situation and consult on action to be taken.

### Holidays and Time Off:

It is your responsibility to notify us if your child is going to be absent from a booked session. This can be done by marking the child absent through the OWNA app, or phoning the centre. Unfortunately, we cannot refund for those days your child is absent. We still charge for holidays or time off during term times. Currently we do not charge for public holidays (other childcare services still charge) and school holiday periods are optional.

**PLEASE NOTE THAT IF YOU ARE GOING ON HOLIDAYS, FEES ARE STILL PAID TO HOLD YOUR PLACE.**

### Sign in/out Through the Kiosk:

Upon enrolment you will be shown how to sign in and out at the kiosk. The sign in/out kiosk (Ipad) is located to the right of the front double door. It is the parent or guardians responsibility to sign their child in at the beginning of the session and at the end of their session.

Each person who picks up and drops your child off will be required to have their own mobile number and E-mail put into the system then to create a pin allowing them to sign the child in and out. This is a legal requirement by Centrelink (Government department).

**It is the responsibility of the parent/guardian to sign in/out through the kiosk at each session, as we need to communicate each child's attendance status to centrelink.**

### Public Liability Insurance:

Child care Services are required by the Regulations to hold current Public Liability Insurance at all times. A copy of the Public Liability Insurance policy can be produced on request.

### Morning Tea, and Lunches During Kindy Sessions and Vacation Care:

Each child will bring their own lunches and morning teas packed in a freezer bag with a freezer brick. Children are required to bring their own labelled water bottles.

Recommended foods are sandwiches with healthy fillings such as meats, tuna, salad etc. Yoghurt, vegetables, cheese, grains, crackers etc.

**Please note we are unable to heat any foods**, hot food such as noodles and rice should be sent in a food flask to keep warm. Also please leave any sweets or chocolate at home as our policies support healthy eating options.

### Allergies and Nut Products:

Anaphylaxis is a growing problem and although we are an allergy aware centre, we need every parent to be vigilant in checking the ingredients of all items such as biscuits, muesli bars and health food products for any nuts. **We are a nut free centre.** If your child eats a nut based product before coming into kindy please ensure that their hands and face have been washed thoroughly before coming to kindy. Please also refer to our Anaphylaxis policy.

### Sunscreen and Sun Protection:

Please make sure your child has a broad brimmed, bucket or legionnaire style hat to wear outside. Children without a hat will be offered a spare pre-kindy hat or will only be able to play under the veranda or inside. Staff and parent helpers are also expected to wear a hat whilst participating in outdoor activities.

Woolworths brand sunscreen is provided by the centre and **parents/ children are to apply their own on arrival.** This is located near the back door. If you prefer to use your own brand of sunscreen please feel free to bring it in for us to use on your child.

Staff regularly check the UV warnings and activities will be set up in shaded areas only when UV levels are 3 or above. Shade is provided in the outdoor play area by a combination of trees, verandas and fixed shade structures.

Parents are asked to dress children in clothing which offers protection from sun particularly on the shoulders. A top with sleeves is required. Please **no singlets/ singlet dresses.**

### Excursions:

Conon Road Kindergarten asks Parents/guardians to fill out and sign an excursion form which will ask for.

- the child's name
- the reason for the excursion outside the premises
- the date the child is attending the excursions (unless the authorisation is for a regular outing)
- a description of the proposed destination for the excursion
- the method of transport for the excursion
- the proposed activities undertaken by the child during the excursion
- the anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- that a risk assessment has been prepared and is available at the service.

## Before and After School Care Children Delivery and Pick Up From School:

Conon Road Kindy provides a before and after school care service for Manning Primary School and St Pius X Catholic Primary school during the school terms.

### **Before school**

1. The children walk in twos to Manning Primary via Duckett Drive and then Cloister Avenue, where the St Pius children continue to St Pius primary.
2. The Manning children walk through the school entrance, older children are directed to class while the kindy and pre-primary children are handed over to their classroom teacher.

