



Wagner Road Early Childhood Centre &
Kindergarten **HANDBOOK**

Creating happy children



Welcome to Wagner Road!

We welcome you and your child to the Wagner Road Early Childhood Centre & Kindergarten family.

At Wagner Road Early Childhood Centre & Kindergarten ***we aim to create happy children and lifelong learners.*** We look forward to getting to know you and your child throughout the year.

Wagner Road Early Childhood Centre & Kindergarten enjoys a long tradition of providing quality in early childhood education and care. Our highest priority is the best care of your children. In 2016 we received a rating of Excellence from ACECQA and in 2019 we received our current rating of Exceeding in all of the seven Quality Standards.

Being a community-based, not-for-profit organisation we recognise the valuable role families and the wider community play in children's lives and we look forward to you and your family becoming part of Wagner Road.

This handbook is designed to give you a clear picture of our Early Childhood Centre and Kindergarten programs. We hope you will use it as a handy reference guide.

Please refer to the relevant Childcare and/or Kindergarten sections for your child.



We would like to acknowledge the Turrbal people who are the Traditional Custodians of this land and pay our respect to their elders past, present and emerging.

CONTACT US

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Parent Line

Tel: (07) 3262 6163
Extension 1: Yellow Room
Extension 2: Red Room
Extension 3: Rainbow Room
Extension 4: Kindergarten Room
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Absences/Late collection of children

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Community Support Officer

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The Office for Early Childhood Education and Care Information Service

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Provider Approval Number: PR-00000141
Service Approval Number : SE-00000304

Photography by
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Edition 2021

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Section 1: About us

ABOUT US

When you step inside our Early Childhood Centre and affiliated Kindergarten you feel something special - a sense of family, belonging and fun.

You will see children living and learning together.

A Rich History

Established in 1944, the Clayfield Childcare Association was originally housed in St Colomb's Hall, Sandgate Road, Clayfield and was staffed by a trained nursing sister and an army of voluntary mothers. The Centre relocated to the School of Arts building in Wagner Road in 1949. When the building was renovated and refurbished in 1989, the Wagner Road Kindergarten commenced as an entity and became provisionally affiliated with the The C & K Association of Queensland in 1990. In 1991, the Kindergarten was granted full affiliation. In 1999, the Clayfield Childcare Centre became known as The Wagner Road Early Childhood Centre. Mid 2016 Wagner Road Early Childhood Centre and Kindergarten changed affiliation to Lady Gowrie.





Affiliation

Our kindergarten is affiliated with The Gowrie, which is our Central Governing Body (CGB). They act in an advisory capacity in accordance with the standards as set out in the *Education and Care Services National Law Act 2013* and the *Education and Care Services National Regulations*. Our centre is built, equipped and controlled according to the standards of the Child Care Regulations and therefore receives a Government subsidy. This subsidy varies yearly and covers approximately 80% of staff salaries.

Affiliation means the Wagner Road Kindergarten has approved standards in:

- Constitution/rules
- Building, playground design and equipment
- Staff qualifications
- Enrolment patterns
- Educational programming

The Gowrie (QLD) is the Central Governing Body (CGB) for Lady Gowrie Affiliated Kindergartens and supports each service in their provision of an Approved Kindergarten Program.

For 75 years The Gowrie's focus has been Queensland children and families, and the benefits quality early childhood programs bring to our community. The Gowrie believes that childhood is a unique time of life, to be valued and enjoyed in its own right. This is the time where foundations are laid for future health, learning and wellbeing.

We value children growing up wandings, skills and dispositions to be caring people and effective learners, able to contribute to their world and to enjoy rich and successful relationships with others.

At Wagner Road Kindergarten we believe in fostering the unique capabilities of each child and we aim to create a life-long love of learning as a positive support in their transition to school.

The Clayfield Childcare Association Incorporated

Wagner Road Early Childhood Centre and Kindergarten is managed by the Clayfield Childcare Association Inc. Parents of all children enrolled at the Wagner Road Early Childhood Centre and Kindergarten are required to become members of the Clayfield Childcare Association Inc. by payment of an annual fee.

Licence

The Clayfield Childcare Association Inc. is licensed under the *Education and Care Services National Law Act 2013* and follows the Education and Care Services National Regulations. Our service must meet requirements about activities, experiences and programs; numbers of staff members and children; and staff qualifications according to this legislation. The Office for Early Childhood Education and Care Information Service phone number can be found on the contact page at the front of the book.

Our service has an Early Childhood Officer who monitors and licenses our service on behalf of the Office of Early Childhood Education and Care. The regulations are freely available at our service for the parents and staff to access at any time and our Approval and Provider details are displayed in the office. This outlines the maximum number of children who can attend and conditions that the service can trade.

Compliance Log Book

The Centre is required to maintain a log book of any formal compliance notices issued by the *Office for Early Childhood Education and Care*. This is aimed at providing parents at the local level with access to information about the quality of care of a child care service.

All parents/guardians, officers of the *Office for Early Childhood Education and Care*, and any other interested parties, have the right to request access to this book. Any individual who requests a copy of any of the contents of the book must be given one in paper form. This right is mandated in legislation. The Wagner Road ECC & Kindergarten's compliance log book is located in the main office.

National Quality Framework

In 2019 Wagner Road Early Childhood Centre and Kindergarten received an assessment rating of **Exceeding** for each of the seven quality areas under the National Quality Standards.

'Our centre received this for providing high quality outcomes for children, families and educators by exceeding the National Quality Standards in all seven quality areas. The sense of community and involvement of parents and children as active decision makers in the service contributes to the high level of quality at the service. The strong partnerships between educators and families build on children's sense of belonging, being and becoming. Wagner Road Early Childhood Centre and Kindergarten is commended for achieving a rating of exceeding national quality standards overall.'
ACECQA, National Quality Assessment and Rating Report 2019.

The NQF includes:

- a national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulation
- a National Quality Standard (NQS)
- an assessment and rating system
- a regulatory authority in each state and territory which has responsibility for the approval, monitoring and quality assessment of services
- a new national body responsible for providing oversight of the new system and ensuring consistency of approach – the Australian Children's Education and Care Quality Authority (ACECQA)

Services are assessed and rated against seven quality areas, 18 standards and 58 elements that make up the National Quality Standard. The standards cover children's development and education as well as relationship with families, educator qualifications, and the service environment.

For more information regarding the NQF see the office staff or go to <http://acecqa.gov.au/families/>

KindyPortal

We use KindyPortal for sending information to families. KindyPortal is a secure online web host that stores observations and parent input. It allows our educators to use this system to observe and track children's learning in relation to the Early Years Learning Framework (EYLF) and other recognised curricula. You will receive regular emails with regard to your child and what has happened in their day.

Quality Improvement Plan

Our centre's aim is to continue to achieve a rating of Exceeding across all areas of our service. In order to support this aim we have a quality improvement plan (QIP) in place to show what is happening in our centre. This QIP covers areas such as educational programs and practice, children's health and safety, physical environment, staff arrangements, relationships with children and collaborative partnerships with our families and local community. The Wagner Road Early Childhood Centre and Kindergarten QIP is located in our main foyer for viewing. The centre welcomes and encourages your input and feedback.

Policies

All of our policies for both the centre and the kindergarten (Lady Gowrie) are available for viewing and reading. If you wish to do so please ask our staff and they will be provided to you.



Section 2:

Our philosophy

Creating happy children

OUR PHILOSOPHY

Children are our greatest asset. We consider children and childhood to be precious so what is best for our children is our highest priority. We are dedicated to Creating Happy Children and lifelong learners by ensuring our children receive the highest quality education and care possible.

We provide a safe, friendly, caring, interactive environment both indoors and outdoors, and ensure each child receives the highest quality education and care possible by providing best practice in the delivery of our service. We encourage play based learning, exploring and connecting. We see our families, parents and carers as a child's first and most important teacher.

Being a community centre we value the role of families and the wider community encouraging both to play an active part in our children's lives and learning experiences.





CHILDREN

WE BELIEVE CHILDREN ARE CAPABLE, COMPETENT, CURIOUS AND CREATIVE LEARNERS. OUR PROGRAMS AND INDOOR/OUTDOOR ENVIRONMENTS PROVIDE OPPORTUNITIES FOR THEM TO DEVELOP SKILLS, INTERESTS, AND IDEAS TO SUPPORT THEM TO THEIR FULL POTENTIAL. WE ARE ADVOCATES FOR CHILDREN'S SAFETY AND PROTECTION. WE ENSURE THE RIGHTS OF EACH CHILD ARE PARAMOUNT.



