

# MITCHELTON PRE-SCHOOLING CENTRE

## PARENT INFORMATION HANDBOOK



### CONTACTS:

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B & A Care	<b>0416 597 696</b>		

### *Your child needs:*

- Lunch
- Morning tea
- Afternoon tea (for 2 day groups)
- Water bottle
- Hat
- Sheet bag
- Library bag
- Waterproof bag – zip type preferred
- Spare clothes (Named in a waterproof swimming bag)

### *Parent notes:*

QUEENSLAND TERM DATES - 2020				
Term		Dates		Length
Term 1		Tuesday 28 January – Friday 3 April		10 weeks
Term 2		Monday 20 April - Friday 26 June		10 weeks
Term 3		Monday 13 July - Friday 18 September		10 weeks
Term 4		Tuesday 6 October - Friday 11 December		10 weeks

# *CONTENTS*

## **ABOUT MPC**

Welcome .....	1
Curriculum Information.....	5
Daily Routine.....	5
Philosophy.....	2
Risk Assessment & Management .....	7
Environment & Sustainability Plan.....	6

## **MANAGEMENT OF MPC**

Management of MPC .....	3
Management Committee .....	Appendix 1
Structure and Hours of Operation .....	4
Before & After Kindy Care .....	Appendix 4
Work Health & Safety .....	3

## **OUR STAFF**

Introduction to our Staff Team.....	4
Meet the Staff Team.....	Appendix 3

## **ENROLMENT and FEES**

Enrolment process.....	7
Orientation process .....	7
Kindy Fee Information .....	16
Before & After Care program .....	18
Maintenance levy .....	17
Membership fees .....	16
Cancellation of Enrolment.....	18

## **CHILDREN**

Supporting your child's start .....	7
What your child needs .....	8
Birthdays.....	13
Behaviour Guidelines .....	12
Inclusion of Children requiring support.....	13
Fire Drills, Lockdowns & Evacuations .....	13
Lending library .....	13
Excursions and Incursions .....	14
Toys and Treasures from home .....	13

## **HEALTH and WELLBEING**

Hygiene .....	10
Sun care.....	8
Immunisation.....	10
Exclusion schedule (common illnesses)....	11
When your child is sick.....	11
Asthma, Anaphylaxis & Diabetes .....	12
Medication.....	12
Injuries.....	12

## **PARENTS**

Parent involvement in the curriculum .....	14
Parents & Guardians responsibilities .....	15
Student Visits/Volunteers .....	14
Channels of communication .....	15
Social events.....	18
Parking.....	18
Working Bees & WHS.....	Appendix 2







# WELCOME TO MITCHELTON PRE-SCHOOLING CENTRE

We hope that both you and your child enjoy your time at our centre and we look forward to playing a part in the life of your family. We have a wonderful centre with an experienced and dedicated staff team who are keen to get to know your child and family. We hope this Parent Information Handbook provides you with useful information and a taste of what kindy life is like. First and foremost, it is important for you to know that children and what we believe to be best practice for supporting children's learning and growth are at the centre of all decision making: from the teacher's planning to policy making; maintaining the grounds and buildings to resources.

Mitchelton Pre-Schooling Centre Inc. (MPC) has enjoyed a long history of supporting children and families in this community for over 70 years. The buildings, playgrounds, name, group arrangements, programs and other features have changed enormously over this time. These changes, however, continue to be made in response to the needs of the local community, current research and what we believe is best for young children. MPC continues to provide excellence in education for the year before school. More information about our history can be found on our website. [www.mpc.net.au](http://www.mpc.net.au)

When you enter MPC you will notice this canvas by Michael Nelson Jagamarra who has allowed us to include our acknowledgement of Australia's first people. *We acknowledge the traditional owners of the land on which we live, play and learn.*



You will also notice MPC's Mission Statement embedded in this delicate artwork sketched and hand painted by Penny Dawson, a past parent and committee member. We have inserted our Mission Statement into the spaces of the buildings in her painting. Aside from exemplifying our commitment to the natural environment, we believe this reflects how our Mission Statement is embodied throughout MPC's culture and environment.





# PHILOSOPHY

*At Mitchelton Pre-Schooling Centre we view children as individuals and social learners. We believe in the importance of inclusion and acknowledge that children come from diverse backgrounds and bring unique strengths, experiences and understandings of their world. We recognise the Turrbul people as the traditional custodians of this land on which we learn and play.*

*The fundamental focus for all decision making is the well-being of children and their growth and learning. In the learning environment, play is valued as a significant means for learning and allows opportunities for children to co-create the curriculum. Play can provide insights into children's interests, skills, beliefs, joys, anxieties and frustrations. We encourage healthy, sustainable practices and value everyday, incidental and intentional experiences.*

*We believe that the connections made through listening, playing, talking, noticing, wondering and questioning provide a rich and significant context for children's learning. We consider partnerships as integral components of the curriculum. Opportunities are created for families to share - in all aspects of our learning community. We encourage children, families and staff to make meaningful connections and develop a sense of belonging, place and well-being within the Mitchelton Pre- Schooling Centre environment and the broader community.*

## ***In relation to children we:***

- protect and promote children's wellbeing, health, safety and security.
- honour children's right to play (United Nations Article 31) as a critical tenant of our practice.
- trust in children's capacity to observe, explore, question, investigate, create, wonder and experience.
- value individual learning styles, paths and processes. Children's uniqueness and ambition is recognised. They are able to construct their knowledge using their own learning style and experiences.
- encourage children to be active partners in their learning. Children are valued as active citizens of Mitchelton Pre-Schooling Centre with an informed capacity to contribute to the wider community.
- recognise that children are living in a rapidly changing world.
- recognise that listening, negotiating, compromising, sharing, respecting self and others, risk taking, problem solving and being flexible and resilient are key dispositions and skills for life.
- support children's exploration of the natural world and foster their understanding of sustainable practices through local and global contexts.
- build children's capacity as collaborative social learners by encouraging them to listen to others; engage in communication.
- represent their feelings, understandings and ideas in a variety of ways.

## ***In relation to families and community we:***

- recognise families as children's first and most influential teachers.
- recognise the traditional custodians of this land and support children's understandings of Australia's first people past and present.
- celebrate the richness of the history of Mitchelton Pre-Schooling Centre and the connections the centre has with the community past, present and future.
- allow time to get to know families, and understand that trust and a sense of belonging take time to build. We value reciprocal communication and relationships with families. The unique connections within these partnerships are valued. We support strong connections regardless of input.
- value and recognise the diversity within this community. While there may be common threads binding our community, each family brings their unique culture, values and beliefs to this.
- understand and acknowledge points of similarity and difference which helps build capacity and strengthen relationships.

## ***As teachers and educators we:***

- are guided professionally by the Early Childhood Australia Code of Ethics.
- embed the Early Years Learning Framework for Australia; the Queensland kindergarten learning guidelines and the National Quality Standards into our daily practice.
- invest our time generously and genuinely with children to optimise learning possibilities and potentials.
- support the well-being of individuals and the staff team and their ongoing professional development and reflective practice.
- support, equip, challenge, extend and add complexity to children's learning and growth.
- celebrate children's voices and journey of learning. We are proud to make children's thinking and learning visible in ways that are significant to children and their families.
- recognise strengths in children, families, colleagues and the community.
- respect the confidentiality of all members of the centre: children, parents and staff.
- value collegial partnerships. We foster a collaborative approach where all staff are respected as individuals and as a valuable part of the team.
- recognise the significance of a sense of belonging to MPC for children, families and staff.
- support, mentor and sustain colleagues to build the collective professional leadership capacity of the staff team.
- encourage respectful and socially just practices and advocate for the rights of children.
- look for opportunities rather than constraints.

