



CHINCHILLA
CHRISTIAN COLLEGE

Let your light shine



KINDERGARTEN

2021 Parent Handbook

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Welcome to Chinchilla Christian College Kindergarten

We would like to extend a warm welcome to the children and their families enrolling at CCC Kindergarten. Since our Kindy building opened in 2005, we have been providing our students with a safe, secure and inviting environment where they are able to flourish in their God-given gifts as they engage in play and learning. We understand that all children are unique and capable, learning in different ways and at different rates and that the early years are among the most significant periods of learning development. We aim to provide opportunities to allow each child to develop at their own pace, providing experiences that scaffold their cognitive, social, emotional, physical and spiritual development. Safety, along with respectful, reciprocal relationships are of the utmost importance at CCC Kindy, so you can have peace of mind knowing that your child is loved, accepted and receiving the best possible care.

We value the input of our student's families and strive to make you feel welcomed, recognised, acknowledged and respected when you enter our Kindy. We invite you to be active participants with us in your child's education. We encourage parents and carers to take the time to meet and talk with your child's teachers at pick-up and drop-off, to take part in Kindy events throughout the year, to share with our students your skills or interests, attend parent teacher interviews and to organise a time to speak with staff if you have any concerns.

This Parent Handbook outlines important Kindergarten information that you need to be aware of while your child is a part of our Kindy family. Please make sure you read through this booklet and ask questions about any matters you may not understand. All of our Policies, along with our Quality Improvement Plan, are located in folders on the wooden information stand, near the entrance. Please feel free to read and comment on our Policies at any time. They are reviewed and updated annually.



CONTACT DETAILS

| | |
|-------------------|--|
| Phone (Reception) | 07 4668 9777 |
| Address | 88 Oak Street, Chinchilla, QLD 4413 |
| Postal Address | PO Box 242, Chinchilla, QLD, 4413 |
| Email | admin@chinchillacc.qld.edu.au |
| Website | www.chinchillacc.qld.edu.au |

Note: To contact the Kindy via phone, please ring Reception and they will transfer through to Kindy. It is important to note that we are not always able to get to our phones before they ring out, particularly if we are working with students at the time of the call. If we are unable to answer, please leave a message with Reception and we will get back to you as soon as possible.

| | |
|-----------------------------------|---|
| Principal | Mr Nathan McDonald principal@chinchillacc.qld.edu.au |
| Director and Nominated Supervisor | Mrs Erica Whittle erica.whittle@chinchillacc.qld.edu.au |
| Registrar | Miss Katrina Valler registrar@chinchillacc.qld.edu.au |
| Fees Advisor | Ms Jenny Redgwell fees@chinchillacc.qld.edu.au |

Enrolments

If you are interested in enrolling your child at CCC Kindy or would like to tour the premises, please contact Reception to book a Kindy tour with the Principal and to collect an enrolment pack.

GOVERNANCE and LICENSING

Chinchilla Christian College Kindergarten operates as part of the wider Chinchilla Christian College community and is under the governance of Christian Community Ministries Ltd (CCM).

Chinchilla Christian College Kindergarten is licensed under the Education and Care Services National Law and Regulations. Our services are governed by the Australian Children's Education and Care Quality Authority and regulated by our state licensing department, the Department of Education, Training, and Employment, including Qld Acts and Regulations.

Our programs and practices are guided by the National Quality Framework which promotes high quality education and care nationally across early childhood services. Assessment and ratings of the seven quality areas are conducted by state governing bodies. These quality areas are:

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staff Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

If you would like to find out more information visit earlychildhood.qld.gov.au or contact the Office of Early Childhood Education and Care, Toowoomba (07) 4619 3791 or toowoomba.ecec@qed.qld.gov.au

Chinchilla Christian College Kindergarten Philosophy Statement

Our Kindergarten is part of the Chinchilla Christian College family and as such, we align ourselves with their vision, mission and values, working to provide rich, authentic learning opportunities for students within a Christian environment. We embrace our College distinctive that we are all part of a large 'family' and the benefits this brings such as a sense of belonging, acceptance, encouragement and support.

In our Kindy, we use this distinctive to guide us in our approach to working with staff, students, their families and the wider community. We strive to create a warm, welcoming and inclusive environment where there is a strong sense of belonging. We place great importance in the building of positive relationships between all parties, relationships that are caring, supportive, respectful and collaborative.

We are a child-centred Kindergarten, where children are accepted and recognised as unique individuals, each with their own interests, strengths, learning styles, culture and traditions. We want students to feel loved for who they are and to feel confident in making choices, taking risks, asking questions, making suggestions and to experiment, explore and discover. In our program, students are supported and encouraged to make decisions, take responsibility and to provide direction to their learning.

We believe that early childhood is a critical growth and development period in a child's life and that play is an important tool in their learning, helping them to grow, explore, discover, problem solve, develop friendships, imagine, contribute ideas and to take on the ideas of others. Play is also essential in helping young students to develop their language skills, providing opportunities to talk, listen and explore language and sounds. We use the National Quality Standards (NQS) and Queensland Kindergarten Learning Guidelines (QKLG) to guide our decision making and to support our students learning across 5 learning and development areas:

1. Identity
2. Connectedness
3. Wellbeing
4. Active Learning
5. Communicating

Our Kindergarten program aims to assist students in preparing for their transition to school and we believe that a student's social and emotional preparedness are key indicators in school readiness. We also aim to develop student's understanding of early literacy, numeracy and other pre-academic skills. These skills are developed through play, along with responsive and intentional teaching practices. In practice, throughout the day staff look for opportunities to engage students with a variety of texts, language, rhyming, ordering, counting, matching, spatial awareness and other concepts in a natural play-based context, with skills reinforced through stories, games and activities during group sessions.

Being a part of the College family means that our students begin the process of transitioning to formal schooling from their enrolment. Throughout their time at Kindy, our students are invited to special productions and performances in the College grounds, they take part in events such as Book Week and the JNR Athletics Carnival, along with attending the library for regular visits, story times and book borrowing.

We aim to provide students with a safe, flexible and engaging environment both indoors and outdoors, whilst continuing to develop our outdoor play environment to create an inviting and natural play-space, that fosters student's connections with nature and provide opportunities for exploration, discovery, risk-taking and engagement with nature. Our Kindergarten is also committed to engaging students with sustainability practices and we do this in a variety of ways. During mealtimes students are given opportunities to recycle and contribute food scraps to our compost bins. We then use this compost in our class vegetable gardens, where students are able plant and care for a variety of produce throughout the

year. Our College is powered by solar panels and we endeavour to use natural, recycled and pre-loved materials where possible.