RESPECT

WE RESPECT AND SUPPORT ALL TEAM MEMBERS, ALL OF OUR FAMILIES, AND WE ENSURE ALL CHILDREN PLAY AND LEARN RESPECTFULLY.



EMBRACE

WE EMBRACE ALL CHILDREN, TEAM MEMBERS AND FAMILIES WITH DIVERSE NEEDS, ABILITIES AND BACKGROUNDS, AND OFFER AN INCLUSIVE CURRICULUM THAT ENCOURAGES AND ENGAGES ALL CHILDREN. WE ENCOURAGE THE SUPPORT OF PARENTS AND FAMILIES IN INCLUSIVE LEARNING.



ACKNOWLEDGEMENT

WE ACKNOWLEDGE AUSTRALIA'S WIDE VARIETY OF CULTURES INCLUDING ABORIGINAL AND TORRES STRAIT ISLANDERS IN OUR PROGRAMS. THIS IS EMBEDDED THROUGHOUT ALL OF OUR PRACTICES. WE EXPLORE AND RECOGNIZE THE HERITAGE AND CULTURAL BACKGROUNDS OF THE CHILDREN WITHIN OUR CENTRE.



TOGETHER

TOGETHER WE FORM COLLABORATIVE PARTNERSHIPS BETWEEN TEAM MEMBERS, FAMILIES, CHILDREN AND THE WIDER COMMUNITY. THESE PARTNERSHIPS AND CONNECTIONS HELP TO SUPPORT THE CHILDREN TO FEEL SAFE AND SECURE AND TO TRANSITION SMOOTHLY BETWEEN OUR ROOMS AND ONTO SCHOOL. OUR TEAM WORK TOGETHER RECOGNISING EACH OTHER'S STRENGTHS AND SKILLS AND WE SHARE OUR IDEAS, AND RESOURCES. WE VALUE OUR TEAM AND OUR CONTINUITY OF EDUCATORS.



ENVIRONMENT

WE PROVIDE A SAFE AND STIMULATING ENVIRONMENT WHERE CHILDREN CAN PLAY AND EXPLORE, AND DEVELOP AN UNDERSTANDING OF SUSTAINABLE PRACTICES IN ORDER TO BECOME GLOBAL CITIZENS. OUR PROGRAMS SUPPORT THE CHILDREN TO BECOME CREATIVE THINKERS IN ENVIRONMENTS WHICH ENCOURAGE THEM TO EXPLORE, IMAGINE, CREATE AND DISCOVER.





Section 3:

Wagner Road Early Childhood Centre

WAGNER ROAD EARLY CHILDHOOD CENTRE

Days and Times

The Child Care Centre is licensed to provide 40 places in the following ages and number. Cost reflects the adult/child ratio. All meals are included in the daily rate.

15 months – 2.5 years Yellow Room	8 Children
2 years – 3 years Red Room	10 Children
3 years – 5 years Rainbow Room	18 Children

Hours of Operation

The centre operates 5 days per week (Monday to Friday) over four school terms.

Vacation Care:

We offer vacation care subject to demand from our families. Days can differ from term to term depending on demand. Please see the office if you have questions with regard to this service.

Daily programs:

Our childcare programs run from 8.30am to 3pm. Between the hours of 8am to 8.30am educators are involved in the preparation of daily activities. For insurance purposes they are unable to care for children outside of these hours, unless a before/aftercare booking has been made. Therefore it is important that parents/guardians are not early or late for drop-off and collection of their children.

Before/after care:

We offer before care from 7.30am and after care until 4.30pm.

What To Bring

Yellow Room

- At least three changes of clothes
- A hat
- 3 nappies + extra to be kept in bag
- A water bottle
- Comfort toy for sleep/milk bottle or comforter
- Set of sheets, one fitted and one flat.

Could you please NAME ALL items including their shoes, hat and back pack as at the beginning of the year the children like to take their bags out and go through them, it gets very difficult to know which items belong to which child.

Red Room

- Spare change of clothing
- Hat
- Named drink bottle
- Sheets and Sheet bag containing special cuddly if required
- Please leave toys from home as it causes disappointment when they get lost or broken.

Rainbow Room

- Spare change of clothing
- Hat
- Named drink bottle
- Sheets and Sheet bag containing special cuddly if required
- Please leave toys from home as it causes disappointment when they get lost or broken.

Sheets For Rest Time In All Rooms

A set of sheets for rest time. They provide comfort to your Child, as they are “their” sheets from “their” home. We recommend that they should measure 127cm x 70cm each. A length of elastic (43cm) sewn at each corner of one of the sheets helps to keep the bottom sheet on the bed. 3.6 metres of 90cm material will make 2 sheets and a drawstring bag. Fitted cot sheets are not suitable. A drawstring sheet bag 44cm x 44cm is ideal. **(These sheets can be purchased from the Office or online).**

Clothing

Participating in all activities of the Centre can be a messy business. Exploring and feeling different mediums and objects are important for the development of many skills. Please ensure that your child is able to participate in group activities by sending your child in comfortable play clothes. We try to use paint and other mediums that do not stain clothing, however, we cannot guarantee that certain materials will not be permanently stained. You may wish to consider setting aside certain articles of clothing exclusively for use at our Centre. Children are to wear clothing that provides adequate protection from the sun, and is cool, comfortable and practical. No sleeveless garments are acceptable.

PLEASE ENSURE EVERYTHING THAT COMES TO WAGNER ROAD IS NAMED.

It is impossible to return shoes, socks, hats, teddy bears, sheets, rugs or any other items if they are not named.

Our Centre requires that children and adults wear broad brimmed or bucket hats while outdoors. Each child must have his or her own hat – preferably cloth (so it can be washed – particularly in the case of head lice outbreaks) and it must be clearly named. We have adopted a **NO HAT, NO PLAY** Policy. Children who do not have a hat will be directed to stay in the covered sandpit area whilst outdoors. Children are also encouraged to wear clothing which provides sun protection and no sleeveless garments are acceptable.

Our Centre recognizes the benefits of barefoot play for children’s safety, growth and the development of sensory awareness. Nerve endings in the feet can sense different textures and bare feet can grip climbing equipment and promote more effective balance and control. Children will be encouraged to remove and replace shoes themselves – an independence skill to be fostered. However, children must wear shoes to and from Wagner Road – no guarantee can be given as to the safety of the outside footpath or grass nature strip.

Sun Protection

Children are required to wear broad brimmed or bucket hats whilst outdoors and have a broad spectrum, water resistant sunscreen (50+) applied by parents at drop-off time to their exposed skin prior to outdoor play.

Each Child must have his/her hat clearly named and can be purchased from the Office.



THE DAILY PROGRAM:

Our daily program consists of:

- Indoor play time
- Outside play time
- Music
- Language
- Lunch
- Rest/Quiet time
- Play
- Preparation for collection

The program is documented on kindy portal and developed from observations of the capabilities and interests of each child. This allows the program to be open and flexible as children explore their world and grow more and more capable and confident in their own abilities. The program endeavours to develop your child's independence, physical growth and ability to focus and concentrate. Additionally, social skills, intellectual skills and emotional developmental needs are essential components considered in the design and presentation of the daily program.

Early Years Learning Framework (EYLF)

Our centre follows the teaching and learning guidelines National Early Years Learning Framework. This Framework has an emphasis on play-based learning, and recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development in young children. It encourages working partnerships with families, who are recognized as children's first and foremost educators. Fundamental to the Framework is a view of children's lives as characterized by – **Belonging, Being and Becoming**. From those three core elements follow five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Framework supports a model of curriculum decision making as an on-going cycle, where staff can draw on their professional knowledge including their in-depth knowledge of each child.

Teaching Style

Our aim is to provide a warm, open and caring atmosphere where children will feel happy and secure.

Our staff take a holistic approach to teaching by paying attention to children's physical, personal, social, emotional and spiritual well-being, as well as cognitive aspects of learning. Whilst they may plan or assess with a focus on a particular outcome or component of learning, they see children's learning as integrated and inter-connected. They value and build upon children's strengths, skills and knowledge to ensure their motivation and engagement in a play-based environment. Play provides opportunities for children to learn as they discover, create, explore, imagine, and investigate and can expand children's thinking and enhance their desire to learn in both the indoor and outdoor environments.

Environment

This Centre actively promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with respect. The trees and shrubs in our outdoor area provide effective shade as well as a habitat for birds and other wildlife. Care of the environment is fostered among children and adults. Children are encouraged to develop an awareness of the impact of human activity on environments and the interdependence of living things. We share information and provide children with access to resources about the environment and the impact of human activities on environments.

Positive Behaviour

We recognise our responsibility in guiding and supporting young children's behaviour. "Children do not grow up in isolation – all behaviour.....is learnt and developed in social situations such as home, early children centre and school."

