



STAINES
MEMORIAL COLLEGE
transforming lives

KINDY HANDBOOK

Welcome

From the College Principal



Welcome to Staines Memorial College. Our College provides a caring, quality Christian education from Kindy to Year 12. We are an attractive, affordable schooling option for families in Ipswich and the south-western suburbs of Brisbane.

We are a non-denominational Christian College and we cater for children from a variety of Christian backgrounds and traditions. We also cater for families who, though not necessarily Christian themselves, desire a Christian school culture and education experience for their children.

We believe that the education of young people is a shared responsibility and so we partner with parents and carers in providing a holistic education based on the Biblical worldview in which the hearts and minds of young people can grow and pursue their full potential for God.

Our vision is that every child would pursue a growing relationship with Jesus Christ and develop a Biblical worldview through which they make sense of the world.

We want all students to experience at least one year's growth for every academic year as they strive for their personal best; and we want to see students grow in their character as they develop lifelong character traits (Galations 5:22-23).

I thank you for choosing our College and ask that you continue to support us in prayer and other practical ways as you are able.

Yours sincerely,

Nick Makin



Contents

3.....	WHY STAINES MEMORIAL COLLEGE?
3.....	OUR MISSION & VISION
4.....	STAINES LEGACY
5.....	WELCOME TO KINDY
5.....	PREPARING FOR KINDY
8.....	ARRIVAL & DEPARTURE FROM KINDY
8.....	KINDY HOURS
8.....	WHAT TO BRING
8.....	STUDENT DRESS CODE
9.....	A DAY AT KINDY
12.....	OUR PLAY-BASED LEARNING ENVIRONMENT
15.....	VISITOR & VOLUNTEER INVOLVEMENT
18.....	FOOD AT KINDY
18.....	ILLNESS
19.....	FEE INFORMATION
19.....	STUDENT BIRTHDAYS
19.....	LICENCING & FUNDING
22.....	FROM KINDY TO PREP
23	POLICIES & ENROLMENT PROCESS
24-26.....	COMMUNITY HUB & PLAYGROUP



Why Staines Memorial College?

Our Mission and Vision

To provide a distinctly christian education.

To partner with parents and carers in providing a holistic education based on the Biblical Worldview in which the hearts and minds of young people can grow and pursue their full potential for God.



Grow in Faith

For every student to pursue a growing relationship with Jesus Christ and develop a Biblical Worldview through which they make sense of their world.



Grow in Learning

For every student to strive for their personal best and take ownership of their learning. For every student to achieve at least one year's growth in learning every school year, regardless of their starting point.