# MANAGEMENT OF MPC

MPC operates under the National Quality Framework (NQF) which incorporates the Education and Care Services National Law (Queensland), Education and Care Services National Regulations and National Quality Standard.



As a community kindergarten, MPC is managed by a Committee of parents of the centre. This Committee is the Approved Provider for the Service. Insurance information is located in the central foyer. [MPC has a rating of Exceeding National Quality Standards.](#)



The Australian Children's Education and Care Quality Authority (ACECQA) is the national body which oversees the implementation of the NQF.

[www.acecqa.gov.au](http://www.acecqa.gov.au). The Regulatory Authority in Queensland is the Early Childhood Education and Care: Department of Education and Training.

MPC has undertaken a self-assessment with reference to the legislation and National Standard from which our Quality Improvement Plan (QIP) has been developed. The QIP is available to families who are encouraged to read and participate in the review process. MPC operates under its strategic and operational plans. All policies are available for your perusal in the central foyer. The Code of Conduct and Code of Ethics (ECA 2016), have supported the development of the centre philosophy. The ethical principles which guide our practices are care, listening, participation and hope. (Davis 2015)



**THE GOWRIE (QLD) Inc.** MPC is pleased to be affiliated with The Gowrie (QLD) Inc. As a leader in providing early childhood services for over 75 years, their focus has been in supporting innovative, flexible and evidence-based practice, integrated service provision and meaningful partnerships with parents. In 2015, MPC received two Gowrie awards: *Excellence and Innovation in Leadership* and *Demonstration of Advanced Pedagogy*. More information about Lady Gowrie can be accessed at [www.gowrieqld.com.au](http://www.gowrieqld.com.au).



**Lady Gowrie<sup>QLD</sup>**  
Educating and caring  
for children since 1940

## MANAGEMENT COMMITTEE

The Rules of our Association can be found in the main central foyer.

Members of the MPC Management Committee are elected each year at the Annual General Meeting, held in February. As a community kindergarten, we highly value and depend each year on the contribution parents make by accepting a position on our management committee. The management committee meet monthly throughout the year and all parents are welcome to attend, however only committee members have voting rights.



Being a part of the Management Committee provides parents with a wonderful opportunity to have valuable input into the running of MPC, which ultimately benefits YOUR child. We hope you will give consideration to being a part of the management committee in 2020 **Please see Appendix 1** for information about roles of the committee members.

## MPC WORK HEALTH AND SAFETY

Workplace Health and Safety is a joint responsibility between the management committee, staff members and parents/guardians to achieve a healthy and safe environment at MPC. We ask YOU to help by reporting situations you feel may involve risk to one of the staff members, or add to the Hazard Report form available in the office.

During the year a number of Working Bees are conducted which you may have elected to attend. Please refer to **Appendix 2 prior to attending a working bee** to familiarise yourself with our WHS policies.

## OUR STAFF

All MPC teaching staff hold specialist early childhood qualifications. MPC benefits greatly from the staff's depth of experience and professional expertise in early childhood education. All staff members participate in various professional development opportunities throughout the year which is actively encouraged and supported by the Committee. Under our Provider and Service Approval requirements several positions must be filled by a staff person/s:-

**Nominated Supervisor:** Leanne Hunter is the Nominated Supervisor of MPC and is in the position of responsibility for the day-to-day management of our Approved Service. Leanne can be contacted on 33552535 or [leanne@mpc.net.au](mailto:leanne@mpc.net.au)

**Responsible Person:** The Approved Provider is required to ensure that a nominated Responsible Person is present at all times the service is educating and caring for children. As Nominated Supervisor, Leanne Hunter is the usual Responsible Person and in her absence another suitably qualified person assumes this role.

**Educational Leadership Team:** MPC endorses collaborative leadership which promotes a sense of shared responsibility. All staff members contribute ideas and perspectives, drawing on their strengths, skills and expertise. The Leadership team coordinators are Louise Wood, Leanne Hunter, Shirley Slater, Kim Yarnton, Hayley Swain and Anna Dutney.

**Meet the MPC Staff Team:** Please refer to **Appendix 3**.

**Roles of Teaching Staff:** A full position description for all staff members is available from the office.

**Relief Staff:** MPC has a number of experienced regular relief Teachers and Assistants who are very familiar with our philosophy and operation and are able to step in when required. Some of these staff will also work on a regular basis to support children with diverse needs if required.

## STRUCTURE AND HOURS OF OPERATION

MPC is a three unit centre offering a kindergarten program during school terms with a predominant focus on our target age group (3.5yrs to school age). In 2020, MPC is continuing to offer a MPC 3's group enabling children who turn 3 by January 31<sup>st</sup> January to attend two days per week. Group options for 2020:-

### UNIT 1:

Monday and Tuesday	8.30am to 4.00pm	LEANNE HUNTER and VANESSA GRIFFITHS
Wednesday, Thursday and Friday	9.00am to 2.30pm	SHIRLEY SLATER and JO WARD

### UNIT 2:

Monday, Tuesday and Wednesday	8.45am to 2.45pm	LOUISE WOOD and JANETTE DRAPER
Thursday and Friday	8.30am to 4.00pm	ANNA DUTNEY and SUE HELSDON

### UNIT 3:

Monday, Tuesday and Wednesday	9.00am to 2.30pm	KIM YARNTON and HANNAH HAMILTON
MPC 3's Thursday and Friday	8.45am to 2.15pm	HAYLEY SWAIN and JORDINE ZIMMER

### BEFORE & AFTER CARE (B & A Care) HOURS OF OPERATION

7.30am to 9.00am every morning, and 2.15pm to 5.30pm every afternoon

**The B & A Care program will commence in Week 1 beginning Tuesday 28<sup>th</sup> January.** Detailed information about this program can be found in **APPENDIX 4**.



## **PROCEDURES FOR PARENTS**

Children must be accompanied to and from MPC by a responsible adult and delivered to the teacher. Parents must also ensure that staff members are aware when a child is departing. **All children must be signed in and out of the centre daily on the forms provided.**

**If the child is not being collected by the parent/guardian, nominated emergency or authorised person, prior notification must be given to the teacher with details of the person who will be collecting your child. A *Temporary/Permanent Authority to Collect* form is available from the Office and all units. If an unexpected situation arises, please ensure that you notify your child's teacher and the person collecting your child brings photo identification.**



**Parents must supervise their children before and after program time when entering and leaving the Centre.**

Punctuality is important. If your child is constantly late it may create challenges with joining in the group. Likewise, your child may worry if he/she is often the last one to leave. Please notify us if you are delayed. (Unit phone numbers on front cover).

If you are running late "After Kindy Care" is available. Children will be taken to the After Kindy Care program if they have not been collected 10 minutes after the finish of their program.

## **OFFICE HOURS**

The Administration Office is located just inside the entrance to the centre. This is where general enquiries are handled, fees can be paid and other administrative tasks undertaken.

- **MONDAY, WEDNESDAY and FRIDAY from 8.30am to 3.00pm**
- **TUESDAY from 8.30 to 11.00am**

We would also encourage families to email the office on [admin@mpc.net.au](mailto:admin@mpc.net.au) with any administration or other queries that may arise during the year.

