



HILLCREST CHRISTIAN COLLEGE

EARLY LEARNING COMMUNITY
KINDERGARTEN & LONG DAY CARE



ALICIA SHIELDS
DIRECTOR OF EARLY LEARNING COMMUNITY

Welcome to the Early Learning Community.

As Kindy is the first stepping stone at Hillcrest Christian College, we believe it is our greatest gift to nurture and flourish your child's learning journey through their early childhood years. Our experienced team of Early Childhood Educators see our role as an extension of your family and know the importance of working in partnership with families to see each child's potential fulfilled.

Children in these early years learn through play, it is the 'work' of childhood. Our Kindergarten curriculum encourages "hands on" learning giving each child the thrill of self-discovery. Our Kindy program implements the QKLG (Queensland Kindergarten Learning Guidelines) and is developed in reference to the EYLF (Early Years Learning Framework). At the very heart of the Early Years Learning Framework is the view that early childhood is a time when exploring the notions of "being", "belonging" and "becoming" are essential to the development of identity, cognitive reasoning and wellbeing.

A comprehensive and holistic Kindergarten Program is an essential part of each child's learning journey and their future transition to school. Our Kindergarten curriculum creates the framework around which all of the interactions, activities and experiences, both planned and unplanned occur. This ensures that your child is fully prepared in every way possible to transition effectively to the new set of learning objectives in our school environment.

Our families are invited to become active participants in the development of our programs. You are encouraged to offer suggestions for our curriculum, visit the classes, helping in their implementation and/or additionally encouraged to suggest any interesting aspects of your family's or working lives that you would be prepared to share to enrich the experiences of the children at the Kindy. We aim to build positive relationships with all our families, and ask that you please feel comfortable approaching us regarding your child or any aspect of our service.

This parent handbook has been designed as a guide to provide you with the relevant information about our Kindy and also information about our policies and procedures. Some policies are summarised in this handbook. If you require a translation of this handbook, please let us know and we will endeavour to provide your family with this service. If you require any of the Kindy policies these can be located in the Kindy admin area. We encourage all families to contribute to the review of all policies and procedures.

GENERAL INFORMATION

COLLEGE LEADERSHIP AND SERVICE MANAGEMENT

Hillcrest Christian College Ltd is a public company limited by guarantee. Ownership of the company rests with company members, who are members of Reedy Creek Baptist Church. The company elects eight Directors who, with the Senior Pastor of the Church, form the Board which operates the company. Whilst Directors come from the Church, they are very aware that Hillcrest is an outreach Kingdom ministry to the people of the Gold Coast.

Directors are elected by the company for a two-year term. The College Board follows a Carver model of Governance. Under this model of Governance, The Approved Provider of the Kindergarten program is Hillcrest Christian College Ltd, and Mr Jeff Davis, the College Principal is the Nominated Supervisor. The Principal delegates the day to day running of the Kindergarten Program to the Kindergarten Director Miss Alicia Shields who is supported by the Head of Junior Learning Community, Mrs Joy Geyer.

OPERATING HOURS

Hillcrest Christian College Kindy is open from 6.30am to 6.00pm, Monday to Friday for 50 weeks per year. We are closed for public holidays and for two weeks over the Christmas / New Year period. Fees will be charged for all public holidays or any other days that your child is absent from Kindy whether it be if your child is unwell or if they are on holidays.

FEE STRUCTURE

Our daily fee for our Kindy Long Day Care is \$86.00 per day. A statement of account will be emailed out to all families every Monday. Your child's account will be charged one week in advance and needs to be paid in full by Friday of that week. Our preferred method of payment is Ezi Debit and can be set up with either weekly or fortnightly payments. Our Kindy will also have Eftpos and Direct Debit payments available. All children's booked days, including public holidays and absent days must be paid to retain your booking.

Late fees are charged if children remain in the centre after closing times at \$1.00 per minute. We do not accept cash payments.