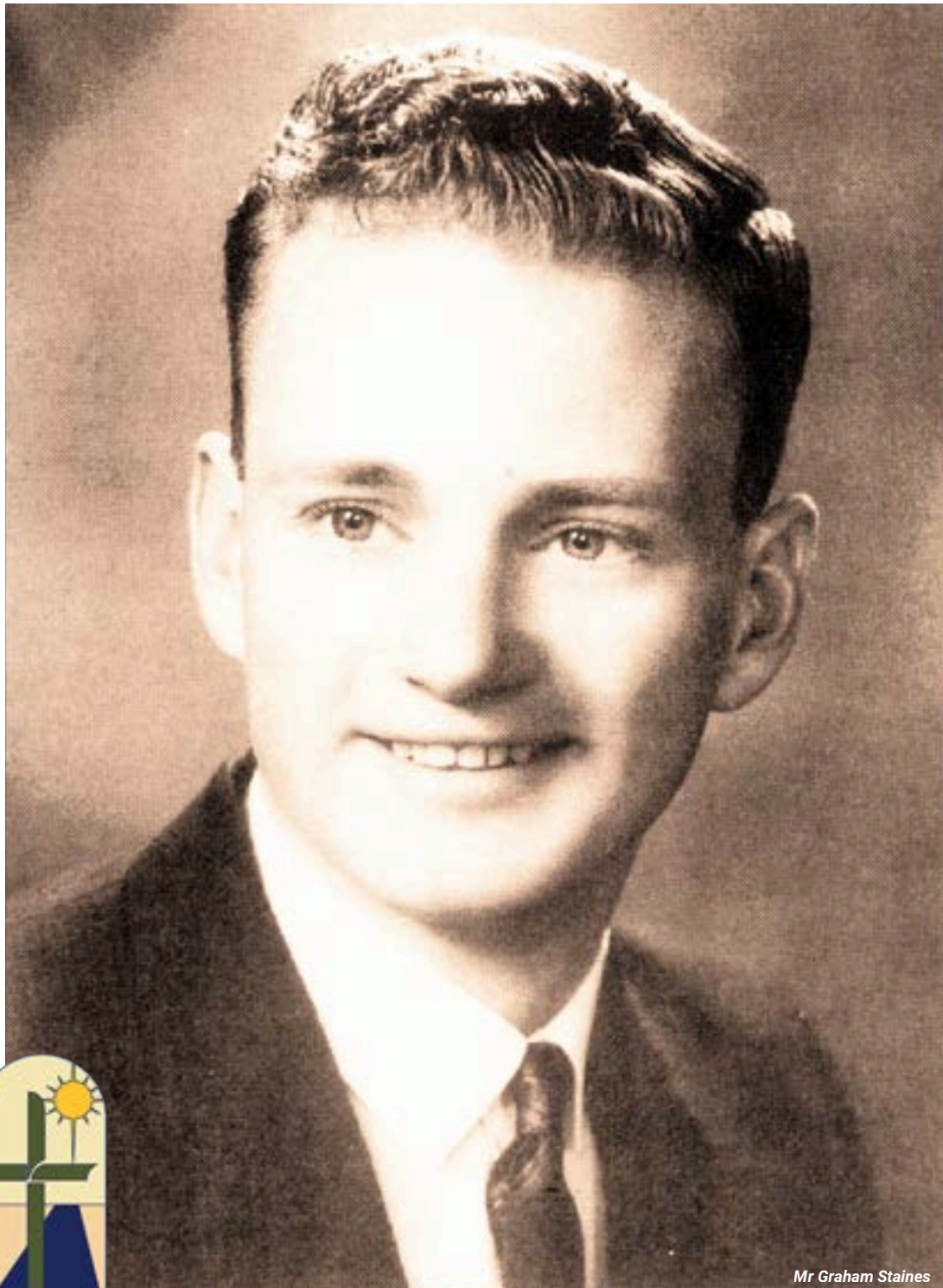
Grow in Character

For every student to develop thoughtfulness, self-discipline, and personal responsibility, and demonstrate the lifelong character qualities of the Fruit of the Spirit (Galatians 5:22-23).

Our Governance

Staines Memorial College is a non-denominational, not-for-profit entity, owned and operated by Christian Community Ministries Ltd (CCM). CCM is a not-for-profit company with extensive experience in the management of Christian schools.

The CCM Board of Directors is a group of Christians with a passion for seeing the growth of Christian education in Australia by making it affordable to families. The individual experience of the Directors is significant and encompasses the corporate, private, educational and pastoral sectors. Collectively, their knowledge and expertise allow them to effectively govern an expanding ministry.



Mr Graham Staines



Our College is named in honour of Graham Staines and his sons, Philip and Timothy.

Graham, Philip and Timothy were killed in 1999 as they served our God in the poor and rural areas of India. As a College we are developing a culture of service to others seeking to continue the ethos of the Staines family.

Welcome to Kindy

Kindy Introduction

Welcome to SMC Kindy! We look forward to getting to know you and your family. At our Kindy, we appreciate, respect and encourage individuality and independence of all children. Our program inspires creativity and confidence within children as they grow and learn. It is designed with Prep readiness in mind where children learn through play. Our learning programs are adapted and designed according to individual interests and needs.

We are blessed to have outdoor play spaces filled with natural elements including a chicken coop and vegetable gardens. Our bushland reserve provides a unique experience for curious minds to explore and play.

Our Kindy is a family friendly environment where our highly trained Educators partner with families on their learning journey. Our aim is to promote a genuine love of learning where children are formally transitioned into school as they move from Kindy to Prep.