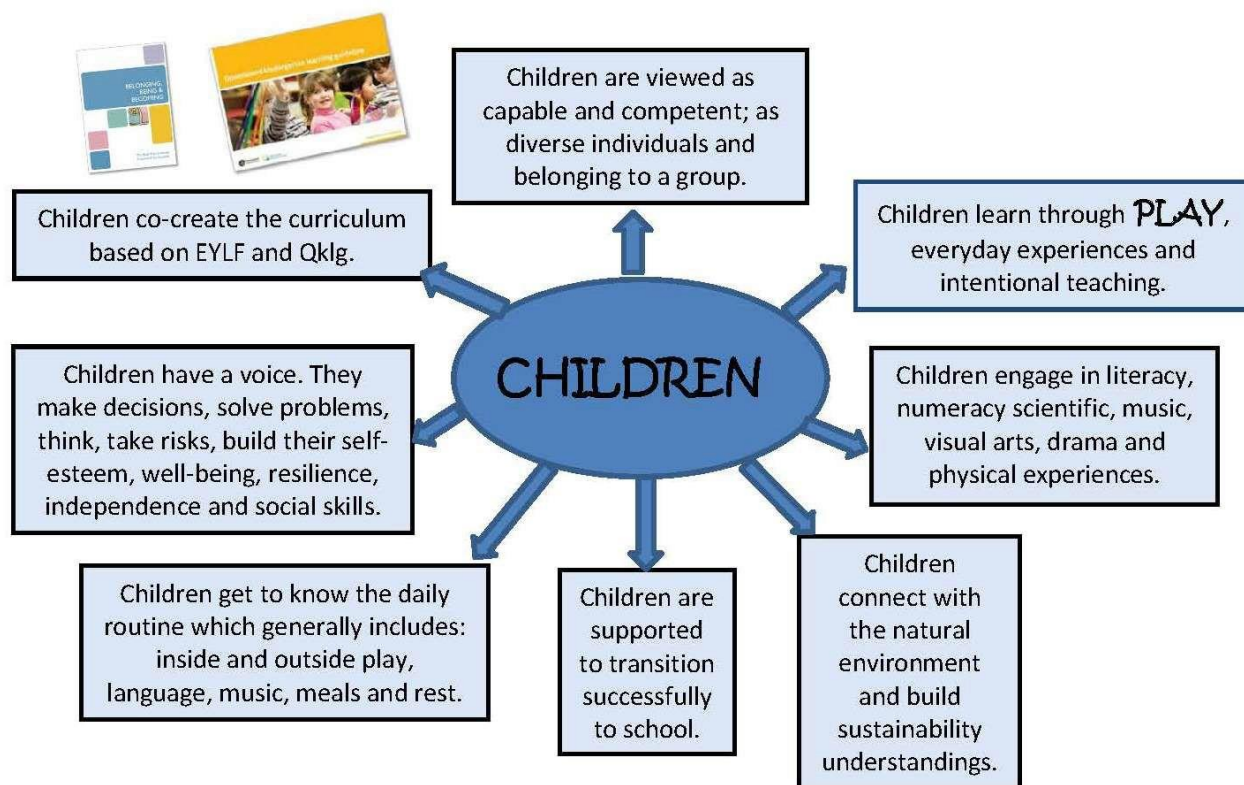
## **CURRICULUM INFORMATION & DAILY ROUTINE**

We respect childhood and every child's right to have one. We provide caring, high quality programs which are collaboratively co-created to support skills, dispositions and knowledge for children's lifelong living and learning. The Early Years Learning Framework (EYLF) and Queensland kindergarten learning guideline (Qklg) underpins our curriculum.

All children attending Prep the following year will receive a Transition Statement. This statement with contributions from teachers, parents and children provides a summary of the most significant information that supports your child's transition to Prep.

Staff teams provide engaging play based learning environments with intentionality and vitality. These environments foster children's interactions, exploration, wonder and a strong connection with sustainability and the natural world. Listening in the here and now is very important to us. Staff members are committed to building relationships with children and families through thoughtful interactions. We continue to build and share our depth of knowledge and skills. The philosophy is informed by our vision and guides all decisions, practices and policies. Under the umbrella of the philosophy sit a number of statements to further explain the MPC vision. These Cover Statements highlight Risk Assessment, Digital Technology as well as Aboriginal and Torres Strait Understandings.

Listening to and sharing information with families supports children. During the year, both formal and informal parent/teacher discussions will be offered to all families. We strongly encourage families to seek further information about both the everyday kindy experiences as well as overarching curriculum practices.



## ENVIRONMENTAL AND SUSTAINABILITY PLAN



MPC has developed an environmental and sustainability plan which is incorporated in our Quality Improvement Plan and reviewed regularly. Understandings about sustainability and the importance of looking after the earth are increased through direct connection, experiences in the everyday routine and by intentionally teaching sustainable practices.

Families and staff members continue to find ways to support these understandings.

### Families can help by:

- Sending morning tea and lunch in re-usable containers, that children can open, reduces the amount of packaging and land-fill.
- Keeping spare clothes in a named re-usable waterproof bag. Wet or muddy clothes will be sent home in the same re-usable bag. Clothing with bodily fluids will be placed in your child's re-usable bag to be collected from the bucket in the adult bathroom in each unit.
- Taking home excess fruit scraps for chooks. Some scraps are used at kindy to feed the worms and add to compost bins.

Please check the sustainability notice board in the central courtyard from time to time.



## RISK ASSESSMENT & MANAGEMENT

You may notice that trees, rocks, sticks and other natural materials are part of our environment. We believe that it is important for children to learn to use these materials safely and fairly. Taking potential risks away from their environment is not in the best interests of children. We support children's developing abilities to assess their own risk.

**What do you see in this photo?**

- Children being competent, courageous, careless or concerned?
- Do you feel concerned at the risk of potential harm or supportive of these children willing to take calculated risks?



How risk is perceived is very subjective as each parent has their own view about risk. We endeavor to listen to and discuss varying viewpoints throughout the year. The Cover Statement for Risk Assessments – Mitchelton Pre-Schooling Centre (MPC) is available online at [MPC Risk Assessments Statement](#).



*Tom Mullarkey, chief executive of the Royal Society for the Prevention of Accidents (RoSPA), warns against wrapping children in cotton wool. The head of a charity that normally raises the red flag about children having accidents made a very sensible comment: 'A skinned knee or a twisted ankle in a challenging and exciting play environment is not only acceptable, it is a positive necessity to educate our children and to prepare them for a complex, dangerous world.'*

<https://www.spiked-online.com/2007/11/14/>

## ENROLMENT and ORIENTATION

The orientation process provides opportunities for children and families to meet teachers and educators, form relationships and for us to build understandings about your child, their interests, joys and challenges. This valuable information supports your child's transition to kindy and engagement in the program.

After enrolment, you will receive a link to an online form which enables you to provide detailed information about your child. An Orientation evening is held for parents usually in early November. This will be followed by play dates for parents and children to attend MPC in November and January with other children from their group. If you are unable to attend these play opportunities, or if you would like to arrange a time for an individual meeting, please contact your child's teacher. It is important that children, parents and teachers all have an opportunity to meet prior to beginning kindy.

In line with the Access and Admissions Policy, target-aged children whose parents believe their child will benefit from an additional year before entering into Prep will have priority in group placements for the following year. Children are offered positions in waiting list order. MPC does not have a sibling policy, so younger children will need to be placed on the waiting list.

## SUPPORTING YOUR CHILD'S START AT OUR CENTRE

Beginning Kindy can be an emotional time for children and parents. If your child has rarely been separated from you then it is normal to expect some upset. Please talk to your teaching team if you expect some difficulty with separation. They will be happy to work with you to develop a plan to support your family. Generally, we have found the following procedure a good way of managing separation.



Before your child's starting day, respond to their questions when buying lunch boxes, backpacks and the like. Use these opportunities to briefly discuss what is going to happen at kindy.

