

STAINES MEMORIAL COLLEGE



Kindergarten Handbook

2017



STAINES
MEMORIAL COLLEGE

227–263 School Road † Redbank Plains QLD 4301
Phone: (07) 3814 8600 † Fax: (07) 3814 7346
Email: info@staines.qld.edu.au † Web: www.staines.qld.edu.au

TABLE OF CONTENTS

Principal's Welcome	3
Contact Details	4
Term Dates.....	4
Staff.....	5
Fees	5
Health Care Card Subsidy.....	6
Child Care Benefit (CCB)	6
Kindergarten Introduction	6
Licensing and Funding	6
Kindergarten Philosophy.....	7
Mission Statement.....	7
Our Objective	7
Queensland Kindergarten Learning Guidelines	8
Our Kindergarten Day	8
Kindergarten Hours	8
Arrival and Departure from Kindy	8
Settling In.....	9
An example of a Kindy Day – Routine	9
What to Bring	9
Uniform Requirements	9
Uniform Shop.....	9
Food	10
Rest Time	10
Birthdays.....	10
Photos.....	11
Excursions	11
Portfolios.....	11
Volunteers and Student visitors.....	11
Change of Details	11
Family Involvement.....	12
Inclusive Services.....	12
Inclusive Philosophy.....	12
Children with Additional Needs.....	12
Cultural Diversity	13
Confidentiality	13
Raising Concerns	13
Policies and Procedures.....	13
And Finally.....	14

Principal's Welcome

Welcome to Staines Memorial College. Our College provides a caring, quality Christian education. We are an attractive affordable schooling option for families in Ipswich and the South West Suburbs of Brisbane.



Staines is a small but growing education community. We expect to be a major education provider in the SEQ "Ripley Valley". We provide education from Kindy to Year 12.

Our College is named in honour of Graham Staines and his boys, Philip and Timothy, who were killed in India in 1998 as they served our God in poor and rural areas. Graham and his wife Gladys grew up in the Ipswich – Beaudesert area.

The College commenced in 2005 as a campus of Groves Christian College, Kingston. We started in Springfield on leased land and moved at the end of 2009 to our own site on School Road in Redbank Plains.

We are a Christian Community Ministry (CCM) school and so work closely with sister schools including Groves Christian College and Livingstone Christian College. Additionally, we benefit from relationships with a range of training organisations throughout Queensland, and through our membership of Christian Schools Australia (CSA) and Independent Schools Queensland (ISQ).

Our College has a non-denominational Christian ethos and caters for children from a wide variety of Christian backgrounds and traditions. It also caters for families who - though not necessarily Christian themselves desire a Christian school culture and educational experience for their children. All staff are committed Christian people from various denominational backgrounds selected for their professional competence as well as for their sense of calling to the ministry of a Christian school.

We believe that the education of young people is a shared responsibility. We are committed to "Building a Community for Eternity". Parents and teachers are role models and so have the privilege and responsibility to be the best they can. This will involve staff and parents participating in learning to improve their understanding and skills.

At Staines Memorial College we endeavour to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God. We believe it is our calling to help students achieve academic excellence, receive sound spiritual guidance based on a biblical foundation, and to help students develop and use their God-given talents in the service of God.

Each year we attempt to build on the strengths of the year before. I thank you for choosing our College and ask that you continue to support us in prayer and practical ways.

Yours sincerely,

Norton Sands
Principal



Contact Details

Campus Address: 227-263 School Road, Redbank Plains QLD 4301

Postal Address: PO Box 561, Redbank Plains QLD 4301

College Administration: (07) 3814 8600 **Fax:** (07) 3814 7346

Kindergarten: (07) 3814 8699

During the times of 8:30-3:00 all calls are made to the College Administration – 3814 8600. Calls will be transferred to the Kindergarten outside session times or if it is a matter of urgency. In all other cases, messages will be taken by the Administration staff and they will pass these on to the Kindergarten staff.

