Family Handbook 2027







WHAT YOU NEED TO KNOW

about the kindy year and the YPK experience!

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FREE Kindergarten Approved Program

Queensland Government

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Welcome

Yeronga Park Kindergarten acknowledges our location on the traditional lands of the Yuggera people. We recognise their custodianship of these lands and are committed to fostering a spirit of reconciliation within the kindy and the broader community as we work, play and live upon these lands.

Welcome to Yeronga Park Kindergarten (YPK) and **congratulations** on choosing an affiliated **Creche & Kindergarten Association (C&K)** community kindy.

Your family is now part of a long tradition of quality early childhood education and care.

Yeronga Park Kindy is a **community-based 'for-purpose' organisation**, with all profits reinvested for the benefit of the children and their community. Unlike private centres, or other corporate childcare services who must make profits for shareholders, our centre is not for the profit or gain of individual members.

YPK is regulated under the National Quality Framework.

This is YOUR Community Kindergarten



Positive outcomes for children begin with a united approach. **Community Kindy has parents*, guardians, and families at its heart.** It is through parent involvement and support that we can provide the magical and enriching environment in which your child will thrive.

YPK (officially Yeronga Park Kindergarten Association Inc) is 'owned' by the parent body. Our members, who are all families currently enrolled, elect a **Management Committee** each year to oversee the operations of the centre.

YPK aims to engage children and families in a sense of community, cooperation, and collaboration. Community kindy simply cannot operate without **parent power** and there are many ways, big or small, that all contribute to a successful year for the kindy, our staff, and all children. See Section 10 for more information.

Membership

One member of each enrolled family becomes a member of the Yeronga Park Kindergarten Association Inc. They can be elected to Management Committee positions and vote on motions raised by the Committee or raise issues to be considered by the Management Committee

**Yeronga Park Kindergarten recognises that families are as individual as the people in them. We use the term "parents" to encompass all primary caregivers.*

Our Beginnings

The Yeronga Park Pre-school Child Association was formed with a provisional committee on 15 June 1939. The project of building and opening the centre was deferred during World War II but the centre was officially opened on 22 April 1950 and *has been delivering evidenced-based high quality education and care ever since*.

Our alignment and affiliation with **C&K** commenced soon after formation in 1939. Founded in 1907, C&K is proud to be the largest and longest established provider of community based early childhood education and childcare services in Queensland.

To read more about our history and partnership with C&K please visit our website:
https://www.yerongaparkkindy.com.au/our-story

SECTION 1: Fast Facts

Term Dates 2027 (the same as Queensland State School Calendar)

Term 1	Monday 25 January - Thursday 25 March
Term 2	Monday 12 April - Friday 25 June
Term 3	Monday 12 July - Friday 17 September
Term 4	Tuesday 5 October - Friday 10 December

- **All public holidays are observed, including the 'Ekka Day' on Wednesday 11th August 2027.**
- Please note YPK does not observe the Pupil Free Days [Staff Development Days] held at state schools

Opening hours – Kindergarten programs

The Federal Government's Universal Access policy requires us to provide each child with access to a minimum of **600 hours of kindergarten program** during the year. The above term dates and below opening hours have been determined to meet this requirement.

UNIT 1		**UNIT 2:**	
Tawnys (Mon, Tues):	8:00am to 3:30pm	**Kookaburras** (Mon, Tues):	8:00am to 3:30pm
Lorikeets (Wed, Thu, Fri):	8:30am to 2:30pm	**Magpies** (Thu, Fri):	8:00am to 3:30pm

Extra care sessions

After Kindy Care (AKC) service

After the end of sessional kindy, children may remain in the care of dedicated AKC staff until 5:30pm each day. Bookings are on an hourly rate, and may be regular, or casual as the need arises.

- Please provide an additional afternoon snack.
- AKC educators will collect children from their kindy room before the kindy group's finish time.
- Parents will collect their child as usual at their scheduled pick-up time.
- *For security reasons, parents will need to ring the bell to gain entry after hours.*

An email will be sent after the Parent Information Night to make bookings for the following year.
During 2027, any changes or new bookings can be made by emailing AKC@yerongaparkkindy.com.au

An additional Wednesday group – Possums

In 2026 we introduced an additional Wednesday group called the Possums to offer a third day of care to families who attend the Tawnys, Kookaburras, or Magpies groups. This group's hours are 8:00am to 3:30pm. Possums is not a kindergarten program but is a day of exploration and play. It does not constitute the 600 hours' kindergarten program and is not covered by subsidies. Please email admin@yerongaparkkindy.com.au if you are interested in accessing the Possums group.

Fees

YPK is funded by the Queensland Government's Kindergarten Funding Scheme. We provide Free Kindy to all eligible children for 15 hours per week. Possums and After Kindy Care are not covered by subsidies. More about Fees in Section 13.

Note: No enrolment at YPK is covered by the Federal Government Child Care Subsidy (CCS).

Policy on drop-off pick-up

We require families to adhere to their drop-off and pick-up times as follows:

- ***Do not** leave your child at the centre **before** their group's starting time (8:00am or 8:30am)*
- *Make sure the teacher or assistant has seen you drop off your child*
- *Children should be collected **by** their group's finishing time (2:30pm or 3:30pm)*
- Staff cannot be responsible for your child outside of the opening hours.
- Children (&/or siblings) are not permitted to play on equipment at or after pick-up time.
- We ask you depart the premises promptly at pick-up time to allow the AKC program to commence and staff to pack up.

By accepting a place at Yeronga Park Kindergarten, you accept responsibility to:

- ✓ Read this document, other orientation handouts and communications regarding your child's time at kindy
- ✓ Familiarise yourself with our expectations and rules regarding safety at kindy
- ✓ Comply with relevant health and hygiene policies of the centre
- ✓ Engage with teachers regarding your child's learning journey
- ✓ Keep us informed and up to date regarding any medical or behavioural conditions for your child
- ✓ Engage and collaborate with teachers should any issues arise for your child such as behaviour guidance
- ✓ Interact with staff, other parents, and children with courtesy and respect
- ✓ Respect the confidentiality and privacy of staff, parents, and children
- ✓ Where applicable, pay fees on time or discuss with administration ASAP if you are unable to do this
- ✓ Complete all enrolment documentation and any other forms distributed to families
- ✓ Notify the teacher of any change regarding information recorded about a child including contact details for parents and other authorised collectors
- ✓ Update the immunisation status of your child, particularly following any 4-year-old immunisations

SECTION 2: Starting Kindy

A smooth transition to kindy is important for the whole family as well as staff! Our Transition activities include:

- Open Days – meet and talk with staff as we showcase our kindy to the public (a Saturday in May)
- Informal visits from families to see the kindy day in action – welcome at any time
- Parent Information Night/Meet & Greet and AGM in November
- Play and Stay – a set time for families to come and have a play with new kindy friends in late November
- Visiting Days^ – one hour of play and a meeting with your teachers in January
- Parent Information Evening with teachers early in Term 1

^Visiting Days

In the week prior to Kindy commencing, each group will hold a Visiting Day with allocated sessions for you and your child to meet your educators, other children and families, and to have a 10-minute meeting with your teacher.

If you have any questions or wish to further discuss anything about your child, this session is an ideal chance for this. During this time, we will check that all documentation has been completed, including medical records. Your child **cannot** commence kindergarten until **all** aspects of their enrolment documentation are complete. This includes provision of your **child's birth certificate** and evidence of their **immunisation status**, and **medical management plans** if applicable. See more about Medical Conditions in Section 12.

