



north brighton KINDERGARTEN

2023 Family Welcome pack



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North Brighton Kindergarten



www.northbrightonkindergarten.org.au

Contact Information

Position	Name	Email	Phone number
Kindergarten	North Brighton Kindergarten	northbrightonkindergarten@gmail.com	0466 810 198
Nominated Supervisor	Kylie Stanley	nbk.kylie@gmail.com northbrightonkindergarten@gmail.com	0466 810 198
Administration Manager	Kylie Stanley	northbrightonkindergarten@gmail.com	0466 810 198
President (Approved Provider)	Diana Telford	nbkpresident@gmail.com	
Enrolment	North Brighton Kindergarten	nbkenrolments@gmail.com	
Bookkeeper	Leeann Weir	nbk.bookkeeper145@gmail.com	

Licensee: North Brighton Kindergarten Inc. 10471
ABN 668 4392 3127

HOURS AND DAYS OF OPERATION

Monday to Friday during term times, from 8.30am-4.30pm.
Hours can vary depending what age group is in attendance.

This Service's Regulatory Authority: Department of Education and Training, 165-169 Thomas Street, Dandenong, 3175. Ph 8765 5787. Email smr.qar@edumail.vic.gov.au

Policies, procedures and copies of the *Education and Care Services National Law and National Regulations 2011* are available for inspection at the kindergarten and on our website.

The **NBK Quality Improvement Plan** is available at the kindergarten.



North Brighton Kindergarten recognizes the Ngaruk-Willam Clan of the Boon Wurrung People of the Kulin Nation as the traditional owners of the land on which we work, learn and play. We commit to caring for Country, the waterways, the animals, the plants and each other. We acknowledge and pay respect to the traditional custodians and Elders past, present and future.

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Welcome to North Brighton Kindergarten

Welcome to North Brighton Kindergarten, (NBK). We hope that your and your children's time here will be valuable and enjoyable.

NBK is a not-for-profit, volunteer run, incorporated association offering three and four-year-old kindergarten programs. We are a licensed pre-school service, regulated by the Department of Education and Training (DET).

We normally operate out of the North Brighton Children's Centre provided by the Bayside City Council. This hub is shared with the North Brighton Maternal and Child Health Centre and Brighton Playroom and the co-location offers many opportunities for continuous care for your children through their early years.

Due to the 2022-23 redevelopment of the hub NBK has been providing kinder at The Cottage at Elsterwick Primary School. This relocation started in Term 2, 2022 and will continue into early 2023.

NBK is managed by a volunteer Committee of Management (CoM), elected at the Annual General Meeting. The CoM supports and works closely with the teachers leading our high-quality program. NBK programs and processes are guided by the National Quality Framework (NQF) for early childhood education. The NQF raises quality and drives continuous improvement and consistency in Australian education and care services. In 2018, NBK was assessed overall as Exceeding the National Quality Standards.

Our Quality Improvement Plan (QIP) guides the kindergarten's focus for continuous improvement in providing a quality education program and experience.

New Child Safe Standards were introduced in Jul2, 2022. NBK had adopted and implemented all 11 standards. For more information please see; [The 11 Child Safe Standards](#)

We aim for NBK to be safe, respectful, caring and welcoming.

Children are active and playful participants in learning, active explorers of their community and environment and have opportunity to take part in a broad range of fun, playful and enjoyable experiences.

Children are viewed as capable and competent and are supported and encouraged to experience risk taking, to initiate and lead learning and to be actively involved in their learning.

Our Program

Our educational programs privilege the importance of relationships.

We attach great importance to supporting each child's wellbeing as this will have lifelong implications for a person's relationships, educational success and community participation. We work hard to create a sense of community and belonging. We plan and implement learning around mindfulness, nutrition, physical activity, mental health and self-regulation skills. Developing social and emotional skills are embedded in our everyday practice. We intentionally support the development of lifelong learning dispositions such as resilience, persistence, confidence and collaboration.

Our educators are passionate about providing a culturally competent program which is inclusive and respectful. We respectfully embed Aboriginal and Torres Strait Islander presence and culture in our curriculum as well as engaging in ongoing learning and celebration of First Nations cultures and experiences.