### **After school**

1. The St Pius Pre-primary and kindy children are collected from their classroom and meet the older children at the stage area where a roll count is done.
2. The St Pius children walk in twos over Ley Street and along Cloister to Manning Primary School, meeting the Manning children at the corner of Cloister Avenue and Duckett Drive.

The Manning pre-primary and kindy are collected from their classroom and meet the older children outside the science room where a roll count is done. The children walk to meet the St Pius children at the meeting point.

All the children walk back to Conon Road Kindy via the same morning route.

## Water Activities:

Swimming pools are not permitted to be attended or used at any time. Water play is used as a teaching tool and is required to be closely supervised at all times by at least one contact staff member who;

- A. Has reached 18 years of age;
- B. Is under the age of 18 but has a first aid certificate or is a qualified rescuer an adult.

Immediately after use of water play, all containers and tubs are emptied and cleaned and stored away where water is unable to collect in them.

## Supervision of Your Child and Siblings:

- All parents and guardians are to maintain supervision of their children and siblings whilst in the centre at all times.
- Parents are to ensure their child is handed over to a member of staff before leaving.
- On collection, please supervise your child and other siblings whilst in the kindy environment.

PLEASE NOTE EACH PARENT/GUARDIAN IS REQUIRED TO COME INTO THE CENTRE FOR DROP OFF AND PICKUP. WE ARE NOT ABLE TO SEND YOUR CHILD OUT ON THEIR OWN OR WITH ANOTHER PARENT DUE TO SAFETY AND SECURITY REASONS EXCEPT ON OCCASSIONS WHERE A PARENT IS UNWELL.

### Volunteers and Student Placements:

Sometimes we may have volunteers or students who are studying, come and work with us. Volunteers and students are required to sign a staff register, and provide their details such as full name, address, and date of birth. For safety and care reasons volunteers and student placements will not be left with the children without an educator supervising.

### Parent/ Guardian Concerns:

If you have any concerns about anything at all we are very happy to discuss these with you. However, if it will be more than a brief conversation, please let us know so we can set aside some time so we are able to give you our full attention. You are very welcome to email Bernice at [Bernice@cononroadkindergarten.com](mailto:Bernice@cononroadkindergarten.com) to arrange a time to meet. You are also welcome to contact the Child Education and Care Regulatory unit at 1<sup>st</sup> Floor, 111 Wellington Street, East Perth 6004- Telephone 6210 333. The Child Education and Care Regulatory Unit is responsible for all forms of child care in Western Australia and can deal with any concerns you have in regards to any child care service.

Parent/Guardian- Any parent who has a legal right of access to a child may visit their child at any reasonable time during our sessions.

### Injury of a Child at the Service:

If a child is injured at the service, the following procedures will be followed;

- The child will be comforted and administered first aid by a qualified first aider.
- If injury involves the head, neck or spine, the parent or emergency contact is contacted as soon as practicable.
- An accident report is filled out and signed by the parent/ emergency carer on collection of children or within reasonable time.
- The Teacher, Responsible person and the Director has the prerogative to call an ambulance or doctor if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact as soon as possible. All medical and ambulance costs are the parent's/guardian's responsibility.

## First Aid:

At Conon Road Kindergarten, we have a fully equipped first aid kit. All our qualified staff have up to date first aid qualifications, anaphylaxis, and asthma training. Only people with first aid qualifications can administer first aid or medication to children.

## Children With Medical Conditions:

It is important for parents to inform us if your child has a known medical condition including asthma, diabetics, febrile convulsion or at risk of anaphylaxis. Good communication between parents and teachers is required to keep your child safe and healthy.