2027 Commencement Calendar for your group

	Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Week before kindy starts	Closed	Visiting Day for Kookaburras and Tawnys	Closed	Visiting Day for Magpies and Lorikeets	Closed
	Mon 25 Jan	**Tue 26 Jan**	**Wed 27 Jan**	**Thu 28 Jan**	**Fri 29 Jan**
Week 1	First Day attendance for Kookaburras and Tawnys	Closed for Australia Day Public Holiday	First Day attendance for Lorikeets & Possums	Second Day attendance for for Lorikeets First Day attendance for Magpies	Third Day attendance for Lorikeets Second Day attendance for Magpies
Week 2	Normal timetable continues				

Transition and Separation Anxiety

It is normal for children to be anxious or distressed at starting kindy and perhaps when their parent/s say goodbye and leave.

Separation anxiety usually disappears as the children become familiar with the surroundings and staff. We recommend a confident, firm goodbye, reassuring the child that you will be back later. This helps to avoid prolonged stress to children and parents and allows educators to commence the day and build connections with your child.

Staff will always offer extra support and guidance during these difficult times. During this adjustment period, try and arrange for some time when you and your child can be together at the centre. As your child becomes more secure in the knowledge that you will return, separation becomes less stressful.

Please rest assured that after you leave, the tears usually stop!

We will ring you if there are any issues; however, please feel free to ring us any time.



SECTION 3: What Your Child Will Need

PLEASE **LABEL EVERYTHING** your child brings to Kindy!

- Appropriate clothing*
- Appropriate footwear*
- Hat – broad brim, sun safe. Baseball caps are not sunsafe.
- Water bottle that your child can manage themselves
- **One** lunch box with enough food for morning tea and lunch (just one, and no insulated bags please)
- Sheet(s) for rest time including a small, named, cuddly toy (if needed) kept inside the sheet bag until rest time
- Spare clothes and a 'wet bag' (waterproof for wet items)
- A small, separate labelled snack for children staying for AKC

Visit the YPK online shop to get Kindy ready!

We sell:

- **YPK custom T-shirts**
- **YPK broad-brimmed hats**
- **Sheet sets**
- **Fabric 'Smelly Bags' (keep soiled or dirty clothing separate from other items in your child's bag)**

bit.ly/YPKshop

Under no circumstances should a child wear 'light-up' shoes with button batteries (see our safety section)

***Appropriate Clothing**

- Please refer to our section on *Sun Protection* for information about sun safe clothing
- Clothes should allow your child to be **independent** when using the toilet or getting changed after messy play
- Please pack a spare set of clothes in a fabric spare clothes bag (we discourage the use of plastic) in your child's Kindy bag and renew if used
- Spare clothes should fit, and suit the season
- Soiled clothes will be rinsed at Kindy and sent home for washing

***Appropriate Footwear**

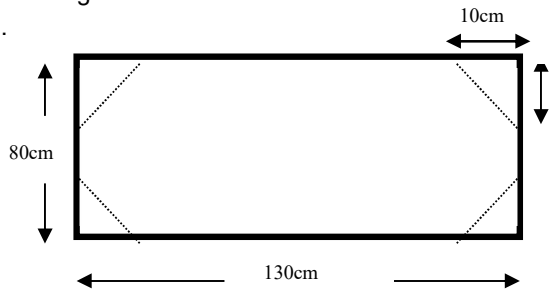
- Comfortable and safe – **no** light-up footwear or heels
- Foster independence – children can take off and put on alone
- Appropriate for the weather
- Good grip, suitable for play: climbing, jumping, running, and exploring.

NB: Gumboots, thongs, and dress shoes do not support safe, active play.

For Rest Time

Your child will need sheets that fit our specific beds. NO cot or fitted sheets please. See our online shop!

- A bottom sheet measuring 130cm x 80cm with a 25cm piece of strong wide elastic (2cm or ¾ inch) sewn diagonally across each corner. This is to 'hook' the sheet over the legs of our cots beds and easily keep it in place whilst allowing the legs to be free to be stacked up overnight.
- A drawstring sheet bag measuring at least 60cm x 45cm.
- Top sheet, blanket optional.
- A small cuddly toy that stays inside their sheet bag until rest time.



Mealtimes at Kindy

For meals, please provide:

- A large 'nude food' style lunch box to fit morning tea **and** lunch.
- For some groups an additional fruit snack may be required – your teacher will advise.
- A normal sized water bottle – water is available to re-fill bottles so there is no need for massive bottles please.
- Nut aware/allergy friendly food. We appreciate you keeping foods containing nuts at home.
- After Kindy Care children should also bring afternoon tea.

Important to Note

- NO insulated lunch bags (each unit has a fridge)
- Chips, lollies, and chocolates should be saved as treats for home
- In line with our focus on reducing waste, we discourage the inclusion of poppers, big yoghurt tubs and juice boxes; they create a large amount of waste and are rarely fully consumed.

Food Allergies and Intolerances

Please advise your child's teacher of any food allergies or intolerances so that the required documentation can be completed and these requirements properly managed for the health and safety of your child.

- We are an 'allergy aware kindy' and have staff and children with nut allergies: we ask that NO ONE (including children, parents and staff) bring peanut butter, Nutella, or any nut products to the centre at any time. We appreciate all families' cooperation.

Birthdays

We acknowledge the importance of special occasions such as birthdays. Should you wish to celebrate your child's birthday at Kindy with a shared treat, please provide enough individual serving-size items eg. patty cakes vs whole cakes are best, or ice-blocks etc (maximum 22 children per group).

Children who cannot have birthday cake for dietary or other reasons are still able to participate in these celebrations if their parents provide their own labelled supply of suitable alternative items to be kept in the Kindy freezer. Please discuss this with your child's teacher if you would like to arrange this.

Toys

While we recognise children's attachment to special toys and treasures, be aware that staff cannot be held responsible for them. If "treasures" like this are lost or broken it will cause your child unnecessary distress.

Bringing along interesting things like natural specimens of rocks, shells, flowers, insects, animals etc to enrich the program is always welcome.

We will CHECK any toys/treasures from home for BATTERIES. These items will be stored until the end of the day.

IMPORTANT NOTE

PLEASE LABEL **EVERYTHING** your child brings to Kindy!

IMPORTANT NOTE

NO BATTERIES of any kind including light up shoes

SECTION 4: A Kindy Day

*(Please see Section 1 for **your** group's starting and finishing times)*

Arrival & drop-off

1. Adults: **sign-in** on the iPads at the entrance to your room
2. **Sheets** go in the designated area (if it's your first kindy day of the week)
3. **Water bottles** in the designated area and **lunchbox** in the fridge (and a second snack for AKC Care)
4. If your group is playing outside first, ensure **you complete** the **sunscreen register**
5. Ensure your child **washes their hands**
6. **Find a teacher and let them know you have arrived. This is essential for their safety** and is to ensure staff are aware of their supervision ratios and their duty of care. Please do not leave your child at kindy without seeing your teacher first.

We encourage children to build independence with their 'jobs'!