Web Address: www.staines.qld.edu.au

Email Addresses: info@staines.qld.edu.au

Term Dates

TERM DATES - 2017						
TERM	DAY	DATE	DAY	DATE	HOLIDAY	WEEKS
Term 1	Monday	23 Jan	-	Friday	31 Mar	3/4 to 17/4 10 weeks
Term 2	Tuesday	18 Apr	-	Friday	23 Jun	26/6 to 11/7 10 weeks
Term 3	Wednesday	12 Jul	-	Friday	15 Sep	18/9 to 2/10 10 weeks
Term 4	Tuesday	3 Oct	-	Thursday	30 Nov	1/12 to Jan '17 9 weeks

PUBLIC HOLIDAYS - 2017		
TERM	DAY	DATE
1	Australia Day	26 January
1	Good Friday	14 April
1	Easter Monday (during the holidays)	17 April
2	Anzac Day	25 April
2	Labour Day	1 May
2	Ipswich Show Holiday	12 May
3	EKKA Holiday	16 August
4	Queen's Birthday (last day of holidays)	2 October

Staff Development Days –2017 (No students at our Kindergarten)		
TERM	DAY	DATE
1	Monday to Friday (Kindergarten Holidays)	16-20 January
2	Friday (Ipswich Show Holiday)	19 May
3	Monday & Tuesday (Kindergarten Holidays)	10 & 11 July
4	Monday	16 October
4	Friday	1 December

Staff

All staff directly working with children in the Kindergarten are qualified with an appropriate early education qualification and must hold current Senior First Aid, CPR and Asthma and Anaphylaxis certificates. All staff are trained in Child Protection and hold a positive notice for working with young children (Blue Card).

Sue Petersen (Teacher/Director)	Bachelor Education (Early Childhood)
Monica Gough (Teacher)	Bachelor of Teaching (Early Childhood)
Julia Davies (Teacher)	Diploma of Early Childhood Studying Bachelor of Teaching (Early Childhood)
Jenni Hiller (Teacher Aide)	Certificate III Children's Services Studying - Diploma Children's Services
Cassie Black (Teacher Aide)	Certificate III Children's Services Studying - Diploma Children's Services
Jill McIntosh (Teacher Aide)	Diploma of Children's Services

Fees

Application Fee: \$100 (non-refundable)

Short Day Program: 8:30am – 3:00pm
Cost: \$32 per day*

*Less Healthcare Card Rebates (where applicable). Subject to change.

Kindy Club: 7:30am-8:30am and/or 3:00pm-4:30pm. Item charged separately.
Cost: \$10 – Morning Club, \$15 – Afternoon Club
(**Please note:** No rebates available for Kindy Club)

Our fees are revised annually in October and then set for the following year. The amount set is the maximum per day it will cost you. In 2017 the maximum is \$32 per day.

Families will be billed by the term. The preferred method of payment of fees is by Direct Debit but payment may be made by Direct Deposit, EFTPOS and cash. Payments must be kept 2 weeks in advance. (Should a family fall behind, the child's place in Kindy may be reviewed.)

No sibling discount applies to children in Kindy if older children attend the College. Please be aware that fees are required to be paid for days your child is absent and public holidays.

Two weeks' notice must be given of intent to change days (subject to availability) or intent to withdraw. Failure to notify of withdrawal will be subject to 2 weeks' fees charged.

Enrolment in the Kindy does not guarantee enrolment in the College (Prep to Year 12). A separate Application must be made to the College once your child is ready for Prep. Upon commencing Prep one term's notice in writing must be given when withdrawing a student from the College otherwise a term's tuition fee will be charged.

Health Care Card Subsidy

The Health Care Card Subsidy is applied to all valid Health Care Card Holders when relevant current documentation is held at the College. The subsidy will be applied to your fees when your Term Invoice is issued. Please enquire about this if you have any questions.

Child Care Benefit (CCB)

Our 'exceeding National Quality Standards' centre is a short-day kindergarten. This means the subsidies available are different to centres that are long day care.

It is up to each family to claim for Child Care Benefit (CCB) from Centrelink. Only Centrelink can advise your eligibility and the extent of CCB you are entitled to. We can provide the forms required. Please note, the Child Care Rebate (CCR) does not apply to our centre and cannot be claimed.

Kindergarten Introduction

Welcome to our Kindergarten. We hope your time with us will be beneficial and happy for both children and parents. We appreciate, respect and encourage individuality and interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with a disability or an additional need.

We are glad for this opportunity to work together with you in the education and care of your child. If you have any questions about this handbook or our Kindergarten, please talk to the staff.

At our Kindergarten we value:

- Each child as a unique individual;
- That play is the main way young children learn and is therefore the central feature of our curriculum;
- Each child's needs and interests are valued and catered for;
- Strong links and communication with family is valued and important to us;
- We welcome all children and families from all backgrounds;
- The staff work together to provide consistent and high quality early childhood education for your children; and
- A program that acknowledges Christian values and ethics.

Our Kindergarten aims to provide a caring and stimulating environment for each child. Parents and other family members are always welcome at our Centre through our "Open Door Policy". **"Open Door" policy is where parents are able to spend time with their child at the Kindergarten during the program but prior notice is necessary with the staff.**

Licensing and Funding

Staines Memorial College Kindergarten commenced in January 2015 with two purpose built rooms and landscaped outdoor play area. We acknowledge the assistance of the Queensland Education Department to build this facility and provide a modern, well equipped Kindergarten for the Redbank Plains area.