### **Parents must provide the Director;**

- With a Medical management plan for the child, which has been developed and signed by a medical practitioner prior to the child commencing the centre. The Medical management plan must also include a photo of the child and with the permission of the parent (signed permission form) and will be displayed on the wall next to the staffing billboard.
- A permission to give medicine form and a risk minimisation form will be given to the parent to sign.
- Under no circumstances is medication to ever be left in a child's bag or locker as the children have access to these.
- Please hand all medication directly to a staff member who will store it safely behind the locked office door.
- All staff including volunteers and parent helpers will be made aware of the children with medical conditions, shown their medical management plan and where the medication is kept.
- **The required up to date medication for the child is to be kept at the centre at all times.**
- If your child has allergies which are not life threatening such as allergy to soaps, paints, food colourings etc. please talk to your teacher, so we can put together an action plan for your child to minimise the risk of an allergic reaction.

Please refer to our policies on Anaphylaxis management, Diabetes and Asthma policies in the policies and procedures folders, which are located on premise.



### INFECTIOUS DISEASES:

Children who are ill need to be cared for at home. Ill children do not enjoy kindy and quickly spread their germs to other children and adults. We are not permitted to accept any children temporarily suffering from:

- Ear/eye discharge
- Nasal discharge
- High temperature (Anything 37.5 degrees or higher will be sent home)
- Any types of skin rash
- Infectious or weeping sores
- Diarrhoea
- Vomiting (or vomiting within 24 hours of attending the service)
- Any signs of infectious diseases

Infectious diseases include:

- Hand, foot and mouth disease
- Herpes simplex (cold sores)
- Chicken Pox
- Conjunctivitis
- Rubella (German Measles)
- Glandular Fever
- Hepatitis A, B and C
- Impetigo (School sores)
- Influenza- like illness
- Measles
- Mumps
- Pediculosis (Head Lice)
- Ringworm
- Scabies
- Pertussis (Whooping Cough)
- Covid

Please notify staff as soon as possible if your child has a communicable disease.

Please note any children who have had a temperature over 37.5oC or have vomiting or diarrhoea must not attend the program until at least 24 hours after the last bout of vomiting or diarrhoea and/ or the child's temperature is normal without medication for at least 24 hours.

If staff believes your child is too unwell to be at kindy you may be asked to take your child home. Children who are not immunised, do not have a complete immunisation record, are immunosuppressed or are receiving medical treatment causing



immunosuppression such as chemotherapy will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council exclusion guidelines, even if their child is well. Fees will still be charged.

### Immunisation:

From August 2019 only children who are not attending a school program and who are up to date with immunisation schedules are allowed to enrol at our kindy and out of school care sessions.

On enrolling a copy of your child's up to date AIR statement immunisation record, downloaded from your MyGov account is required. If your child is not up to date then we require appropriate information from the immunisation board. It is up to the Parent/Guardian to give the centre an up to date statement once any immunisations are administered. Please ask the Director for further information if required or see our centres policies and procedures.

### Hand Washing:

Hand washing is the most effective way of controlling infection in the service. Educators, Volunteers and children should wash their hands;

- Upon arrival at Conon Road kindergarten
- Before all clean tasks e.g. handling and preparing food and eating
- After all dirty tasks e.g. toileting, cleaning up feces, vomit or blood, wiping a nose, handling animals etc.

The staff will ensure the toilets and hand washing facilities are easily accessible to children and families. Children are encouraged to flush the toilets after use and wash their hands thoroughly.

Staff will use separate cloths or tissues to wipe different children's faces and noses.

Tissues will be disposed of immediately after wiping a child's nose and hands will be washed or hand sanitiser used.

Notices which clearly explain handwashing procedures are displayed above each sink.

### Animals:

Any animal or bird kept at the centre is kept in an area that is separate and apart from any area used by children and will be maintained in a clean and healthy condition.

All children are supervised by an adult during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals. Please let us know if your child is allergic to any animals.

### Practise and Policy For Smoking, Alcohol and Drugs:

No drugs are allowed on the premises at any time. The centre is a no smoking zone, so please ensure that cigarettes are extinguished prior to entering the centre. Alcohol is not permitted or to be consumed in the centre. Any person who appears to be under the influence of drugs or alcohol will not be permitted to enter the centre.