We recognise reflection as an important tool to improve our practices, programs, policies and procedures to ensure we provide a high-quality service that meets the needs to the current students and their families.



Chinchilla Christian College - Vision, Mission and Values

Our Vision

To develop confident and compassionate men and women of character who will shine in their work and service, to the glory of God.

Our Mission

To provide rich, authentic learning opportunities within a Christian environment to equip students to fulfil their potential.

Our Values

In acknowledging the Lordship of Jesus Christ and seeking to grow in Christ-like character, our core values are:

- COMPASSION - showing kindness, care and a willingness to help others
- COMMITMENT - engaging wholeheartedly in all one does
- COMMUNITY - cultivating a sense of fellowship with others
- CREATIVITY - using original ideas and imagination to innovate or to problem solve

Our distinctive at Chinchilla Christian College is the belief that we are 'family'. When a new student joins us, whether this be in Prep or at any other stage along their schooling journey, they become a lifelong member of the CCC family.

There are clear benefits of being a member of a healthy, loving family. These include: acceptance, a sense of belonging, encouragement and support. We want each and every student here at CCC to experience these benefits both during their schooling and after they have graduated.

As human beings, our greatest need is to be loved. During each student's time at CCC, our hope and prayer is that they will come to know more about God's unconditional love for them and experience the love of their school family.

CCM Statement of Faith – please see Appendix 1

OUR STAFF

Mrs Erica Whittle

Director and Nominated Supervisor

*Bachelor of Education (Primary)
Diploma of Early Childhood Education and Care
First Aid*

Miss Anna Guscott

Kindergarten Teacher

*Bachelor of Education (Early Childhood)
First Aid – in an education and care setting*

Mr Alex Holt

Kindergarten Assistant

*Currently studying Certificate III in Education Support
First Aid – in an education and care setting*

Miss Renae Hubbard

Kindergarten Assistant

*Certificate III in Early Childhood Education
First Aid*

Miss Caley Wales

Music Teacher

*Currently studying a Bachelor of Education
Former Teacher Aide at Chinchilla Christian College (CCC)
CCC Alumni – Studied Music through to Year 12
First Aid*

The CCC Kindy class is under the care and guidance of 2 adults at all times, with a maximum class size of 22 students (current regulations require a ratio of 1:11 for this age group).

All staff working directly with children in the Kindy are qualified or studying an appropriate early childhood qualification and must hold a current Senior First Aid, CPR and Asthma and Anaphylaxis Certificates. All staff are trained in Child Protection and hold a valid Blue Card or Blue Card Exemption.

Relief Staff, Volunteers and Student Visitors

In the middle of the day, between 12:10pm and 1:30pm, qualified staff from the College will come over to relieve each member of the Kindy team as they take a lunch break.

At times there will be new faces in the Kindy when volunteers and students visit to gain experience in the education field. These new faces may also include relief staff who will sometimes be present at the Kindy. Every relief staff, volunteer or student that visits the Kindy is interviewed by the Principal and/or the Director and undergo induction training before commencing. All volunteers will be under the supervision of regular staff members and must hold a current Blue Card.



SESSION TIMES

Our Kindergarten is for students aged between 3.5 (turning 4 by 30 June) and 5. We have one room and operate two groups, running on a five-day fortnight program, with a maximum number of 22 students per group. Our Kindy runs from 8:45am – 3:00pm during school terms. A Calendar with each group's days will be sent out at the beginning of the year and a term calendar will be handed out and on display from the beginning of each term.

Group A - (Monday Group)

- Monday, Tuesday and Alternating Wednesdays 8:45am – 3:00pm

Group B - (Thursday Group)

- Alternating Wednesdays, Thursday and Friday 8:45am – 3:00pm

Term Dates for 2021

| | | | | |
|--------|----------------------|---|---------------------|----------|
| Term 1 | Wednesday 27 January | - | Thursday 1 April | 10 Weeks |
| Term 2 | Monday 19 April | - | Friday 25 June | 10 Weeks |
| Term 3 | Monday 12 July | - | Friday 17 September | 10 Weeks |
| Term 4 | Tuesday 5 October | - | Thursday 2 December | 9 Weeks |

KINDERGARTEN FEES

Fees for the 2021 Kindergarten Program

Chinchilla Christian College Kindergarten is an approved program provider under the Queensland Kindergarten Funding Scheme (QKFS). *Please see Appendix 2 for more information of the QKFS.*

| |
|--------------------------|
| Total Daily Rate: |
| \$30 (funded program) |

| |
|---|
| Additional Fees or Levies: |
| Enrolment Fee (fully credited against fees) \$100 once only |



UNIFORMS

Chinchilla Christian College Kindergarten encourages our students to wear Kindy shirts, consisting of a Polo Shirt, which is available in 4 colours; emerald green, royal blue, red and pink. Although our uniform shirt is not compulsory during normal Kindy days, we do ask our students to wear them on certain occasions, such as the ANZAC Day March, excursions, photo days and our Athletics Carnival.

Reasons we encourage students to wear Kindy shirts:

- Kindy can get messy and so can the clothes students wear to Kindy
- They are sun safe
- Wearing a uniform shirt helps to transition children from wearing free dress every day to having to wear a set uniform when they attend Prep the following year.

Shirts are available to purchase from the Uniform Shop for \$20 and College bucket hats are available to purchase for \$13. From Term 2 Kindy students will also need a library bag, available for \$10.

| Kindy Shirts | Bucket hat | Library bag |
|--|--|--|
|  |  |  |
| \$20 | \$13 | \$10 |

UNIFORM SHOP OPENING HOURS

Mon - Fri : 8:30am - 9:30am and 2:30pm - 3:30pm (*Term Time*)

School Holidays – bookings by appointment.

The Uniform Shop is located across the carpark from the Reception building on our College Campus.



A DAY AT KINDERGARTEN

What to wear each day

- Uniform shirt or shirt that has a high neck and covers shoulders and upper arms
- Longer length shorts, skirts, pants
- Shoes (at Kindy students are able to wear thongs or sandals, as we often take our shoes off to play)
- A sun safe hat (broad brimmed hat, bucket hat or legionnaires cap)

What not to wear

- No singlets or strappy dresses (unless a sun safe shirt is worn underneath)
- No caps or visors

We are working towards becoming a Sun Smart Centre, so if students arrive wearing clothing that isn't sun safe, they will be asked to change into spare clothes/hats that are sun safe or be unable to play outside in areas that aren't undercover.