Pick-up & departure

1. **Sign out** on the iPads at the entrance
2. Support your child with their belongings (water bottle, hat, shoes) and packing their bag
3. Pick up their sheet sets from the designated area (if it's your last kindy day of the week)
4. **Find a teacher and let them know you are leaving**

Educators can have brief chats with you each morning or afternoon; however, if you'd like more time to talk about your child's progress at kindy, we can arrange a suitable time for this.

Late collection

- If you have an unforeseen circumstance and are running late for pickup, please call **3848 4868** to notify your teacher.
- **If you are more than 10 minutes late for pick-up,** your child will be booked into a casual session of After Kindy Care and the **fee will be added to your account**. Please see our policy here for more information.

Daily Routine

Routines support children in knowing what is coming next; however, our days at kindy are flexible enough to ensure the educators can optimise learning opportunities and work with the children's current interests and areas of exploration.

- Welcome and play
- Morning tea
- Afternoon play
- Lunch
- Rest/Quiet time*
- End of day/transition to afternoon play (depending on short or long group) followed by transition to After Kindy Care (AKC) if applicable.

During each transition between play and meals/breaks, the children are supported to help pack away and work together to keep the kindy neat and tidy. Generally, one group will be outside first whilst the other group starts inside first, swapping fortnightly. At times both groups may share the outdoor space.

* We cannot overemphasise the physical, social and mental activity and load that children experience in a busy kindy day. In line with early childhood education and care regulations, we value a balance of experiences for children, including opportunities for *relaxation and rest*.

After lunch, we aim to create a *restful atmosphere* which is flexible and responsive to each child's needs. Children are encouraged to lay or sit on their bed, drawing or playing quietly with activities during this time. Small areas of quiet and retreat in the environment are also important.

The timing and duration of quiet time varies throughout the year to meet children's needs.

More about families…

Our community kindy model, and our well-respected tradition of encouraging family and community involvement ensures that we:

- support and affirm parents in their parenting role
- invite & support parents into our day, by helping out or sharing a skill, story or activity
- acknowledge the individuality of family aspirations and traditions
- engage parents in cooperative decision-making
- offer learning that is relevant to the children, families, and community
- facilitate networking among families within the local community.

You can:

- share kindy language and teachings at home
- contribute to your child's individual portfolio/scrapbook or StoryPark profile
- visit and join in our fun (even for a short time)
- volunteer on excursions

Any queries about learning &/or child development or specific concerns about your child can be directed to your child's teacher or the Director



SECTION 5: A Vision and Philosophy for our Kindy

We sought input from families, educators & community members to define and reaffirm what is important. What makes this such a magical place?

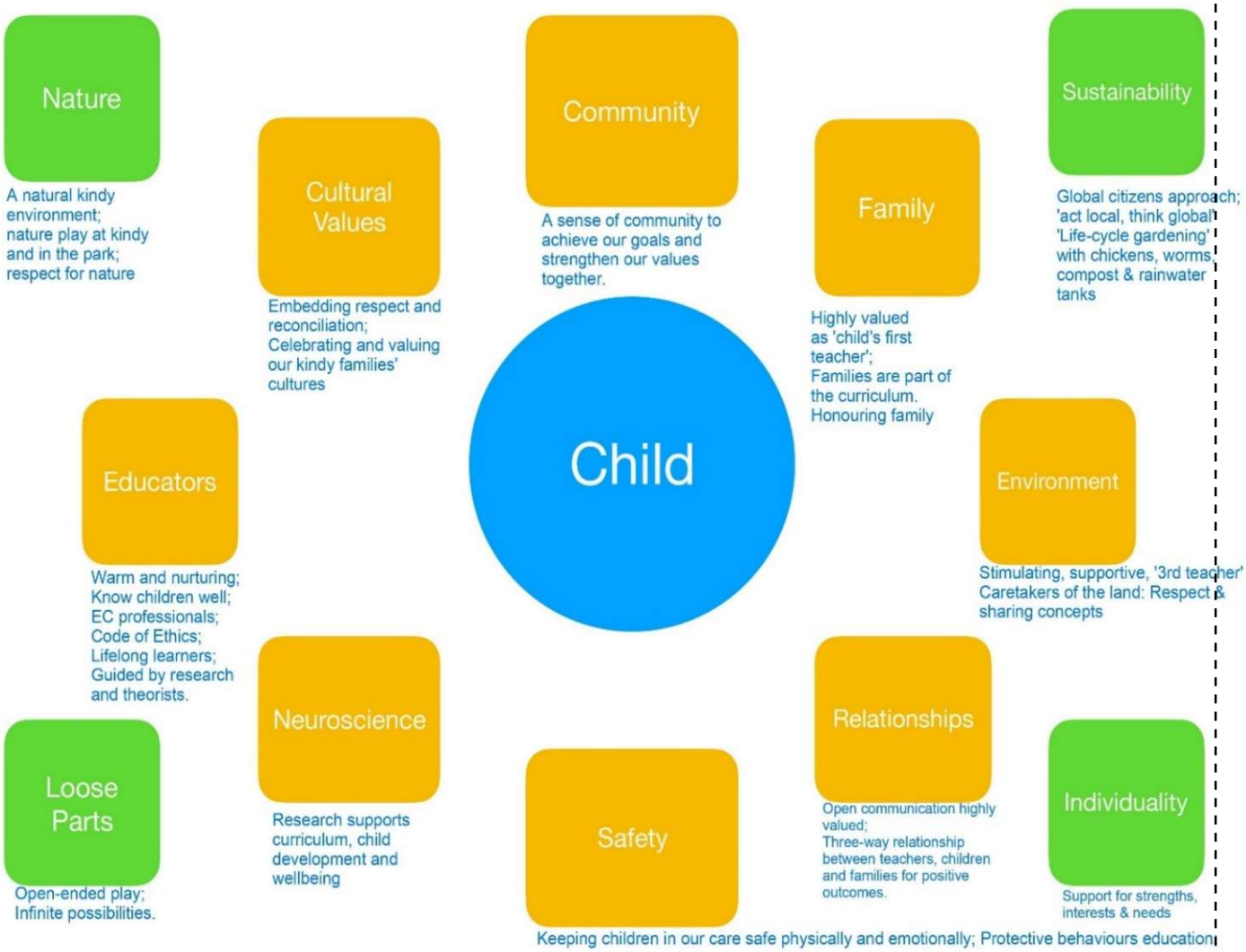
A Vision for our service and a philosophical position that encapsulates what it means to be part of YPK:



Our Vision

"A magical and natural environment which supports and inspires children to become curious learners."

Our Philosophy



SECTION 6: Your Child's Learning Journey

Key Aspects:



Our teaching programs, practices and perspectives are based on national & state approved early years curriculum documents:

- *The Early Years Learning Framework* (EYLF) (V2.0 2022)
- *The Queensland Kindergarten Learning Guideline* (QKLG) (revised 2024)
- C&K Curriculum Approach: *Listening and Learning Together* (2023)

- **Parents and carers are children's first educators.** We value your vital role in your child(ren)'s ongoing learning through **supportive and collaborative partnerships** with all families.
- We support children to **learn and develop skills that last a lifetime such as** curiosity, cooperation, investigation, and persistence, **through play, access to loose parts, natural spaces & nature play.**
- In the cooler months we aim to go on regular outings to explore Yeronga Memorial Park behind the kindy, for which we will ask you to sign an ongoing consent form. You may withdraw your consent at any time.
- Our approach is supported by critical reflection on contemporary international and national **research and theoretical perspectives** around children's brain development, learning styles, health and wellbeing.
- Your child's **curiosity, enthusiasm and love of learning** will continually be supported by staff as we engage in inquiry, play and playful experiences together!
- Our approach is inclusive of all children, including those from culturally and linguistically diverse backgrounds and children living with a disability, neurodiversity or additional need.
- We utilise digital technologies at times to support learning – iPads and electronic whiteboards.
- We invite specialist education providers in to share about specific topics, eg. Cultural perspectives, child protection, music.