Our approach to managing children's behaviour:

- Reflects our legal obligation to provide a safe and secure environment for children in our care.
- The staff shares its role with families by establishing a positive and collaborative partnership in meeting the needs of children.

These relationships are recognized as integral to guiding behavior and meeting the needs of each child.

- We focus on the positive aspects of children's behavior and support the children in experiences that will build and maintain positive behavior
- Educators build relationships with children through techniques such as directional language, guidance strategies and behavior modeling processes to facilitate and encourage children to understand and to choose positive behavior. Families will be consulted about issues regarding their child's behavior.

Treasures from home

Please discourage your child from bringing "treasures" from home unless it is for "Show and Tell" purposes. Toys, jewellery and so on, inevitably become lost or broken. Unhappiness can be avoided if these articles are left at home. However, if your child has a favourite comforter or security blanket, he/she is welcome to bring it, to settle down with at rest time. Please ensure that it is named and clean.

Birthdays

Birthdays are special. You are welcome to bring a cake (cup cakes are easier to manage) or icy poles for your child's birthday. The children love to sing "Happy Birthday" and to feel special on their birthday. Parents and siblings are welcome to attend the "party". Please be aware of our nut aware centre policy and other possible allergies amongst the group. If you are unsure what to bring, please speak to the room lead educator.

If your religion or culture does not celebrate birthdays or other celebrations, please notify staff so your child can be otherwise occupied.

Trash and Treasure

"One man's trash is another man's treasure!" Children develop many skills using clean recyclables (excluding egg cartons). If you have any clean scrap materials or boxes, we may be able to transform them into a work of art. Paper, buttons, wool, ribbons, lace, tins, corks, etc are most welcome.

Before and Aftercare

Extra care is available from 7.30am until the commencement of the program at 8.30am and from 3.00pm until 4.30pm at an extra cost. This care can be used on a permanent or casual basis, but it is essential to book in, as places are limited.

Parents/guardians are required to sign their child/children in to the Before/Aftercare program. For casual bookings, payment should be paid on the day that your child attends the program or it will be charged to your account. A late collection fee of \$40.00 per 15 mins per child will be charged from 4.30pm

Arrival and Departure Procedures

(Appendix C)

On arrival, you are required to **sign in** your child for the day, then take your child to greet the Staff so they are aware that your child has arrived. Help your child place their bag into their allocated locker and unpack sheets, water bottle etc. Each locker is clearly marked with an identifiable symbol or name of your child.

We recommend that you apply sunscreen to your child. The Centre provides sunscreen, as recommended by the Cancer Council. You will need to indicate whether you have or have not applied sunscreen to your child.

Please supervise your child washing their hands prior to starting the day. On leaving the childcare centre, you are required to **sign out** your child (and any other attending children in your care). Please encourage the child to farewell the staff so they are aware that your child is leaving. Also, please check that your child has their bag, sheets, hat, water bottle and any other belongings.

Meals and Nutrition

Children in the first 5 years of life are developing rapidly and require a nutritious and safe diet for their intellectual, behavioural and physical development. Wagner Road Early Childhood Centre promotes practices that aim to develop sound nutritional habits and contribute to the overall health and well being of children. Our centre upholds the concept of wholesome nutrition based on the National Dietary Guidelines for Children and will endeavour to provide

a nutritionally balanced diet. The meals provided are carefully designed to supply a major part of each child's nutritional requirements and to offer a wide variety of flavours, colours and textures. Menus have been created in consultation with a qualified nutritionist to ensure meals meet each child's nutritional intake whilst at the centre.

Sample Menu:

Morning Tea

- Assorted sandwiches and fresh fruit

Lunch

- Italian meatballs in home-made tomato sauce with pasta

Afternoon Tea

- Wholemeal crackers with cheese & tomato
- Wholemeal crackers with vegemite
- Dried apple and apricots

All meals are accompanied by either water or milk. Fresh water is available to children throughout the day. The daily menu is displayed on the notice board in the childcare entrance and in each of the childcare Rooms for parents to view. Please feel free to comment upon, or suggest meals.

The Centre has regular menu planning Meetings and parents are most welcome to participate or have input into the menu planned for the centre. Please ensure you notify Staff at the time of interview, should your child have any **special dietary requirements**. Children on special diets are catered for with alternative food when possible.

Orientation

When first coming to the centre, parents and children may feel anxious. We try to alleviate these feelings ensuring that:

- Parents and children are encouraged to visit the centre prior to enrolment.
- A pre-enrolment visit can be arranged providing an opportunity for parents to share information about their child/children with the Staff and to become familiar with the centre surrounds.
- Children only attend for a half day on their first day. It is helpful to discuss with your child, the daily routine. For example, you could talk to them about the staff who will be teaching them, where their drink bottle will go, where their sheets will go and about placing their bag in their locker. Let them know that they will have lunch and that they will have a rest time. This also helps

with familiarisation. Most importantly however, we believe that settling in to the Centre should be tailored to meet both parent's and children's individual needs.

- At the beginning of each year extra support is given to the children to assist with settling and assisting staff during this early transition from home to childcare

How Will I Say Goodbye?

On the first day, allow yourself plenty of time to settle your child and yourself. When your child is settled, then leave. Do not prolong the farewell. Always tell your child that you are going, and when you will be returning. Farewell the staff too, so that they are ready to provide the extra support that your child might need at this time. If you leave a crying child, telephone the centre later in the day to reassure yourself that your child has settled. In most cases, you will find that they have settled. If there is prolonged stress, you will then be contacted by a staff member. But remember, you are welcome to ring at **any time** during the day. If your child is particularly fearful or anxious, it is advisable for care to be for shorter periods at first, lengthening as confidence grows.

What should I know about picking up my child at the end of the day?

Greet your child warmly. Children are not very good at verbalising the things that they have done – so if you ask, they might answer “nothing!” Instead, you could talk about things that you have done. Staff writes a daily report on Kindly Portal about what the group did that day. This can form the beginning of a conversation about your child's day. Children are often very tired after their busy day, so they might need a quiet time and a chance to unwind before you leave the centre.

Most importantly, if you have any concerns about your child's care, please talk to your group leader or the Director. **Open communication is vital to your Child's care.**

Staffing and Staff Development

The centre actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops and conferences. Each Staff



Member is encouraged to develop an ongoing approach to planning for their professional development.

Excursions

Excursions refer to outings to and from the Centre, initiated by the Centre. They are planned by the Staff in conjunction with the Director to ensure all aspects of the event are considered, i.e. suitability and safety.

Written approval from parents will be sought for all excursions. Information will be given detailing all aspects of the event. If you can assist on any excursions, your help would be appreciated, as we require a high adult /child ratio at these times (1 adult to 2 children). Children require shoes and a hat to participate in any excursion.

As it is often difficult to arrange excursions due to the high parent/child ratio, special events will be planned to occur at the Centre – i.e. Educational entertainers and shows.

Students, Visitors and Volunteers in the Centre

The Centre recognises the importance of student placements as being consistent with the long term training of Staff in the provision of quality education and care for children. Students are supervised by Staff and by the University/TAFE Staff from their institution.

However, placement of students is always determined with careful consideration of the children's needs at the time.

The Centre supports the inclusion

of work experience students in the educational program. Again, consideration is always given to the needs of the children and agreement with the management committee is always sought.

The Centre may accept placement of volunteers but only after the commitment to the child care children has been met and after full investigation of the person concerned. Volunteers work under the guidance of qualified staff.

From time to time, specialist/ educational visitors may visit the Centre (e.g. podiatrists, dentists, doctors) to talk to the children. Generally these people give their time freely. Other visitors (play actors, musicians and other educational visitors) may visit and to cover their costs a small payment may be required. These groups and people are carefully screened and are only chosen if they are relevant to the needs and interests of the children.

PLEASE NOTE: AT NO TIME WILL A STUDENT OR VOLUNTEER BE LEFT ALONE WITH CHILDREN.

Waiting List and Enrolments

A waitlist system is utilised by the whole Centre. **There are separate waitlists for the Childcare Centre and Kindergarten.** A Child's name may be placed on the childcare waitlist from the time of birth. We cannot accept any waitlist application form prior to a baby being born. There is a non-refundable administration fee to place a child's name on each waitlist.

It is the Centre's Policy that priority of access is determined by date of application, except where the Sibling

Policy (refer below) or the Families in Crisis Provision (refer below) applies.

To ensure equity of access to all members of the Community, no priority will be given to:

- Children of Committee Members.
- Children of Staff
- Children of families who live locally
- Benefactors or any other party.