### Photographs:

With iPad's, there are endless opportunities to capture what your children are doing in care. Any photos taken are only for this purpose and will not be given to anyone through any means without your written permission. We use the photos we take of your children to post on our app OWNA for you all to see what your children have been doing.

### Emergency and Evacuation Procedures:

Emergency drills are conducted every term in the form of both evacuation of the premises or lockdown within the premises. These procedures will be followed in the event of a fire, natural disaster, or any other emergency. These drills will be held every term.

### Behaviour Management Procedures:

Positive encouragement to guide children towards acceptable behaviour will be used. Staff will explain and actively demonstrate appropriate ways of interacting with others and the appropriate use of toys and other play equipment.

We do not believe that corporal punishment, solitary confinement, physical restraint or by demeaning, humiliating or frightening a child is appropriate or acceptable. It is important that children know how to identify their feelings and emotions. For example, we may say to Johnny "Johnny I can see you are feeling angry that Claire took your toy" or "Claire I can see you were frustrated that Johnny had a toy which you wanted to play with". Children at this age are learning to self-regulate their emotions and actions. All children will have their behaviour's consequences explained to them and told of the behaviours expected from them instead. If there is no alteration in the negative behaviour, we put in place the natural and unnatural consequences.

Children who become highly stressed will be given time to separate themselves from the situation and decide to self-manage. Deep breathing helps children in high distress as well as positive re-enforcement of good behaviour, high expectations of responsible behaviour and actively doing something constructive whilst strongly detracting from the previous behaviour will also be used.

It is expected that all children and families will be treated with respect at all times in the kindy environment.

### Any Person Who Is Being Violent or Abusive:

Any person who is being violent or abusive will not be permitted to enter the centre. If they are already inside, they will be asked to leave immediately. If they do not comply with the request, the police will be phoned immediately. If this happens during an excursion, the children will be in a safe space, and the mobile phone required on excursions will be used to phone the police. If any child is subjected to any sort of verbal or non-verbal abuse or violence, the child will be counselled, and comforted. The parent will then be informed of the abuse and request future feedback as to any problems experienced by the child as a result of the incident.

### The Acceptance and Refusal of Authorisations:

Our education and care service require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal. We will ensure we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2012.

The Nominated Supervisor will;

- Ensure documentation relating to authorisations contains;
  1. The name of the child enrolled in the service;
  2. Date;
  3. Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
  4. Evidence that the authorising adult understands the circumstances for which they are signing.
- Apply these authorisations to the collection of children, administration of medications, excursions and access to records.
- Keep these authorisations in the enrolment record.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

- Ensure correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

### Confidentiality of Records:

All children's information, records, and conversations between parents and staff will not be disclosed or communicated to any other person except:

- As required or permitted under the Act or any other written law; or
- With the written authorisation of the person, or in the case of a child, a parent of the child, to whom the information relates.

PLEASE SEE OUR FULL POLICY AND PROCEDURE HANDBOOK LOCATED ON PREMISE

If you need to discuss any of our policies or procedures please do not hesitate to contact Bernice on [Bernice@cononroadkindergarten.com](mailto:Bernice@cononroadkindergarten.com)

### Security Cameras:

At Conon Road Kindergarten we do the utmost to ensure the safety of all our children. Therefore, we have a camera and screen which records the kindy environment, without intruding on any person or child's privacy. The camera is not monitored, is accessible from the service and only viewed if there is a safety issue which affects any child, family, or educator. This is accessible by the Director only.

### Preparing Your Child For Kindy:

If your child has not been to day care or left with someone outside your family circle, they may find their first few sessions at kindy a little daunting. Please chat to your child about kindy and what to expect, talk about positive experiences they will have here, what time they will be picked up in our routine i.e. before lunch or after lunch or before you collect a sibling from school. If you talk positively about their expected experience, your child will usually feel much more comfortable and confident in their first step towards being independent and starting formal school.