Supporting global citizenship and environmental stewardship – we are all accountable

R-E-S-P-E-C-T is a tenet of our daily program in many ways: for self, for others, for our spaces & resources.

We value & respect **nature** and have a long history of valuing and promoting the benefits of our natural kindy environment.

We actively promote environmental awareness and protecting the environment through modelling and education.

How can we work together on this objective?

Parents, families, community and children all support our:

- chickens
- worm farms
- native (stingless) beehives
- composting
- frog pond
- recycling, reusing and reducing education learning & activities

Please:

- reduce the amount of food packaging sent to Kindy
- support your child's efforts to reduce, reuse and recycle at Kindy and in your home
- contribute to our recycling collections at the Kindy

SECTION 7: Documenting and Communicating

Educators observe and gather information about children's interests, needs, skills, and abilities over time. They plan for appropriate activities to support, challenge and extend learning. We share information with you about your child via informal or formal conversation and feedback, email, phone calls or Storypark.

Storypark

- 'Storypark' is a secure, online, private space to document your child and/or group's learning experiences.
- Stories are visible to all parents; or specifically for your child alone.
- The enrolling parent will receive an invitation to join Story Park at the beginning of the year.
- The enrolling parent can invite their spouse and extended family members to have access to their child's profile.
- It is used to share information about curriculum, events and parent news by staff and other parents, the Management Committee and sub-committees.

We encourage all parents to join in discussions on Storypark and thereby further enhance and enrich the curriculum.

Kidsoft Parent Portal

The Parent Portal is our primary way of communicating administrative matters. It will also be used for official announcements and emails regarding your child/enrolment. Please see more information below under Section 14.

Kindy Noticeboards

Information about early childhood issues, events, information nights and other relevant items will be displayed on the front verandah. Please take the time to read notices regularly.

Facebook

YPK has a public Facebook page, which we invite you to follow for reminders of upcoming events and news. We also create a private Facebook group for each years' parents and we will send you're a specific link to that group after the Parent Information Night. We share upcoming events and notices about your year at kindy. Each kindy group's Parent Rep may also set up their own Facebook/WhatsApp group.

Pockets

Your child will have a 'pocket' in the foyer of your kindy room. Please check it for handouts, invitations and flyers.

Newsletters

The MC aims to publish a regular newsletter and contributions are welcome.

Electronic Images

YPK is committed to protecting the safety and wellbeing of every child. This extends to how images of children are recorded, used, shared and stored. Our policies and procedures align with the **National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care** (National Model Code). Please ask staff for more information.

We ask you **not to take photos at kindy or share photos** of someone else's child on social media or other platforms. This includes during excursions or incursions, concerts or events, unless specifically approved or discussed.

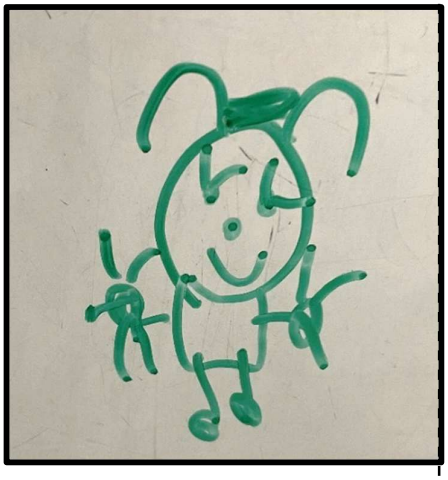
A note on respectful communication…

Respectful and reciprocal relationships are at the core of our workplace: the kindy. It is important to us that staff feel respected and appreciated for the crucial and influential role they play in your child's life. Please assist us in continuing to protect the rights of individuals by adding to our safe and respectful work environment.

YPK considers bullying unacceptable behaviour and will not tolerate it under any circumstances by staff, committee members, parents, or any other person. We have grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially, and impartially.

SECTION 8: Inclusion: Support Needs

YPK aims to provide an inclusive environment and program to meet the different and diverse needs of all children accessing our service and their families.



So, it is vital for positive outcomes that families share information about the child's suspected or diagnosed needs, any medical conditions and support services.

We can:

- collaborate with parents to make program plans and modifications where appropriate.
- communicate with C&K and other support services.
- investigate appropriate funding requirements and any environmental alterations required.
- arrange appropriate additional support and training for staff, families and children as the need arises.

Kindergarten Inclusion Support Scheme (KISS) Funding

This State Government funding is aimed to support kindergartens with the provision of inclusive programs for children with additional needs, disability or challenging behaviours. If your child requires support in one of these areas, YPK may be eligible to apply for support funding for the benefit of the group, training or professional development.

SECTION 9: Staffing

"Educator qualifications are associated with higher quality early learning." - ACECQA

- All staff working with children at YPK are qualified with an appropriate Early Childhood Education and Care qualification.
- It is a C&K requirement that all permanent teaching staff have current first aid certification including CPR and asthma and anaphylaxis management.
- Additional training is undertaken regarding specific medical conditions as the need arises.
- All staff working in the Centre must also have a *Positive Notice for Working with Children Check* (a 'Blue Card').

Administration

Office and Finance Manager: Fran Webster - B. Bus HRM, Grad Dip Ed (Primary), Cert IV Bookkeeping

Director and Nominated Supervisor: Therese Tomlin - B. Education (Early Childhood), Grad Dip. Editing & Publishing, BA (Office Management)

Educational Leader: Deanna Lawliss – B. Education (Early Childhood)

Responsible Person in Charge (RPIC): Depending on the time or day, this is the person in charge of the service when the Director is absent. Please see the 'flip chart' at the front verandah or ask a staff member.

Teaching Teams

Each teaching team is comprised of an Early Childhood Teacher (ECT) and an Assistant Educator (AE). At times an Inclusion Support Assistant (ISA) may be employed to help facilitate inclusion of a child with additional needs.

Unit 1

Tawnys (Mon, Tues)
ECT: Deanna Lawliss – B. Education (Early Childhood)
AE: Lisa Martinez – Dip. Children's Services (ECEC)

Lorikeets (Wed, Thu, Fri)
ECT: Jemma Taylor – Grad Dip. Education
AE: Amelia Breese – Cert. III Early Childhood Education and Care

Unit 2

Kookaburras (Mon, Tues)
ECT: Jana Vanags – B. Education (Early Childhood)
AE: Yolande May – Dip. Children's Services

Possums (Wed)*
ECT: Therese Tomlin – B. Education (Early Childhood)
AE: Lisa Martinez – Dip. Children's Services (ECEC)

Magpies (Thu, Fri)
ECT: Ren Sculthorpe – Master of Teaching Education (Early Childhood & Primary).
AE: Yolande May – Dip. Children's Services

Inclusion Support

The ISA works in cooperation with the ECT and AE and may hold a variety of qualifications including an Early Childhood certificate or Human Services qualification.