Our high-quality educational programs reflect the children's emerging interests and promote learning and growth across all areas of their development. The children will have opportunities to take part in a broad range of carefully planned experiences that will help them develop their skills and knowledge. This will help them not only in the transition to the next level of education, but also nurture an interest in learning that will benefit the children throughout their lives. We aim for children to have a love of learning and to be learners for life.

Our educators work with a play-centred approach that has an emphasis on children's self-involvement and self-responsibility. We are intentional in creating a learning environment that is rich in experiences and interactions with opportunities for children to use thinking skills, to choose, negotiate, problem solve, to be responsible for their environment and to take risks. The children love to connect with our beautiful outdoor learning space through all of their senses. Working in our garden supports respect for the environment, understanding the origins of food, working as a team and respecting shared spaces.

COMMUNITY CONNECTIONS

We are proud of the strong community connections that we have developed and nurtured. Research shows the importance of community connections for the health and wellbeing of its citizens. Children who are connected and feel that they belong in their communities are more likely to develop a strong identity and positive sense of self. When children are out and about on walking excursions there are many opportunities for learning.

Over the past years; we have enjoyed and learnt a lot through our annual Aboriginal incursions and excursions which have had a strong indigenous perspective such as "The You, Me and Murrawee" program at Cranbourne gardens. As part of our RAP (Reconciliation Action Plan) journey and our commitment to quality improvement we are currently working on developing an "on country" project. Throughout the course of the year, we aim to learn from and engage with First Nations peoples whilst connecting with our local community on Boon Wurrung country.

ONGOING QUALITY IMPROVEMENT

NBK uses the NQF and National Quality Standard (NQS) in order to develop our QIP which guides our direction. The QIP is an ever evolving document, and is continually informed by new learning. Our teaching team keep abreast of current research and look at how our programs can be responsive to research to ensure our programs are relevant and enriching.

The QIP is available to view at the kindergarten. Family input is important to us, and we offer a number of formal opportunities and ways for you to contribute throughout the year. Along with the formal opportunities, our teachers, educators and CoM also take on board what families say in everyday interactions and think about how we can improve the experience for children and families.

Our Staff

KYLIE LAWSON, EDUCATIONAL LEADER AND 4-YEAR-OLD LORIKEET TEACHER

'I have been working at NBK for a number of years and feel privileged to work with an outstanding team of educators. I am passionate about developing links with the wider community and am excited about the opportunities that will come with working at EPS from term 2 in 2022. I have a particular interest in social and emotional learning and the importance of teaching kindness and caring and I love sharing and promoting this interest with the NBK teaching and parenting community. I enjoy ongoing professional learning and the use of reflective practice and see these as valuable tools for improving teaching practice and for providing the best possible outcomes for children and their families.



KIM BURGESS, 4-YEAR-OLD POSSUM TEACHER

'I have a particular interest in children's health and wellbeing. I am personally and professionally invested in health and wellbeing. If my own is at its best, it will flow into all areas of my life. I am then a better teacher and able to nourish my relationships with children.

My relationships with children and their families provide a solid foundation for supporting children's holistic education. This is also why I seek to support a sense of wellbeing in children. I do this by encouraging independence and developing a sense of agency. Agency is the knowledge that we have influence over our own lives and has been shown to be a positive influence in the development of resilient wellbeing in adulthood.'



NINA WRIGHT, 3-YEAR-OLD PLATYPUS TEACHER

'Since moving from London to Melbourne in 2007 I have worked across a number of Bayside Kindergartens, while pursuing further qualifications. Having lived and worked in a number of different countries (South Africa, USA & UK, in both urban and Indigenous settings) I have first-hand experience and a keen interest in all world cultures. I am very thankful to have found such a rich, supportive educational environment as North Brighton Kindergarten..



KATE MARTIN, 4-YEAR-OLD POSSUM EDUCATOR

'I have worked at this lovely kindergarten for many years in a number of positions. I have a particular interest in children's art and love to create aesthetically pleasing spaces and resources for the children to explore and enjoy.'



ANDREA MCLENNAN, 4-YEAR-OLD LORIKEET EDUCATOR

KELLY HAW, 3-YEAR-OLD PLATYPUS EDUCATOR

ROSE ROBERTS, LUNCH RELIEF

KYLIE STANLEY, NOMINATED SUPERVISOR AND ADMINISTRATION MANAGER

After 3 years as NBK President, Kylie joined the kinder to support the CoM and staff in all things non-teaching. She helps NBK runs smoothly, ensures we are fully compliant with legislation and that NBK is a great place for our staff.