What to Bring

- A backpack (*that can easily fit everything inside, except for sheets*)
- A lunch box with morning tea and lunch inside (*please no large bulky insulated bags*)
- A cup
- A water bottle
- Sun safe hat (*bucket, wide-brimmed or legionnaire*)
- Spare clothes, appropriate for the season, including underwear
- Set of cot sheets (fitted & flat) in a drawstring bag or pillowcase (*please no big or bulky pillows or bedding, as the sheets need to fit in your child's shelf with their backpack*).
- A family photo (4x6) to display

We ask the children not bring their own toys to Kindy. If they do, they will be asked to keep it in their bags for the day, as we do not want personal toys being lost or broken. The exception to this will be when show and tell starts, and then the toys will be kept in the designated show and tell box.

ALL ITEMS brought to Kindergarten must be clearly marked with your child's name



Arriving in the Mornings

1. Parents sign their child in on the Sign In sheets in the entry way, checking the whiteboard for notices as they enter
2. Students take their lunchbox and water bottles out of their bags and place them into the fridge
3. Parents check their child's communication pockets
4. Students then put on their hats and place their bags into their named shelf
5. Students go outside to play; parents are able to stay and do an activity with their child before leaving for the day

In helping our students to prepare for Prep, we work with them to develop independence in looking after their belongings. You can help encourage this by allowing them to perform the routine tasks of unpacking their belongings at the start of the Kindy day.

Students are taught to pack their own bags in the afternoons and place their hats and shoes in the correct spot if they take them off. To encourage this independence and prevent loss of belongings it is important that your child's backpack is large enough to fit all their belongings and to be easily zipped shut.

Leaving in the Afternoons

1. Students will have their bags packed and their shoes on ready to be picked up
2. Parents sign their child out, on the Sign In sheet in the entryway
3. Parents check their child communication pockets
4. When students see their parent/carer they collect their bags and head home
5. Sheets are taken home on students last day of Kindy for the week

Pick up and drop off are a great time to catch your child's teacher to ask any questions or communicate any comments or concerns. If you need to talk about something private or have a longer chat, this is a great time to make an appointment for a later time.

Our Routine

At Kindy, we have a routine that we follow each day, though our routine is flexible, able to be adapted to students needs on the day. An approximate timetable of a typical Kindy day will be on display in the Kindy room.



Playtime at Kindergarten

Play is a very important part of the learning process at Kindy and we dedicate a lot of our time to allowing our students to engage in a variety of meaningful and engaging play experiences. Some of the different activities and play experiences your child might engage in during the Kindy day include, painting, creating at the art tables, playing in home corner, dressing up, the cubby house, the sandpit, riding bikes, hobby horses, making cubby houses, gardening, reading books, puzzles, playing games, table activities focusing on skills such as sorting, matching or fine motor and gross motor play.

There are different types of play, which emerge as children grow and develop, these include socio-dramatic, imaginative, explorative, manipulative, physical and games with rules. Each of these different types of play engage children in learning and developing in different developmental areas.



Music Lessons

Each week our students take part in a 40-minute music lesson delivered by a College Music Teacher.

Library Visits

From Term 2 our Kindy students visit the library once a fortnight. During our library visit students engage in a story time with our College Librarian and are then able to borrow a book. Students will need to have a library bag if they would like to borrow books from our library. College library bags are preferred and available to purchase from the Uniform Shop.

Rest Time

A daily rest and relaxation period is incorporated into our daily program and usually lasts between 30 – 45 minutes, this period allows students a time to calm down and relax after a busy morning and gather strength and energy for the remainder of the day. We understand that each child's needs for rest and sleep is different and that whilst some children need time to sleep, others do not. A small mattress is provided for each child to place their sheets from home on, these sheets will then be sent home at the end of each week for cleaning. The students are encouraged to rest quietly on their beds whilst listening to quiet music or audio books. During rest time students are able to take books and a soft toy to their beds and after a time, quiet activities may be handed out to students not wanting to sleep. Students who fall asleep are woken up closer to the end of the day. Please see the Kindy teacher if you have any queries or requests in regard to your child's rest needs.

ARRIVALS AND DEPARTURES

Settling your child in

As the year begins, children will cope differently with the changes in routines and adjusting to spending the day at Kindy. Some children (and parents) find it difficult to separate from family at the start, so we encourage parents to stay and help the children settle by helping them unpack their belongings and spend some time doing an activity together. After this it's important that parents 'make the break', reassuring your child that you will be back in the afternoon. Please do not sneak off, as this can be more distressing and confusing for your child.

It is normal for Kindy aged children to become upset at separating from their parents/carers, especially if being away from you is not a normal experience. We assure you that we will look after and comfort your child, and generally within several minutes of parents leaving, upset children have settled happily into an activity. If you are worried about whether your child has settled in, you can call us or send a text to the kindy phone (number handed out at the start of the year) and we will get back to you when we can. Starting school can be a bundle of excitement and nerves, but I assure you, we are all in this together and we will do our best to make sure that your child settles in and becomes a valuable member of our Kindergarten classes.

Strategies for dealing with Separation Anxiety

Over the years we have found one of the most successful strategies for dropping off an anxious child is to communicate clearly beforehand what will happen, stay calm and be consistent with the drop off routine. For example:

- Let your child know beforehand that you will help them unpack their belongings and then stay and do an activity/play with them for a set amount of time eg 5/10 minutes or until the bell rings, but that you will see them again at 3pm when you pick them up.
- After arriving and unpacking their belongings, go and do an activity with them, reminding them that you will have to go soon, but that you will pick them up at 3pm.
- When the time comes that you said you will leave, let your child know that it is time for you to leave, but that you will be back to pick them up at 3pm. Give them a hug and leave, staff will be there to assist or to comfort them if they are upset.
- Come back and pick them up at 3pm.

All children are different, and parents know their children best, so we are happy to work with you to develop strategies for settling your child into Kindy.



Signing In and Out of Kindergarten

It is a legal requirement that all students are signed in and out of the Kindy each day, the Sign In sheets are located on the counter in the entryway. Only authorised adults are able to sign a student out from Kindy. Authorised adults are listed by parents/carers on the enrolment form and must be over 18 years of age.

In the event that you require a person not on your list to collect your child from the Kindy you will need to phone Reception and speak to the Registrar, giving them the details of the person who will be collecting your child. If unknown to staff, they will need to show Photo ID before being allowed to collect your child.

If a child is not picked up by 3:15pm we will start calling people on the child's emergency contact list.

Catching the Bus

Parents are to indicate that students will be catching the bus on the enrolment form and sign the authorisation section, giving permission for a College staff member to sign their child out and put them on the bus. Parents then need to communicate with Reception staff, advising them what bus their child is to catch and on what days. They are required to let the Reception and Kindy staff know if there are any changes to their child's bus routines.