### *The First Day at Kindy.....*

Help your child find his/her locker and assist them to unpack their bag, organising sheets and lunch boxes. Your child's teachers will guide you. **It is important for your child to do the unpacking jobs so they know where their belongings are.** Please ensure you bring your child to the teaching staff. All units have an attendance book situated in the sign in area on your unit's verandah and all children **must be signed in/out each day.**

### *Saying goodbye.....*

Your child may be emotional at this initial break but prolonging your departure or having long discussions about his/her crying makes it harder. **Our tip:** Reassure your child you will return at the end of the session, and when you have said "goodbye", leave promptly! **It is really important that you leave your child's sight once you have said goodbye.** A staff member will quickly step in at this stage.

If your child is having difficulties separating, it is not a good idea to "socialise" within sight of your child. A wave at the gate and then leaving quickly is best on these first days. Most children stop crying within minutes of the parent leaving - so don't focus on the tears. The teacher will always contact you if your child continues to be distressed. If you are really concerned when you leave here, phone your child's unit for reassurance! (Unit phone numbers on the front cover.)

It is important to accept that some parts of adjusting to kindy may be challenging and 'not fun'. However, a more helpful attitude may be to view these challenges as potential learning experiences for children to develop resilience. Given time children will discover that they can cope with life's challenges. Be prompt in returning to collect your child and try not to bombard him/her with too many questions. They may tell you later.

## WHAT YOUR CHILD NEEDS

### CLOTHING AND HATS (Sun care):

**CLOTHES:** Please send your child in easy to manage play clothes. When children are climbing outside, they will take off their shoes to allow for safer climbing. In order to fully participate in our outdoor curriculum, we strongly recommend that children wear practical sun safe play clothes (i.e. sleeved t-shirt and shorts).

Skirts and dresses are restrictive for outside play and are therefore not recommended.

**HAT and SUNCARE:** Children need a shady hat (legionnaire or bucket style which will not blow off easily) every day, all year.



**Hats with cords are not suitable** as they present a choking hazard to children while climbing/swinging. We recommend that sunscreen be applied at home and also insect repellent if necessary. Additional sunscreen and insect repellent are available in each unit for families to apply to their child on entry. Please discuss with your child's teacher any concerns you may have regarding sunscreen or insect repellent re-application. We make use of available shade while outdoors and encourage children to play in the shade where possible. If your child is not provided with their own hat, he/she will be required to play in shaded and/or roofed areas.



**NAMED WATERPROOF BAG for SPARE CLOTHES:** Please keep a named change of clothes, in a waterproof bag, in your child's bag, appropriate for the season and their size. A **waterproof bag** (not plastic bag) to hold wet or soiled clothes, will assist in reducing the use of plastic bags and support our sustainability initiatives. In winter the kindy is often cold so please ensure a jumper is sent daily.

## FOOD AND DRINKS:

"Healthy food makes for a happy, healthy child." Parents are responsible for providing their child's food each day.

Lunch boxes are refrigerated. **Please do not send food in insulated lunch bags.** They are too bulky to store in the fridges and they need to be left open for the safety of the food.

During the day we aim to encourage healthy eating habits and it is our policy to encourage all children to drink water each day. Children can access their water bottles many times throughout the day. We ask for parents' co-operation in providing fresh fruit and foods with minimal packaging in order to promote children's awareness and understanding of good food choices and environmental issues. When preparing your child's food for the day, please consider your child's ability in managing containers and packaging.

In conversations with children, we often refer to *everyday* and *sometimes* food when discussing food choices. Some suggestions for packed lunches:

**Morning Tea:** One or two pieces of fresh fruit, cheese and crackers, yoghurt.

**Lunch:** Sandwiches with healthy fillings, finger salad and possibly fruit, yoghurt, in a named lunch box.

**Afternoon tea (2 day groups):** small non-perishable afternoon tea in a named reusable bag or container.

**Water Bottle:** The children will need a named WATER BOTTLE which will be taken home each day.



**PLEASE NOTE: CHIPS, SWEET BISCUITS, CAKES, SWEETS, MUESLI BARS, FRUIT ROLLUPS, CHOCOLATE DESSERTS ARE NOT RECOMMENDED.**

We also advise that we are unable to re-heat any meals at the centre for your child.

## NUTRITIONAL INFORMATION

**Children and adolescents should be encouraged to:**

*Eat plenty of vegetables, legumes and fruits;*

*Eat plenty of cereals (including breads, rice, pasta and noodles), preferably wholegrain;*

*Include lean meat, fish, poultry and/or alternatives;*

*Include milks, yoghurts, cheese and/or alternatives. Reduced-fat milks are not suitable for young children under 2 years, because of their high energy needs, but reduced-fat varieties should be encouraged for older children and adolescents.*

**Choose water as a drink.**

**And care should be taken to:**

*Limit saturated fat and moderate total fat intake. Low-fat diets are not suitable for infants. Choose foods low in salt. Consume only moderate amounts of sugars and foods containing additives.*



<http://www.health.gov.au/internet/healthyactive/publishing.nsf/content/eating> Please refer to the resources tab in our website for further useful links.

## OTHER REQUIREMENTS

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### PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

**CARRY BAG:** A bag easily managed by your child is required to hold lunch box, water bottle, spare clothes and a hat. A "back-pack" type is recommended. Please ensure your child is able to open their bag and lunch box.

**LIBRARY BAG:** A drawstring bag 40cm x 40cm will be needed for library borrowing. Your teacher will advise when library borrowing commences.

**SHEET SET:**

- \* Top sheet: approximately 130cm x 85cm
- \* Bottom sheet: 140cm x 60cm with elastic across each corner (elastic to be 30cm long, approx. 1 cm wide and sewn across each corner of the bottom sheet – sewn 17cm from each corner).
- \* Sheet bag: approximately 30cm x 40cm with a drawstring.

### SHEET SETS FOR SALE \$55.00

**INCLUDES:** 2 Sheets in Bag (fitted and top sheet) and 1 Library Bag

Sets will be in matching fabric for easy identification by your children.

**ALSO AVAILABLE FOR SALE: T-SHIRTS: \$15.00 HATS: \$12.00**

**WATER BOTTLES: \$9.00 WATERPROOF BAGS: \$8.00**

**All available for purchase during Office Hours**

## HEALTH INFORMATION

For the health and safety of our children, this centre is a smoke free zone.

### HYGIENE

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Infections can be spread by a person who shows no sign of illness. Hand washing is the most effective way of controlling disease. A poster which highlights the most effective hand washing procedures is displayed for children and other adults in the children's bathroom of each unit.

The Centre's hand washing procedure is to **Wash hands:**

- When you arrive at the centre. This reduces the introduction of germs and allergens (e.g. peanuts, egg).
- Before handling and/or eating food.
- After going to the toilet.
- After wiping a nose, either your child's or your own.
- Before going home. This prevents taking germs home.
- 



### IMMUNISATION

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It is strongly recommended that all children have their immunisation schedule up to date before commencing at our Centre. In the event of an outbreak of a vaccine preventable disease, all families will be notified. Any non-immunised children will be required to be withdrawn from the centre until the risk has passed in accordance with the National Health and Medical Research Council exclusion guidelines.



**All parents are requested to inform a staff member if their child or other members of the immediate family contracts a vaccine preventable disease.**

Historically, MPC has had an immunisation rate of enrolled children higher than 95% with a small percentage of children non-immunised for a variety of reasons.

Please ensure that MPC has your child's updated immunisation record. For further information, please refer to the Immunisation Policy located in the Gowrie Policy folder in the central foyer.

## **EXCLUSION SCHEDULE PUBLISHED BY QUEENSLAND HEALTH**

MPC follows the recommended exclusion periods for infectious diseases. Please refer to the "Time Out" poster, located in the central courtyard, or link in the resources tab online. We have included below a summary of some of the more common illnesses.