Sibling Policy

Preference will generally be given to siblings of children who are currently attending the childcare centre (and have spent at least three consecutive terms there). The sibling must also be on the waitlist at Wagner Road.

This preference will not apply to the sibling of a child who has attended Wagner Road Childcare Centre at some time in the past. This policy does not apply to siblings of children attending the Kindergarten.

Families in Crisis

At the discretion of the centre director, a special provision can be made, on a temporary or permanent basis, for care of children of families deemed by the director to be in a crisis. In this case, the involved family would provide a written submission to the Director detailing their request, their circumstances, and the reason they believe they require special consideration.

Maximum Number of Days of Care in the Childcare Centre

Days that children attend have been capped so that more children can access the program.

Yellow Room (15 months – 2 years) – maximum of 2 days per week.
Red Room (2 years – 3 years) – maximum of 2 days per week.
Rainbow Room (3 years – 5 years) – maximum of 3 days per week.
Each year in approximately September, each child in the childcare centre will receive a Priority Offer form. This form must be filled out completely and returned to the office by the due date to ensure that your child will receive a place the following year.

Please Note: It is NOT automatic for a child's place to be held or carried over to the following year. You must fill out and return your child's Priority Offer Placement form by the due date to inform the office staff of your requirement for childcare for the following year and secure your child's placement.

The Kindergarten program is 5 days per fortnight. Kindergarten families are able to request a maximum of one day's care in the rainbow room of the childcare Centre. However, priority is given to children from the childcare waitlist and positions available will vary year to year, depending on the demand for places.

The following procedure will be used in determining how places are allocated in the rainbow room:

First Priority: Current families in the Rainbow Room whose child will be staying for another year and have returned their Priority Offer form by the due date. (Maximum number of three day's care)

Second Priority: Current families in the Red Room who will be moving up to the Rainbow Room for the following year, and have returned their Priority Offer form by the due date. (Maximum number of three days' care)

Third Priority: Families who attend the Kindergarten and require an extra day's care in the Childcare Centre. (Maximum number of one day's care)

Fourth Priority: Families on the Childcare waitlist after our current families have been placed (usually by the end of October).

Any remaining vacancies will then be offered to current families requesting more than three days care in our Centre.

Admissions

When a child can be accepted for a suitable vacancy, the parents will be invited to bring their child to the Centre to familiarise them with their room and meet the Care Providers. Once a position has been accepted, an enrolment fee must be paid in full (each year) and an enrolment booklet must be completed. It is a legal requirement that our centre has a completed enrolment booklet with a copy of a birth certificate and Immunisation Records for each child. In the event your child has an allergy the service requires an up to date 'Risk Minimisation Plan for the management of a medical condition'. This form is to be completed with the family at an interview onsite at the centre.





Section 4:

Parent Information

PARENT INFORMATION

Parent Participation & Communication

Wagner Road ECC & Kindergarten recognizes the important role played by parents in the education of their children and actively encourages parent participation in the daily activities of the Centre. Parents can foster educational links from the home to the Centre by being involved in your child's learning. Research consistently shows that parental involvement maximizes the effectiveness of early childhood education and care programs, so we invite and encourage you to come and spend time with us as often as you can.

Your involvement as a parent in your child's learning is invited and encouraged. This may be through supporting daily experiences and activities at the Centre or as a member of the Parent Management Committee. We support any level of involvement you wish to have at our Centre and aim to:

- Make you feel valued and welcomed as part of our learning community
- Share information about your child's learning experiences
- Work with you in the way we care for and encourage your child's learning
- Involve you in your child's investigations, passions and discoveries

Notice boards are situated inside and outside the rooms and will contain information of importance to you.

Please read these notices and any newsletters/notices sent home.

Each family will be allocated a pocket outside their child's room. Please check this daily for any messages, newsletters, accounts, receipts or other correspondence.

Kindy Portal

You are involved in your child's learning and are encouraged to contribute your thoughts and we invite feedback on your child's learning.

Parent/Teacher Discussions

Parents are encouraged to speak with their child's teacher about their child's progress, or any concerns that they may have. Open communication between

parents and staff facilitates positive relationships based on trust and positive co-operation.

Where lengthy discussion is needed it is important to make a time to speak with the teacher outside session time. This also gives the teacher the opportunity to refer to developmental records and observations in discussions of any concerns. Scheduled opportunities for parent/teacher interviews will be organised during the year **(in the Kindergarten only)**.

Parent information evenings are held in each room at the beginning of each year so you can learn about your child's educational program and meet their teacher.

Parent Library

Resource books and materials are available for loan from the Centre. Parents can approach the director for these materials.

Parent's Rights Grievances or Complaints

Wagner Road ECC & Kindergarten values the professionalism of its teachers and carers and aims to promote a working environment that demonstrates appreciation and mutual respect. We regard the partnership between families and educators as crucial for the provision of high quality care and education for your children. These partnerships require communication and collaboration on a range of issues. If you wish to discuss any concerns, it is recommended that parents make direct contact with their child's educator. If the issue is not resolved to your satisfaction, please approach the following channels:

- Centre Director
- Management /Nominated Supervisor Committee President

In all cases the confidentiality of the child and family will be maintained. If a satisfactory resolution to issues or concerns cannot be achieved, the parties involved may liaise with management committee and/or the Office of Early Childhood.

Change of Circumstances

It is important to advise your child's carers of any change in normal circumstances at home, as this can affect your child's behaviour, mood and vulnerability. Perhaps there is a new

baby at home, or you are moving house. There may have been a death in the family or a parent is away overseas. All of these things can profoundly affect your child's feelings, so please keep us informed.

Contact Details

Current information as to emergency contact numbers/court orders/changes in family arrangements are essential. Please advise us immediately regarding any changes to your details.

Parking

Street parking is available for the dropping off and picking up of children at the Centre.

The off-street car park outside the Centre is for STAFF USE ONLY. We ask that you do not park in the staff car park or across the footpath, in the School of Arts parking bay or the adjoining units. It is a danger to the young children and others who use the footpath if vehicles are in these areas.

Open Days

The Centre holds a number of events throughout the year such as Grandparents' morning teas, Fathers' and Mothers' Mornings, Christmas concerts and other social functions. We encourage you to participate in these events to meet the families and make new friends, interact with your child/children and support our Centre and for you to feel a sense of community and connection.





Section 5:

Our Kindergarten program

OUR KINDERGARTEN PROGRAM

Why Kindergarten?

Children who participate in quality Kindergarten programs have an opportunity to build relationships, develop skills and learn each and every day. Studies show that children who participate in Kindergarten programs transition more easily to school and perform better than children who do not participate in a Kindergarten program.

Our Kindergarten offers a unique learning environment while our education program supports your child to develop socialisation, communication and early numeracy and literacy skills.

Under the guidance and care of our early childhood teachers your child will:

- Make friends and learn how to interact with other children
- Explore and express their creativity
- Connect with natural environments
- Build confidence and find their unique identity
- Connect with their world through play and other activities
- Learn to be an effective communicator and involved learner

Kindergarten days and times

The Kindergarten operates a 5-day fortnight, 4 terms per year. Ages of the children are 3.5 to 5yrs.

Group 1: Monday & Tuesday with an alternating Wednesday

Group 2: Thursday & Friday with an alternating Wednesday
Kindergarten hours are 8.30am to 2:40pm.

The Wagner Road Kindergarten operates 5 (five) days a week, four terms a year, closing for all school holidays, and pupil free days.

Placements are made according to each child's position on the waitlist. A child is offered a place in either of the groups; the offer dependent on position on the waiting list and availability of spaces. A child cannot be in both groups. In each of the two groups there are 22 children. Public holidays are observed in line with the State School system. The Kindergarten is closed for all official public holidays (Queen's Birthday, Show

Day, etc.) and pupil free days. From time to time the Committee may elect to vary aspects of the school year as appropriate.

Kindergarten doors open at 8.30am (please do not enter the Kindergarten though the Child Care Centre doors).
Pick up time is 2.40pm promptly.

Before And Aftercare

Extra care is available from 7.30am until the commencement of the program at 8.30am and from 2.40pm until 4.30pm at an extra cost. This care can be used on a permanent or casual basis, but it is essential to book in as the service is required to ensure the correct child to adult ratio is adhered to.

What to bring to Kindergarten

Your Child's Kindy Bag

The key items to pack in your child's kindy bag each day include:

- Healthy food in an insulated lunchbox containing an ice pack/ice block to keep the food at a safe temperature
- Drink bottle filled with water (please do not send any juices or other drinks).
- Legionnaire, broad brimmed or bucket style hat.
- Spare set of named clothes (please keep these in your child's bag).
- Sheets and sheet bag which will be sent home at the end of the week for laundering.
- Safe, comfortable and supportive shoes that your child can take on and off by themselves.
- Soft toy/security blanket (if appropriate) for sleep/rest time.
- Sun cream must be applied upon arrival at Kindergarten.