### Settling in Program:

Children all react differently to situations and new people. Some children are very confident and are happy to embrace new experiences and make new friends. Other children may need a little more support to feel relaxed, comfortable and secure in their new environments. If you feel your child may need a little more support, we can work

together so your child will gain the confidence and skills they need by having mum stay for the first few warmup sessions.

We welcome you and your child to come and visit the class they have enrolled for an hour on a fortnightly basis, during the term before they officially start to get to know the educators, the environment, and the other children.

### Morning Routine:

Our program and routine is pinned to the wall next to the Bathroom. You are welcome to have a look at these any time to familiarise yourself with our routine and programming.

At the beginning of each session please have your child;

- Wash their hands after they have hung their bag on a hook. This is to minimise illness and allergy contamination.
- Put their lunchbox and drink bottle away in the shelf and trolley.
- Find their name tag and pop it above their bag.
- Come into the room and apply sunscreen (the sunscreen station is located near the back door).

We encourage the children to independently complete this routine as it gives them a sense of ownership of their kindy, independence and introduces them to a routine they will be familiar with at school.

**PARENTS PLEASE REMEMBER TO SIGN IN AND OUT AT THE FRONT KIOSK WHEN DROPPING OFF AND COLLECTING YOUR CHILD.**

### Activities:

At the beginning of each day there are plenty of activities provided and planned by the educators to fulfill learning outcomes and goals for the children. To help your child settle in you might like to come into the room and sit with them at one of the activities, you might like to read a book together or complete a puzzle? The educators will never be far if you need some extra help with saying goodbye or to hand your child over to us. We can understand it is hard for everyone to stay and do an activity, just let one of the educators know and we will be happy to sit and do an activity with your child as you leave.

### When you leave:

Please always say goodbye to your child even if they are upset. This part of the routine is essential for building up confidence and lessening anxiety around drop off. When a child notices a parent has left without saying goodbye it increases the anxiety for the next drop off, so it is always best to say goodbye and then we will assure your child you are coming back.

### Collecting your child:

Please enter using the gate, ensure the gate is closed behind you, to ensure children's safety. Upon enrolment, you will be provided a code to enter the front gate. Please do not give this code to your child or any other person without permission to pick up your child. We understand that circumstances may arise where parents are late picking up their child however, it is important to be on time so your child can have a positive finish to the day.

### Talking to your child about their day at kindy:

We post photos and write ups about what we have done at kindy during the day on OWNA, please have a look through these and talk about it with your child. This helps them connect to kindy and feel a sense of pride while showing you what they have been up to during the day.

### What to bring to kindy:

In the child's bag;

- A complete change of clothes (sometimes maybe even a few pairs depending on the weather)
- Spare underwear (2 or 3 pairs)
- At least 5 nappies for those who are not toilet trained just yet
- Hat
- Water bottle with water only
- A lunchbox with a freezer brick to keep it cool
- A wet bag for soiled or wet clothes to go into.

There are many benefits to the children bringing their own morning tea and lunch and these are;

- Learning to take care of their own belongings
- Learning to undo zips, lids, and to unpack and repack bags
- Ensure hygiene standards are met (your child is the only one touching their food)
- Children are eating the foods they like
- The risk of allergy reaction to foods is reduced
- The children are becoming aware of regualting their morning tea and lunch food before they get to school

## Our Routine:

7:00am	Welcome all families and children Encourage children to put their belongings away Wash hands Breakfast Before school activities and outdoor play
9:00am	Family grouping – puzzles, books and other planned activities.
9:45am	Groupings – Wombats (younger children) and Kangaroo's (Older children)
10:00am	Morning tea
10:30am	Outdoor play – bikes, obstacle course, art
11:50am	Pack away
12:00pm	Mat session Lunch
12:30pm	Rest Time
1:00pm	Children not sleeping offered activities
1:30pm	Outdoor play weather permitting
2:15pm	Get ready for home time Shoe&socks on, lunch box and water bottle in bag
2:30pm	Home time for some kindy children
3:00pm	Activities
3:30pm	OSHC Arrive & Afternoon tea
4:00pm	Indoor/Outdoor play with various planned activities
6:00pm	Centre Closed

PLEASE NOTE: THIS ROUTINE AND IT'S TIMES ARE ONLY A GUIDELINE, THE ROUTINE IS CONSTANTLY ADAPTED TO SUIT THE CHILDREN'S NEEDS AND THE CHILDREN'S INTERESTS.