If you should wish to withdraw your child from the Kindy program fourteen (14) days advanced notice in writing is required for all cancellations and/or changes to enrolment. Two (2) weeks fees will continue to be charged at the applied CCMS rate where applicable. Should a child fail to attend, for any reason, on any day during the notice period FULL FEES WILL BE APPLIED for and or all of such days.

At all times a child's fees are to be up to date. As per Hillcrest Christian College Kindy Fee Policy fees are to be one week in advance at all times.

The payment for a child's account is still required on days of non - attendance such as public holidays or if a child is absent or sick. If a family's Child Care Benefit (CCB) or Child Care Rebate (CCR) drops out or is cancelled due to a child's immunisation not being up to date it will be the parent's responsibility to pay the full cost of fees until the matter is resolved with Centrelink. Failure to pay fees will result in your child's placement at the Kindy being suspended until payment is made.

HOLIDAY DISCOUNTS

Our service operates a holiday discount for four weeks per calendar year. All families are entitled 50% holiday discount for four weeks per calendar year. Holiday discount is only applied as per the following conditions and if a Holiday Discount form is completed two weeks prior to holiday leave being taken:

- Holiday discount is only applied if your account is paid one week in advance as per fee policy.
- The 50% holiday discount is calculated off the gap fee.
- Your child is entitled to four weeks holiday per calendar year at the discounted rate.
- The holiday discount will only be allocated in week blocks and not individual days.

QUEENSLAND KINDERGARTEN FUNDING SCHEME

Hillcrest Christian College Kindy is an approved Kindergarten Program Provider (KPP). Children who turn 4 by June 30 are able to attend our Kindy program.

My child was born	My child can attend Kindy
1 July 2012 - 30 June 2013	2017
1 July 2013 - 30 June 2014	2018
1 July 2014 - 30 June 2015	2019

Our Kindy program is delivered by an qualified early childhood teacher typically for 15 hours a week, 40 weeks a year for children in the year prior to Prep. Our Kindy curriculum is aligned with the Queensland Kindergarten Learning Guidelines and the Early Years Learning Framework.

Subsidy payments are available through the Queensland Kindergarten Funding Scheme to assist with the cost of delivering an approved Kindergarten program. This ensures that cost is not a barrier for families accessing a

Kindergarten Program. To be eligible to apply for the QKFS Kindy Plus Support subsidy families need to provide a copy of their health care card. The QKFS Plus Kindy Support subsidy will be applied to Kindy fees of eligible families on a weekly basis.

GOVERNMENT ASSISTANCE

Child Care Benefit (CCB) is a payment made by the Commonwealth Government to help families with the cost of quality child care. A family's eligibility is subject to an income test, which is administered by the Department of Human Services (DHS). It is the responsibility of the parent to register for Child Care Benefit. Information and forms can be accessed from the DHS Office (through Centrelink) or families can call direct on 136 150. With the introduction of the Government's Child Care Management System (CCMS), families will receive a CCB fee reduction only if they have registered with Centrelink, are eligible for CCB, have a formal enrolment at the centre and the centre has received confirmation from the Government pertaining to the percentage of CCB they are eligible for. If parents are not eligible for CCB, full fees must be paid. Most families are also entitled to 50% Child Care Rebate (CCR), which can be paid directly to the centre, further reducing your fees. Please check if you are entitled to this rebate with the DHS.

Families receiving Child Care Benefit are allocated 42 absent days for each child per financial year. These absences can be taken for any reason including Public Holidays. Once the child has reached 42 absent days, CCB is not paid for any further absences, unless listed as part of our absence policy.

PRIORITY OF ACCESS

In the instance that Hillcrest Christian College Kindy operates a waiting list the highest priority will be given to children as per priority of access below.

The Australian Government has Priority of Access Guidelines for allocating places in a long day care facility. The following set of three levels are indicated below:

1. A child at risk of serious abuse or neglect
2. A child of a single parent who satisfies or parents who both satisfy the work/study/training test
3. Any other child

ENSURING QUALITY CARE AND EDUCATION

Hillcrest Christian College Kindy is an approved service under the Education and Care Services National Law 2011 and the Education and Care Services National Regulations 2013. A copy of these documents can be located in the Kindy admin area for perusal. The Kindy is regulated by the Early Childhood Education and Care, Department of Education, Training and Employment and complies with the Act and Regulations.