Please ensure everything that comes to Wagner Road is named.

Kindy sheets

Kindy sheets are available for purchase from the Office.

If you would like to make your child's sheets the measurements are below.

Sheets (a top and bottom sheet) should measure 127cm X 70cm each. A length of elastic (43cm) which is sown at each corner of one of the sheets helps keep the sheet on the bed.

3.6metres of 90cm wide material will make 2 sheets and 2 drawstring bags.

What to wear to Kindergarten

We encourage your child to wear clothes in which they feel confident and comfortable and can easily manage themselves. Please keep in mind that play and many of the activities at Kindy are messy and although protective smocks are provided it is best to wear clothes that are easily washed.

Suitable Clothing

For example, children will need clothes which:

- Are comfortable to rest and sleep in
- Accommodate a range of temperatures which may occur over the course of a day
- Allow for growing independence e.g pants that can come off easily for toileting, shoes with easy fastenings, front openings for dresses, etc
- Will neither restrict activity nor reduce safety (e.g slippery shoes, long skirts)
- Are easy to launder and able to withstand wear and tear
- Are cool, but will provide protection from the sun e.g.. covered shoulders and arms.
- Please refer to our sun safety policy.
- Ensure children do not wear obtrusive jewellery that could catch on equipment.

At Wagner Road Kindergarten we acknowledge the health risks that sun exposure can pose, but also the health, developmental and learning benefits of outdoor play and physical activity. Sunlight is the best source of vitamin D, which is essential for good health. Together with parents, our aim is to minimize the risks and maximize the benefits of sun exposure throughout the year and to encourage and teach positive sun care behaviour. We have a well shaded playground with ample protection provided by shade cloths.

Barefoot Play

The Kindergarten recognises the benefits of barefoot play for children's safety, growth and the development of sensory awareness. Nerve endings in the feet can sense the variety of textures. Bare feet can grip climbing equipment and promote more effective balance and control, for example, during music lessons or when climbing. Additionally, children can be encouraged to remove and replace shoes themselves; an independence skill to be fostered.

Children must wear shoes to and from Kindergarten. When leaving, no guarantee can be given as to the safety of the outside footpath or grass nature strip.

Healthy lunchbox ideas

At Wagner Road Kindergarten we encourage you to provide food for your child that is both nutritious and healthy. Include a variety of foods in your child's lunchbox from day to day. Make sure the foods packed in the lunchbox are from the basic food groups.

- Breads and cereals – bread, crackers, rice, pasta, noodles and other grains
- Vegetables and legumes – fresh or cooked vegetables; beans, chickpeas and lentils
- Fruit – fresh or canned
- Milk, cheese, yoghurt and/or alternatives
- Lean meat, poultry, fish, eggs, nuts and legumes
- We encourage all lunch boxes to be of the litter less type.

Lunch ideas

- A sandwich, small pita wrap or small bread roll with fillings such as:
 - Mashed egg with lettuce
 - Shredded chicken with cheese and lettuce
 - Tuna, corn and lettuce
 - Turkey breast with cucumber and lettuce
 - Ham, chutney and alfalfa sprouts
 - Cold roast meat, chutney, lettuce and tomato
 - Vegemite and cheese
 - Cream cheese and grated carrot
 - Avocado, tomato and lettuce
 - Mashed banana
- A few crackers or rice cakes with cheese
- A small, cold slice of frittata
- A homemade savoury muffin zucchini or corn and cheese
- One or two slices of homemade pita pizza

Try not to include sweet fillings in sandwiches, for example: jam, honey, sprinkles or chocolate spread.



Snack ideas

- Small, fresh pieces of fruit: a mandarin, banana, apricot, pear, plum or a bunch of grapes
- Sliced fruit: apples, oranges, melon or pineapple
- Two or three crackers with cheese or vegemite
- One or two small pikelets – try including grated fruit or vegetables in the mix
- A flavoured scone- pumpkin or cheese
- A few vegetable slices or sticks served with dip
- A small tub of yoghurt
- A cheese stick

What not to include

Packaged snack foods such as muesli bars, fruit straps, chocolate bars, lollies, donuts and potato chips. These are foods that are high in sugar, salt or fat and should only be offered in small amounts on special occasions (if at all). In your child's enrolment booklet please advise staff of any special dietary requirements for your child. These may include foods which your child is allergic to e.g. nuts, eggs etc. as well as foods which have specific cultural or religious meaning. Under no circumstances should a parent/guardian share or divide their child's food with another child attending the service without the approval of the person-in-charge. If parents wish to send food for the whole group they must discuss this with the teacher before sending it to the kindergarten.

Lunch Boxes/Drink Bottles

In relation to lunch boxes, we request that families bring their child's food from home in an insulated lunch box containing an ice pack/iceblock to keep the food at a safe temperature.

Please provide a drink bottle that is easy for your child to use and easy to refill. Children are encouraged to drink plenty of fluids, particularly water, to minimize the risks of dehydration, heat exhaustion or even heat stroke. The Kindergarten will ensure that children drink sufficient amounts of water and take regular drink breaks throughout the day, particularly during outdoor and physical activity.

Nut Aware Centre

Wagner Road Kindergarten in conjunction with The Gowrie, advocates for the inclusion of all children in the program. For this reason we wish to highlight awareness for the safety of

children with severe allergies of nuts who are enrolled at the Centre.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any peanut or nut containing products to kindergarten with your child. If your child has eaten peanuts/nuts before coming to kindergarten, please be sure your child's hands and face have been thoroughly washed before entering the grounds.

We appreciate your support of these procedures.

If a child is at risk of an anaphylactic reaction, then it is the responsibility of the parents/guardians to provide the following:

- A current written anaphylaxis **action plan** that comprehensively outlines their child's medical condition and the recommended treatment to be provided by the person-in-charge
- Ensure that all **contact details** are current
- Provide all of their child's food requirements for each separate day's attendance in sealed and labeled containers
- Provide a current **Epi-Pen** as prescribed by the child's physician and as outlined in the anaphylaxis action plan
- Give **permission** for the child to be **photographed** for identification purposes

Wagner Road Kindergarten staff will endeavour to educate all families attending the Centre about the child's condition and the agreed management strategies. The anaphylaxis action plan will be readily accessible at all times with a photo of the child and will include emergency contact information.

For more ideas on healthy food ideas visit:

www.tastes.com.au
www.healthy-kids.com.au
www.freshforkids.com.au
www.healthykids.nsw.gov.au
www.heartfoundation.org.au



Policy Information

All of our policies and procedures are available through the office. This will allow our families easy access to key policies and procedures during their kindergarten year.

Our daily program

Every day we have a morning meeting and greeting session. We share items of news from the children and discuss areas of interest or ideas they wish to share with the group. This is followed by our daily roll call, our Acknowledgement to country, talks about days of the week, date, month and season. We work out together what projects they may wish to follow or what things they may like to investigate further. We then have an outdoor play time, music session, morning tea time followed by indoor play, rest time and afternoon literacy session before farewelling the children for the day. This program may vary as some terms we are outdoors first and others we are inside first.

We value the experiences offered to children by extended periods of engagement in activities in both the indoor and outdoor environments.

Through play in our service, whether it is indoors or outdoors your child is –

- Building personal and emotional resilience, and self-confidence
- Learning to interact with others, share and take turns
- Actively negotiating and creating their own play and learning environments
- Exploring and interacting with the world around them
- Learning literacy and numeracy skills
- Exploring music, rhythm, dance and creative ways of thinking
- Learning to share their knowledge, ideas and interests with others
- Developing their gross motor and fine motor skills
- Feeling valued and respected

Rest, relaxation and sleep

At Wagner Road Kindergarten we believe it is important to incorporate a quiet time of rest and relaxation into a child's day. Children do not need to sleep but relax at this time, as our days are very busy at Kindy.

Settling-in procedure

When first coming to the Kindergarten, parents and children alike may feel anxious. We try to alleviate these feelings by ensuring that:

- Parents and children are encouraged to visit and become familiar with the Centre prior to enrolment.
- There is an Orientation Day where you have an opportunity to meet your child's teachers and share information about your child with the staff.
- Children have a smooth transition into the Kindy Program.

Each child has different needs when settling at Kindergarten. Some children experience separation anxiety and, for example, may become upset when the parent is about to leave. The teacher will work with you to reassure you and your child through this settling process.

How will I say goodbye?

