

Borilla Kindergarten

Teaching and learning through play...



Parent Survival Guide for Kindy.

♥ Welcome to
Kindergarten

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Affiliated with The Gowrie (QLD) Borilla Community Kindergarten is licensed by the OECEC under the Education and Care Services National Regulations and Education and Care Services National Law Act 2010.



Lady Gowrie QLD
Educating and caring
for children since 1940



Welcome to Borilla Community Kindergarten. This booklet provides a brief outline of “How to Survive” the early days at Kindy. Hopefully, it will help to answer your questions. However, if you have any questions that remain unanswered please contact us at the Kindy on 49824734.

Our Staff



Our Teaching Staff



Our Administrative Staff & Speech Pathologist

Borilla Kindy currently caters for children aged 3.5 years to school age, offering six kindergarten groups with additional Before and After Kindergarten Care programs. All groups attend for 30 hours a fortnight (as per Qld Government Kindergarten Funding Guidelines) and 600 hours per year (including gazetted public holidays).

The year is made up of four terms. The Centre's holidays correspond with those set down by Education Queensland for State Schools.

No responsibility for children is taken outside the above mentioned hours of operation. Children must be accompanied to and from the Centre by a responsible adult of at least 16 years of age.

We ask parents to take particular care of their children outside our gate and in our car park. We also request your children wear shoes to and from the Centre for safety reasons.

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

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



Queensland term dates - 2017

Term	Dates	Length
Term 1	Thursday 19th January-Friday 31st March	10 Weeks
Term 2	Tuesday 18th April - Friday 23rd June	10 Weeks
Term 3	Monday 10th July - Friday 15th September	10 weeks
Term 4	Tuesday 3rd October - Tuesday 5th December	10 weeks



GROUP DETAILS

Orange Group	Monday/Tuesday & alternate Wednesday
Start: 8.30am	Finish: 2.45pm
Blue Group	Thursday/Friday & alternate Wednesday
Start: 8.30am	Finish: 2.45pm

Yellow Group	Monday, Tuesday & Wednesday
Start: 9.00am	Finish: 2.15pm
Purple Group	Thursday & Friday
Start: 8.00am	Finish: 3.30pm

Red Group	Monday & Tuesday
Start: 8.00am	Finish: 3.30pm
Green Group	Wednesday, Thursday & Friday
Start: 9.00am	Finish: 2.15pm

Unit 1



Mrs Jess Keating: Teacher
Miss Nicole Klease: Educator

Unit 2.



Mrs Kerri Rudd: Teacher
Mrs Sam Keller: Educator
Miss Bec Milham: Educator

Unit 3



Mrs Jenny Finlay: Director/Teacher
Mrs Raquel Price: Educator



Mrs Natalie Wells: Teacher
Mrs Raquel Price: Educator

Every Kindergarten will be different; no service will look the exactly the same, but instead reflect with individuality and uniqueness, the community in which it is embedded.

Before & After Kindy Care

BAKC	Monday, Tuesday, Wednesday
Start: 7.00am	Finish: 5.30pm (please note that late fees apply)



Miss Carly Schneider: Educator

Miss Kelsie Parter: Group Leader

PARENTS' RESPONSIBILITIES

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

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

If you have any concerns, please see your child's teacher or contact Paula or Jane in the office.

In the case of divorce/separation, please –

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

SETTLING YOUR CHILD

Starting at a new Centre can be quite a daunting experience for children (and parents). Please talk to the teacher if you expect some difficulty in separation. We will be happy to work out a plan for coping with this. Generally, we have found the following procedure a good way for managing separation.

Before the starting day, try not to talk **too much** about coming to Borilla. Answer any questions and give a brief description of what will happen.

ON ARRIVAL ...

- Help your child to find his/her locker. Assist them to wash their hands and to unpack their belongings. Staff members will guide you in this. Remember to encourage your child to complete these tasks independently.
- **Be sure to sign the attendance book located on the front veranda.**



WHAT YOUR CHILD WILL NEED



- a **large backpack**, with a catch/zip your child has mastered
- full change of clothes in a draw string bag (to be left at Kindy)
- morning tea (shared) : one piece of fruit, cheese or vegetable
- a **lunch box** containing enough food for morning tea & lunch (& afternoon tea for Long Day groups and Before & After Kindy Care groups) This Centre encourages healthy eating - nutritional lunch eg. sandwich, yoghurt, cheeses, tinned fruits .
- **NO INSULATED LUNCH BOXES PLEASE!** Your child's lunch will be stored in the refrigerator.



- a **plastic water bottle** which will be available for your child throughout the day. Water bottles will be sent home each day for washing and refilling.
- two sheets in a draw string bag (to be left at Kindy) and a small pillow (if desired)
- a hat with a loop attached (to be left at Kindy) Borilla Kindy sells bucket hats
- an unbreakable cup (to be left at Kindy)

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

- To promote the growth of independence and self-confidence, we recommend that all clothes and shoes have fasteners and openings that can be **managed by the child and that all clothes and hats are named.**
- **Please ensure that clothing provides good SUN PROTECTION i.e. no singlet tops.**

Clearly mark all items with your child's name.



REST TIME

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

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

SAYING GOODBYE ...