If a child catches the bus to Kindy in the mornings, they are escorted to Reception, where they wait until the Kindy opens and a staff member signs them in. In the afternoon a designated staff member will come over to the Kindy to collect and sign out the bus children, before escorting them up to the bus waiting area and onto the correct bus.

Parking

The area in front of the College is a bus loading zone and there is no parking in this area during the times stated on the signs. The car park has been designed for one-way traffic flow, with entry from Rodger St and exiting onto Oak St. For the safety of College students and families, please adhere to the one-way traffic flow and avoid taking shortcuts. Parents are also able to park on the gravelled parking area. When using the car park, please be aware that there are often small children in the area, so please be observant and drive SLOWLY to the 5km/h speed limit. We also ask parents to make sure their children are supervised at all times.

Drop and Go Zone

The Drop and Go zone of the car park is designated for parents to quickly drop off or pick up their children. It is not to be used for parking; therefore parents/carers of Kindy students are requested to not use this zone.



FOOD

At Kindy we do not give children food unless it is part of a special day, such as break-up day or an event like Harmony Day. In these cases, we will let you know beforehand. The exceptions to this are if a child brings cakes to celebrate their birthday or if we taste food that we have grown.

Lunches

Each day students are to bring a lunch box containing food for morning tea and lunch. Student's lunch boxes are stored in the fridge, so they do not need to be in an insulated lunch bag. If you chose to pack your child's lunch inside an insulated lunch bag, please include an ice brick, as the insulation prevents the fridge from keeping your child's food cold.

At Kindy we discuss healthy food and healthy eating and encourage families to pack their child a balanced and healthy lunch box, including items such as sandwiches, wraps, fruit, vegetable sticks and dip, yoghurt, cheese etc. When discussing food we use the terms everyday food (fruits, vegetables, proteins & carbohydrates) and sometimes food (such cakes, biscuits, lollies, fizzy drinks). We don't mind if students have an item of sometimes foods in their lunchboxes, though ask that parents refrain from packing items such as lollies, chocolates, cordial and soft drink.

Food Restrictions

In the past we have not had students enrolled with serious allergies, so there are currently no food restrictions. Students are able to have items with nuts, peanut butter, fish and egg in a packed in their lunchbox. If this changes, we will let you know.

Food from our Gardens

Throughout the year we plant a variety of plants in our Kindy gardens and often these may be fruits or vegetables. Our students love to plant and care for our gardens and particularly love watching any fruits or vegetables grow and develop. The best part of growing fruits and vegetables is eating them, so when they are ripe all students will be given the chance to taste what we have grown.

Birthdays & Cakes

Birthdays are an exciting time in a child's life, and we love to help our Kindy students celebrate their special days. On a child's birthday or the closest Kindy day to their actual birthday, each Kindy child is able to bring in cupcakes to help celebrate their birthday. We prefer cupcakes or patty cakes, rather than large muffins or a whole cake please. We are happy to accept alternatives such as birthday fruit skewers, cookies etc.

If for any reason you do not want your child to eat birthday cupcakes, please let the teacher know. We can store cupcake alternatives in the freezer for your child to eat instead, so they don't miss out.



KINDERGARTEN PROGRAM

Photos

Throughout the day we are regularly taking photos of what the Kindy students are doing as a way of documenting their learning. These photos are used in student portfolios, kindy displays and kindy books. At the end of each year, students will receive a disk containing the photos taken of them throughout the year.

At times photos taken in Kindy may be used in newsletter articles, on the school website, in school publications, local newspapers or other electronic publications. Consent to use and share your child's photo is found in the Authorisation section of the Kindy enrolment form. We will never publish your child's photo without your consent.



Student Portfolios

Throughout the year Kindy staff are taking photos and observing your child's learning. We document this in a variety of forms and compile it in your child's portfolio. This is a working document and is being constantly added to throughout the year. Students will be presented with their portfolio at the end of the year.

Transition Statements

During Term 4 your child's teacher will prepare a Transition Statement for your child. This is similar to a report card and provides a strength-based snapshot of where your child is at according to the Queensland Kindergarten Learning Guidelines. A copy will be given to you to review and comment on, before a final copy is handed out at the end of the term. After reviewing you have the option to sign a consent form to allow us to send a copy directly to your child's Prep teacher, helping them to provide a smooth transition into Prep after the summer holidays.

Show and Tell

Starting in Term 2 students are invited to take part in show and tell, a time where they are able to bring something special from home, sharing it with the class. Show and tell is a great opportunity for students to develop their confidence in talking in front of others, develop their language, create connections between Kindy and home and develop their question and answer skills. A roster will be sent home each term, with students having the opportunity to bring something to share twice a term. Popular items to bring for show and tell include toys, photos, books, things they have grown or collected and souvenirs. Pets are also able to be brought along, though please organise this with the teacher prior to the day of your child's show and tell.

Curriculum

We use the Queensland Kindergarten Learning Guidelines (QKLG) (see below) to guide our planning, curriculum development and analyse documentation and observations. The guideline describes a set of five learning and development areas that relate to the five broad learning outcomes identified in the Early Years Learning Framework (EYLF).

Queensland Kindergarten Learning Guidelines

| Identity | | |
|--|---|--|
| EYLF | Key focus | Significant learnings |
| Children have a strong sense of identity | Building a sense of security and trust | <ul style="list-style-type: none"> Feeling safe, accepted and supported Developing a sense of belonging and confidence in others |
| | Acting with independence and perseverance | <ul style="list-style-type: none"> Managing routines Developing agency in decision making Being willing to keep trying |
| | Building a confident self-identity | <ul style="list-style-type: none"> Developing awareness of own culture/s Recognising individual strengths and achievements |

| Connectedness | | |
|---|----------------------------------|---|
| EYLF | Key focus | Significant learnings |
| Children are connected with and contribute to their world | Building positive relationships | <ul style="list-style-type: none"> Connecting with and relating to others Understanding rights and responsibilities |
| | Showing respect for diversity | <ul style="list-style-type: none"> Responding to others with respect Developing awareness of bias Learning about others cultures |
| | Showing respect for environments | <ul style="list-style-type: none"> Caring for the kindergarten Exploring interactions between people and environments |

| Wellbeing | | |
|---|--|---|
| EYLF | Key focus | Significant learnings |
| Children have a strong sense of wellbeing | Building a sense of autonomy | <ul style="list-style-type: none"> Developing self-regulation Developing resilience |
| | Exploring ways to be healthy and safe | <ul style="list-style-type: none"> Being healthy Staying safe |
| | Exploring ways to promote physical wellbeing | <ul style="list-style-type: none"> Developing control and strength Developing awareness of the senses |