After Kindy Care

Lead Educator: Benita Yang – Diploma of Early Childhood Education and Care
Assistant Educator: Anne Juillerat – Certificate III in Early Childhood Education and Care



Volunteer and general good neighbour: **Rudi Aiono** is a retired High School Teacher who lives across the road and helps with keeping our grounds tidy. If he is around at pick up and drop off, he will usually offer to help parents with bags etc. Please say "hi" if you see him!

* The Possums group is a new opt-in, fee-paying day outside the 15 hours/week sessional kindy programming. This group is made up of children from Magpies, Kookaburras and Tawnys, and run by a qualified ECT and Assistant Educator.

Volunteers and Students/Work Experience Placements

- We facilitate the pre-registration experience of trainee teachers and at times host tertiary students in completing the practical component of their course. Students are supervised by the ECT/s and the Director and must abide by our policies and procedures.
- We support the inclusion of high school work-experience students in the educational program. This can be arranged upon request from a school liaison officer in consultation with the teachers.
- Students (as well as volunteers and other centre visitors) are constantly supervised during their visit to the centre and are not permitted to be alone with children at any time. Acceptance of students is always dependent upon the present needs of the children.
- At times we may accept the placement of volunteers in our service. All volunteers must hold a 'Blue Card'. Volunteers work under the guidance and supervision of our staff.

Professional Development

- Ongoing staff professional development is essential for high-quality practice and YPK staff actively engage further learning and training to support pedagogy and practice.

SECTION 10: Parent Power

Every family is busy, but small contributions made by many people lighten the load for everyone!

Management Committee – your input makes the difference

The Management Committee (MC) and Operational Sub-Committee are formed by parents of children currently enrolled at the centre. The Management Committee consists of a President, Treasurer, Secretary and any other positions elected during the AGM (these positions can be 'co' positions shared between two people).

The MC meets once a month during term time and is responsible for:

- Overseeing the operation of the centre including all financial matters
- Overseeing recruitment and human resource matters including compliance with Awards and other industrial requirements
- Ensuring the Rules of the Association (the Constitution) as lodged with the Office of Fair Trading are upheld and are updated from time to time as required
- Ensuring the centre is meeting C&K affiliation and other required standards so that the centre is compliant and able to receive funding
- Overseeing compliance with legislative requirements affecting the centre including but not limited to the Education and Care Services National Law and the Education and Care Services National Regulations, Associations Incorporation Act, Child Protection Act, and Workplace, Health & Safety legislation
- Appropriate maintenance of buildings and playgrounds
- Promoting the centre within the community

Elections for all Management Committee positions and Operational Sub-Committee positions take place at the Annual General Meeting (AGM), which is usually held in November.

The Operational Sub-Committee consists of a variety of other roles addressing specific areas of responsibility, working with kindy staff. They may include:

- Grants Officer/s
- Workplace Health and Safety Officer/s
- Maintenance Officer/s
- Socials and Marketing Officer/s
- Newsletter Coordinator/s
- Sustainability/Environmental Officer/s
- Fete Convenor/s
- Fundraising Co-ordinator/s
- Events/Fundraising Co-ordinators/s
- Parent Representatives (one or two per group)

All members of the Management Committee & Operational Sub-Committee MUST hold a valid Blue Card (no cost).

"That's not for me, but I'd still like to be involved…"

All assistance goes a long way. Supporting Kindy any way you can, not only allows us to operate effectively, but it also enriches your child's experiences and those of the other children at kindy.

If you have any skills that you are willing to volunteer (eg plumber, electrician, tiler, gardener, handyperson, engineer), please contact a committee or staff member…we really appreciate the help!

You could also:

- Support the various social and fundraising activities arranged by the committee (donations of items, gift vouchers, or volunteering on rosters)
- Taking on a small but regular task by signing up to a Zone of Responsibility (more information below)
- Attend Working Bees
- Become a parent representative for your group (more information under 'Management Committee')
- Donate to our Building Fund

We **rely on fundraising and donations** to support costs such as ongoing maintenance, improvements to the building and landscape, and purchasing larger and special fun items for the children.

Working Bees and helping hands

We don't pay groundskeepers - we rely on parents to undertake regular and/or ad hoc tasks that ensure the **high standards of maintenance needed to keep everyone safe** and provide a high-quality early childhood education centre. Working Bees are held on a Saturday or Sunday and are formally organised. At other times, staff might ask for help with sewing, repairs, cleaning or gardening.



For safety reasons children cannot attend Working Bees.

'Zones of Responsibility' – taking on the care for a part of our kindy

Zones of Responsibility are a small but regular task that you take responsibility for throughout the year. When you can complete the task is flexible to your timetable. These types of tasks include being the 'repairer' (mending dress up clothes, toys and books), cleaning toys regularly, maintaining gardens, tidying and cleaning the front verandah/entrance, operating the puzzle library and many more. We will provide information regarding these areas during the 'transition to kindy' processes.

Fundraising and Social Events

Fundraising and social activities and events contribute immensely to the community culture of our Kindy. While there are often sub-committees who do the organising, all assistance is welcomed, and additional volunteers are often sought to help on the day of the event.

Parent Representatives

Each group requires a parent representative. The role of Parent Rep can be whatever you want to make it but typically involves representing parents and reporting to the Management Committee any issues. You may also organise some play dates throughout the year and organise end of year presents for the educators in your group.

Puzzle Library

The MC and parent volunteers operate a Puzzle and Games Library. It contains hundreds of puzzles of varying degrees of difficulty and a variety of games suitable for children up to approximately age 6.

Conditions of use:

- Payment of a small annual family membership fee;
- Replacement of any puzzle or game that is lost or damaged while on loan

Parent Library

In 2026 we introduced a parent library for books to support families and children. This includes books about protective behaviours education, grief, worries and a range of life events.

We will provide details of signing up to the Puzzle Library and Parent Library early in Term 1.

SECTION 11: Safety and Care

Safeguarding children and their wellbeing while at kindy is our priority; however, there are reciprocal obligations to this.

Sign-In/Out and Persons Authorised to Collect Children (Additional Contacts)

- Sign your child in and out each day using the Kidsoft Parent Portal on the iPads in each foyer (your **legal requirement).**
- Visitors to the centre including parents are also required to sign in and out using the iPads.
- Children will only be released to the authorised persons you nominated on your child's file (at the time of enrolment).
- **You** can add an additional contact via the Kidsoft Parent Portal (app or website) or by filling in a physical form we have available in the office.
- **If you arrange for someone else to collect your child, be sure to let us know first** so we can complete an **Additional Contact** form to add them to your enrolment data**.** They will need to provide identification e.g. a Drivers Licence when collecting the child.

Gates and Fences

YPK is on a busy road and the kindy gates and fences are in place to protect all children. Please ensure that:

- Only **adults** open gates.
- Children (including siblings) **do not climb on, or over any gate or fence at any time**. Doing so can damage the gates and fences, preventing them from closing properly, and encourages other children to do the same, putting all children at risk.
- When exiting through a gate, only children in your care exit with you.

NB: if your child climbs or attempts to climb the fences or engages in unsafe behaviours while in our care at kindy this is an unacceptable risk to their safety. It will be recorded as a 'near miss' incident and we will contact you immediately.

Transport and Parking

Our Kindy is at the end of School Road nearer to Ipswich Road, and the road is very congested at pick up times.