The National Quality Framework (NQF) introduced in all services in 2012, requires Hillcrest Christian College Kindy to undertake a quality rating and assessment process. The National Quality Framework sets a new national benchmark for the quality of education and care services. The National Quality Framework is divided into seven quality areas:

1. Educational Program & 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.

For more information in regards to the National Quality Framework, please speak to the Kindy Director or you can also find more information on the website: www.acecqa.gov.au

EDUCATIONAL PHILOSOPHY, PROGRAM & PRACTICE

At Hillcrest Christian College Kindy we believe that the foundations laid in the early childhood years are crucial to a child's development and it is through these foundations that children form who they are as individuals. Our service is based on a biblical world view and embeds Christian values and beliefs into our daily curriculum. We believe that each child is a unique creation of God and we strive to encourage each child's spiritual, physical, emotional, social and cognitive development to build a strong foundation for successful learning.

Our Kindy curriculum is designed to be enquiry based with lots of play. Children's interests will be used as a springboard to nurture the development of readiness for literacy and numeracy. Our Kindy program implements the QKLG (Queensland Kindergarten Learning Guidelines) and is developed in reference to the EYLF (Early Years Learning Framework). At the very heart of the Early Years Learning Framework is the view that early childhood is a time when exploring the notions of "being", "belonging" and "becoming" are essential to the development of identity, cognitive reasoning and wellbeing.

We believe respect for each child and their family is paramount and is expressed through listening, observing, and interacting with families. We recognise that the family is the child's first and most important teacher. Parents are viewed as partners, collaborators, and advocates for their children. We involve and invite parents into every aspect of the curriculum. We embrace cultural diversity, respecting family's diverse values, beliefs, cultural backgrounds, traditions, life experiences and knowledge. Families are encouraged to share their culture, language and experiences with teachers and educators.

We believe in closing the gap between Indigenous and non-Indigenous Australians through awareness and education. We value what each individual has to offer to our Centre and encourage all to share the same.

We encourage environmental sustainability by empowering people to take responsibility for making informed decisions towards a sustainable future, whereby we gain knowledge and understanding of the environment as it relates to our society. We pride ourselves on promoting and involving the children in water conservation, recycling, and growing seasonal foods in our vegetable garden.

We are committed to the care of the whole child and therefore maintain strong links with the wider community to ensure that the care we provide is based on current early childhood trends and facts. We value the diversity of Australian culture and actively encourage outside influences and ideas. We aim to make the transition from home to Centre as smooth and meaningful as possible for both child and parent/guardian.

At Hillcrest Christian College Kindy we strive to develop trust, respect and responsibility among all relationships. We value the need of the child as paramount and strive to remain open so that all voices can be heard, all possibilities realised and all potential fulfilled.

EDUCATIONAL PROGRAM AND PRACTICE

Our Kindergarten program aims to provide children with a dynamic, play-based learning environment which is responsive to children's strengths, needs and interests.

- We understand the importance of school readiness, and the increasing expectations of young children before they arrive at Prep.
- We capitalise on child-initiated learning, and also use intentional teaching to help children develop foundational skills for life-long learning, a love of learning, and to prepare them for the rest of their schooling journey.
- Educators use their knowledge of children's interests and abilities, and relationships with children and families to create opportunities to explore literacy and numeracy skills in everyday, personally-meaningful ways.
- Educators take the time to know our students well so that we can provide appropriate learning and play experiences to allow each child to reach their potential – socially, cognitively, physically, emotionally and spiritually.
- By using children's interests, we are able to create engaging learning experiences in a way that capitalises on the way that young children's brains learn and develop.
- Children are encouraged and supported to ask questions, problem solve, and expand their natural curiosity for the world around them. The overall aim of Kindy is not to teach them the content they will learn in school, but rather to teach them how to learn.
- We also highly value family input as we recognise the vital roles of parents as their child's "first teacher".