2023 at NBK

TERM DATES

Term One	1st February – 8th April
Term Two	26th April – 24th June
Term Three	11th July – 16th September
Term Four	3rd October – 19th December

Please refer to the letter (sent at the end of the year by your teacher) for staggered start times at the beginning of the year, to allow for our important transition to the kindergarten program.

SESSION TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
	8.30-4pm		8.30-4pm		
		8.30-4pm		8.30-4pm	
		8.30-2.15pm		8.30-2.15pm	8.30-12pm

We are very excited about the renovation of our home at North Brighton Children’s Centre and can’t wait to return.

Unfortunately, the building works have been delayed and Bayside Council has not yet (Oct-22) decided whether to extend our time at Elsternwick Primary School Cottage or if the Cochrane St building will be ready.

It’s an exciting time for our kindergarten and no matter where we are, we look forward to welcoming more families to our community and showing you through our new space in 2023.

Your child at kinder

ARRIVING AND LEAVING

You must use the sign-in book to register the child's name, time of arrival or departure and the name of person collecting the child.

This is a legal document and a Victorian Department of Education and Training (DET) requirement, so teachers know how many children are at kindergarten at any time.

Children find it easier to concentrate once their parents have left the building and it also assists those children who are having difficulty settling in. It is helpful if parents leave promptly after saying goodbye, please speak to your teacher if you have any concerns.

It is important to collect your child on time at the end of the session, so they are not upset at being last. If you are going to be late, please call and notify staff members. The delivery and collection policy outlines the circumstances in which a late collection fee can be charged. These are applied if a parent is consistently late and has been reminded by a staff member or a committee member to collect their child on time.

Staff can only release children into the care of people who are authorised by the parent/guardians to collect their children. Parents/guardians give authorisation on the enrolment form which should include at least 2 people authorised to collect your child, including one parent in your child's group if possible.

Parents can update this information at any time, as circumstances change. If you wish to update via a phone call, you will need to follow that request up in writing. If staff have not met the person picking up previously, please ensure they bring photo ID in order to confirm their identity.

For further details, please see our Delivery and Collection of Children policy, available on our website.

CLOTHES AND FOOTWEAR

We get messy at kinder! Please dress your child in clothes that can be easily washed and pack spare clothes including a waterproof jacket.

You can purchase NBK Logo clothing (t-shirt, long sleeved t-shirt, jumper and hats) from Eduthreads. Items are available in an assortment of colours: <https://eduthreads.com.au/collections/north-brighton-kindergarten>. You can order throughout the year. It would be great for children to have a t-shirt for excursions. The kindergarten receives 10% of all sales.

Thongs, clogs and crocs are not allowed. Leather soles and boots can be slippery and aren't recommended. Wearing runners gives children the best opportunity to play and explore

Your child will feel more confident if dressed in clothes that he/she can easily manage. Skirts and dresses make climbing difficult and can stop girls from participating fully.

Please name all articles of clothing and footwear.

WHAT TO PACK IN THEIR BACKPACK

Make sure your child's backpack is big enough to carry everything (including completed artwork)

- water bottle (no juice or cordial)
- snack and lunch box with sufficient healthy snacks/lunch to last a whole day
- coat in winter
- hat will be kept at Kindergarten
- roll-on sunscreen will be kept at Kindergarten
- spare change of clothes.

All items sent to kinder should be clearly labelled. Please include snacks that children can open themselves. This promotes independence and self-esteem.

FOOD AT KINDER

NBK supports healthy eating with minimal rubbish. This teaches children that eating healthy food will make them strong and ready to learn and prepares them for 'nude' food at many local Primary Schools. Throughout the year, children will be provided with opportunities to learn about food, nutrition and healthy lifestyles.

Nutritious ideas for snacks and lunches include:

- sandwiches/wraps/rolls
- fruit
- vegetables
- dry biscuits
- cheese
- yogurt

We do not encourage chips, chocolates or drinks other than water. BUT - a special treat every so often for your child is OK.

NO nuts! We ask that children do not bring any nuts or products containing nuts to NBK including peanut butter, Nutella, and any muesli bars containing nuts. If children have these foods in their lunch boxes, they will not be allowed to consume them while on the premises.