- Please heed the **10-minute parking zone** out the front of the kindy (7:30am - 9am, and 2pm - 3:30pm).
- Bikes, scooters and prams can be left during the day under the front pergola.

Please never leave children unattended in your vehicle.
Remember to 'Look before you Lock'
There is **NO** parent parking, stopping or drop off/pick up at our neighbouring properties, CWA & Meals on Wheels.

Safety at the Centre

Staff carry out routine procedures each day to ensure an optimal level of safety is maintained. Our stringent checklists can be viewed at any time. Other safety procedures include:

- ensuring all poisons and dangerous items are kept in locked cupboards
- filling out incident report forms to document injury
- training staff on accident and emergency procedures
- ensuring that safety devices are installed
- requiring all permanent teaching staff to hold a current first aid qualifications including anaphylaxis and asthma management.

Should you have a concern about any safety issue please see a staff member immediately.

Sun Protection and Clothing



YPK has a SunSmart policy that requires you to:

- **sign** the (paper-based) sunscreen register upon arrival.
- **provide** appropriate sun smart clothing and hat for your child (wide brimmed, bucket, or legionnaires style. Caps are not deemed sunsafe).
- **apply** 50+ broad spectrum, water-resistant, sunscreen to your child 20 minutes before arrival, or on arrival (provided)
- **model** sun-protective behaviour yourself

Our commitment to sun safety means we:

- **provide** SPF 50+ sunscreen (you may provide your own brand – please let us know)
- **monitor** UV ratings throughout the day and encourage the use of shaded areas for outdoor activities
- **re-apply** sunscreen to children throughout the day
- **encourage** children to be independent in sun safe behaviour
- **model** & **discuss** sun-protective behaviour
- **ensure** children, staff, and visitors are sunsafe outdoors

Children who do not have an appropriate hat and sunscreen on will be given spare clothes or restricted to play in shaded areas. For more information, refer to the Sun Safety Procedure available on the C&K website (https://www.candk.asn.au/policies).



Button Battery Ban

Swallowing button batteries is linked to an extremely high risk of injury and death. We share C&K's policy that items **cannot be brought onto the kindy premises at any time** if they contain button batteries (https://www.candk.asn.au/policies).

These may include:

- children's toys, flashing/musical books jewellery, hair clips/bands, clothing, and bags/shoes (**including flashing shoes**) greeting cards, flameless candles or torches
- tracking tiles/tags
- decorations e.g. fairy lights, Christmas ornaments
- calculators, timers, digital scales
- children's watches and clocks

If these items are onsite, they will be removed immediately, no exceptions.

Any items required in our service that might contain button batteries will be always inaccessible to children. For example:

- thermometers including food thermometers
- car keys
- glucometers
- remote controls for whiteboards, TV, air-conditioners, fans, blinds, security gates

Adults must be vigilant about any medical devices (eg hearing aids, insulin pumps), watches or car keys containing button batteries they enter kindy with.

Emergency Procedures



- We practice fire and other emergency evacuation drills including lockdowns every 12 weeks.
- All staff, children, and visitors at the centre will be involved in these.
- The fire evacuation and lockdown procedures are displayed in the room along with an emergency evacuation map. Please ask if you have any questions.
- If parents are onsite during an emergency procedure it is essential that you follow the directions of the educators to ensure a quick and safe evacuation.
- The main evacuation assembly point is in the back right corner of the Kindy grounds near the sandpit and shed.
- Fire extinguishers and fire blankets are in easily accessible places in the centre and are maintained accordingly

Child Safety and Protection –A CHILD SAFE ORGANISATION

At YPK we have long been advocates for, and protected, children's safety and wellbeing in a variety of ways and welcome changes to child safeguarding in Queensland.

- Queensland's new child safeguarding law—the *Child Safe Organisations Act 2024* (Qld) commenced from 1 October 2025. It aims to protect Queensland children from harm when they interact with businesses and organisations.
- Under this law, businesses and organisations that work with children or provide services or spaces for them are required to introduce **10 Child Safe Standards**, and introduce a Reportable Conduct Scheme.

You can view the key child protection policies at https://www.candk.asn.au/policies or talk with the Director or Educational Leader.

Reportable Conduct Scheme – since 1 July 2026

- Every child should be safe no matter where they are, and every parent and carer should have confidence in the systems in place to care for their children.
- The Reportable Conduct Scheme improves the way organisations manage complaints about inappropriate behaviour towards children.

This means….

- All YPK teachers/educators are mandatory reporters of suspected cases of child harm, abuse or neglect and comply with mandatory annual child safety training.
- Our curriculum embeds wellbeing education, including protective behaviours education and discussion about bodies in a respectful, age-appropriate way
- Providing information and resources to families on request, and via our Parent Library.

Custodial Arrangements

- Parents who wish to restrict another parent or family member from collecting their child must provide a **certified copy of any court order** (stamped with an official seal) to the centre upon enrolment or immediately following issue by a law enforcement agency.
- Staff will respect and adhere to the restrictions stated in the order while respecting everyone's right to privacy.
- Should a restricted person attempt to collect the child, the teacher will secure the safety of all children, staff, parents, and visitors, and notify the police. The custodial parent/s will then be contacted.
- Should custodial parent/s **not** have a court order and a restricted adult attempts to collect the child, every effort will be made to delay the restricted adult while the custodial parent/s are contacted.

Code of Conduct and behaviour guidance – we each have a role to play

YPK is a respectful environment, and we expect to engage in courteous communication with parents, visitors and colleagues at all times.

In keeping with our commitment to partner with parents as your child's first educators, we will communicate with you in a timely manner should any challenges or behaviour issues arise for your child. Parent/guardian responsibilities related to this include:

- Maintaining open and regular channels of communication with teachers/educators.
- Sharing relevant information about your child's social and emotional development, additional needs and/or behaviour upon and throughout enrolment.
- When requested, meeting with teachers/educators and relevant support professionals, to develop and review a Behaviour Support Plan/Education Support Plan.
- Working collaboratively with your child's teachers/educators.
- If required, signing off on any documentation that may have been compiled for your child, such as the Child Behaviour Record
- If required, seek external professional advice to support your child's behaviour, social and emotional wellbeing.



YPK and the surrounding grounds are a smoke and vape free zone at all times.

SECTION 12: Medical Condition, Illness, and Injuries

If your child has a diagnosed medical illness or condition, a CURRENT medical management plan must be provided to the Kindy before they start attending AND must be kept up to date throughout the child's enrolment.

Medical Management Plans

The medical management plan is developed and authorised by the child's registered medical practitioner and should include:

- the child's name
- the child's photograph
- the name of the child's regular registered medical practitioner and their signature
- the name and description of the medical condition/illness
- possible symptoms and signs of the medical condition/illness
- first aid and treatment
- medication required
- medication frequency
- medication dosage
- how the medication must be administered
- possible side effects of the medication

The teacher will work with the parent/s to complete additional documentation required before the child can commence attendance including developing an individual risk management strategy.

If a child requires a care regime which includes medical procedures, staff must be appropriately and professionally trained before the child commences enrolment.

Medication

- All forms of medication will only be administered as directed by the child's doctor or as set out by the doctor on the original medication bottle label issued by the pharmacist. The label must include the following information: name of the child, name of the drug/product, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label, we will not administer the medication.
- Parents will 'sign in' any medication that is to remain at kindy. The dosage and time to be given must be entered into the medication register by the parent. Staff will not administer medication unless specific

time/dosage is indicated by the parent. Recording "as required" will not be accepted.