Common illnesses	Exclusion periods
Diarrhoea	Until 24 hours after the last loose bowel motion
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the service.
Influenza and influenza-like illnesses	Until child is well
Chicken pox	Until all blisters have dried
Vomiting	Until 24 hours after vomiting has stopped
Fever (38°C or above)	Until fever has stopped for at least 24 hours
Conjunctivitis	Until the discharge from the eyes has stopped
Roseola	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Human parvovirus B19 (slap cheek)	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing
Pertussis (whooping cough)	Until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing

## **WHEN YOUR CHILD IS SICK**

Please do not bring your child if he/she is unwell, **has been ill the night before or overtired**. It is unfair to your child and for other children and staff to be exposed to contagious illnesses. A sick child needs to be supervised separately which means staff are less able to give their full care and attention to the rest of the children. To be unwell in a different environment from home may be distressing for your child.

Giving your child a dose of Paracetamol in the morning is a clear indication that they are not well enough for kindy. Children with contagious illnesses **must not attend** the centre.

**Children who have vomited within 24 hours prior to attendance at the centre must not attend.**

Please contact the centre to report contagious illnesses.

In the event of a child becoming ill, the parent will be contacted. It is imperative therefore that the teacher has current phone numbers and emergency contact information.

### **SUMMARY: WHEN NOT TO COME TO KINDY:**

- Vomiting and/or diarrhoea within the previous 24 hours
- High temperature of 38.5 degrees within the previous 24 hours
- Conjunctivitis
- Green nasal discharge, lethargic and unwell
- Head Lice (until treated)
- School sores
- Influenza or influenza like symptoms

**PLEASE RING OR EMAIL YOUR CHILD'S TEACHER IF YOUR CHILD IS GOING TO BE AWAY.**  
**As the office is not always attended, please ensure you ring your child's unit direct.**  
**Refer to the UNIT numbers on the front cover and add to your phone.**

## ANAPHYLAXIS, ASTHMA & DIABETES

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There may be children with anaphylactic reactions within our centre. Parents may be requested to send food items without specific allergens (e.g. nut, egg products, etc). Teachers will notify parent groups and place relevant signage when applicable.

Parents of children with an anaphylaxis, asthma or diabetes plan will be asked to complete a risk minimisation form with staff.

Under the Education and Care Services Regulations we are able to hold service medication for the management of emergency asthma or emergency anaphylaxis. All staff members undertake training in Asthma and Anaphylaxis and in the case of an emergency and, if applicable, with medical or paramedical advice, this service medication will be administered according to parent authorisation.

## MEDICATION

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A Medication Register is available and will need to be completed for **each** dose of medicine your child may require. First aid and medication is stored in a child resistant cupboard/fridge container in each unit's kitchen.

**No form of medication should be left in a child's bag or locker. Please hand all medication to staff on arrival.**

In the interest of children's safety and wellbeing, medication will only be administered if it is prescribed by a Doctor, in its original container and with the original pharmacists' dispensing label with details of:

- Child's name
- Date of dispensing and frequency
- Name of medication
- How it is to be administered
- Dosage and expiry date

Parents are asked not to bring their child to the Service until at least **3 doses of any new medication** (they have not taken previously) have been administered.

Only a Parent / Guardian or Authorised Nominee, as named in the Child's enrolment record and is authorised to consent to the administration of medication to the child can complete the Medication Permission form.

Where a child is receiving **medication at home but not at the Service**, Parents / Guardians will provide to staff (in writing), details of the medication, its purpose and of any possible side effects.

If medication has been prescribed by a Naturopath or alternative health professional, administration of this is to follow the same guidelines as listed above.

Consent for the use of one initial dose of **Panadol** is included in the Online Enrolment Form completed by all parents. In the event of a high temperature staff will follow the procedure outlined in the Lady Gowrie Community Kindergarten Managing a High Temperature Policy.

### Managing a High Temperature (summary)

The normal temperature for a child is up to 38 degrees Celsius. A high fever is when the child's temperature is equal to or greater than 38.5 degrees Celsius. The following steps will be taken in the event of a rising temperature:-

1. The Parent / Guardian will be contacted by MPC staff to notify if a child's temperature rises above 38 degrees.  
If child's temperature reaches 38.5 degrees:-
2. MPC staff will seek verbal consent from a parent / guardian or if necessary an emergency contact, that paracetamol can be administered to the child and to confirm if any administration of Paracetamol or pain relief medication has taken place earlier in the day.
3. MPC staff will administer ONE dose of Paracetamol as directed on the product packaging only if written consent (below) and verbal consent at the time of the high temperature has been provided by the parent/guardian or emergency contact person.
4. Child to be collected by Parent / Guardian / Emergency contact person.
5. If child's temperature reaches 39 degrees and the Parent / Guardian / Emergency contact person cannot be located, an ambulance will be called.

## INJURIES

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Parents of an injured child will be contacted promptly.

An "Incident" register is kept at MPC in compliance with [Work Health and Safety Act 2011](#). Parents will be required to sight and sign the register in the event of their child being involved in an accident. An Ice/Band-Aid Register records minor injuries.

## BEHAVIOUR SUPPORT

Our guidelines have been developed in accordance with MPC's Mission Statement and Philosophy.

Teachers and Educators aim to support children's self-control and self-regulation while developing an understanding and appreciation of other's needs, rights and feelings in conjunction with respect for the environment. The words fair, kind and safe are used in discussions with children when collaboratively establishing and reinforcing expectations.

Teachers and Educators support children in learning appropriate ways to manage their own behaviour, sharing power with and not over children. Children need to know and understand expectations, which will be consistently reinforced by all staff members. The focus is on children knowing what to do instead of what not to do.

If an Individual Behaviour Support Plan is deemed necessary by parents or teachers, this will be collaboratively developed and reviewed each term.

## INCLUSION OF CHILDREN WITH DIVERSE NEEDS REQUIRING ADDITIONAL SUPPORT

MPC endorses Gowrie's Inclusion and Anti-Bias policy which is embedded in MPC's mission statement, philosophy and practices. Some children who benefit from additional support may have a diagnosis while others may not. When a child requiring additional support is enrolled, emphasis is placed on the child's abilities rather than their disability. Shared responsibility between parents, the teaching team and other stakeholders including all other children and their families, staff members and support personnel, underpin effective inclusion. Individual Education Plans (IEP) for children who require additional support will be collaboratively developed by the teaching team, parents and support personnel and reviewed at regular intervals throughout the year. For further information, please refer to the Inclusion and Anti-bias Policy in the Gowrie Policy Folder in the central foyer as well as Mitchelton Pre-Schooling Centre's Guidelines for Inclusion of Children Requiring Additional Support. **Refer Appendix 5.**

## FIRE DRILLS, LOCKDOWNS AND EMERGENCY EVACUATIONS

Fire and lockdown drills are held throughout the year. Children are taught to identify the fire bell and evacuate the building by walking to the designated playground area. Staff will call the roll to ensure all children are present. **Please do not enter the building if you hear the fire alarm.**

**In each group, bells are used to gather children. This is an alternative means to gather children in an emergency.**



## BIRTHDAYS



We enjoy celebrating your child's special day. You might like to bring along a cake or easily managed patty cakes for the children to share. Ice blocks in summer are a great alternative!

## LIBRARY

We have two lending libraries operating in the centre.

**Children's Library:** The children take home a library book each week. Your child's teacher will notify you when this will commence.

**Parent's Library:** The Library is located in the Central foyer.

Please feel free to browse and borrow books from the Library at any time, recording information in the borrowing folder on top of the stand.

