**POLICY MANUAL INTRODUCTION**

**Welcome to the North Brighton Kindergarten Policy Manual.**

**The provision of these policies allows all parents, staff, committee members and visitors to be informed of the expectations and responsibilities in relation to the running of the kindergarten and its programs at North Brighton Kindergarten.**

The following is a summary of the history and current structure of North Brighton Kindergarten.

North Brighton Kindergarten commenced operation on September 9, 1974 (originally St Stephens Kindergarten) as a non-profit organisation.

The kindergarten is governed by regulations set down by the Department of Education and Training (DET), relevant state and federal awards and legislation, and as the kindergarten is an incorporated body – its constitution.

The Bayside City Council owns the kindergarten premises (although the land is Crown Land) and the kindergarten holds a licence for the use of the premises, the terms are at the end of the policy folder.

The kindergarten is managed by a Parent Committee of Management (CoM), which is elected at the Annual General Meeting. The CoM is the proprietor of the kindergarten and takes on the responsibility for all aspects of its operation including the employment of staff.

Programs are offered at three and four year old levels. Three-year-old sessions have to be fully funded from fees charged, however as the government provides some funding for four-year-old sessions the fees are partially subsidised. For the kindergarten to qualify for funding the CoM must ensure that the requirements set down in the Service Agreement issued by the DET are met.

The needs of families in the area have changed greatly since the formation of the kindergarten and we are continually aware of adapting our services wherever possible to meet these needs. In responding to these changing needs, it is the policy of the centre to remain a kindergarten and not a crèche or child minding centre, therefore, whatever the combination of hours that the child attends the kindergarten there will be a structured educational kindergarten program. The teacher will maintain individual records of each child’s development. The records remain confidential and parents can discuss them with the teacher at any time.

**The vision of the Kindergarten is:**

“A nurturing kindergarten environment where children, families and educators collaborate to create a program and environment where children are safe, challenged and respected. Where children can work with others to become resilient, respectful and connected to the natural world, the local community and the wider world. At NBK, we work toward being art of a wider, healthy community.’

We also have a more detailed mission and philosophy taking into consideration how our children fit into their greater community and environment.

In 2018 we received a rating of ‘Exceeding’ against the National Quality Standard. Feel free to read the report in this folder.

The Kindergarten relies on the involvement of families whose children attend the centre. All parents are encouraged to stand for election to the CoM and/or have an active role in the day-to-day activities of the kindergarten. The CoM is open to any comments and suggestions and parents are welcome to attend committee meetings at anytime.

There is a significant amount of information in the policies that follow and we hope they are of interest and are useful whilst your child attends North Brighton Kindergarten.