| Active Learning | | |
|--|---|--|
| EYLF | Key focus | Significant learnings |
| Children are confident and involved learners | Building positive dispositions towards learning | <ul style="list-style-type: none"> Showing curiosity and enthusiasm for learning Problem solving, investigating and reflecting on learning Being imaginative and creative |
| | Showing confidence and involvement in learning | <ul style="list-style-type: none"> Applying knowledge in different contexts Sharing ideas and discoveries |
| | Using technologies for learning and communication | <ul style="list-style-type: none"> Showing interest in technologies Using technologies |

| Communicating | | |
|--------------------------------------|--|--|
| EYLF | Key focus | Significant learnings |
| Children are effective communicators | Exploring and expanding language | <ul style="list-style-type: none"> Using language/s, including signing Listening and responding |
| | Exploring literacy in personally meaningful ways | <ul style="list-style-type: none"> Engaging with different texts Exploring sounds and letters Exploring reading and writing |
| | Exploring numeracy in personally meaningful ways | <ul style="list-style-type: none"> Exploring mathematical concepts in everyday life Exploring counting and patterns |

COMMUNICATION

Communicating Information

At Kindy we communicate information to families in a variety of ways including

- Email
- Via the whiteboard outside the Kindy building
- Via notices in your child's communication pockets
- Notes given to children to pass onto parents
- Via the Kindy Facebook page (details will be given to families at the beginning of the year)
- Posters/notices placed on the sign in bench
- Via the College Newsletter

It is the parent's responsibility to make sure they are checking notice boards, emails, their child's bag (we will place bus students notes directly into their bags) and communication pockets regularly.

Absences

If your child is sick or unable to attend Kindy for other reasons parents are asked to notify the College or Kindy, either by phone or email. If you know your child is going to be absent in advance, please advise your child's teacher along with the College Reception.

Communicating with Staff

Pick up and drop off are a great time to catch your child's teacher to ask any questions or communicate any comments or concerns. If you need to talk about something private or have a longer chat, this is a great time to make an appointment for a later time, generally outside of school hours.







CCC ONLINE SERVICES

Edumate Parent Portal:

At Chinchilla Christian College, our student information system is called Edumate. Edumate is used to manage your child's enrolment, attendance, medical information and more. You can access and update your child's details and your own details via the Edumate Parent Portal on a tablet or computer (Edumate Parent Portal URL: <https://chinchillacc.edumate.net.au>).

New families will receive a welcome email from Christian Community Ministries. This email will contain your username and new users will be prompted to activate their account and set up a password. It is this username and password that you will use to login to the Edumate Parent Portal.












The Edumate Portal is accessible on any desktop based web browser. It includes the following modules:

| | |
|---|--|
|  News Feed | General information collated in one feed, including broadcasts (general announcements) and space posts (extra curricular information). |
|  At a Glance | General student profile information including classes, attendance, welfare and timetable information. |
|  Progress | Academic student items such as upcoming tasks and task results as well as past academic reports. |
|  Diary | Student timetables and access to the College calendar. |
|  Spaces, Units, Lessons | 'Spaces' will be used for extra curricular activities. Learner.Link will be used for delivery of curriculum content, in place of 'units and lessons' in Edumate. |
|  Debtor Portal | Financial balance, statements, payment of bills and set up automatic payments and debits (where available). |

Chinchilla Christian College Mobile App.

We also have a parent mobile app available for both iPhone and Android. Simply search for Chinchilla Christian College in the relevant app store (Google Play or App Store) and login with your Edumate Portal username and password.

The app provides the following functionality:

| | | | | | |
|--|---|---|---|--|--|
|  Alerts | Urgent and important notifications. |  Newsletter | Easy access to the College's newsletter. |  Spaces | A module for future use as additional Edumate functionality is deployed. |
|  Timetable | A live timetable including classes, excursions or other changes to routine. |  Calendar | Displays events from the College calendar. |  Absences | Allows review and approval of unexplained absences. |
|  Tasks | A list of all upcoming assessment tasks and due dates. |  To-Do | Allows review and approval of excursions and events. |  Contacts | Provides easy access to common contact points. |
|  Web links | Provides easy access to commonly used web links. |  Settings | Settings, where you can set up notifications and enable touch id. | | |



WAYS TO BE INVOLVED

Once students are settled and feel a strong sense of belonging in the Kindy environment there will be opportunities for parents who are able to join us from time to time. At times we may need parent help for activities or excursions; we will let parents know about these opportunities. Alternatively, if you have a skill, passion or something from your family's culture that you can share with our class, we would love to learn from you. Please speak to your child's teacher to arrange a suitable time to share.

We also need our families to help us collect items to use in our art. We would love it if you could collect items such as; *small cardboard boxes, paper towel tubes, seed pods, shells, pinecones, plastic bottles, bottle tops, child friendly magazines, plastic fruit containers, wrapping paper, packaging foam, egg cartons* etc. Please make sure all items sent in are clean. Unfortunately, we are unable to use toilet paper rolls or medication boxes for health and safety reasons.

Another way to be involved is to attend where possible Kindy events, such as our annual Harmony Day lunch, JNR Athletics Carnival, Parent Teacher Interviews, Christmas Party etc.

SUN SAFETY

We are aiming to become a SunSmart Centre and follow the Cancer Councils guidelines when it comes to outdoor play.

Hats

Appropriate hats are to be worn at all times when children are playing outdoors. Appropriate hats include bucket hats, wide brimmed hats or legionnaire hats. Children are not to wear caps at Kindy. If a child forgets their hat or does not have an appropriate hat, they will be given a spare hat to borrow.

Sunscreen

We ask that parents apply sunscreen on their child before arriving at the centre each day. Staff will then help your child to reapply sunscreen throughout the day. Sunscreen is provided by the Kindy. On enrolment you will be asked to fill out a form giving permission to apply either the Kindy sunscreen or sunscreen supplied by you. If you choose to supply your own sunscreen, please label it clearly with your child's name and pass it to staff on your child's first day.

Clothing

We ask that parents send their child in sun safe clothing. This means clothes that have a high neckline and covers shoulders and upper arms, along with longer length shorts, skirts, pants. Please do not send your child in singlets or strappy dresses, unless they have a sun safe shirt underneath them. If students arrive wearing clothing that isn't sun safe, they will be asked to change into spare clothes/hats that are sun safe or be unable to play outside in areas that aren't undercover.

TOILETING

At CCC Kindy, our Toileting Policy states that students need to be toilet trained before commencing enrolment. Students are expected to be able to complete all toileting procedures independently. We understand that toileting accidents may occur, and we will assist students at these times.