When your child is settled, leave. Do not prolong the farewell. Always tell your child that you are going, and when you will be returning. Farewell the staff too, so that they are ready to provide the extra support that your child might need at this time. If you leave a crying child, telephone the centre later in the day to reassure yourself that the child has settled. In most cases, you will find that he or she has settled. If there is prolonged stress, you will then be contacted by a staff member. But remember, you are welcome to ring at any time during the day.

Morning procedure

All children must be accompanied into the kindergarten by their parent/guardian or responsible adult. Please ensure all Kindergarten children enter through the kindergarten entrance gates.

The teacher will open the doors to the classroom at 8.30am. Prior to this time, families are welcome to gather and interact in the meet and greet area just inside the entrance gates. On arrival we ask you to:

1. Sign-in your child on the iPad provided. This is a requirement and needs to be done every day.

2. Apply sunscreen to your child and record this.
3. Place your child's bag on a hook. Please ensure all of their items are labelled clearly with their names and place spare clothes in a ziplock bag.
4. Please make sure you relay any relevant information about your child to the staff.
5. Wash your child's hands in the sink upon arrival or make use of the hand wipes or hand sanitizer provided in the sign-in area.
6. Make sure you say "goodbye" to your child before leaving.
7. When necessary advise educators about your child's health and medication needs. Provide any prescribed medication to educators on arrival and fill out necessary forms. Please do not leave any medication in your child's bag. And collect the medication at the end of the day.

Afternoon procedure

Children can only be collected by their parent/guardian or an authorized person whose details are recorded on the child's enrolment form or an authority to collect form or via an email authorization.

On departure we ask you to:

- Sign-out your child This is a licensing requirement and needs to be done every day.
- Talk with staff about your child's day.
- Wash your child's hands at the sink before leaving or make use of the handwipes at the sign out area.

If you are going to be late, please telephone the Kindergarten so that alternative arrangements may be made, i.e.: placing your child in the aftercare program.

Enrolment at Wagner Road Kindergarten requires that you provide the names, addresses and telephone numbers of adults whom you authorise to collect your child.

Before And Aftercare

Extra care is available from 7.30am until the commencement of the program at 8.30am and from 2.40pm until 4.30pm at an extra cost. This care can be used on a permanent or casual basis, but it is essential to book in as the service is required to ensure the correct child to adult ratio is adhered to.

Absences

Please notify the Kindergarten if your child will be absent. In the case of illness, inform the staff how your child is and if there is any contagious illness that the Kindergarten may need to be aware of. It is the policy of the Kindergarten that any absences due to illness are paid for in full.

OUR KINDERGARTEN CURRICULUM

Early Years Learning Framework:

Our Kindergarten implements a program reflecting the National Curriculum, namely:

- “The Early Years Learning Framework” (EYLF) in conjunction with
- the “Queensland Kindergarten Learning Guidelines” (QKLG)

These two frameworks complement each other and share a vision that “all children experience learning that is engaging and builds success for life”. This underpins our beliefs here at Wagner Road.

The Early Years Learning Framework is Australia's first national Early Years Learning Framework for early childhood educators. Fundamental to this framework is the belief that children's lives are characterized by **belonging, being and becoming**. By experiencing **belonging** they feel connected to family, community, culture and place. **Being** recognizes the significance of the here and now in children's lives. And in **becoming**, children's identities, knowledge, understandings, capacities and skills are developing and changing during their early years. Within the EYLF the emphasis is on play-based learning, and recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development in young children. It encourages working partnerships with families, who are recognized as children's first and foremost educators. This Framework follows five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Framework supports a model of curriculum decision-making as an on-going cycle, where staff can draw on

their professional knowledge including their in-depth knowledge of each child.

Queensland Kindergarten Learning Guidelines

While the EYLF focuses on children from birth to five years, the Queensland Kindergarten Learning Guidelines aim to specifically enrich children's learning in the kindergarten year. In Queensland, the kindergarten year is the year before the preparatory year of schooling. Throughout the kindergarten year, children's right to experience the joy of childhood is fundamental and learning is promoted through play, and emergent and planned learning experiences and interactions.

The guidelines recognise that parents are children's first educators and values the vital role parents, carers and family members play in children's lives and their ongoing learning. The term ‘families’ recognises the range of people who take on parenting roles and build close and supportive relationships with children in their home environments.

The QKLG reflects the view that learning occurs as part of, and is shaped by, the social and cultural interactions between children, teachers, colleagues, families, community members and professional partners.

It adopts a holistic perspective on teaching and learning that:

- promotes social, emotional, physical and cognitive development and wellbeing
- views children as diverse learners, who are competent and creative meaning-makers
- encourages children to investigate and explore materials and ideas through play and purposeful interactions.

At Wagner Road we embrace these perspectives and we integrate them throughout the program. The program is derived from observations of the needs, ideas and interests of each child. This allows the program to be open, collaborative and flexible as children explore their world, and grow more and more capable and confident in their own abilities.

Documenting the curriculum (Kindy Portal)

Children should be given multiple opportunities to show what they know, understand and can do in each learning

and development area.

We document the curriculum through a variety of methods such as:

- Observations that focus on children's social interactions, relationships and learning processes
- Writing, drawing and painting
- Stories and photographs of groups and individual projects
- Contributions from families
- Our Kindergarten journal which documents our learning stories and future planning is emailed daily through Kindy Portal.
- Notice boards containing information about early childhood issues, events, educator's qualifications and other relevant items
- Daily feedback and informal chats

Positive behaviour

We recognise our responsibility in guiding and supporting young children's behaviour. As such we support children to learn and understand appropriate ways to manage both positive and negative behaviors, by empowering them with a range of strategies to manage various situations, including conflict situations. We encourage children to take responsibility for their own actions. For further information, please refer to The Lady Gowrie Behaviour Guidance Policy.

Excursions and entertainment

From time to time the Kindergarten will go on outings which are external to the Kindergarten premises and involve some form of travelling, for example, bus or walking. All excursions are conducted in accordance with The Gowrie policy and legislation requirements.

- Wagner Road Kindergarten endeavours to give parents ample notice before an excursion so they can arrange to come along
- Before going on an excursion each child's parent/guardian will be provided with written information about the excursion
- Each parent/guardian must sign a form granting permission for their child to participate in the excursion
- Children must wear appropriate footwear (sandals or shoes), clothing and a hat if necessary
- A risk management plan will be completed prior to the excursion

Students, visitors and volunteers

The Kindergarten recognises the importance of student placements as being consistent with the long term training of staff in the provision of quality education and care for children. Students are supervised by Kindergarten staff and by the University.

However, placement of students is always determined with consideration of the children's needs at the time.

You will be notified when any student is on placement and permission will be sought during enrolment for your child to be included in a student's observation/images which they may take for their study purposes.

From time to time, specialist visitors may visit the Kindergarten (podiatrists, dentists, doctors, police, firemen and other parents) to talk with the children. Generally these people give their time freely. Other visitors (play actors, musicians, farm animals etc) may visit and to cover their costs, a small payment may be required. These groups and people are carefully screened and are only chosen if they are relevant to the needs and interests of the children.

Our environment and building a sustainable future

The Kindergarten actively promotes children to take care of their physical environment, both natural and built, and encourages them and their families to protect the environment. Connecting children to nature creates a sense of belonging which is essential in teaching children about the environment and how to care for it. Native animals and insects are treated with care and respect, and are allowed to remain free while appropriate observation is encouraged.

The planting of indigenous trees and shrubs is encouraged to provide habitat for bird and animal life.

The use of fresh food is encouraged for morning tea and lunch to reduce the over use of packaging. This is a conservation issue as well as a nutritional one.

Children are encouraged to develop an awareness of the impact of human activity on environments and the interdependence of living things.

Our Staff

A key indicator of a quality early childhood program is highly qualified, experienced and skilled educators. At Wagner Road Kindergarten our teachers all have a Bachelor of Early Childhood Teaching Degree or equivalent. Our Centre believes that ongoing professional development is essential for maintaining and continuing high-quality practices. We actively promote and support all of our educators to access the wide and various range of learning opportunities made available to them.

All our educators have a current First Aid, CPR, asthma and anaphylaxis certificate and have a blue card or exemption card, fire and child protection training.

At Wagner Road Kindergarten you will see:

- Personalized, sensitive and relaxed interactions between children and educators
- Supportive environments that allow children to make mistakes without fear of failure
- That your child is safe, nurtured and cared for, valued and treated with dignity
- Warm, nurturing and sustained relationships between adults and children
- Adults who encourage children to think about possibilities by modeling curiosity and wonder.