Staines Memorial College Kindergarten receives funding under the Queensland Kindergarten Funding Scheme and is an approved kindergarten program provider. Staines Memorial College Kindergarten is required to be a member of a Central Governing Body and we have chosen Independent Schools Queensland (ISQ) that is approved by the Minister for Education to

administer the Queensland Government funding and to support member services to provide quality and inclusive kindergarten programs.

Staines Memorial College Kindergarten is sponsored by Christian Community Ministries (CCM) and Principal, Norton Sands, is the CCM representative with Sue Petersen the Nominated Supervisor. The Kindy is licenced by the Queensland Government's Office for Early Childhood Education and Care. The Ipswich Service Centre telephone number is 07 3436 6290. The Kindergarten is regularly inspected for compliance with the Standards and Regulations for the early childhood industry:

Postal Address:

Queensland Early Childhood Education and Care
Ipswich Regional Office
PMB 2
Ipswich 4305

Email Address: ipswich.ecec@dete.qld.gov.au

Kindergarten Philosophy

Mission Statement

We believe that each child has been uniquely made by God and has an equally unique gift to offer his/her immediate world and those involved in it. We aspire to provide a positive and safe environment for children to grow and become independent learners and to incorporate our Christian beliefs and ethics whereby a high quality program is offered to the children and includes the Christian culture and values.

Our Objective

We, the staff at SMC Kindy, encourage the development of the whole child. We recognise that each child is an individual and therefore needs to be treated as such. Your child has been born with different God given talents that need to be nurtured by providing opportunities for growth – spiritually, physically, socially, emotionally and intellectually. We can seek ways to enhance your child's learning by providing flexible programs that encourage children to understand their own learning and share knowledge with each other.

Educators will enhance the children's interest in play by scaffolding and extending in the moment of play. This will enhance areas such as curiosity, making connections between prior and new learning, develop relationships and concepts, provide opportunities for children's personalities to shine through and promote a wonderful sense of wellbeing. We believe that children learn through play and through their play discover how to solve problems, role model and express themselves, thus learning skills for their future.

Queensland Kindergarten Learning Guidelines

The Queensland Kindergarten Learning Guideline is used for reference and a guide to our planning and curriculum development.

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:

- Identity
- Connectedness
- Wellbeing
- Active Learning
- Communicating

Our Kindergarten Day

Our Kindergarten classrooms cater for 22 children aged three and a half to five years old. Each classroom has two groups attending five days a fortnight with a limited number of full time spaces available. A qualified Early Childhood Teacher and a qualified Assistant provide the educational program in each class.

Kindergarten Group 1: Monday/Tuesday & Monday/Tuesday/Wednesday 8.30am – 3:00pm

Kindergarten Group 2: Wednesday/Thursday/Friday & Thursday/Friday 8.30am – 3:00pm

Staff ratio is 1 adult to 11 children, 2 adults to 22 children

Kindergarten Hours

The Kindergarten day runs from **8:30am to 3:00pm**. For an additional cost there is also the provision of a Kindy Club for before and after Kindergarten, which commences at 7:30am and finishes at 4:30pm Monday to Friday. Bookings are essential.



Please try to be on time. Many children find it distressing when they arrive in a room full of busily occupied children or to be the last one left waiting at the end of the day. Please contact the office if you are going to be late in the afternoon, so that we can assure your child that you are on your way.

Please advise the Kindergarten if your child will be absent from the day's program on 3814 8600.

Arrival and Departure from Kindy

On enrolment families will be given a sign-in/out card and shown where to swipe this card upon arriving and departing with your child. In the absence of this card there is a register on the front desk to sign your child in or out of Kindy. Lost cards can be replaced at a cost of \$15.00.

It is a legislative requirement that children are collected and signed out of the kindergarten by an authorised adult. (At the time of enrolment you must provide the names, addresses and telephone numbers of persons authorised to collect your child.) The Kindergarten requires that all authorised persons to collect your child (other than parents) show identification.

Settling In

This is as individual as your child. Staff will discuss with you during the enrolment interview strategies for settling your child into Kindy. Parents are welcome to stay as long as needed to settle their child. When you have decided to leave, it is best to do so promptly, reassuring your child that you will return at the end of the day to collect them. It is quite normal for children to be upset about being separated from their parents, especially if being away from you is not a normal experience. Please talk to the staff if you have any concerns or are unsure of what to do.