POLICIES AND PROCEDURES

Our Policies

Kindergarten Policies and Procedures are available for families to read and are located on the wooden side table with other parent information, near the entryway. Our policies are based on the Early Childhood National Laws and Regulations, along with the National Quality Framework and ensure a consistent approach to nurturing, caring for and providing high quality Early Childhood Education for the children in our care.

Emergency Procedures

Policies and procedures are in place in the case of an emergency such as a fire, lock down or evacuation. Evacuation plans are displayed near all exit points of the Kindy and regular drills are undertaken with children and staff; our drills are usually completed alongside the rest of the College.

In the case of lock down drills, we make this into a game, and explain that we practice this in case something dangerous comes to our College, such as a snake, angry bull, dangerous dog etc. We do not talk about dangerous people or weapons, as this is not developmentally appropriate, and we do not want to scare our students.

Feedback and Concerns

If you feel that we are doing something well, we would love to hear from you either in person or in writing. If something happens that concerns you at Kindy, the best method is to speak directly to the staff member involved. If the issue cannot be resolved, you may then chat to the Director or to the Principal if the issue involves the Director. Please see our 'Suggestions, Concerns and Complaints Policy' for more details.



Incidents & Injuries

Whilst we strive to create a safe environment of our students, we do allow children to engage in appropriate physically challenging play (running, climbing, balancing etc.), to promote independence resilience and wellbeing. From time to time children will have trips, bumps or falls in the process as they learn to coordinate their movements. If your child is injured whilst at Kindy, our first aid qualified staff members will treat any minor injuries and ask you to sign a completed Injury and Incident Report to acknowledge you have been informed of the event. If a more serious injury occurs, including any bumps to the head, families will be notified immediately, and professional medical attention sought if required.

Illness

Should your child become ill whilst in attendance at Kindy, staff will inform you via the contact details provided to the College on their enrolment forms and ask you to come and collect them. If we are unable to contact you, we will start to call your child's listed emergency contacts, or if required seek medical attention from emergency services on your behalf.

In the interest of controlling the spread of sickness, we ask that children do not attend Kindy if they are unwell. Germs can spread very quickly through Kindy, as students are still learning proper hygiene practices. If your child shows any of the following signs please keep them at home:

- Conjunctivitis
- Cold or flu symptoms such as a persistent deep cough, wheezing, fever, listlessness, loss of appetite, thick green nasal discharge etc.
- Fever, even if fever abates after taking medication
- Vomiting or Diarrhoea (children must stay home for at least 24 hours after their last episode)

Children should not be brought to Kindergarten unless they are well enough to be able to cope adequately with the normal daily routines and experiences within the program.

Medication

In the event that your child is unwell and is prescribed medication by your GP, our staff can administer medication for you on the following conditions:

- An *Authorisation to Administer Medication* form is completed and signed by a person authorised to do so on arrival
- The medication must be in date
- The medication MUST have a pharmacist label which states the child's name, GP's name, dosage amount and method, storage instructions and date issued (we cannot administer unlabelled medication)

The form and medication must be given to your child's teacher on arrival for safe storage out of the reach of children. Under no circumstances is medication of any kind to be kept in children's bags (this includes asthma puffers and medicated creams). It is important that liquid medications are measured accurately, so we ask that parents provide an appropriate oral syringe or measuring device with their child's medication.

Please read our Administration of Authorised Medication Policy – *Appendix 3* of this handbook

Infectious Diseases

There are exclusion periods that must be observed for some communicable diseases and illnesses, these are set out in our *Infections Diseases Policy*, based on the Australian Governments '*Staying Healthy – Preventing infectious diseases in early childhood education and care services (5th edition*)'. A copy of the QLD Governments '*Time Out – Keeping your child and other kids healthy*' poster, based on this document is attached in *Appendix 4*.

In the event of exposure to, or an outbreak of a vaccine preventable infectious disease, any non-immunised Kindergarten student may be required to remain at home until advised to return by the College.

Asthma, Allergies & Anaphylaxis

We aim to provide a safe environment for children who have asthma and allergies. It is a policy of Chinchilla Christian College Kindergarten that families provide an up to date 'Asthma Action Plan', 'Anaphylaxis Action Plan' or an 'Allergy Action Plan' completed in consultation with their doctor for any child with asthma or allergies. These plans need to be provided before enrolment commences. Parents will need to provide labelled Asthma/Allergy medication either before enrolment commences or on arrival on their child's first day, this medication will be stored at Kindy throughout the year.

Upon receiving your child's action plan, their teacher will contact you to arrange a time to create an *Asthma/Allergy Management Plan*, so staff are able to manage your child's condition whilst at Kindy.

THANK YOU

Thank you for choosing to send your child to Chinchilla Christian College Kindergarten. We count it a blessing to be a part of your child's educational journey and we look forward to getting to know them and welcoming them into our Kindy family. We know it can be a big change, starting Kindy, so thank you for your trust, as we work together to prepare your child for school and beyond. We commit to educate and care for your child in a loving, Christian environment, seeking to learn about and encourage your child's unique personality, interests and God-given gifts.





APPENDIX

Appendix 1

CCM Statement of Faith

Appendix 2

QKFS Statement of Fees

Appendix 3

Administration of Authorised Medication Policy

Appendix 4

QLD Gov. Poster *"Time Out – Keeping your child and other kids healthy!"*

Appendix 5

2021 Kindergarten Calendar



STATEMENT OF FAITH

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. **God:** There is one true eternal creator God — Father, Son and Holy Spirit.
2. **Creation:** God created all things, making man and woman in His own image and for relationship with Him.
3. **Sin:** Sin entered into the world through human disobedience following the rebellion of Satan against God.
4. **Christ:** The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.
5. **Salvation:** The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.
6. **Spirit:** The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.
7. **Life:** Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:
 - a. Encourage other Christians through meeting together for worship and fellowship;
 - b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others;
 - c. Share the good news to all the world;
 - d. Be active in expressing God's love through social justice.
8. **Eternity:** Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. **Return and New Creation:** Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.