You will be advised if a child in your group has other anaphylactic allergies to other foods. We thank you in advance for your co-operation and understanding - the Anaphylaxis policy is on our website.

Please ensure that children can open/close their lunch boxes and containers. It is a good idea to have some practice runs with the containers you will use at kindergarten before the start of the year.

BIRTHDAYS

Children love to celebrate their birthdays and they will be made to feel special! Children are asked to bring in their favourite book to share with the class to celebrate them.

NBK TRANSITION PROGRAM

NBK runs a transition program for each group in early term 1, where sessions are shorter with fewer children. Our experience shows that this is an invaluable program for numerous reasons:

- time to get to know your child with less children so we can focus on relationships rather than group management.
- opportunity for children to familiarise themselves with their new environment.
- easier for children to meet and establish relationships with other children when they are in smaller groups.
- less noise and general busyness in the room allows children to feel safe and secure.
- accurate planning for each individual child's needs and interests.

Please speak to your child's teacher if you have any questions or concerns

Health and Safety at kinder

INFECTIOUS DISEASES

Please keep your child away if they are sick or could be infectious. Please call or email your teacher to let them know if your child will be absent, or if they have had an infectious disease. It is important that you are aware of your responsibilities as per our Dealing with Infections Diseases Policy.

All parents will be notified if any infectious illness occurs, in a way that ensures confidentiality for the child who is unwell. Exclusion Table

Children wash their hands on arrival to kinder, and before and after eating. Your child is supported to blow their nose using a tissue then place it in the bin and wash their hands afterwards. Please refer to our Hygiene Policy.

Families are able to access our COVIDSafe Plan on our website. This will be updated as required. It is important that you are aware of your responsibilities as per this document.

MEDICATION

If your child requires medication, please notify the staff. This must be written in the medication book and signed by both parent and teacher.

ALLERGIES/HEALTH REQUIREMENTS

Any allergies or other health requirements should be noted in the child's enrolment form.

Remember children will bring other food into the kindergarten, so it is important to make the teachers aware of any allergies or sensitivities.

ANAPHYLAXIS

In accordance with the Education and Care Services National Regulations 2011, NBK has developed an Anaphylaxis Management policy.

NBK has children currently being cared for with anaphylaxis, so it is important to pay attention to the signs in the kindergarten and notes from teachers. In line with this policy, children will be required to wash their hands when they arrive at kinder and after consuming food.

MEDICAL CONDITIONS POLICY

NBK has a policy that provides guidelines to ensure that clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service, including those with specific health care requirements.

This policy considers the management of medical conditions, when a Risk Management Plan is required, the development of a medical management plan and the ways in which communication between the kindergarten and the child's family will occur.

NOTIFICATION OF ACCIDENTS

All accidents are recorded on an accident notification form. Parents will be informed of all incidents and must sign the documentation. Our staff team are all trained in first aid. A well-stocked first aid kit is accessible in the kinder room.

Minor accidents: parent/guardian will be notified at pick-up time.

Major accidents requiring emergency care: parents or emergency contact will be notified, and medical, hospital or ambulance services may be arranged if appropriate.

NOTICE OF PRIOR INJURY

If your child has injured themselves outside of kinder, please let the staff know. You will be required to fill in the Documentation of Prior Injury form. These practices ensure that we can care for your child and fulfil legislative requirements.

HEAD LICE

Head lice outbreaks are difficult to avoid. Please inform the teacher if you find head lice in your child's hair. Children will be excluded from kindergarten until appropriate treatment is given, after which they can return. Early notification helps to reduce the spread and we will always mind confidentiality.

OUR COMMITMENT TO CHILD SAFETY

Kylie Lawson is as our Child Safety Officer. If you have any concerns regarding a child's safety, particularly in regards to children at risk of abuse, please speak to Kylie, or the Approved Provider (as named on the front door.) If you believe a child is at immediate risk of abuse, please call 000. The phone number for Child protection through The Orange Door service is 1800 319 353. Any adult in the state of Victoria that holds a reasonable belief that a sexual offence has been committed against a child is legally obliged to disclose it to the police.