Children are eligible to join our Kindy if they are turning 4 by the 30th June in the enrolling year. Our classes have up to 22 children, a qualified Early Childhood Teacher and a qualified Assistant within the room.

We have 2 Kindy Groups:

Group 1 (beginning of the week) - Monday, Tuesday and every second Wednesday.

Group 2 (end of the week) - Thursday, Friday and every second Wednesday.

We have an 'Open Door Policy' where parents and carers are welcome to spend time with their children at Kindy (with notice).

Kindy Staff

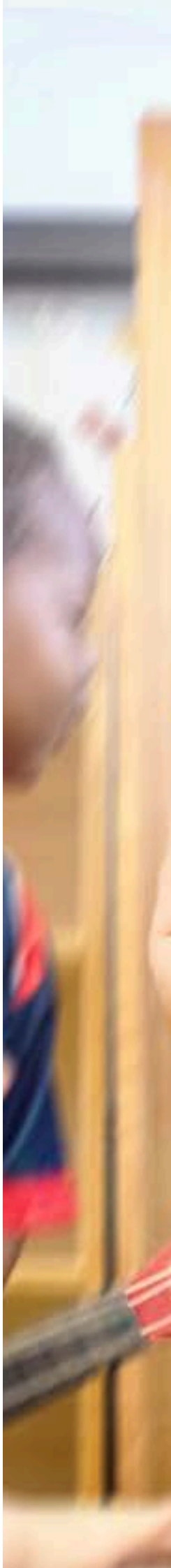
All staff directly working with children in the Kindergarten are qualified with an appropriate early education qualification and hold current Senior First Aid, CPR, Asthma and Anaphylaxis certificates. All staff are trained in Child Protection and hold a positive notice for working with young children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

Preparing for Kindy

To help your child settle into Kindy we encourage you to start talking to them about Kindy as part of everyday conversations. Help make your child familiar with Kindy by attending a tour, the open day and the experience morning.

Settling In

Parents and carers are welcome to stay and help settle their child into Kindy. When you decide to leave your child for the day, we recommend leaving the Kindy promptly and assuring your child that you will return at the end of the day to collect them. It is quite normal for children to be a little upset when you leave but the Kindy Team is always ready to support both you and the child during this transitional phase.







Arrival and Departure from Kindy

It is a legislative requirement that ALL children are signed in and out of Kindy each day by an authorised adult. On enrolment you will be provided with access to our Kindy App (OWNA) to sign your child in/out.

Kindy Hours

Kindy starts at 8.30am and finishes at 3.00pm. Children can be collected from Kindy from 2.30pm, and no later than 3.00pm unless booked into Kindy Club.

We recommend ensuring that your child arrives to Kindy on time so that they can engage in a fun activity with friends on arrival. Some children find it distressing when they arrive and find their friends busily playing without them. Children should also be collected from Kindy on time as being the last child there can be upsetting.

In the unlikely event that you are unable to collect your child on time, please contact our Kindy Team to let them know.

If your child is feeling unwell or will be absent from Kindy for any other reason, it is important to advise the Kindy immediately. You can do this by using the SMC Kindy App (OWNA).

What to Bring

What to bring in your kindy bag (bag of your choice):

- Lunch and healthy snacks in an insulated lunch box with an ice brick.
- Drink bottle.
- Spare clothes including underwear.
- SMC Kindy hat.
- Sleep sheets – one pair of sheets (one sheet with elastic corners) in a drawstring bag to fit a bed measuring 53cm x 130cm (a cot sheet set will be fine).

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

Student Dress Code

A condition of enrolment and continued attendance at Staines Memorial College is the wearing of the complete uniform and adherence to the dress code standards. Following this Dress Code develops pride in personal appearance, promotes a positive reputation for the College, and creates opportunities for students as they move into the wider community.