A replacement fee for the value of the book will be charged if any library books are lost or destroyed.



## TOYS AND TREASURES FROM HOME



Our kindy provides a great variety of play equipment. The children are asked not to bring toys from home or other "treasures" such as jewelry and the like as they might be lost or damaged, causing unnecessary duress to your child.

We do, however, encourage the children to bring natural interesting items such as shells, flowers, insects and other special finds, as these may afford additional opportunities for discussion and investigation.

## EXCURSIONS & INCURSIONS



During the year, MPC will host several incursions at which guest presenters perform or share information to enhance the children's interest, knowledge and experience.

Going on walks in the local community and Bush Park in McConaghy Street could be undertaken by some

groups as the year progresses. Information will be discussed with families when relevant and permission forms will be distributed along with an invitation to attend.

Any excursions will be arranged in accordance with the relevant policies. (Please refer to the Gowrie Policy Folder in the central foyer). The Bush Park Folder in the central foyer also provides more information.



## STUDENT VISITS/VOLUNTEERS

During the year we may have visits from early childhood, high school and work experience students enabling them to complete the practical section of their course requirements.

Any volunteers at our centre, who are not parents of enrolled children, **will be required to have a Blue Card**. Students, visitors, parents, guardians with a negative notice or prior conviction for an offence involving children must not volunteer their services at the centre.

## PARENT INVOLVEMENT IN THE CURRICULUM

We believe that a strong partnership benefits your child. This partnership is best achieved through open, honest and respectful communications. Parents are encouraged to participate in the daily curriculum by coming to visit for an hour or more. The children enjoy the company of another adult, and your child will enjoy showing you all the things he/she can do. Understanding more about your child's day and classmates enables richer conversations with your child. It's also a time to observe your child's interaction in a group situation. If care cannot be arranged for younger siblings they may attend, however, please keep a careful watch over them so they do not damage other children's buildings or work, or disrupt the group at meeting times.

Parents are invited to contribute spoken or written comments in various ways to voice their thinking in decisions affecting the curriculum and management of MPC. Your comments are encouraged in the children's portfolios, daily news notices and other information displayed.

If you have any interests or skills that you would like to share with the children please let your teacher know. These may include showing the 'tools of your trade', cooking, playing a musical instrument, pottery as well as a range of other activities.

*Spending time with my daughter and her class was a wonderful "fly on the wall" experience for me. Seeing her learn, listen and socialise with her kindy peers was so nice to see and I got a glimpse into other aspects of her personality away from the home environment. I admired the way the day is structured and the children really seem to thrive off of the routine and surroundings. Jess Banks*

**During the year we hold special "visiting" days to enable Grandparents or a special visitor to join in the fun.**

When visiting or helping at the kindy in any way, please sign in/out. Please follow your teacher's directions during the day, e.g. fire drill procedures.

## PARENTS' and GUARDIANS' RESPONSIBILITIES

- **Notify** your child's teacher regarding changes in information recorded about your child.
- **Read** all information relating to MPC's policies - Located in the central foyer.
- **Abide** with the MPC Code of Conduct.
- **Notify** your child's teacher of any medical conditions or allergies that exist in your family (e.g. bee stings, nuts, asthma, and the like). Action management plans for Asthma and Anaphylaxis must be updated 6 monthly.
- **Complete Temporary/Permanent Authority to Collect form** if you would like a person not recorded on the enrolment form to collect your child.
- **Discuss** with staff before sending food for the whole group.
- **Check before taking photos/video footage** of your child and others at kindy. **Parents** who do not wish their child to be included in any photos will be requested to attend and monitor on days when many visitors are here such as grandparents/special visitor's day.
- **Consider social media privacy for families.** Please be respectful of families who do not wish their child's photo to be posted on any social media or web site. Please do not post photos taken at MPC or MPC events of any children other than your own child.
- **Communicate** with MPC Staff at mutually convenient times which can be arranged with a short conversation, email or phone call.
- **Supervise** enrolled children at the Centre before and after sign-in /out times.
- **Supervise** non-enrolled children at all times whilst at MPC.
- **If you have any concerns** please see your child's teacher or, if required, follow the steps in the Grievance Procedure. **Refer Appendix 6.**

# CHANNELS OF COMMUNICATION

MPC aims to foster open communication between parents, staff and the management committee. Open communication between staff and parents is essential for providing the best experience for your child. Please feel free to talk with staff about any matters which concern or interest you. We are only too happy to discuss all aspects of our curriculum and your child's involvement in it. Sharing of information occurs in many ways. These include:



**Face to face:** conversations at arrival and departure times.

**Parent pockets:** We ask you to clear these on a daily basis. If someone else is collecting your child, please ask them to check for any notices.

**Notice Boards:** Your teacher will show you the location of notice boards in your child's unit. A community noticeboard is also available in the parent courtyard where families are welcome to post events and information.



**Daily Diary:** Written by the teachers each day to provide parents with snippets of the program and "conversation starters". Your teacher will let you know where your groups' information is kept.

**Newsletter:** A newsletter is uploaded to our website regularly and includes articles from parents, committee, teachers, educators and the



community. Families will be emailed the link to the newsletter when it is published and hard copies are also available at the office and in all units.

**Committee Meetings:** All parents are welcome to attend and minutes are available for perusal in the committee folder kept in the parent foyer.

**Parent Teacher Meetings:** We will be inviting you to have one-to-one discussions about your child at least twice during the year. At these meetings we will share our observations of your child in group life and will ask you to share your knowledge of your child. This combined information helps us to plan appropriately for your child.

Please feel free at any time to request additional time to meet and talk about your child or the curriculum.

Everybody has different communication styles and availability. The start and end of each day can be a little busy, and not always the best time for long discussions about your child. However, if you have particular concerns or would like to have a discussion with your teacher, please wait until the afternoon pick-up rush is over or contact her by phone or email to arrange a suitable time to meet.

Teachers and Educators are always interested to hear from parents about their wishes for their children. If you have any problems or would like to raise a concern, please see either your child's teacher, the centre Director or follow the Grievance Procedure which has been included in this Handbook. Refer Appendix 6.

**Please advise your child's teacher about family changes:** Events in daily life, such as major illness, visits from relatives, accidents or deaths, moving house, any important change to your family situation can affect your child's feelings and behaviour. It is important for our understanding of your child that teachers are made aware of such events immediately.



# FEE INFORMATION

## MEMBERSHIP FEES

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The annual membership fee for the Mitchelton Pre-Schooling Centre Inc. is **\$5.00** per family and will be due and payable with the first terms fees.

## ENROLMENT DEPOSIT FEE for 2020

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A deposit fee of \$200.00 is paid when you enroll your child at MPC, which is made up of:

- **\$100 Enrolment Fee** which will be deducted from Term 1 Fees.
- **\$100 Maintenance Levy** which will be refunded at the end of the attendance year providing that all fees have been paid and **ONE** working bee roster, or equivalent, has been completed.

**Please note:** the total Deposit Fee of \$200.00 will be forfeited if you withdraw your child prior to the commencement of the school year.

## MAINTENANCE LEVY

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Part of the support requested from parents during the year is the provision of voluntary services such as management committee positions, office work and grounds maintenance.

Without the provision of these honorary services the cost of running MPC would increase significantly and consequently fees would also increase. One of the objectives of MPC is to promote parent participation in the development and maintenance of MPC and the management and affairs of the Association.

Consequently, families have the option, within required position numbers, of:

- becoming a member of the Management Committee.
- attending 1 maintenance working bee per year.
- providing assistance in the office for general administration duties.

Full details of, and nomination for the roles of each of these alternatives will be provided to families during the enrolment process. If you are unable to assist in a voluntary capacity, you may elect to forfeit your maintenance levy which we will then use to employ outside services.