Section 6:

Centre management

CENTRE MANAGEMENT STRUCTURE

Management Committee

As a parent within the Clayfield Childcare Association & Kindergarten you can take a personal role in the running of the Centre by serving on the Management Committee. The members of the Association, i.e. you the parents, elect a small group of members to undertake the general management and control of the affairs of the Association. Elections take place at the Annual General Meeting early in the year. The purpose of this meeting is to:

1. Receive the Management Committee Report and Statement of Income & Expenditure from the concluding year's activities.
2. Receive the report of the Director.
3. Elect office bearers for the next 12 months.

This is an important meeting and you are strongly urged to attend. All positions are voluntary and the time involved varies from a few hours a month to several hours a week, depending on need and how much the committee member wishes to put into it. It is important that the lines of communication remain open between staff, parents and committee. This enables decisions to be made which reflect the general feeling of the parent body and ensures a smooth running of the centre. All parents are invited to attend these committee meetings.

The committee meets monthly and is responsible for the overall administration, financing and staffing of the Centre. It has Rules of the Association, Current legislation, the Early Childhood Education Award as well as The Lady Gowrie Guidelines with which to comply. The decisions it takes are based on a simple majority and are binding on all members of the Association. The committee is made up of a President, Vice-president (Kindergarten), Vice-president (Childcare), Treasurer, Secretary and Committee members.

Role of the President

- Leadership
- Co-coordinator
- Motivator
- Chairperson

Role of the Vice-Presidents

- Support the President in his/her role
- Responsible for executive overseeing of respective section
- Replace the President in his/her absence

Role of Secretary

- Record the minutes of meetings
- Handle all correspondence

Role of Treasurer

- Preparation of the budget
- Preparation of all financial reports and statements
- Maintenance of all records of fees and levies
- General supervision of the finances of the association and provision of advice to the Committee

Role of the Committee Member

- Provide support and assistance to the main office bearers
- Be involved and participate in decisions, actions and activities
- Take responsibility for a specific activity e.g. Public relations, newsletter, social co-ordinator, Workplace, Health & Safety Officer



Section 7:

Health and safety

HEALTH AND SAFETY

As an Early Childhood Centre we have policies and procedures in place to ensure an optimal level of safety is maintained and we comply with the relevant legislation. It is our belief that children who feel safe and secure fully utilize the facilities that surround them. All play equipment and activities are designed, bearing in mind the safety aspects. Professional cleaners are employed to clean the Centre daily when children and educators are not present. There is a Work Place Health and Safety Officer who is a member or our committee. Their position involves overseeing WH&S within the whole Centre.

To comply with our CGB requirement The Gowrie Affiliation, we operate our Kindergarten based on a range of policies developed by The Gowrie, and the childcare has it's own set of policies. These policies cover a broad range of issues and are available for you to peruse at our Centre.

Safety of the premises

It is the policy of the Centre to ensure that the premises and all furniture, fittings, buildings, equipment, cooking and eating utensils are maintained in a safe, clean and hygienic condition, in good repair and proper working order. A Workplace Health & Safety book is available for parents to record any related concerns that they may have.

Child protection

The Centre has comprehensive policies and procedures to ensure your child is safe in our Centre. These policies comply with all relevant legislation and our staff attend professional development in child protection on a yearly basis.

Our staff follow the, The Early Childhood of Australia Code of Conduct which is displayed in all rooms. Our code of ethics and conduct reflect these values and all persons on our premises are bound by this code of conduct. Please refer to both our code of ethics and conduct policy and procedures in the centre for more information.

Sick children

Illness and infectious diseases are serious, especially when groups of young children are in contact with each other. It is very difficult for staff to appropriately care for sick children as well as others in the group. If your child becomes ill, educators will contact you to collect your child as soon as possible. It is therefore essential that the Centre has current contact phone numbers on a daily basis.

In such a close environment, illness spreads rapidly. We INSIST that children, who are ill, remain at home until the infectious period is completely over. It is not fair to the other children if you do not take the infections seriously. The children are not to make the decision on attendance: "But I want to go....." **It is the responsibility of the parents to consider the staff and other children.**

Refer to Appendix A for the list of recommended minimum exclusion periods for infectious diseases.

QLD Health issue a Time Out poster and this can be found in the foyer of the office or refer to the rear of the book for further information.

Parents must contact the centre to report contagious illness. If your child is away for other reasons, we would appreciate a telephone call. Staff are at the Centre from 8.00am.

In the event of a parent or contact not being available, the Director or person-in-charge will take whatever steps are considered necessary to ensure the child's wellbeing.





Immunisation

The centre advocates the importance of immunisation of all children against infectious diseases. Parents/Guardians will be required to provide information regarding the immunisation status of their child upon enrolment to the Centre. A properly completed immunisation record as contained in the Queensland Health produced Personal Health Record is acceptable as a vaccination certificate. In the event of an outbreak of a vaccine preventable disease, Parents/Guardians of a non-immunised child will be required to remove the child from the service until the risk has passed.

During the year, as your child's immunization status changes (with their 4 year old vaccination), please advise the Centre and provide the staff with this new information.

The Gowrie and childcare policies on immunisation are available for perusal by parents/guardians in the office. Please refer to Appendix B for further details.

Administration of medication

All medication will be administered as per our Lady Gowrie and Centre medication policies.

Prescribed medication

Prescribed medication will be administered as directed by the doctor/pharmaceutical label and given at the times as set down either by the doctor, in writing, or as set out on the original label by the pharmacist. Medication will be administered with our policies and procedures in both Kindergarten and childcare.

Non-prescribed medication including alternative therapies (Childcare Only):

Non-prescribed medication (excluding Paracetamol) will not be given by the staff to any child unless prior written permission and instruction from the doctor has been received by the teacher. Please note: a pharmaceutical label is still required.

Paracetamol

In the event of your child having a high fever, and we are unable to contact you, the teacher will follow The Lady Gowrie HIGH TEMPERATURE MANAGEMENT POLICY/Childcare High Temperature Policy.

Medication is stored in a tamper proof box in the refrigerator or in the First Aid cabinet.

Chronic conditions

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy please provide your service with a detailed medical management plan from your child's registered medical practitioner. Please also talk regularly with your service to ensure that all educators have the necessary information to make your child's experiences at our centre safe and enjoyable. Please use the enrolment booklet to detail information and begin conversations with educators.

First aid

Wagner Road Early Childhood Centre and Kindergarten believes that all staff must be skilled in first aid, Asthma and Anaphylaxis to ensure the children are provided with a safe environment in which to play.

Although the Education and Care Services National Regulations do not require all staff to hold a senior first aid and resuscitation certificate, our permanent contact staff members are required to hold current senior first aid and resuscitation certificates. All our staff are required to renew their CPR every 12 months and their first aid every three years.

Blue Card

Current legislation requires that all staff and volunteers working with children to hold a current suitability (blue) card. The blue card is issued by the Commission for Children and Young People and Child Guardian to an individual after a criminal history check is conducted and the person, having no criminal record, is therefore deemed to be suitable for working with young children. Blue cards must be current at all times and are renewable every two years.

Parents who take on Executive positions in the Management Committee must hold or apply for a blue card.

Sleep and Rest

Quality area two of the National Quality Standard focuses on safeguarding and promoting children's health and safety. The standard expects that sleep and rest practices are consistent with contemporary views about children's health, safety and welfare and meet children's individual sleep and rest needs (Element 2.1.2 NQS).

Our safe sleeping policy and procedures are based on best practice as outlined by the recognised national authority, service facilities and in partnership with families. Partnerships with families and respecting diversity are identified principles that underpin our practice as stated in the Early Years Learning Framework. They are important elements to promote children's sense of Belonging, Being and becoming.



Smoking

Our centre has a no-smoking policy. We ask that you refrain from smoking in or within 10 mtrs of the Centre building or grounds.

Hygiene

We follow the **Australian Government's (Staying Healthy in Childcare guidelines)**. We believe that illnesses and infections can be reduced and prevented by following good infection control practices. Lessons of good hygiene are incorporated into the daily educational program of the Centre.

All children are encouraged and assisted to follow safe and correct hygiene practices throughout the day such as washing hands upon arrival, before eating, after play, after toileting and prior to leaving. The single most effective way to stop germs from spreading is to wash your hands.

Toileting procedures include flushing of toilets after use, and washing and drying of hands after each visit to the toilet. Children are supervised when they are in the bathroom.

Lessons of dental hygiene are incorporated into the educational program as appropriate.

Safety, emergency and evacuation procedures (including fire drill)

Staff are fully trained in the necessary procedures for emergency evacuation and lockdown procedures. The Queensland Fire Department makes routine and regular inspections of the Wagner Road Kindergarten and the Wagner Rd Early Childhood Centre, including precautions, evacuation procedures and inspection of fire equipment and extinguishers.