We believe...

- Every child is unique, with their own God-given gifting's and talents
- Every child develops at their own pace
- Play is integral to social, cognitive, physical, emotional and spiritual development
- Children are capable learners, with the ability to contribute to their own and others learning through investigation, communication, problem-solving, connecting with others and the world around them.

Our curriculum is underpinned by the Queensland Kindergarten Learning Guidelines (QKLG) which is based upon the Early Years Learning Framework (EYLF). These Australian Government Approved frameworks ensure that children in all early childhood education and care settings receive quality teaching to achieve required learning outcomes.

The EYLF states a vision for being, belonging and becoming which are essential to children's development of identity, cognitive reasoning and wellbeing.

Within the QKLG there are 5 Key Learning Areas:

1. Identity/ Children have a strong sense of identity
2. Connectedness / Children are connected with and contribute to their world
3. Wellbeing / Children have a strong sense of wellbeing
4. Active Learning / Children are confident and involved learners
5. Communicating / Children are effective communicators

The curriculum guides our daily practice and programming, and is the basis of our play-based philosophy. The curriculum highlights that children's learning is ongoing and each child will progress towards the outcomes in different and equally meaningful ways. Learning is not always predictable and linear. Educators plan with each child and the outcomes in mind. (*Early Years Learning Framework, p.19*).

The curriculum is embedded into our Daily Programming (Day Stories), monthly Observations of each child's learning and development, and in the children's portfolios.

DOCUMENTATION OF CHILDREN'S LEARNING

CHILD PORTFOLIOS

At Hillcrest Christian College Kindy we provide Child Portfolios for each child. Your child's portfolio will contain artwork, photos, goals, observations and evaluations for each individual child. Parents are encouraged to view their child's portfolio and make comments and contribute to their child's profile. Your child's portfolio will be given to each family at the end of the year, as a record of their child's development and progress throughout the year. The portfolios will provide evidence of each child's learning journey with links to the EYLF, QKLG and the NQS.

DAY STORY

On a daily basis your child's Kindy teacher will complete a day story that provides an overview of the Kindy classes learning and play experiences. The group day story will be emailed to parents each day and will also be on display in each room. Our day story focuses on the decisions that children make regarding their learning and play and provides the reader with a narrative that recognises and describes the learning that is taking place through children's play. Our day story also includes the children's voice in their learning, links to the EYLF, QKLG and NQS, parent input and how our educators plan to extend and scaffold the children's learning and play further.

OBSERVATIONS

Each month parents will receive an observation of their child via email. Children's observations will also be available to view in their learning portfolio. Observations take place during every day routines, planned experiences, spontaneous play and children's interactions with their peers. Often observations are planned for children to achieve a particular goal, extend a child's skills, strengths and abilities or to further develop a child's interests and development. Our observations are linked to the EYLF / QKLG outcomes and are used as an ongoing planning cycle to further enrich and develop each child's learning and development.

WHAT DOES LEARNING LOOK LIKE AT HILLCREST CHRISTIAN COLLEGE KINDY?

We take an eclectic, research-based, responsive approach to our programming. By maintaining up-to-date knowledge of theories of play, learning and child development we are able to meet the diverse needs of children, families and our wider college community. We address the key learning areas of the EYLF and the QKLG and prepare children for formal schooling by implementing a range of child and teacher initiated experiences including:

- Language and Literacy
- Mathematical Learning
- Expressive Arts
- Outdoor and Physical Activity
- Environment and Sustainability
- Family and Community
- Science and Technology
- Independence and Responsibility
- Social and Emotional Development
- Spiritual Development





WORKING IN PARTNERSHIPS WITH FAMILIES

We believe that the partnership between parents and Hillcrest Christian College Kindy educators is paramount. We encourage parents to actively participate in the care of their children through involvement in decision making with regard to their child's care and education. Parents are welcome to spend time in the centre and share special occasions with their child. You can become involved helping out in the centre's daily routine or volunteering your time or gifts or talents that you may have. Please speak with your child's educator for more information. Parents are also encouraged to be involved in an advisory and consultative manner. We encourage parents to be involved in the review of our centre's philosophy, policies and procedures. These opportunities will be made available through regular communication our newsletters, in the foyer area and in your child's room. Some of the many ways we communicate include: books, newsletters, information meetings, parent information areas, feedback forms, parent meetings, special events, emails and day books. Please speak to your centre director in regards to your individual preference for communication.