An example of a Kindy Day – Routine

8:30	Inside/Outside choice of play (depending on the weather or season)
10:00	Morning tea (flexible as to the needs of the children)
10:30	Inside/Outside choice of play (depending on the weather or season)
12:00	Stories, songs, discussions
12:30	Lunch
1:00	Quiet & Rest Time
2:00	Quiet Activities
3:00	Home

What to Bring

1. A school bag (of your choice).
2. A SMC Kindy hat.
3. Fruit snack/healthy snack and lunch in an insulated lunch box with a freeze brick.
4. Water drink bottle.
5. A spare set of clothes including underwear. Please label all clothing.
6. One pair of sheets in a drawstring bag to fit a bed measuring 53cm x 130cm, one sheet having elastic corners. (Cot sheets will fit)

NOTE: Please ensure that **all items** brought to Kindy are named.

Uniform Requirements

The following items are to be purchased from the Uniform Shop:

- SMC Kindy Polo Shirt
- SMC Kindy Hat
- SMC Micro Fibre Shorts
- Tracksuit (top & bottom)

Other uniform items that are required for Kindy:

- Bag
- Joggers / closed in shoes (any colour – will need to be black from Prep)

Uniform Shop

Please refer to the timetable on the Uniform Shop door for opening times. Every effort will be made to ensure updates are informed in the Newsletter. A Uniform Price list is available on request at Administration and on the website. Ms. Bonita Enkera will assist you in the shop and the stock is managed by Mrs. Christine Hoerlein.



Orders start in September for students commencing in the following January. See a member of the Administration team for details.

Food

 SMC Kindy does not supply any food to the children except where children have made something as a part of the curriculum.

Please pack 1 piece of fresh fruit, vegetable or yoghurt to be eaten at Morning Tea each day. We encourage children to develop healthy eating habits. Statistics show that many children have diets high in fats, sugars and salt. To enable their bodies to gain the essential nutrients for growth and health, we ask that you send along healthy foods.

Here are some suggestions:

- Sandwiches with healthy fillings, such as cheese and salad
- Fruit, dried fruit, cheese, yoghurt, and vegetables
- Healthy snacks
- Carrot and celery sticks
- Sultanas



Children will drink water at meal times and during the day.

NOTES:

- Please do not send cordial, soft drinks, lollies, chips, sweet cakes, roll ups, sweet biscuits, LCM bars, etc
- Please **do not** send any food products that contain **PEANUTS**.
- Should your child have food intolerances or special dietary requirements, please advise the Director who will inform other Kindy staff.



Staines Memorial College is a Peanut Free School and so is the Kindy. Please do not send peanut products in lunches as we have students who are highly allergic to peanuts.

Rest Time

Rest time is usually from 30 to 45 minutes. The children are encouraged to rest quietly on their beds while listening to stories and music. Some children may choose to sleep. Please advise the Director or class teacher if you have any requirements regarding length of nap.

Birthdays

Birthdays are special times for children and the Kindy enjoys sharing the occasion. Parents are very welcome to stay on their child's birthday and bring a birthday cake along to share. We would prefer patty or little cakes. **No Birthday Parties are allowed to be held at Kindy.**



Photos

The Kindy owns a camera which staff use to make a pictorial record of their programs and of the child's participation. These photos are used solely within the Kindy. From time to time, photographs are required to advertise the Kindy and the College. Photo consent was sought at enrolment. If at any point you would like to adjust your consent, please speak with the Director.

Professional photographs are taken each year of the Kindy groups, usually during Term 4 and will be available for you to purchase. Details will be made available to families prior to Photo Day.

Excursions

Visiting performances and on campus excursions are organised throughout the year. These are experiences designed to support and extend the children's learning and towards transition to Prep. Written permission must be given for each child to attend and parents are invited and encouraged to attend any of these events. Information is distributed to parents prior to these occasions.

Portfolios

Portfolios are a beautiful way of recording what your child has learnt throughout the Kindy year. Your child's portfolio will become a record of their "Kindy Learning Journey", showing their current capabilities, ongoing improvements and special projects they have been involved in.



Volunteers and Student visitors

Occasionally there will be new faces in the Kindergarten when volunteers and students visit to gain experience in the education field. These new faces will also include relief staff who will sometimes be present at the Kindergarten.

Every visitor is interviewed by the Director and provided with guidelines to ensure there is no disruption to the children's daily routine. All volunteers must hold a blue card. These visitors will be under the supervision of regular staff members and parents will be informed about visitors attending the Kindergarten.