Scan QR Code for more information, including the Uniform Guide & Price List



A Day at Kindy

8:30 - 10:00am..... Inside/outside choice of play

10:00 - 10:30am..... Morning tea (flexible as to the needs of the children)

10:30 - 12:00noon.... Inside/outside choice of play

12:00 - 12:30pm..... Stories, songs and discussions

12:30 - 1:00pm..... Lunch

1:00 - 1:30 pm..... Rest time / quiet activities

(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 or completing quiet activities. Some children may choose to sleep. Please advise the Director or class teacher if you have any requirements regarding the length of nap).

1:30 - 2:30pm..... Inside/outside activities

2:30 - 3:00pm..... Pick up time

Our Program

Our Kindy uses the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines for planning and curriculum development.

The five learning outcomes of the Early Years Learning Framework for children are:

- Having a strong sense of identity.
- Connected with and contribute to their world.
- Having a strong sense of wellbeing.
- Confident and involved learners.
- Effective communicators.

Portfolios

Portfolios provide a beautiful means of documenting your child's learning journey throughout their year at Kindy. They extend beyond educational records, including precious creative content, cherished memories, notable achievements, and significant milestones reached during this formative period. Your child's portfolio serves as a reflection of their growth and experiences in a meaningful and special way.

At the end of the year, your child will receive their completed portfolio to reflect upon throughout their life. It will serve as a timeless reminder of their time at Kindy, capturing the essence of their, "Kindy Learning Journey," allowing them to revisit and reminisce about this important chapter whenever they wish.





Our Play-based Learning Environment

We believe children are uniquely made by God, each with their own gifts and talents. We provide a safe, inclusive, secure, nurturing environment for children to grow and become the best they can be.

At our Kindy we promote play as the important work of children. We believe that a play-based, inquiry approach enables children to investigate and explore the world through a wide variety of experiences, opportunities and settings promoting learning and connectedness with others and the environment. Our emergent curriculum responds to children's current interests and abilities, providing activities and opportunities to grow and 'learn how to learn'. A range of sensory and social experiences are embedded into the program encouraging children to interact with and make meaning from their environment and community.

Through intentional teaching and scaffolding we aim to support the development of children's skills and abilities - physically, emotionally, cognitively, socially, spiritually and creatively.

We believe parents are children's first and foremost influential teachers. Therefore, we value the diversity of our families and encourage parent participation, input and feedback. We work in partnership with children, families and the local community towards building better outcomes for children.

As educators we believe in supporting a strength based, collaborative environment, that values individual's strengths and talents, while also offering unwavering support to one another. We are committed to ongoing learning and critical reflection.

Inquiry-based Learning

Inquiry-based approaches reflect a view of the child as a constructor of their own knowledge and learning rather than simply as a passive recipient of someone else's. This active view of the learning process reinforces the need for learning experiences that allow children the chance to follow their own interests and shape their own learning.

Play-based Approach

A play-based approach allows educators to respond to observations of children, build upon their strengths and scaffold their learning. It requires professional knowledge, planning for learning, and a focus on progressing each child's learning and development towards positive social, emotional, physical, cognitive and spiritual outcomes.

Educators working within the emergent curriculum endeavour to build upon children's prior learning and current interests, provoke ideas and learning opportunities that challenge and extend children's existing understandings about the world.

Intentional Teaching

Intentional Teaching is one of the Principles and Practices advocated for in Australian approved early years curriculum. It is an active process and a way of relating to children that embraces and builds on their strengths.

It involves educators being deliberate, purposeful and thoughtful in their decisions and actions. As educators scaffold children's learning, they are provided with just the right amount of challenge and support to aid them to develop their strengths and to support them to reach their potential as curious lovers of learning.





Visitor & Volunteer Involvement

Family Involvement

Parents and Carers are welcome to help and volunteer in our Kindy. You could share a hobby or interest with the children, such as cooking or playing a musical instrument.

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.

Please speak to our Kindy Team about how you can help.