- Non-prescribed medication i.e. over the counter medications and alternative therapies will not be given to any child unless prior written permission and instructions from your child's doctor have been provided to the teacher.



Important to Note:
All medication **must** be discussed with a staff member and the appropriate authorisation forms completed.

For the safety of children, **under no circumstances** is medication to be left in the child's bag, on top of lockers or any other unsecured location.

Asthma, Puffers, Spacers and Nebulisers

All teaching staff maintain current Asthma Management First Aid certification.
Parents are required to:

- provide a current individual asthma management plan from the child's registered medical practitioner and update this when the medication dosage or the child's individual asthma management/action plan changes
- adhere to C&K's administration of medication procedure and C&K's Asthma Guideline
- provide the Kindy with written permission/consent through the completion of the C&K administration of medication form as required
- provide the Kindy staff with verbal instructions on the administration of asthma education as required
- provide the Kindy staff with training and modelling on how asthma apparatus is to be used with their individual child
- provide any medication to the Kindy staff for safe storage which is inaccessible to all children at the Kindy while their child is in attendance
- supply individual current medication and equipment (spacer)

Injuries – what if something happens to my child at Kindy?

- If your child is hurt at kindy we will give first aid immediately.
- Active children will always sustain minor bumps, scrapes and bruises - these will be reported to the parent at pick up time.
- All serious incidents are recorded, and parents are asked to sign off incident report forms. If the incident is very serious and/or requires parent or medical assistance, a parent will be notified as soon as possible.
- A child may only be enrolled at YPK when the parent has authorised the service to seek emergency, medical, hospital and ambulance care if required.
- In the event of an incident requiring an ambulance, the teacher will immediately authorise such help. If the teacher authorises ambulance attention, transport or medical treatment, the parent will be notified as soon as possible. All costs involved in emergency medical treatment are the responsibility of the parent. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

Sick Children

When a child is unwell, they do not enjoy their day at Kindy and risk infecting other children and their families, and Kindy staff. Sickness and infectious disease are very serious, especially when so many children are in contact with each other. It is extremely difficult for staff to provide the appropriate care for children who are ill and still give attention to the rest of the group.

To minimise the spread of illness, please do not bring your child or other children to the centre when unwell, even if you have administered any fever-reducing medication to your child prior to your arrival at the centre.

If your child becomes ill at the centre, staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child. For this reason, it is essential the centre has current contact phone numbers.

Exclusion Periods for Illness

The National Health and Medical Research Council (NHMRC) recommends that children who are physically unwell should be excluded from attending school, kindergarten and childcare centres**.**

"But it's just a cold."

If children are still able to cope with and enjoy a normal day, they may attend. However, more severe symptoms developing such as thick green discharge, persistent or deep cough, wheezing, fever, listlessness or lack of appetite the child must be kept away for a **minimum of 24 hours** or until well enough to cope with a normal kindy day.

Paracetamol

If a child appears unwell and has a fever of more than 38.5°C, we will seek verbal consent before we administer Panadol in addition to the written authorisation for **one** initial dose of liquid paracetamol which is included in the enrolment documentation.

The parent/contact person of the child will be asked to collect the child as soon as possible.
No further doses will be administered without a doctor's written instruction.

Clearance Letters

A clearance letter may be required if the centre staff are in doubt as to whether a child's health is of a suitable standard to return to the centre. Remember that your GP is a health expert but may not understand the impact of a kindy day on a child recovering from illness, despite telling you they are fine to come.
We reserve the right to ask for a second opinion, or to let you know if your child is not coping with the day.

Notification of Sick Days / Absence

If your child is going to be away from Kindy due to illness, please notify the centre of this absence and the reason for the absence. This helps with awareness of infection risks. This can be done via Kidsoft (preferred), or an email to admin@yerongaparkkindy.com.au or your teacher. Fees are payable on all sick days. Make-up days or swap days are not available.

CONTAGIOUS ILLNESS AND EXCLUSIONS

Children with contagious illness, including siblings, will not be admitted to kindy, as per Queensland Health Guidelines.

We are also guided by *"Staying Healthy: Preventing infectious diseases in early childhood education and care services"* (6th Edition, National Health and Medical Research Council (NHMRC), Australian Government). A copy of this publication and other information can be accessed at https://www.nhmrc.gov.au.

Please see "Time Out" guidelines for exclusion times from Kindy.

The most up to date poster will be available at https://www.health.qld.gov.au/public-health/schools/prevention

Parents MUST contact us to report contagious illnesses.

Immunisation

We strongly encourage the immunisation of children before they attend kindergarten according to the current National Immunisation Program schedule. You are required to provide evidence regarding the immunisation status of your child upon enrolment.

Please note that it is parents' responsibility to amend their child's immunisation status by submitting a new vaccination certificate after each immunisation eg. when the child has their fourth birthday.

Non-immunised Children

C&K requires that if a non-immunised child comes in contact with certain illnesses that are vaccine preventable (e.g. whooping cough, chicken pox, or measles), it is the policy of the Kindy that the child be excluded for a minimum of 14 days after the first day of appearance of rash/symptoms in the initial contact, or, until the outbreak has cleared. Fees remain payable during any time of withdrawal.

Hygiene Practices

YPK maintains high standards of general hygiene and cleanliness at our centre by ensuring:

- the centre is cleaned by professional cleaners every weekday.
- additional 'spring cleaning' is conducted during each holiday period including carpet and window cleaning.
- staff wash their hands at regular intervals including upon arrival, before and after wiping children's noses, before and after serving food or administering medication, after assisting with toileting, and after cleaning equipment.
- children wash their hands upon arrival and departure, and at regular intervals.
- high touch points, including cot beds, are wiped down with antibacterial solution regularly.
- our program incorporates hygiene 'language' and reminders about stopping the spread of germs.
- parents wash their hands or use supplied hand sanitiser.
- children are encouraged to assist in keeping the environment clean and tidy.

SECTION 13: Enrolment, Fees, and Administration

Kidsoft Parent Portal (web or app)

The Kidsoft Parent Portal is **the primary method of communicating** administrative business to you regarding your enrolment and compliance by:

- holding your enrolment offer and enrolment information
- holding your important documents such as immunisation statements, medical information and court orders
- hosting YPK important documents such as specific policies and procedures
- sending your customer account statement and showing your fee balance
- allowing parents to give notice of absences
- acting as a communication device for whole centre announcements regarding behaviour, illnesses or safety
- class announcements and news

What We Need from You

- Provide us with each parent's phone number, and at least two additional **emergency contacts** in case of accident or illness. Additional contacts are nominated on your enrolment form, but you can add/delete contacts via the Kidsoft Parent Portal or by completing a form available at kindy.

- Ensure that you notify us immediately of any changes to:
    - Home address/phone number/mobile number/email address
    - Emergency contacts and their phone numbers
    - Work - change of job/work address/phone number/hours of employment
    - Family arrangements/court orders or any matters that may affect your child's behaviour. All such information is treated in the strictest confidence.
    - Health, medical, or behavioural information about your child.