The fire alarm is sounded monthly and children quickly become familiar with the fire drill procedure. These procedures are documented and evaluated.

Evacuation points are posted at the appropriate exits. It is recommended that parents make themselves familiar with these exits in case of fire. More details on emergency evacuation procedures and lock down policies can be found in the Centre's Workplace Health & Safety Manual.

Insurance

The Centre is insured and this policy covers a wide variety of risks. A copy of the insurance policy is available at the Office.

Maintenance

Maintenance of the Centre grounds and facilities comes under the control of the Association Management Committee.

Parent "working bees" are held twice yearly.

A maintenance levy will be payable upon confirmation of enrolment for the following year.

Major maintenance tasks such as pest control, carpet and rug cleaning, sandpit sand replacement, and major cleaning jobs (windows, fans, etc) are carried out annually or during vacation times.



Section 8: Enrolment

ENROLMENT

How do I enrol my child?

We invite you to contact the Director to arrange a time to visit our Centre. The Director will take you on a tour of our Centre and provide you with information about our programs. An enrolment application form will be provided to you to complete so your child can go on our waiting list.

Waiting list policy in the kindergarten

A parent may place their child's name on the Kindergarten waiting list at a specified date during the year in which the child turns one. Bookings are also taken at any time after that date. Application forms are available at the centre or online on our website, www.wagnerroad.com.au.

The Director of the Centre keeps the Kindergarten waiting list for each year. A non-refundable wait-list fee is payable for each child entered onto the waiting list. A receipt will be issued. It is important that the receipt be kept as evidence of your child's enrolment on the waitlist.

Placements

Children are offered a place at the Centre and Kindergarten during the year preceding their admittance. Parents are then given a specified period of time to notify the centre of acceptance of the position offered and a non-refundable enrolment fee is required. If this fee is not received by the designated date, the place is forfeited and offered to the next child on the waiting list. Similarly, if parents have not advised the Centre of changes of address or telephone numbers and are therefore unable to be easily contacted, they forfeit the right to be offered a position.

In the kindergarten once a position has been accepted and enrolment fee received, parents will receive an invitation to our Kindergarten Orientation afternoon where our program and policies will be discussed, and parents and children can meet each other and their teachers.

In the childcare once a position has been accepted and enrolment fee received we will invite parents to come and visit the centre with their children for orientation.

Currently, to attend Wagner Road Kindergarten, the child must be turning 4 years of age on or before June 30 of the Kindergarten year.

The enrolment agreement

Signing of the enrolment agreement form is a condition of enrolment at the Wagner Road Early Childhood Centre and Kindergarten. You should read it carefully and re-read it occasionally.

Orientation

Each year an Orientation Day is held for Wagner Road Kindergarten parents and children to attend.



Section 9:

Fees

FEES

The year is divided into four terms, the same dates as for State Schools. Parents will be sent an account at the beginning of each term. Educational visits and shows are added to term fees.

All fees are due for payment by the due date specified on the statement. All accounts not paid within 7 days of the due date will be charged a \$100.00 late fee. Accounts may be paid by instalments in consultation with the Director or office staff. They are to be set out in writing and given/emailed to the office staff. They are to be finalised no later than 2 weeks before the end of term or a late fee of \$100.00 will be charged.

Any payments made by Credit Card will incur a bank charge.

Wagner Road Early Childhood Centre and Kindergarten prefers that fees are not paid by cash.

Cheques to be made payable to:

- Clayfield Childcare Association Inc.

Direct deposit is to the Centre's bank account as follows:

- Account Name: Clayfield Childcare Association Inc.
- BSB: 014 255
- Account No: 401398718
- Reference: Please state your family name

Please note that two (2) weeks during term time notice in writing is required if, for any reason, you need to leave the Centre.

To confirm acceptance of an offer of a place, parents are requested to pay a non-refundable deposit to secure their child/children's position. This deposit is made up of maintenance and fundraising levies and an enrolment fee.

Non-refundable maintenance and fundraising levies will be payable upon confirmation of enrolment for subsequent years.

The Association endeavours to be a good trading entity by paying accounts promptly. It is therefore essential that fees be paid on or before the due date.

As salaries form a large part of the expenditure it is expected that fees will increase each year. The committee monitors fees closely during the year and vary these if necessary due to unforeseen circumstances such as Union award rises in salary/superannuation.

Special purpose levies

The Centre may from time to time have some form of levy included on the fee notice.



Section 10: Appendices

APPENDICES

Appendix A

CONDITION	PERSON WITH THE INFECTION	THOSE IN CONTACT WITH THE INFECTED PERSON ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19⁴	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	EXCLUDE Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea³ and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella)⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.
Hepatitis B and C	NOT EXCLUDED Cover open wounds with a waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED

CONDITION	PERSON WITH THE INFECTION	THOSE IN CONTACT WITH THE INFECTED PERSON ²
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ⁴	EXCLUDE for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics. ⁵	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice. ⁵	NOT EXCLUDED Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts. ⁵
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵ Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ⁵	NOT EXCLUDED
Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Whooping cough (pertussis) ⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

Footnotes

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.

Appendix B

Immunisation

Age	Disease	Vaccine brand	Reconstitute	Site to administer	Administration	Important notes
Birth	Hepatitis B	H-B-VaxII paediatric OR Engerix B paediatric	No	Anterolateral thigh	IM	<ul style="list-style-type: none"> • Give within 24 hours of birth • Can be given up to 7 days after birth
	Tuberculosis	BCG	No	Deltoid muscle into the humerus	Intradermal	<ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander children *Please see BCG note over the page
2 months and 4 months	DTPa-hepB-IPV-Hib	Infanrix hexa	YES	Anterolateral thigh	IM	ALL CHILDREN
	Pneumococcal	Prevenar 13	No			
	Rotavirus	Rotarix	No	Mouth	Oral	<ul style="list-style-type: none"> • 1st dose must be given <15 weeks • 2nd dose must be given < 25 weeks Check the Rotarix dose wheel
6 months	DTPa-hep B-IPV-Hib	Infanrix hexa	YES	Anterolateral thigh	IM	ALL CHILDREN
	Pneumococcal	Prevenar 13	No	Anterolateral thigh	IM	<ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander children • Children with medical risk factors • Premature infants born <28 weeks gestation
	Pneumococcal	Prevenar 13				
	Pneumococcal	Prevenar 13				
From 6 months to <5 years	Influenza	As supplied	No	<12 months: anterolateral thigh ≥12 months: deltoid	IM	ALL CHILDREN <ul style="list-style-type: none"> • 2 doses required for children from 6 months to <9 years of age with a minimum of 1 month between doses in the first year they receive influenza vaccine
12 months	Measles-mumps-rubella	Priorix OR MMRII	YES	Deltoid	SC or IM	ALL CHILDREN
					SC	
	Meningococcal ACWY	Nimenrix	YES	Deltoid	IM	ALL CHILDREN at 12 months of age
	Pneumococcal	Prevenar 13	No	Deltoid	IM	ALL CHILDREN
	Hepatitis A	Vaqa paediatric	No	Deltoid	IM	Aboriginal & Torres Strait Islander children
18 months	Hepatitis B	H-B-VaxII paediatric OR Engerix B paediatric				Premature baby <32 weeks gestation or <2000g birthweight only
	Measles-mumps-rubella-varicella	Priorix Tetra OR	YES	Deltoid	SC or IM	ALL CHILDREN
					SC	
	Haemophilus influenzae type b	Act-HIB	YES	Deltoid	IM	ALL CHILDREN who receive a Nimenrix at 12 months of age will require a Haemophilus influenzae type b at 18 months of age
	DTPa	Infanrix OR Tripacel	No	Deltoid	IM	ALL CHILDREN
4 years	Hepatitis A	Vaqa paediatric	No	Deltoid	IM	Aboriginal & Torres Strait Islander children
	DTPa-IPV	Infanrix IPV OR Quadracel	No	Deltoid	IM	ALL CHILDREN
	Pneumococcal	Pneumovax 23	No	Deltoid	IM	<ul style="list-style-type: none"> • 1 dose • Children with medical risk factors
*BCG is provided by TB Control Units and is recommended for: <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander newborns and other children <5 years of age living in Indigenous communities • Children <5 years travelling to a country of high TB incidence for a prolonged period and newborns where there is a family history of leprosy Further information can be obtained from www.health.qld.gov.au/_data/assets/pdf_file/0027/637614/bcg-English.pdf						

Creating happy children and lifelong learners



We would like to acknowledge the contributions made by all our wonderful staff in collaboration with our photographers, Greer Casey (teacher), and our parents to create this document, and appreciate the time and commitment everyone made together.