Volunteers and Student Visitors

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

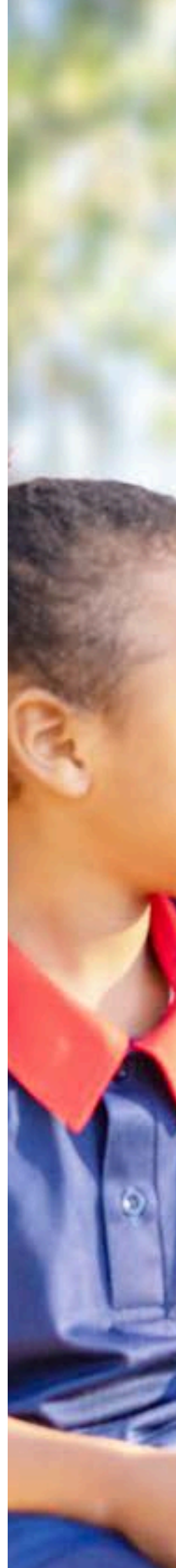
Every visitor is interviewed by the College Principal and Kindy Director. They are provided guidelines to ensure there is no disruption to the children's daily routine. All volunteers must hold a blue card. These visitors will be under the supervision of regular staff members.

Incursions

From time to time, we will have visiting performances at Kindy. Incursions are experiences designed to support and extend your child's learning, supporting their transition to Prep. Incursions and special events are promoted via our Kindy App (OWNA) and from within our Kindy Reception.

Kindy Photos

Each year we have a visit from a professional photographer. This usually happens during the year and photos will be available to purchase. Photo days will be communicated via our SMC Kindy App (OWNA) and in Kindy Reception.







Important Information

Food

Please ensure your child brings a healthy meal to Kindy every day. Occasionally, the Kindy will engage in food-related activities as part of the curriculum. In such cases, you will be notified, and there will be no need to pack food on those days.

Please include at least one piece of fresh fruit, vegetable or yoghurt to be eaten at Morning Tea each day. We encourage children to develop healthy eating habits.

Here are some suggestions for lunch:

- Sandwiches with healthy fillings, such as cheese and salad
- Fruit, dried fruit, cheese, yoghurt, and vegetables
- 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, etc.
- Please do not send any food products that contain NUTS (this includes Nutella)
- Should your child have food intolerances or special dietary requirements, please advise the Director who will inform other Kindy staff.



Staines Memorial College and our Kindy maintain Nut Aware environments. Please do not send nut products in lunches as we have students and adults who are highly allergic to nuts.

Illness

If your child experiences vomiting or diarrhea, it is our policy that they are unable to return to Kindy for 24 hours after the last incidence of vomiting or diarrhea. If your child is not well and/or has a fever they will require more attention and they are best cared for at home. This will assist in not spreading illness throughout the Kindy community. If you are unsure, please talk with your child's teacher.

Media Consent

Media consent is collected on enrolment. If you have any questions or concerns about media consent, please speak to the Kindy Team.

Change of Details

All changes to personal details should be communicated to Kindy immediately. Families are encouraged to email the Kindy Team directly - kindy@staines.qld.edu.au.

Additional Information

Fee Information

Our kindy updates its fee structure annually in response to any government-mandated changes. This ensures that our fees remain aligned with current regulations and policies, providing families with accurate and up-to-date information. You can easily access all the details about our Kindy fees on our website.

Student Birthdays

We love to celebrate birthdays and special occasions! Parents and carers are welcome to stay at Kindy on their child's birthday. Families may choose to bring a cake into Kindy to share with their kindy friends. We would prefer cupcakes which are easy for staff and children to manage.

Kindy Communication

At our College, effective communication is a cornerstone of our commitment to student success and parental engagement. We understand the significance of transparent and timely communication in fostering a strong partnership between the college, families, and students. To achieve this, we employ various communication channels, including phone calls, emails, and our Kindy App-**OWNA**.

Via our SMC Kindy App-**OWNA**, you can view all the latest communications and report absences. It ensures that parents and students have easy access to essential information at their fingertips.

Licencing 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 community.

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) who are 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). Our Principal, Nick Makin, 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 6204. The Kindergarten is regularly inspected for compliance with Childcare Regulations and National Quality Standards.







From Kindy to Prep

Our College is dedicated to providing exceptional orientation and induction experiences for our graduating Kindy students as they transition to primary school. Beginning midway through the Kindy year, we orchestrate a series of engaging activities that blend play, fun, and learning. These include opportunities for Kindy students to participate in lunchtime activities and play alongside Prep students, as well as guided tours of the Prep classrooms led by current Prep students.