Christian Community Ministries Ltd (ABN 96 105 961 135)

Chinchilla Christian College (Chinchilla QLD)
Endeavour Christian College (Cooktown QLD)
Livingstone Christian College (Ormeau QLD)
Warwick Christian College (Warwick QLD)

Blakes Crossing Christian College (Blakeview SA)
Seaview Christian College (Port Augusta SA)

Cornerstone Christian College (Busselton WA)

Dalby Christian College (Dalby QLD)
Groves Christian College (Kingston QLD)
Staines Memorial College (Redbank Plains QLD)
Whitsunday Christian College (Cannonvale QLD)

The Lakes Christian College (Castlereagh NSW)

www.ccmschools.edu.au





STATEMENT OF FAITH

10. **Marriage:** Marriage has been divinely established by God and affirmed by Jesus as the voluntary, lifelong union of one man and one woman to the exclusion of all others. Marriage is a symbolic representation of the nature of God's love for us and for His church, anticipating His union with the believers in eternity.
Genesis 1:27; Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19: 6-9.
11. **Sexuality:** Marriage is the only context in which human sexuality is to be expressed and in which sexual intimacy is to be experienced. The Bible teaches that sexual behaviour is to be limited to monogamous, heterosexual, married couples and that believers are to abstain from sexual immorality.
Genesis 1:26-28; Genesis 2:18-25; Exodus 20:14; Leviticus 18:22; Matthew 5:27-28; Matthew 15:18-20; Acts 15:20; Romans 1:20-32; 1 Corinthians 6:9-20; 1 Corinthians 7:2; 1 Timothy 1:10; Hebrews 13:4.
12. **Gender Identity:** The two distinct, complementary genders (sexes) of male and female together reflect the image and nature of God (Genesis 1:26-27). The Bible ties gender identity to biological sex (Genesis 1:27; Genesis 2:22-24) and does not make a distinction between the two. God's intended best for humankind is that we live our lives in accordance with our biological sex. According to Scripture, our gender identity is to align with our biological sex, as designed by God. The determination of biological sex commences in the womb and is recognised at birth (Genesis 1:27; Genesis 5:1-2; Psalm 139:13-14; Mark 10:6). We therefore acknowledge the biological sex of a person as recognised at birth and require practices consistent with that sex.
Genesis 1:26-27; Genesis 2:22-24; Genesis 3:21; Genesis 5:1-2; Psalm 139:1-5 and 13-16; Matthew 19:4-5; Mark 10:6-7.
13. **Christian Character and the Appearance of Sin:** Acknowledgement of our sin and acceptance of the loving grace of God will lead to purity and holiness as the Holy Spirit's work enables the believer to demonstrate the character of the perfect man, Jesus Christ. The Bible exhorts us to pursue godliness and to model Biblical standards of behaviour to our peers and the wider society in both word and deed. It also calls Christian believers to abstain from all appearance of evil and to be active members of a local Church and meet together regularly as a body so that we may encourage one another.
Leviticus 20:22-26; Deuteronomy 6:25; Psalm 133:1; Matthew 5:16; Acts 2:46; 1 Corinthians 14:26; Philippians 2:12-16; 1 Thessalonians 5:22; Titus 2:10-14; Hebrews 10:25; 1 Peter 1:13-16; 2 Peter 3:11-14; 1 John 1:5-10.



Funded Kindergarten Program

Statement of Fees – Kindergarten Services



This kindergarten service is an **approved** kindergarten program provider under the Queensland Kindergarten Funding Scheme (QKFS).

Kindergarten Program – details

| | | |
|--|---|-----------------------|
| Service type: Kindergarten | | |
| Service name: Chinchilla Christian College Kindergarten | | |
| Address: 88 Oak Street | Suburb: Chinchilla | Postcode: 4413 |
| Phone: 07 4668 9777 | Fax: 07 4668 9770 | |
| Web: www.chinchillacc.qld.edu.au | Email: registrar@chinchillacc.qld.edu.au | |

Education Program – details

| |
|---|
| Queensland Kindergarten Learning Guidelines |
|---|

Kindergarten Fees (information current as at: 15/09/2020 for 2021 Program)

| | |
|--|--|
| Total daily rate: (list the minimum cost of the kindergarten program as a rate per day) | \$30.00 Senior (funded programme) \$50.00 Junior (non-funded programme) |
| Inclusions in the total daily rate: (list inclusions, e.g. food, sunscreen) | Sunscreen, kindergarten program |
| Enrolment conditions: (list commitment required of child to participate in the kindergarten program) | Commitment to attend 5 days per fortnight |
| Application of QKFS subsidy to reduce out-of-pocket expenses: (detail how the QKFS Plus Kindy Support and SEFIA Subsidy (if applicable) is passed on to eligible families) | QKFS Plus Kindy Support Fact Sheet Kindergarten Information Handbook |
| Information about the Australian Government's Child Care Benefit payments for eligible families is available at www.familyassist.gov.au/payments/family-assistance-payments | |

Additional fees or levies

| Item and purpose | Cost/frequency | Tax deductible Y/N |
|---|-----------------|--------------------|
| Enrolment fee (fully credited against fees) | \$100 once only | No |

Provider information does not represent the official position of the Queensland Government.

Approved Kindergarten Program Providers

As an approved provider, this service holds a current Queensland service approval for a centre based service, under the Education and Care Services National Law (National Law) or the Education and Care Services Act 2013, and an appropriate public liability insurance of at least \$10 million. To be eligible to receive funding the service must provide a kindergarten program:

- To children who are at least 4 years of age by 30 June in their kindergarten year
- Delivered by a qualified early childhood teacher
- Aligned with the Queensland Kindergarten Learning Guideline, or other education program approved by the Queensland Curriculum and Assessment Authority
- For at least 15 hours a week, 40 weeks a year or a minimum of 600 hours over 37 weeks for services operated by non-state schools.

The Australian and Queensland Governments provide subsidies to support the delivery of kindergarten programs. For more information, visit www.det.qld.gov.au/earlychildhood.



QKFS Plus Kindy Support – Information for services

The Queensland Government provides a range of subsidies to approved kindergarten program providers through the Queensland Kindergarten Funding Scheme (QKFS) to reduce the out-of-pocket expenses for families.

QKFS Plus Kindy Support provides additional support to eligible families to help them access low or no-cost kindy. QKFS Plus Kindy Support is claimed by the service on behalf of eligible families.

Eligibility

To be eligible for QKFS Plus Kindy Support a family must meet **one** of the criteria below:

- ♦ The family (including foster families), or the child, must present one of the following (calculated per term):
 - a current Australian Government Health Care Card (HCC). The HCC should be sighted each term and a copy kept by the service. The HCC must name the enrolled child, whether it is the child's own card or a card belonging to their parent/guardian; **or**
 - current Australian Government Pensioner Concession Card (automatic HCC entitlements); **or**

- Department of Veterans' Affairs Gold Card or White Card; **or**
- formal communication, such as a letter, from the relevant agency stating the intent to issue a HCC; **or**
- ♦ The child identifies as being Aboriginal or Torres Strait Islander and the family chooses to identify them as such on their enrolment form (calculated per semester); **or**
- ♦ The family has three or more children, of the same age, enrolled in the same year. QKFS Plus Kindy Support is available for each child enrolled in a program (calculated per semester).

QKFS Plus Kindy Support can only be claimed once per child regardless of how many of the above criteria they meet.