Whilst there are opportunities daily for informal chats, there may be times when you want to share concerns in confidence. Please don't hesitate to send your child's teacher an email or book an appointment for a meeting. Parent teacher nights occur in term 1 and 3 and formal reports will be sent out in terms 2 and 4.

All grievances will be taken seriously and our best effort will always be forth coming. All outcomes will be discussed with the parent who is concerned. Our grievance procedure is displayed in the Kindy admin area and also included within this parent handbook.

ORIENTATION AND SETTLING YOUR CHILD INTO KINDY

For some children commencing a Kindy program can be a challenging transition. As this may be a new experience for your child there are many ways to assist your child in this transition. We encourage all children to come and visit their Kindy class with orientation visits to familiarise your child with their new learning environment. This allows your child to spend time with their new Kindy teacher and also allows our educators to understand your child's needs. Our Kindy teachers play an active role in gathering information from you to create a smooth transition between home and the learning environment. On enrolment you will be asked to provide a "about my child" sheet which gives our Kindy teachers general information about your child. We also ask all parents to complete a goal sheet for your child so our

Kindy teachers can work in partnership with our families. Please contact the Kindy Director to organise your child's orientation visits prior to your child commencing at Kindy.

EARLY CHILDHOOD TEACHERS

Our Early Childhood Teachers are responsible for integrating the requirements of the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines into our learning contexts to ensure that your child's learning outcomes are achieved. A variety of different techniques are used by our highly qualified teachers and educators to promote these developmental outcomes. Some of these techniques include a daily schedule of indoor and outdoor activities, regular adult-and-child and child-and- child interactions in an informal and formal educational setting and exposure to multiple creative activities such as arts, movement and music. Our Early Childhood Teachers are bachelor trained and qualified to deliver the Kindergarten program.

TEACHER AIDES / EDUCATORS

Each Kindergarten class has a full time teacher aide/ educator whose role is to support the teacher and the children. This allows the teacher to give more individual attention to each child, something which is vital at this early stage of development.

CLASS ROUTINE

Each Kindergarten class will have their own routine which will be implemented by the Early Childhood Teacher & Educator within their room. This routine will include times for morning tea, lunch and afternoon tea and also times for learning focus, differentiated small group work, table activities and child directed play. Our Kindergarten children will also have a time for rest during the day.

ARRIVALS AND DEPARTURES

Upon arrival and departure at Hillcrest Christian College Kindy the custodial parent or authorised person is required to sign the child's attendance records (sign in/out sheets) with their full name. It is a legal requirement that your child is signed in and out each time they attend Hillcrest Christian College Kindy. These records are used in the case of emergencies and for the calculation of CCB (child care benefit). Each Kindy class will have their sign in and out sheets located at the Kindy admin area. If your child is away from Kindy you will be required to sign for their absent day in acknowledgement that your child does not attend Kindy. Please ensure that you notify an educator about

your child's arrival and that your child is left in the care of a Kindy educator. Please ensure that upon departing, you inform an educator that your child is leaving. No child will be released into the care of any person that is not known by Kindy staff. If Kindy staff do not know the person by appearance the person will be required to show photo id to prove that they are the person authorised to collect the child on the child's enrolment form. Only persons that are listed on the child's enrolment form and have permission by the child's parent to collect will be authorised to collect a child from Kindy.

In the case that your child will be absent from Kindy we request that you phone or email the Kindy if your child is unable to attend their session for any reason. Notice is also required in the incidence of infectious or contagious diseases in the family.