Change of Details

It is your responsibility to notify the Kindergarten in writing of **any changes**, including, but not limited to, changes to authorised emergency contacts and contact numbers, change of address, email, phone and family circumstances.

Family Involvement

At Staines Memorial College Kindergarten we invite and appreciate parent/volunteer help. This can be done in various ways;

- Participating in the day's program on a rostered day
- Sharing a hobby or interest with the children – cooking, playing a musical instrument
- Collecting materials to use on the collage trolley. **Your trash is our treasure** – so please send as much of the following for use in art and craft. Items that might be useful to us are: *paper/cardboard, wool, bottle tops, envelopes, greeting cards, used stamps, egg cartons, ice-cream containers, string/lace/ribbon, computer paper, cereal/biscuit packets, plastic containers, wrapping paper, paddle pop sticks, yoghurt containers, cardboard cylinders, cellophane/crepe paper, boxes, foil.*
- Reading newsletters, emails and regularly checking pigeon holes



We value your input, ideas and concerns. Parents are reminded that they can come and spend time with their child at the Kindy. This will give you a better understanding of what your child does at Kindy. For example, you may like to come in for a while when it is your child's birthday.



Any time a parent is at the Kindy to visit more than drop off and pick up please write your name in the Visitor's Sign-In Book. This will provide us with a record of your attendance.

We hold a Volunteer Orientation at the commencement of every year and as requested throughout the year. Here we explain the procedures and expectations of our volunteers. It is also required by law that all volunteer helpers hold a Suitability Working with Children Card (*Blue Card*). We can assist in providing the forms for you to apply to the Queensland Government, Children's Commissioner.

Inclusive Services

Inclusive Philosophy

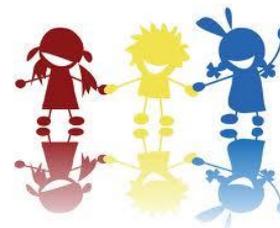
Staines Memorial College Kindergarten appreciates, respects and encourages individuality and interdependence of all children, including those from culturally and linguistically diverse backgrounds and children with a disability or an additional need.

Children with Additional Needs

The Kindy provides an inclusive environment and program to meet the different and diverse needs of all children and their families accessing our service. Following an interview; the Principal and Director will discuss the best possible program plans and modifications with the family. Enrolment in the program will be based on what program the Kindergarten can offer that is best suited to the needs of the child. The Kindergarten will be able to arrange appropriate additional support and training for the staff, families and children as the need arises. The sharing of information between the teaching team and the child's medical and support services is encouraged in order to support the child's total inclusion.

Cultural Diversity

The Kindy recognises and celebrates the many cultures of our community and aims to provide an environment and curriculum of acceptance towards all people. We value each child and family's culture and beliefs. All parents are encouraged to communicate any concerns or considerations with staff upon enrolment and on a daily basis.



Confidentiality

College and Kindy staff respect the confidentiality of your family and your child. Any information which you share with us will remain confidential. If you wish, we would be happy to pray for family needs and will share these in Staff devotions, but only if you consent.

Raising Concerns

Our College welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised.



If you have any concerns with the staff or the program we provide, please follow the procedure outlined here:

1. Discuss concern / complaint with class teacher or other relevant staff member with whom you have concern.
2. If concerns remain, discuss your concern / complaint with the supervisor of the staff member or ask for assistance in participating in an informal conflict resolution.
3. Subsequent to this you may make an appointment with the Principal to reach an understanding.
4. Independent Review by the Chair of the Board, in exceptional circumstances.

Related documents: "Complaints Management Policy v2007-12", "Complaints Management Procedures v2007-12", "Record of Complaint Form"

Policies and Procedures

Staines Memorial College systematically reviews our policy and procedures in light of experience and as a consequence of ongoing government legislative changes.

Staines Memorial College Kindergarten's Policy and Procedure documents are available in the Kindy foyer for parents to access and include:

- Behaviour
- Health
- Medication
- Immunisation
- Sun Policy
- Hygiene
- First Aid
- Evacuation Procedures
- Workplace Health & Safety
- Anti-Discrimination
- Inclusion
- Visitors
- Excursions
- Confidentiality
- Child Protection

And Finally...



We welcome you!

We welcome your interest and your visits. We look forward to meeting you and getting to know you throughout the year. Please do not hesitate to discuss any concerns that you may have regarding your child's education with the teacher. Appointments can be made after kindy if required.

If there is any way in which you can share in the Kindy program through your own gifts and abilities, we would love to hear from you.

We are excited about the forthcoming year and watching the wonderful development that will occur in your child.