Reassure your child that you will return at the end of the session and when you have said "goodbye", **GO! (YOU MUST STAY STRONG AND LEAVE QUICKLY!)**.

It is imperative not to confuse children with mixed messages by wavering, delaying your departure or returning after you have said goodbye.

Your child may show emotion at this initial break but prolonging your departure or having long discussions about his/her crying makes it harder. A staff member will quickly step in at this stage.

Most children stop crying within minutes of the parent leaving - so don't focus on the tears. Staff will always contact you if the child continues to be distressed. Please feel free to phone the Centre when you arrive home for reassurance that your child has settled.

It is important to be on time to collect your child in the afternoon. Try not to bombard them with too many questions. Our days are busy and tiring for young children. Please read our "Day Book" near the sign in book which will provide a brief overview of happenings during the day.

Your child will receive their start date/time and their locker symbol at their pre-enrolment interview.



FAMILY INVOLVEMENT - We value your input

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

You may like to spend a whole day with us, half a day or even an hour or so on your way to work. There is no compulsion for parents to spend time at the Centre and you will not be penalized in any way if you can't make it.

Parent Roster commences in Term 2 when the children have settled into Kindy. A calendar is placed on the sign in desk. This allows parents to mark the day they are coming in advance. It is usually best to have one child's parent(s) at a time. Too many adults in the environment can be disruptive to the children's play as there is less need for them to interact with the other children – a major goal of our educational program. Grandparents, and other significant people in your child's life, are also welcome to spend time with us. Younger siblings are welcome but parents are asked to supervise them at all times so that the kindy children's activities are not disrupted.

All visitors spending time at the Centre, are asked to sign the Visitor's Register at the front office and to be aware of evacuation procedures in the event of an emergency. These procedures are displayed at each exit. Visitors are required to follow the instructions of the Director (or staff).

You can take an active role in the Centre by serving as a member of the Management Committee which is an integral component of Borilla Community Kindergarten. The Annual General Meeting & Morning tea will be held on Saturday 25th February 2017, commencing at 10.00am.

Getting involved, to whatever extent and in any particular capacity, can be a very rewarding experience. Support and effort from all families is valued and essential in the running of the Centre.

What is the Management Committee and what is its role in the Centre?

The management committee is formed by parents of children currently attending or interested members of the community. This committee is the Approved Provider under the ECEC Services legislation. The management committee meets once a month and are responsible for:

- ⇒ General management and financial matters of the Centre.
- ⇒ Following the rules of the association/constitution lodged with the Office of Fair Trading.
- ⇒ Ensuring the Centre is meeting The Gowrie affiliation standards so the Centre continues to receive KFS funding.
- ⇒ The employment of all necessary staff and compliance with the provisions of any awards or other industrial requirements.
- ⇒ Legislative requirements affecting the Centre including the Education & Care Services National Law Act (2011) , the Education & Care Services Nationals Regulations (2011) and other legislation such as Child Protection and Workplace, Health & Safety legislation.
- ⇒ Building and playgrounds.
- ⇒ Promoting the Centre within the community.



Elections take place at the Annual General Meeting (AGM) and any decisions made by the Management Committee are based on a majority vote of the Management Committee. The Executive of the Management Committee consists of the President, Vice President, Secretary and Treasurer. Other positions which involve varying levels of commitment and specific skills also play an important role within the group. Full position descriptions are available from the Kindy office.

The Management committee will:

- ◇ *Act ethically and with integrity * not harass, bully or discriminate against employees*
- ◇ *Act according to the legislative requirement, policies & ethical codes that apply to KINDERGARTENS.*
- ◇ *Make decisions fairly, impartially and promptly, considering all available information, legislation, policies & procedures.*
- ◇ *Contribute to a harmonious, safe and productive work environment by their work habits, and professional workplace relationships.*
- ◇ *Treat members of the public & colleagues with respect and courtesy.*
- ◇ *Abide by Management confidentiality policies.*



What can I expect in my child's Kindergarten Year:



FUNDRAISING

Borilla Kindy advocates for minimal fundraising. The monies raised from any fundraisers goes directly into equipment and resources to be used by your child.

VISITORS TO KINDY (SHOWS) AND EXCURSIONS

Whilst it is very difficult to predict exactly what shows will come to Borilla Kindy in 2017 we anticipate **most** of the following will visit us. This may be changed.

Pirate Pete Radical Reptiles Old MacDonald's Farm The Kangagang Show

The cost of the shows vary from \$7.00- \$10.00. Permission forms will be sent home prior to the performance.



In Terms 2&3, the children and families will be participating in "prep experiences " at local schools. This may involve full kindergarten excursions.

KINDY PHOTOS

Kindy photos will be taken in Term 3. An invoice will be sent to parents. There will be one standard pack available. This consists of 1 group photo and two sheets of individual photos. The cost will be approx. \$35.00.

HATS AND SHIRTS

Borilla Kindergarten bucket hats and shirts are available at the Kindy office. The cost will be \$14.00 each.

The Borilla Kindergarten handbook provides comprehensive coverage of ALL aspects of the kindergarten. These are available upon request at the front office.

We look forward to you becoming part of our Borilla/Gowrie family.



Child's name:

Your child's locker symbol is

His/her first day at Borilla Kindergarten will be
..... at am.