These experiences are carefully crafted to cultivate a strong connection with the Primary college and alleviate any apprehension about leaving Kindy. By facilitating these experiences and interactions with older primary students, our aim is to foster excitement and preparedness for the journey ahead in Primary school.

Policies and Enrolment Process

SMC Kindy Policies

Staines Memorial College Kindergarten systematically reviews policies and procedures in light of experience and as a consequence of ongoing government legislative changes. Our policy and procedure documents are available in the Kindy foyer for parents to access. Additional information can be found at: <https://www.staines.qld.edu.au/contact-us/statements-and-policies>

Inclusive Services

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

Enrolment Process

- 1**  Book a tour of the Kindy
- 2**  Complete and return enrolment application form
- 3**  Review of application by College
- 4**  An interview with the Principal and Kindy Director
- 5**  Enrolment decision by the Principal
- 6**  Participate in the Kindy Experience Morning and pay enrolment fee



Community Hub

A place to connect, share and learn

You are welcome to join us for a chat and/or take part in our free activities at the hub. We're open Monday to Thursday, catering to College parents and members of the wider community.





Playgroup

Playgroup is a weekly gathering open to all, offering a warm and inclusive space for parents and their children. With a focus on fostering connections and supporting the community, this group provides a nurturing environment where children can thrive through engaging activities.

From joyful singing and dancing sessions to interactive games and crafts, there's something for every child to enjoy and explore. The playgroup encourages social interaction and collaborative play, helping children develop essential skills while forming friendships with their peers. Moreover, it offers mothers an opportunity to connect, share experiences, and build a supportive network. Whether it's bonding over shared experiences or seeking advice and encouragement, the Community Hub Playgroup is a vital resource for families looking to enrich their lives and strengthen community ties through meaningful interactions and shared experiences.

General Information

Staines Memorial College has partnered with the Australian Government and the Scanlon Foundation to provide a fun, friendly and safe place for adults and children from all cultural backgrounds to access services and support, and learning opportunities.

The Community Hub at Staines Memorial College serves as a vibrant space for connection, sharing, and learning, located conveniently onsite for all members of the community. More than just a physical space, the Hub facilitates connections on multiple levels. Whether it's forging new friendships, strengthening existing bonds, or bridging generational and cultural divides, everyone finds a welcoming environment to engage and interact.

Through daily activities and events, ranging from workshops to social gatherings, the Hub cultivates a sense of belonging and unity among all who enter its doors. Moreover, the Hub is a dynamic platform for sharing knowledge, experiences, and resources. Here, ideas are exchanged, expertise is imparted, and creativity flourishes. Whether it's through informal discussions or structured programs, the Hub empowers individuals to contribute, collaborate, and grow collectively.

In essence, the Staines Memorial College Community Hub transcends its physical boundaries to become a dynamic space where connections are forged, knowledge is shared, and growth is nurtured, enriching the lives of all who engage with it.

Stay Connected

Stay informed and connected with the latest happenings at the Community Hub by following us on our Facebook page. With just a quick scan of the QR code, you'll gain instant access to a wealth of information about upcoming events, activities, and community initiatives.

Our Facebook page serves as a central hub for announcements, updates, and engaging content that keeps you in the loop with everything we have to offer. Whether you're interested in joining Zumba classes, participating in craft workshops, or attending English learning sessions, our Facebook page ensures you never miss out on exciting opportunities.

Stay connected with fellow community members, share your experiences, and stay updated on all the latest news. Join our online community today and be a part of the vibrant, inclusive atmosphere that defines the Hub. Scan the QR code now and embark on your journey to staying informed and involved!





**GROW IN FAITH.
GROW IN LEARNING.
GROW IN CHARACTER.**

Have a question about our College?

**General enquiries /
Administration**

(07) 3814 8600

info@staines.qld.edu.au

Disclaimer: All information was accurate at time of publication. For the most up-to-date information, visit: staines.qld.edu.au/