Withdrawing your Enrolment: Giving Notice

- We require a minimum of <u>two weeks' term time</u> notice in writing if you intend to leave the centre.
- Holiday weeks do **NOT** constitute part of two weeks' notice.
- You will be unable to claim the government subsidy at another centre until the end of the notice period.
- OR, we will provide you with an invoice for full fee for the two weeks' notice period.
- If you have paid your account in full prior to providing notice, you will receive a refund (less two weeks).
- Fees will **NOT** be refunded if a child withdraws during Term 4.

Fees and Subsidies

YPK is funded by the Queensland Government's Kindergarten Funding Scheme. This scheme provides three funding streams for approved kindergarten providers such as YPK.

- The first subsidy is called *Free Kindy,* introduced in 2024. This subsidy is **passed on to all eligible enrolments** for 15 hours a week (600 hours per year). This allows us to provide Free Kindy to families for 15 hours per week.
- The second subsidy is called the *Base Subsidy.* This is a **payment to kindy based on eligible enrolments** to assist with operational costs of running the centre.

Our **two-day-a-week groups** (Tawnys, Kookaburras, and Magpies) are 15 hours per week = *Free Kindy*

Our **three-day-a-week group** (Lorikeets) is 18 hours per week = Children in these groups enjoy an extra 3 hours of kindy over and above the subsidised hours. Therefore, there is a gap fee for families each term.

Our **Possums group** (Wednesdays) and **After Kindy Care** are fee-paying and **not** eligible for any subsidies.

- We also receive a third subsidy called *Inclusion Ready.* This is a smaller payment based on eligible enrolments to assist with inclusivity practices and resources.
- These subsidies are provided **for eligible enrolments only**. Eligible enrolments are children that turn 4 years old by 30 June in their kindy year and are not attending another kindergarten service. If you are in Australia on a Visa program, please contact the kindy to check your eligibility. To be eligible for subsidies, you must also provide a proof-of-birth document (passport or birth certificate).

Ineligibility for subsidies: either you, or YPK?

There will be circumstances where you, or our kindy, may be ineligible to receive subsidies:

- If your child is enrolled in another sessional kindergarten while they are enrolled at our centre, you need to choose which centre you'd like the funding applied to, to receive free kindy *at only one* of the centres. You will pay full fees at the other centre.
- If your child is enrolled in a childcare centre and accessing a government-approved kindergarten program at that childcare centre, you will receive free kindy *only* at our kindergarten and *not* at the childcare centre.
- If your child is enrolled in two kindergarten groups at our centre, they are not eligible for free kindy for the second group and the non-eligible kindergarten fee will apply for the second group.

If you are NOT directing your funding subsidy to YPK, **you will incur additional fees** because we will not receive the Queensland Government subsidies (Free Kindy, Base Subsidy, Inclusion Ready) for your enrolment.

The Federal Government Child Care Subsidy (CCS) does not apply to any enrolment at YPK.

Fee information will be provided in a separate handout and our Statement Of Fees is available on our website.

Second Group Enrolment

YPK maintains a waitlist for children whose parents wish for them to attend a second group at YPK. We are unable to offer enrolments for second groups until Term 1 if we have vacancies and at the discretion of the Management Committee. Children attending a second group would not be eligible for any subsidies for the second group enrolment.

Early Entry Enrolment

YPK maintains a waitlist for children whose parents wish for them to attend in the year prior to their eligible year. We can not offer any Early Entry enrolments until Term 1 of the year if we have vacancies and at the discretion of the Management Committee. This would be called an 'Early Entry' enrolment and will not be eligible for any subsidies.

Administration of Fees

- Fee statements are sent each term by Week 2.
- Statements will include fees for After Kindy Care and Possums bookings as well as your kindergarten program.
- You will still receive a statement detailing your 'free kindy' subsidy.
- Term fees are payable in full before the last day of each term.

Payment Options

- Pay by Direct Debit, BPay or bank transfer.
- Details will be available on your statement.
- Set up and manage a regular payment plan via your Kidsoft Parent Portal.

For security reasons, YPK enforces a **NO CASH PAYMENT** policy for fees.

Please note: If you are **experiencing difficulties** making payments, please contact the Office and Finance Manager to discuss how your account can be settled. Payment plans can be developed by request but must be devised such that each terms fees are finalised by the end of that term.

Fees are payable on all absent days, public holidays, and pupil free days in the term.

Building Fund

With the QLD Government's Free Kindy initiative, we are no longer able to include a donation to our Building Fund on your invoice. We ask families to consider taking an extra step to make a tax-deductible donation and please click this link. Yeronga Park Kindy relies on donations for ongoing maintenance and improvements of our building. Your contribution will help keep kindy safe, operational, and beautiful for years to come!

Late fees/non-payment of fees

The administration procedure for fees in arrears is as follows:

- A reminder notice will be generated for all accounts that remain unpaid towards the end of each term.
- A late fee of $75 will be applied to all overdue accounts where no contact has been made with the Office Manger to make alternate arrangements.
- Phone or alternate contact will be made to discuss fee payment.
- A formal letter will be issued requesting contact and payment.
- Suspension of enrolment for 7 days or until fees are paid.
- Cancellation of enrolment without further notice.
- Committee refers matter to C&K debt collection agency.

SECTION 14: Feedback leads to improvement

During your year at YPK, we will seek your feedback and input regularly to inform our places, pedagogy and practices. Your input is important to us and we hope you will take the time to respond or give suggestions toward our Quality Improvement Plan (QIP) (on display at the front verandah via QR code, via our check-in iPads, or on our website).

We trust that your experience at YPK this year will be a positive and enriching one for yourself, your child and your family.

However, if there is anything that worries you, or you need to give feedback about, please don't hesitate to approach the staff and/or the Director or fill out the online feedback form. **We aim for continuous improvement.**

Concerns and Complaints (Grievance Procedure)

Please note: The rights of everyone at YPK are respected and no visitors or parent/s may reprimand staff or other children.

- If you have a concern or complaint, please talk respectfully with the person directly involved with the grievance.
- If you have any concern relating to the care of your child, a staff member, or another child, please see your child's Teacher or the Director.
- If you have concerns relating to financial difficulties, please contact the Office and Finance Manager.
- Parents and children will not be discriminated against or suffer any repercussions if they make a complaint.

YPK aims to resolve complaints in a timely, fair and confidential manner. If you have a complaint, please contact admin@yerongaparkkindy.com.au or committee@yerongaparkkindy.com.au for more information. Our complaints procedure is on display on the verandah.

A register of complaints will be kept at the centre to enable us to review centre practice and plan better for families' needs.

SECTION 15: Transition to School

The Transition to School process includes:

- Parent-Teacher interview held during Term 3
- Collaborative preparation of a Transition Statement during Term 4
- Visits to the local primary school eg, visit to Prep
- Visits to kindy by teachers and staff from local schools eg book readings, observing children

While two formal opportunities to discuss your child's progress are available during the year, you are welcome to make an appointment at any time to speak with your child's teacher.

Delaying exit from kindy

There are many reasons why a child might not be ready to transition to school – it is not always about age or stage. It is a collaborative process between staff, families and schools of information sharing over the year to reach the decision to delay kindy exit; however, it is ultimately the parents' decision.

It is **not** necessary to get approval from the intended primary school – see information from the Queensland Education Department at https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep.

Thank you!

Thank you *for choosing Yeronga Park Kindy for your child's kindergarten journey. You have joined a fabulous community!*

We trust you'll have a fabulous year and we look forward to getting to know you at this magical place.