Documentation

Services claiming QKFS Plus Kindy Support are required to maintain appropriate records and make them available for inspection by the Department when requested.

Health Care Card holders

Services need to keep a copy of the family's current Health Care Card, Veterans Affairs Card, Pension Card with Health Care Card entitlement or other government document confirming eligibility.



Australian Government



Queensland Government

Note the *expiry date* of the card and adjust payments accordingly. The family must update the service on any change to their eligibility for the Health Care Card entitlement.

In some instances a family may cease to hold a current Health Care Card during their child's Kindergarten year and as a result no longer be eligible for QKFS Plus Kindy Support.

Children of Aboriginal or Torres Strait Islander origin

Families should be given the opportunity to identify a child as being Aboriginal or Torres Strait Islander on their enrolment form. The form must be signed by the family and kept as a record.

Example enrolment form wording:

Indigenous status

Is the child Aboriginal or Torres Strait Islander?

☐ No

☐ Aboriginal

☐ Torres Strait Islander

☐ Both Aboriginal and Torres Strait Islander

Multiple births (three or more)

Services must keep a copy of the proof of date of birth. This would usually be a birth certificate but other official forms of documentation, such as a passport, would be acceptable.

Amounts

Subsidies are provided directly to services to reduce out-of-pocket expenses for eligible families.

QKFS Plus Kindy Support can reduce costs:

- for families accessing a kindergarten service
- for families accessing an approved kindergarten program at a long day care service.

Services are required to consult with the family to determine the best way to apply the subsidy to provide a low or no-cost kindy program for the child. For information about subsidies, visit:

www.business.qld.gov.au/industry/service-industries/child-care/qld-kindergarten-funding-scheme/subsidies.

The QKFS Plus Kindy Support amount is adjusted to take account of the Low Socio-Economic subsidy entitlement at each service – see examples at www.dete.qld.gov.au/earlychildhood/service/access-kindy/selfa-examples.

How to apply and more information

Long day care services delivering an approved kindergarten program can claim QKFS Plus Kindy Support through QGrants, the Queensland Government's online grants management system. For information on how to apply visit www.qgrants.osr.qld.gov.au/portal.

Kindergarten services should contact their central governing body (CGB) for more information on QKFS Plus Kindy Support Funding.

For more information on the Queensland Kindergarten Funding Scheme telephone the QKFS Funding team on 3035 2244 or visit www.qld.gov.au/kindy.



Administration of Authorised Medication Policy

NQS

| | | |
|-----|-------|---|
| QA2 | 2.1.2 | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. |
| | 2.2.1 | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

National Regulations

| | | |
|------|----|--|
| Regs | 90 | Medical conditions policy |
| | 91 | Medical conditions policy to be provided to parents |
| | 92 | Medication record |
| | 93 | Administration of medication |
| | 94 | Exception to authorisation requirement - anaphylaxis or asthma emergency |
| | 95 | Procedure for administration of medication |
| | 96 | Self-administration of medication |

EYLF

| | |
|-----|---|
| LO3 | Children take increasing responsibility for their own health and physical wellbeing. Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community |
|-----|---|

Aim

Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

Related Policies

Emergency Service Contact Policy

Enrolment Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

Implementation

Our service and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

This covers products like sunscreen and nappy cream.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

The Director will ensure children's medication is regularly audited to ensure it has not expired, and is in the original container with legible labels.

Administration of Medication (non-emergency)

Educators will administer medication to a child if it complies with our policy requirements and:

1. if the medication is authorised in writing by a parent or another authorised person and
 - is the original container
 - has not expired
 - has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
 - is administered in accordance with any instructions on the label or from the doctor.
2. after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

Over the Counter Medication (non-prescription medication)

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals. However, we will administer sunscreen without prescription if a parent or authorised person authorises this.

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (eg EpiPens) and asthma puffers will be stored up high so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a locked labelled container in a cabinet or fridge. Non-refrigerated medication will be kept away from direct sources of heat.

Administration of Medication in emergencies other than anaphylaxis or asthma emergencies

1. Educators will administer medication to a child in an emergency:
 - if a parent or another authorised person verbally authorises the administration of the medication or
 - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Director will contact the child's parent, and provide written notice to the parent, as soon as possible.
4. The Director will ensure the service completes an Incident, Injury/Trauma Record.

Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

Administration of Medication during Anaphylaxis or Asthma Emergencies

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child's parent in writing as soon as possible.
5. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Medication Record

Educators will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next
- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.

We will use a Medication Record template published by the national authority ACECQA www.acecqa.gov.au which is slightly modified for our Kindergarten needs (see Appendix A)

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: August 2021

Date for next review: August 2023



CHINCHILLA
CHRISTIAN COLLEGE

.....hrs

Date of Birth

[illegible]

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the *Public Health Act 2005*!

| Condition | Person with the infection | Those in contact with the infected person ¹ |
|--|---|---|
| Chickenpox (varicella) | EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children. | EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. <i>See below.</i> |
| 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 ⁴ | EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. <i>Contact your Public Health Unit for specialist advice.</i> | EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i> |
| Cytomegalovirus (CMV) | NOT EXCLUDED Pregnant women should consult with their doctor. | NOT EXCLUDED Pregnant women should consult with their doctor. |
| Diarrhoea ³ and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i> | Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i> | NOT EXCLUDED |
| 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. | 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) ⁴ | EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor. | NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i> |
| <i>Haemophilus influenzae</i> type b (Hib) | EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <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 (EV71) | 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 A ⁴ | EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine. | 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> |

1. Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.

3. Diarrhoea definition is: 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.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.



| 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 ⁴ | EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i> | EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . 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 ⁴ | EXCLUDE until 24 hours of appropriate antibiotics have been completed. <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 there has been no diarrhoea or vomiting for 48 hours. | 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 two 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. | 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) | EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours. | 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) ⁴ | EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit. | NOT EXCLUDED |
| Typhoid ⁴ and paratyphoid fever | EXCLUDE until diarrhoea has stopped and two 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> |
| Whooping cough (pertussis) ⁴ | EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ³ <i>Contact your Public Health Unit for specialist advice.</i> | EXCLUSION MAY APPLY for those in contact with the 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 |



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at:
www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- 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
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

Time Out



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



Queensland
Government



Chinchilla Christian College KINDERGARTEN Calendar
PO Box 242, Chinchilla QLD 4413
phone (07) 4668 9777
email admin@chinchillacc.qld.edu.au

2021

January

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February

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October



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November

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December

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 School Holidays
 Public Holidays

 Staff Development/Student Free Day
 Orientation Day

 Show Holiday

 Monday Group (A)
 Thursday Group (B)

CHINCHILLA

CHRISTIAN COLLEGE