We have developed a number of strategies to ensure we are meeting the Child Safe Standards and to ensure the safety of the children in the NBK community. These include a Code of Conduct for Families, a commitment to ongoing staff training and continued awareness raising within our community. We have risk minimisation plans and policies to guide our practice, which are all available for you to see. We are committed to empowering the children through teaching and ensuring their participation. We acknowledge that particular knowledge and strategies are required to ensure the (cultural and otherwise) safety of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability. Please speak to Kylie or your child's teacher if you would like to see any of these documents or would like further information.

You will be sent a copy of our code of conduct at the start of the year and asked to sign a form saying you agree to abide by it. This code outlines appropriate interactions with the members of our community including children, and a copy is on display at the kinder.

EMERGENCY MANAGEMENT

NBK has an Emergency Management Plan that considers potential risks to the kindergarten and specifies actions to be taken in the event of an emergency, including an evacuation and a lockdown.

The emergency procedures are displayed in the kinder room near the door to the playground. Please see the orange policy and procedures folder for more detailed information. The children will be participating in practices throughout the year.

IMMUNISATION POLICY – NO JAB, NO PLAY

From 1 January 2016, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is fully immunised for their age OR unable to be fully immunised for medical reasons.

You must provide evidence of your child's immunisation status to enrol at North Brighton Kindergarten. You can obtain a copy of your child's most recent Immunisation History Statement via your Medicare online account through MyGov OR express Plus Medicare mobile app OR call the Australian Immunisation Register enquiries line 1800 653 80 (it may take 14 days to receive a copy)

If your child has a medical reason that he or she cannot be vaccinated, you will need that recorded with the Australian Immunisation Register, and your child's Immunisation History Statement will have that indicated.

If your child was vaccinated overseas, you must obtain an immunisation status certificate from a general practitioner or immunisation nurse, who will assess your international immunisation records, update the Australian Immunisation Register, and then you will be able to get the Immunisation History Statement to provide to kinder.

If your child receives new immunisations please provide an updated statement. This is done through EnrolNow – you will receive a reminder email.

How we communicate with families

NBK is committed to promoting a friendly, comfortable and cooperative relationship between parents and teaching staff.

There are many ways that communication occurs at the kinder including this handbook, noticeboards, EnrolNow, paper notes, padlet, parent-teacher interviews, phone calls and emails. If you have any concerns about your child at kinder please arrange a time to speak with your child's teacher.

PROCESSES FOR ALLEVIATING PARENT CONCERNS

It is possible that issues will arise that are of concern to parents. NBK is committed to keeping parents included and informed about activities at the kinder and we encourage families to reciprocate by keeping us informed on matters on which they seek clarification. Open and respectful communication between home and NBK is encouraged so that areas of potential misunderstanding can be clarified before a problem occurs.

If there is a problem or concern, or if you have a suggestion, there are various people who are available to respond. The class teacher is the first point of contact. If that presents difficulties, an appointment can be made with the President.

PARENT COMPLAINTS

NBK is committed to the resolution, where possible, of complaints to the mutual satisfaction of those involved. A Complaints policy is in the policy manual outlining the procedures for the Grievance Sub-Committee who will follow up and aim to resolve complaints.

Parents are encouraged, in the first instance and if comfortable to do so, to raise concerns directly with the person/persons involved in order to resolve the concerns without recourse to the complaints procedure. Complaints can be raised with the Executive or the Department of Education; contact details are located in the kinder main entrance.

FAMILY INVOLVEMENT

NBK has a strong community and many lifelong friendships have formed at kindergarten. Getting involved in NBK activities not only directly benefits your child, but also enables you to meet other parents and socialise. We believe that family involvement and community participation add to the strength of our community and works to create a safer community for our children.

WORKING WITH CHILDREN CHECKS

New legislation came into effect on the 1st of August 2017.

Parents are not required to have a Working with Children Check (WWCC) when helping out at the kindergarten, but we do encourage families to get one. Schools require all parents to have a valid WWCC to volunteer.

As part of our excursion risk minimisation plan, we do require that all volunteers on excursions (including parents) have a current WWCC.

The legislation requires that other family members such as grandparents and kinship carers along with anyone employed to work with the children (e.g. nannies and babysitters) to have a check before helping out at the kinder.

You can apply for free as a volunteer. <http://www.workingwithchildren.vic.gov.au/>

BEING ON DUTY

NBK is a community-style kindergarten that relies upon the voluntary help of parents to keep fees reasonable.