WHAT TO BRING TO KINDY

- Please ensure that your child has a clearly labelled bag that they bring daily to their attendance at Long Day Care/Kindy. The Hillcrest school bag is not compulsory for Kindergarten children but can be purchased from the school's uniform shop.
- A lunchbox for morning tea, lunch and afternoon tea each day. Please ensure that your child's lunch box is clearly labelled along with a labelled drink bottle for your child.
- Our Kindergarten children will be visiting the library once a week. A library bag can be purchased from the uniform shop and will be necessary for all library lessons.
- Please ensure that your child has a set of sheets for rest time. A fitted cot sheet and flat sheet is ideal for your child for rest time. Please do not bring large pillows, doonas or large blankets. Your child's sheets are be packed in a pillow case that is clearly labelled. Alternatively you can contact Jam Berry who make sheets sets and sheet bags for purchase www.jamberry.com.au
- Spare change of clothes (including socks and underwear) should always be kept in your child's bag.

TOYS AND TREASURES

We have a very extensive range of toys and books within our Kindy classrooms; therefore it is unnecessary for your child to bring these items from home. We cannot take responsibility for broken or lost toys. Please ensure that your child does not bring their own personal toys to kindy.

SPECIAL EVENTS

LIBRARY

Children in Kindy will visit the school library once a week. The children will learn how the library operates, will listen to a story and have the opportunity to borrow a book. Books are borrowed for one week. Kindy children will have their own library card and will need to bring a library bag with them each week. Sturdy, water proof library bags are available from the uniform shop. Please ensure that your child's library bag is clearly named.

CHAPEL / GIG

Kindy attend Chapel / GIG every fortnight. The Junior Learning Community Chaplain provides a devotion and the children take part in singing and worship. Teaching about Jesus, morals and attitudes are intertwined in all areas of the Kindy curriculum. Children are encouraged to love and care for one another. Kindy children learn bible stories and songs as part of the program. Each day is commenced with devotions and prayer and grace is said or sung before meal times.

BIRTHDAYS

Birthdays are always a special time for celebration and for children to enjoy sharing the excitement with their friends. You may wish to send a cake or cupcakes to share for a treat. Please let your child's Kindy teacher know ahead of time so that it can be planned into the day to make the day special for your child. As we have children within our Kindy that have allergies to certain foods we ask that a list of ingredients is also brought in or emailed when bringing in a cake, or alternatively you can bring in the cake mix/ packet as a list of ingredients.

SCHOOL BANKING

Our Kindy children are able to participate in the school banking program that is run in conjunction with the Commonwealth Bank through Hillcrest Christian College. On the Kindy office front counter there are School Banking Program packs for parents that contain information regarding the banking program. Please feel free to take an information pack to have a look. Information on how to set up an account for your child is also in the information pack. Once your child has an account set up your child will be able to start the banking program by bringing their savings to school which will then be collected for deposit every Tuesday. If you would like more information regarding the banking program please don't hesitate to ask.

KINDY COCURRICULAR ACTIVITIES

Kindy children have the opportunity to participate in extracurricular activities during their day at Kindy.

FUTURE CHAMPS SPORTS PROGRAM

On Mondays our Kindy children participate in the 'Future Champs Sports Program'. Future Champs program encourages children's fundamental physical skills and teaches children the importance of making healthy choices. This program is included within your child's fees.

KINDY DANCING

Kindy children have the opportunity to participate in dance classes that are run through Currumbin Academy of Performing Arts at Hillcrest Christian College. Kindy children can choose from Ballet on Mondays or Jazz or Wednesday. Dance lessons run for 30 minutes and are held in the dance studio at Hillcrest Christian College.

HOT SHOTS TENNIS PROGRAM

Our Hot Shots Tennis program is run on a Thursday for a 45 minute lesson during children's activity time. Parents have the option of booking in their child to participate in Tennis lessons with experienced tennis coach, Mr Trevor. Tennis lessons are run at the Kindy with small groups of children.

KINDY MUSIC LESSONS

Children who attend on Fridays will participate in Kindy music lessons. Music lessons are held within the Kindy classrooms or the College's music rooms. The music lessons are run by one of our music teachers from our Junior Learning Community. This program is included within your child's fees.