### Toys from Home:

We understand that your child may have a favourite toy they like to bring to kindy for support and cuddles, however, we also understand these toys will be missed if they are lost so for safe keeping please keep these toys at home.

Any comforters that the child needs to settle or feel comfortable for example a dummy or a specific teddy, please let the educators know and we can make a conscious effort to keep it safe so it can be returned home.

### Birthdays:

Children's birthdays are part of most cultures and are very special times so we would like your children to celebrate their special day with us at kindy. Cupcakes are the easiest food due to time restrictions in the sessions to bring along. If you do wish to bring in a cake etc. please let our educators know at least one week before, as we need to inform all the families in your child's class due to children with allergies.

### What to Wear:

Parents are encouraged to dress their children in clothing that is practical, comfortable and easy for them to manage in the toilet. Many pre kindy experiences are messy. We provide aprons for painting and other messy activities, but clothing may still get dirty or stained. **Make sure your child has a complete set of spare clothes**, appropriate for the weather, in their bag everyday. Should a child get messy through play during an activity we will change them before they come home. Children often like to take their shoes off while being at kindy, we encourage them to do whatever feels most comfortable for them. For climbing activities, we encourage the children to take off their shoes as this helps with their freedom of movement while climbing.

**Kindy Tee Shirts are available for \$16 in an assortment of colours and sizes.**

### Toileting:

Children who have had an accident will be encouraged to change their clothes with the help of an educator. We will help remove the soiled clothes and place the clothes into the wet bag. This bag then placed in the SOILED CLOTHING BUCKET for you to collect upon leaving.

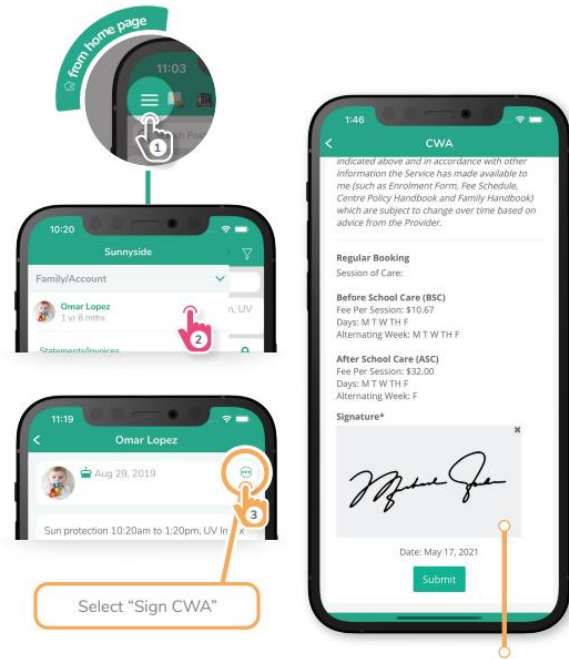
**PLEASE NOTE FOR HYGIENE REASONS AND NOT HAVING ADEQUATE WASHING FACILITIES, WE ARE UNABLE TO RINSE ANY SOILED CLOTHES.**



## Signing the child's CWA (complying written agreement) form on OWNA

It is important to sign your child's CWA form on the OWNA app to confirm your booked sessions and fees. Here is the information on how to complete this form.

### Sign the Complying Written Arrangement (CWA) Form (Please check with your Centre if this feature is available)



Read, scroll through the CWA and sign the signature box.



# Conon Road Kindergarten

## Acknowledgement Form

I \_\_\_\_\_ (Please print name) acknowledge that I have received, understand the above points and read a copy of the Conon Road Kindergarten Parent Handbook.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_