## KINDY PROGRAM FEE STRUCTURE

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Fees are invoiced per term. Accounts will be emailed during the first week of Term One, and will be due for payment by the end of week 3. Accounts for 2nd, 3rd and 4th terms will be emailed in the last week of each term of the preceding term and will be due approximately 4 weeks later.

Fees can be paid by eftpos (credit or debit Card), cash or by direct deposit into our bank account (our preferred option). A surcharge fee of 1% will be added to all Term Fees and B & A Care fees which are paid by Credit Card.

Should fees not be paid by the due date, an Overdue Notice will be issued to the Parents/Guardians which **will include a \$15.00 late fee**. Once an Overdue Notice has been issued, the late fee is a **compulsory charge**. The fee has been established in our Debt Policy to cover the cost of the additional administration required in the management of debtors.

**It is a condition of continuing enrolment at MPC that all Term Fees are paid in full by the last day of the invoiced term.**

**Fee Payment Plan:** If you would like to pay your fees in instalments during the term, please complete a form available from the office or email **the office**. Providing parents/guardians keep to their nominated fee payment plan, no late fee is payable. This matter will of course be dealt with in a confidential manner.

**Refer to the MPC website / Enrolments / Fees Schedule for current fee Schedules.**

No charge is made for centre vacations, but fees must be paid for public holidays, and days of non-attendance.

**MPC Building Fund:** A significant proportion of the Association's annual budget is spent to maintain and enhance its buildings, equipment and facilities. The Commonwealth Government offers tax incentives for members who contribute to the MPC Building Fund. Members are encouraged to donate \$100.00 per year to the fund to enable ongoing infrastructure improvements to benefit current and future children.

**QKFS Plus Kindy Support (Qld Government subsidies):** QKFS Plus Kindy Support provides low or no-cost kindy to eligible families. The subsidy is provided direct to MPC and will be deducted from your term invoice. You will be eligible if you:

- hold a current Australian Government Health Care Card (or have a child who does) or Pensioner Concession Card
- identify your child as being of Aboriginal, or Torres Strait Islander or Australian South Sea Islander descent
- have 3 or more children, of the same age, enrolled in the same year.

A copy of your current card must be given to the Administration staff to enable the subsidy to be applied to your invoice. **Please note:** No subsidy is available for children attending the MPC 3's program.

The Child Care Subsidy that commenced on 1 July 2018 is NOT able to be claimed for children attending MPC. The State Government provides funding direct to our centre to assist us in providing a kindy program for each age-eligible child.

### **CANCELLING AN ENROLMENT:**

**During Term 1, 2 and 3:** If you intend to **withdraw your child** from the centre, **four weeks' notice in writing is required**. An equivalent of four weeks' fees will be deducted from any refund of fees paid in advance. If fees have not yet been paid, an amended account will be issued including the four week notice period.

**During Term 4:** After the commencement of Term 4, no refund of fees will be given. However, if 4 weeks' notice has been provided **prior** to the commencement of Term 4 no fees will be payable.

### **BEFORE & AFTER KINDY CARE (B & A Care)**

This service is available to all children who attend MPC during term time. Children can attend on a regular basis (permanent bookings), or as the need arises (casual bookings).

It is a requirement that we have permission from parents authorising our MPC staff to sign children who are attending the program into and out of their units and into and out of B & A Care. No children will be able to attend unless we have parent/guardian permission. Even if you do not intend to use this service, we ask that you complete this section in the Enrolment Form in case the need arises unexpectedly during the year.

**Please see Appendix 4 for further information and schedule of fees for B & A Care.**

## **SOCIAL EVENTS**

Social events are organised throughout the year and we encourage you to become involved where possible. This centre has a focus on creating social activities for families rather than fundraising activities. All costs associated with running MPC over and above Government grants are incorporated into the fees and no additional funds are required from parents in the form of proceeds from fundraising.



# PARKING

Parents are required to supervise their children at all Centre functions held outside regular Centre operating hours.

## MPC is in a designated SCHOOL ZONE.

We appreciate that parking can be challenging! Please be considerate to other parents. If you anticipate taking more time to settle your child, please park away from the 10 minute zones in front of MPC.

- Please DO NOT park in the Special School driveway or their car park.
- Please DO NOT park in the turning area near the entrance to the station.
- Please DO NOT park in the carpark of Doyles Hardware.



### HOW CAN YOU HELP?

- Please obey the **NO STANDING** and **LIMITED TIME** parking signs.
- Arrive only 5 minutes prior to your Unit's starting time.
- Park in Blackwood St and walk on the pedestrian walkway beside the train tracks.
- Arrange carpooling with friends once your child is familiar with the centre.
- If you're planning to stay for a short time in the morning, DO NOT park in the 10 min zone.
- Please consider parents with babies and young children with prams.

## Some final thoughts...

*We aim to foster a culture of healthy relationships between children, parents and teachers all within and beyond our environment. Communicating, both talking and listening, are a means of building these relationships.*

*Everyone walking through the gate is unique; to be welcomed and respected. We have a strong focus on listening and encourage open communication. However, if something is happening within the curriculum or with your child that you do not understand, please ask. We are more than happy to listen to your thoughts and/or concerns and share information that may shed some light and build understanding.*

*During a typical day, many and varied new ideas and concepts are experienced by children. These are not necessarily tangible things to "take home" or "tell Mum and Dad about". How can a three or four year old child explain to Mum and Dad that he/she learnt things like... being brave to try something new... joining in a game... listening and responding to the teacher... being curious and investigating something of great interest. The nature of young children's learning and development is often intangible and long term and establishes great patterns for learning.*

**Leanne Hunter, Director.**

We trust that both you and your child will enjoy your time at Mitchelton Pre-Schooling Centre and we look forward to getting to know you.



## APPENDIX 1 THE MANAGEMENT COMMITTEE

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The Management Committee consists of the 11 voting members with the Executive of the Management Committee being the President, Vice President, Secretary and Treasurer.

### Overview of Management Committee roles:-

**PRESIDENT** The President provides leadership to the Committee and the Association. The President chairs the meetings, so it is important that they have knowledge of meeting procedures, and preferably, experience of the centre.

**VICE PRESIDENT** supports the President in the functions of leadership, co-ordination and supporting other Management Committee members when required.

**SECRETARY** is responsible for preparing monthly agendas, recording the minutes of all meetings and preparing for the Annual General Meeting.

**TREASURER** is responsible for presenting the monthly financial statements to the committee meetings and for overseeing the Annual Budget. Financial documents are prepared by the Administrator. The Treasurer is responsible for implementing the Debt Collection Policy if required.

**PERSONNEL OFFICER** attends to staff matters on behalf of the Management Committee, including arranging relief staff, approving leave and when required being involved on interview panels when employing new staff.

**EVENTS OFFICER** is responsible for the planning of all social activities and marketing events approved by the Management Committee. This role will also include catering for the AGM, orientation night and guest speakers/information evenings where required.

**MAINTENANCE OFFICER** is responsible for the planning, preparation, organisation, obtaining quotes and conduct of maintenance of the buildings and grounds, plant and equipment in conjunction with the Director and Administration Manager.

**WORKING BEE CO-ORDINATOR** will oversee working bees held once per term and liaise with the Director and administration staff regarding additional tasks to be completed as required.

**MARKETING OFFICER** is responsible for the co-ordination of marketing and promotional activities, including open days, shopping centre displays, etc. A marketing sub-committee will be formed to assist the marketing officer in this role.

**GRANTS OFFICER** is responsible for identifying which grants are available, coordinating the information for grant submission and submitting the applications.