BOOM GATE FOBS / KINDY PARKING

As Kindy parents are able to park at the back of the school in the undercover car park, each Kindy family will be issued with two boom gate fobs to have access to the boom gate and car park. \$20.00 (\$10.00 per fob) will be debited to your Kindy account for the cost of the parking fobs. On enrolment you will be asked to complete a parking fob application form. The boom gate fobs will also be transferred over to prep if your child should continue their school at Hillcrest Christian College the following year.





MEDICATION / MEDICAL CONDITIONS

Please notify a Kindy educator should your child have any medical history of which we should be aware. Children suffering from infectious illness should remain at home until the contagious period is over and they are fully recovered. Coughs and colds spread very quickly though this age group. Please keep children at home during their illness. If your child becomes unwell during their day at Kindy we will notify you.

If your child requires medication to be administered during their kindergarten day a medication form needs to be completed and signed by the parent.

Medication will not be administered to your child if we do not receive a signed medication form. Your child's medication also needs to have a pharmaceutical label which states the child's name, name of medication and dosage. Medication without a pharmaceutical label will not be administered to your child.

When you arrive your child's medication needs to be handed to your child's teacher and this will be stored in a locked medication box. Please do not leave medication in your child's bag.

ASTHMA

If your child requires medication for their Asthma please speak to the Kindy Director to discuss an Asthma Management Plan for your child while they are in care at Hillcrest Christian College Kindy.

ANAPHYLAXIS

If your child is Anaphylaxis, please see the Kindy Director to discuss a Anaphylaxis Action Plan for your child while they are in care at Hillcrest Christian College Kindy.

ALLERGIES AND INTOLERANCES

If your child has any allergies or food intolerances please ensure that you inform the Kindy Director so we can implement a medical alert for your child.

ILLNESS AND INJURY

Our educators take a proactive approach to safety at our Kindy and conduct thorough risk assessments of all play areas so that effective supervision strategies are in place and each child can feel safe and free to explore their environment.

At all times educators are present in the service that hold Senior First Aid qualifications including asthma and anaphylaxis training. Should an accident or sudden illness occur educators will immediately commence first aid and

you will be contacted to collect your child. If your child hurts themselves while they are in care you will be required to sign an Incident, Injury, Trauma record which provides information of the incident and first aid implemented. If your child is unwell while in care, an Illness Observation will be completed and you will be required to come and collect your child.

HEALTH AND HYGIENE

Children and educators are actively encouraged to practice good personal hygiene at the service. This includes hand washing practices and general hygiene practices such as covering mouth while coughing. We believe that this helps to minimise the instances of illness at the Kindy. If your child is ill or unwell, the best place for them is to be at home where they can recover and rest. If your child shows any signs of illness while they are in care at the Kindy the Kindy Director will advise that they are not well enough to participate in the kindy's daily activities and you will be asked to make alternative arrangements until they are well and fully recovered. For some illness as outlined on the "Time Out" schedule that is displayed in the Kindy admin area the exclusion period will be implemented and the child will need to provide a medical clearance upon returning to Kindy.

IMMUNISATION

As part of your enrolment process you will be asked to provide details of your child's immunisation status. Your child's Immunisation History Statement that is available through Medicare can be copied for your child's file at the Kindy. In the event of an outbreak of an infectious disease it may be necessary to exclude any children who are not immunised for their health and wellbeing as per our exclusion policy. Non immunisation may also affect your Child Care Benefit. For more information please refer to our immunisation, exclusion and notifiable disease centre policy available in the Kindy admin area.

NUTRITION

Good nutrition is essential to health and learning for children. A child's early years are a critical time for physical and mental development and many lifetime eating habits are formed at this time. Nutrition and awareness of health is part of our health and safety program and the children will be taught about the five food groups and making good food choices. We ask that a piece of fruit be provided for your child's morning tea and other healthy items such as cheese, yogurts, vegetable sticks, sandwiches etc. Sugary food and processed snacks are not encouraged in Kindy. Please do not send lollies, chocolates, nuts as these contain high amounts of sugar and nuts are also a risk to children with allergies.