Children enjoy having a parent or guardian assist at kindergarten. Parent duty rosters are placed in the foyer each term, and it is essential that a parent or guardian do these duties once or twice a term. If you cannot attend yourself, please swap the day with another parent or have a nanny/grandparent etc. fill in for you. Being on duty gives you a great opportunity to get to know the children in the group, and to see a kinder session in action.

JOINING THE PARENT COMMITTEE

NBK is run and supported by the Committee of Management (CoM). Members of the CoM are voted in at the Annual General Meeting (AGM, generally held in November) from the association's

membership. Members can include parents/guardians or any individual who has applied to be a member.

As an incorporated association the CoM manages the business and affairs of the association. The main functions are:

- to manage the kindergarten by maintaining its financial viability, ensuring compliance with all applicable regulations, and monitoring all aspects of the running of the Kindergarten; and
- as an employer, to be responsible for employing suitably qualified and experienced staff and supporting those staff wherever possible in offering a creative and stimulating program.

Participation on the CoM offers an excellent opportunity to become involved in the operation of NBK, get to know the teachers better, and to meet other parents. It is also essential to maintaining the current NBK 'community feel' and for keeping the costs of running the kindergarten to a minimum. If a CoM can't be elected, the kindergarten would need to move to a different management model, whereby the management of the kindergarten would be outsourced to a centralised organisation, potentially resulting in increased costs and loss of autonomy.

If you want to know more go to northbrightonkindergarten.org.au/committee. If you have any suggestions or concerns regarding NBK's management, please feel free to contact the President.

FUNDRAISING

The goal of fundraising at NBK is to raise extra funds to support the purchasing of program specific resources and equipment to meet the needs of the children. We are mindful of how much we are asking of families, and try to ensure that there are other benefits from the fundraising in addition to raising much needed additional funds.

Our large event is a fun night out, and smaller events can often require parent participation e.g. Bunnings sausage sizzles and cake stalls.

If you have any fundraising suggestions or time to commit to this important part of NBK, please speak with a member of the committee.

WORKING BEES AND KINDER MAINTENANCE

Working bees are held twice a year on a weekend to maintain the kindergarten. Work concentrates on safety factors and ensuring all the equipment is maintained in a good condition. More hands make light work.

We also need a maintenance officer (a member of the NBK community) to help liaise between kinder teacher repair requests and the handyman/contractor.

OTHER WAYS TO HELP

Other ways you can help with the smooth running of the kindergarten include:

- Helping to take the children on excursions
- Mending/sewing toys or smocks
- Washing smocks and dress-ups
- Reading stories, sharing events, and celebrations
- Sharing skills such as playing a musical instrument, cooking, singing, reading stories in another language etc.
- Donating items – let your teacher know if you have anything of interest that you think the kinder may be able to use.

ENVIRONMENTAL PROJECTS

Teaching children to participate in looking after their environment and community is an integrated part of the kindergarten program.

Enrolment and fees

NBK has signed up to the Victorian Government's 2023 'free kinder' program which - despite funding model limitations - we believe supports all children to have access to quality, play-based kindergarten.

The Government funding will only cover a 'standard' kinder curriculum so we will be requesting voluntary family contributions to allow our wonderful team to continue delivering above and beyond the standard level.

NBK is a not for profit and any money received will be spent on the kinder. There will be fees charges for excursions and incursions throughout the year.

2023 KINDER CONTRIBUTIONS

Four-year olds	\$220 per term (\$880 per year)
Three-year olds	\$220 per term (\$880 per year)

FEES

For extended hour care or additional 4 year old days, the Fee Policy should be read carefully to understand how fees are set and collected and the implications of non-payment of fees. Our fee payment agreements fully set out your responsibilities for fee payment and are signed by all parents at the beginning of the year.

Any fees will be invoiced and payable in December of the prior year. Term by term payment options are available to families. If timely payment is causing difficulty, please contact our Bookkeeper nbk.bookkeeper145@gmail.com

4 YEAR OLD ADDITIONAL DAY FEES

Friday 8.30am-4pm

Fees will be invoiced and payable for the full year in advance.

EXTENDED HOURS FEES

Fees will be invoiced and payable term by term.

KINDERGARTEN READINESS

Teachers are often asked 'Will my child be ready for kindergarten?' We advise parents that if in doubt, it is best not to push a child. Children will gain a greater benefit from the program when they are truly ready.