SUN PROTECTION

Our Kindy takes care to protect children and team members from direct exposure to the sun. This is extremely important as children are very vulnerable to sunburn, which can increase their chances of skin cancer by almost 50%. At all times our Kindy children will wear their Kindy shirt when outdoors which covers their shoulders and back and children will always wear a hat when playing outdoors. Outdoor play between the hours of 10am – 2pm will be limited or children will be directed to play under the Kindy deck and other shaded areas of our playground. Our Kindy has a sunscreen station outside the Kindy admin area. On arrival please ensure that your child applies sunscreen or you can apply sunscreen to your child at home. Children will also re-apply sunscreen before afternoon tea prior to their outdoor play time in the afternoon.

KINDY UNIFORM / CLOTHING

The children at Hillcrest Christian College Kindy have their own uniform. The distinctive navy blue polo shirt helps us to identify a child in the playground and for safety reasons on excursions and outings. The uniform is available from the uniform shop on level 1 of the MPH building. Hats, socks and other school accessories are to conform to the Junior Learning Community Uniform. Shoes are of a special importance and should be black joggers with safe non-marking soles for running and climbing. Velcro fastenings are required for Kindy children. Shoes can often be a hazard in outdoor play areas and in warmer weather children are encouraged to remove them. Please ensure that all footwear is clearly named. The Hillcrest school bag is not compulsory for Kindy children however can be purchased from the uniform shop. We have a sun safe policy so children need to wear a Kindy hat at all times when playing outdoors. The Hillcrest hat is compulsory and you can make orders at the uniform shop. A spare change of clothes (including socks and underwear) should always be kept in your child's bag. Please ensure that all your child's belongings and clothing are clearly named.

PARENT GRIEVANCE / COMPLAINTS

We value the relationships with our families and understand that there may be times when you may not be satisfied with an aspect of the education and care service. It is important that we can hear about these things so we can improve the service that we provide for you and your child. Should you wish to make a complaint or air a grievance please follow the following procedure:

1. Kindy Teacher - Please attempt to voice concerns directly first. If you are not satisfied with the outcome or you do not feel comfortable addressing the Kindy Teacher please move to the next step.
2. Kindy Director - The Early Year Community Director is there to assist no matter how small or big the concern. You may be asked to put your concerns in writing. Process of your complaint will be provided. If not satisfied with the outcome, please progress to the next step.
3. Head of Junior Learning Community - The Head of Junior Learning Community is available to assist should you have progressed through all steps above and are not satisfied with the outcome.
4. State Regulatory Authority - Please contact the Office of Early Childhood Education & Care. They will be able to assist you should you not be satisfied with the outcome of your complaint.

HILLCREST CHRISTIAN COLLEGE KINDY POLICIES

Hillcrest Christian College Kindy has a range of policies and procedures that are available for parents at any time. All policies and procedures are located in the Kindy administration area.

EMERGENCY AND EVACUATION PROCEDURES

Emergency evacuations such as fire drills and lockdown drills are regularly practiced. This ensures that in the event of an emergency evacuation our Kindy children are familiar with the procedures and they can calmly evacuate the Kindy. Fire extinguishers are located throughout the Kindy. As part of our fire safety measures all children in attendance at the Centre are noted from the attendance sheet. Each child is identified during a fire drill and a roll call is completed to ensure all children are accounted for. This is why it is important to ensure that you sign your child 'IN' and 'OUT' of the Kindy each day.





HILLCREST CHRISTIAN COLLEGE
21 Bridgman Drive, Reedy Creek Qld 4227
PO Box 2503, Burleigh Waters Qld 4220
07 5655 0910 | kindy@hillcrest.qld.edu.au | hillcrest.qld.edu.au

Hillcrest Christian College is an Interdenominational Ministry of Reedy Creek Baptist Church
and is operated by Hillcrest Christian College Ltd.
CRICOS No. 01043C. ACN 010381334 ABN 68 947 459 366



Associate Showcase School