A positive year at kindergarten will give your child a sense of achievement and build confidence. It will stand your child in good stead for school and for life in general.

If you need further information or would like to discuss your thoughts or concerns about your child's readiness, any of our teachers would be happy to discuss this with you. Kathy Walker has some valuable resources on school readiness and areas to consider are suggested on our website.

DEFERMENT

If your child begins three or four-year-old kinder and you feel they are not ready but they do not meet the eligibility criteria for a second year of kinder, you need to speak to your child's kindergarten teacher as soon as possible in term 1. It may be possible for your child to withdraw from the program and return the following year. The Government stipulates withdrawal cannot occur later than Term 1.

NBK policies

NBK is guided by numerous policies that ensure the kindergarten complies with legislation stipulated by the Department of Education and Training and delivers the quality of service we believe our families deserve.

These policies are updated regularly to reflect changes in legislation and current practice. All policies are available for review at any time and [can be found on our website](#). Please do not hesitate to talk to one of our staff or CoM members if you have questions on one or more policies.

OUR POLICIES:

Acceptance and refusal of authorisations	Dealing with medical conditions
Fees	Participation of volunteers and students
Additional hours	Delivery and collection of children
Food safety	Privacy and confidentiality
Administration of first aid	Determining responsible person
Governance and management of service	Purchasing
Administration of medication	Diabetes
Hygiene	Relaxation and sleep
Anaphylaxis management	Emergency and evacuation
Incident, injury, trauma and illness management	Road safety/safe transport
Asthma management	Enrolment and orientation
Inclusion and equity	Staffing
Child Safe Environment	Environmental sustainability
Information technology	Sun protection
Code of conduct	Epilepsy
Interactions with children	Supervision of children
Complaints and grievances	Excursions and service events
Nutrition, oral health and active play	Water safety
Dealing with infectious diseases	COVIDSafe Plan
Occupational health and safety	Tobacco, alcohol and other drugs

Privacy statement — available on request

We respect your and your family’s privacy. We have a [Privacy and Confidentiality Policy](#) that illustrates how we collect, use, disclose, manage and transfer personal information, including health information.

Our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the Health Records Act 2001.

PURPOSES FOR WHICH INFORMATION IS COLLECTED

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"> - To enable us to provide for the education and care of the child attending the service - To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	<ul style="list-style-type: none"> - For the management of the service - To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"> - To assess and (if necessary) to engage employees, contractors, volunteers or students - To administer the individual’s employment, contracts or placement of students and volunteers

Under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

DISCLOSURE OF PERSONAL INFORMATION, INCLUDING HEALTH INFORMATION

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

LAWS THAT REQUIRE US TO COLLECT SPECIFIC INFORMATION

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, Associations Incorporation Act 1981 and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child’s enrolment at the service
- a person’s employment with the service
- the ability to function as an incorporated association

ACCESS TO INFORMATION

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation.

North Brighton Kindergarten Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults toward children in the kindergarten environment, and more generally to other adults in the environment.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children at kindergarten and how to avoid or better manage difficult situations. All volunteers, contractors, students, additional staff and visitors are required to comply with the following:

At North Brighton Kindergarten, all volunteers, contractors, students, additional staff and visitors are responsible for promoting the safety and wellbeing of children and young children by;

- Adhering to our Child Safe Environment Policy, and other policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way.
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns
- Working with children in an open and transparent way, other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

At North Brighton Kindergarten, all volunteers, contractors, students, additional staff and visitors must NOT;

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

In my relationships with the Committee of Management, Staff members and other parent/guardians I commit to;

- Using respectful, encouraging and accepting language
- Ensuring feedback is constructive, rather than negative criticism
- If you have complaints or concerns, follow the procedures outlined in our Information Handbook or the Complaints and Grievances policy
- Refrain from public criticism of parents, children and staff at the Centre.
- Respect the privacy of children and their families as required by the Privacy and Confidentiality Policy.
- Accept staff decisions and follow their directions. If you have difficulty complying with directions, speak with staff members away from the children.
- Respect the rights of others as individuals.

In general;

- Families and other persons attending with children not enrolled at the centre are responsible for supervision of their children at all times.
- Under no circumstances should a child, parent/guardian or member of staff be approached directly in a confrontational, aggressive or intimidating manner.

We are an advocate for your children and committed to working together with families to protect and act in the best interests of each child.