**WH&S OFFICER** is responsible for conducting the Workplace Health & Safety term audit and inspection of the Centre.

More information on each of the positions is available through your teacher or by emailing the President on: [committee@mpc.net.au](mailto:committee@mpc.net.au).

## APPENDIX 2

## WORKING BEES – WORKPLACE HEALTH & SAFETY

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The following procedures are used to minimise the risks involved in working bees and other maintenance activities.

- A sign-in/out register is present at each roster, maintained by the Working Bee Coordinator. All volunteer workers are required to sign-in on arrival and sign-out before leaving.
- Volunteer workers must be over 16 years of age (for insurance purposes).
- Children are not to be brought to the Centre while attending a working bee or doing alternate maintenance work.
- If working outside sun protection should be worn e.g. hat, sunscreen, appropriate clothing.
- Closed in shoes must be worn.
- The Working Bee Coordinator will make workers aware of the position of the fire bell, toilets and the evacuation plan.
- Safety Data Sheets must be referred and adhered to before using poisons and other toxic chemicals. These are located in Parent Foyer and the Maintenance Shed.
- Bring and use your own personal protection equipment if possible e.g. ear muffs, safety glasses, gloves.
- All tools and equipment, whether supplied by the worker or the Centre must be in safe operating condition, must be inspected before use and operated and maintained in accordance with manufacturer's instructions.
- Workers must not attempt tasks beyond their capabilities.
- Safe lifting methods must be employed with heavy loads.
- Volunteers on working bees are not to attempt electrical work (unless licensed), plumbing work (unless licensed) or climb ladders.

### EMERGENCIES ON A WORKING BEE

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In the event of fire on a Working Bee Roster Day, any adult will ring the fire bell to alert all other workers in the Centre. The Working Bee Coordinator will:

- Check if the fire can be extinguished.
- If safe to do so, collect the sign-in/out register and telephone.
- Check the building FOR OCCUPANTS upon exit.
- Ensure all workers assemble outside the front gate.
- Check the register to ensure all workers are present.
- Call the Fire Service (000) once evacuation is complete.
- First aid kits, fire extinguishers, fire blankets and telephones are available for use in each unit in the event of an emergency. The location of this equipment is identified in each Unit.

**Ice packs are available in each unit's freezer.**

### ACCIDENTS, INCIDENTS AND REPORTING

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- Any incidents or near misses should be reported to the Working Bee Coordinator and an incident report completed.
- Any equipment or property in need of repair or any obvious safety issues and recommendations should be reported to the Working Bee Coordinator.

## APPENDIX 3

## MPC STAFF TEAM

UNIT ONE:	Monday and Tuesday 8.30am to 4.00pm		
LEANNE HUNTER Nominated Supervisor Director	Diploma of Teaching (EC) Bachelor of Education. Re- Commenced at MPC in 1992	VANESSA GRIFFITHS	DIP CC & E Commenced at MPC in 2018
UNIT ONE:	Wednesday, Thursday, Friday 9.00am to 2.30pm		
SHIRLEY SLATER	Bachelor of Education (EC) Re-commenced at MPC in 2011	JO WARD	Diploma of CS Commenced at MPC in 2016
UNIT TWO:	Monday, Tuesday and Wednesday 9.00am to 2.30pm		
LOUISE WOOD	Bachelor of Teaching, Bachelor of Education (EC) Commenced in 2005	JANETTE DRAPER	Grad Dip ED (E/C) Commenced at MPC in 2013
UNIT TWO:	Thursday and Friday 8.30am to 4.00pm		
ANNA DUTNEY	Bachelor of Education(EC) Commenced in 2016	SUE HELSDON	Certificate III in Children's Services Commenced at MPC in 1994
UNIT THREE:	Mon, Tues and Wed 8.45am to 2.45pm		
KIM YARNTON	Bachelor of Early Childhood Commenced at MPC in 2010	HANNAH HAMILTON	Dip of C/S (ECEC) Commenced at MPC in 2015
UNIT THREE:	Thursday and Friday 8.45am to 2.15pm		
HAYLEY SWAIN	Bachelor of Teaching Grad Dip in Education Commenced at MPC in 2009	JORDINE ZIMMER	Bachelor of EC, Bachelor of Education (Preservice EC) Commenced at MPC 2018
BEFORE AND AFTER KINDY CARE STAFF:		Mornings from 7.30am, Afternoons until 5.30pm	
PAMELA INFANTI	Diploma of Children’s Services. Commenced at MPC in 2016		
SELVI	Diploma of ECEC. Commenced at MPC in 2016		
JO WARD	Diploma of Children’s Services. Commenced at MPC in 2016		
YVONNE MATTHEWS	Diploma of ECEC. Commenced at MPC in 2019		
HAYLEY SWAIN	Bachelor of Teaching, Grad Dip in Education. Commenced in 2009		
KIMBER GREED	Cert III in CS. Commenced at MPC in 2017		
KIM HUGHES	Cert III in CS. Commenced at MPC in 2005		
All teaching staff have current qualifications in First Aid, CPR, Asthma Management and Anaphylaxis training.			

<b>OFFICE</b>	<b>ADMINISTRATION &amp; SUPPORT STAFF</b>	
<b>CHRIS NICOLL</b>	Administration Manager	Diploma of Accounting Commenced at MPC in 1995
<b>SUSAN HUBY</b>	Admin Assistant	Commenced at MPC in 2014
<b>PARIS CALLEGARI</b>	Cleaner	Commenced at MPC in 2017
All MPC staff have current Blue Cards and positive notice letters issued by the Queensland Family and Child Commission.		



## APPENDIX 4

## BEFORE AND AFTER KINDY CARE (B & A Care)

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B & A Care has been established to meet the needs of our community in providing extended hours of care. The program is available to all children attending our centre. B & A Care reflects the principles and practices of the *Early Years Learning Framework for Australia*, and the *Queensland kindergarten learning guideline*. The MPC philosophy underpins B & A Care which aims to provide a relaxed, caring environment responsive to individual children before and / or after their kindergarten program. Children are supported to explore and engage with the environment and to connect with peers and adults in a smaller social setting. Parents who have used this service in the past have appreciated the care the children receive in this safe environment. Other benefits for some children include the opportunity to practice social skills within a smaller group, to get to know other children and explore different areas of the kindergarten environment.

**Before Kindy Care:** Children can arrive from 7.30am. Breakfast is not provided however children are welcome to bring their own. Parents sign children into the sign-on book located on the SHELVES in the central courtyard. The Unit staff will collect children from Before Care at their Unit starting time and sign them into their daily session.

**After Kindy Care:** Children will be signed out of their day program by the Unit staff, signed into the After Care program and taken to the B & A Staff. Please provide your child with a small non-perishable afternoon tea in a named reusable bag or container which can be placed in the basket near the B&A Care shelves. We aim to follow the existing healthy eating policy and offer these non-perishable food suggestions:

- whole small apples, bananas, pears or other fruits in season
- vegetables, e.g. a small carrot
- other non-perishable food such as long life cheese and crackers, popcorn.

### **BEFORE AND AFTER KINDY CARE FEES – CASUAL RATE:**

❖ **\$11.00 for the first hour or part thereof (no exceptions) – THEN \$ 5.50 per half hour thereafter**

**PERMANENT BOOKINGS:** A permanent booking can be made by completing the form available from the office. This will ensure that a place is always available to your child for the required session/s. As we have a limited number of places available in each session, this is advisable if you are relying on the service due to work/study commitments.

All permanent bookings will be invoiced in advance for the whole of the term, or from the date the child commences using B & A Care.

**A 25% discount** off the casual rate is applicable to all permanent bookings, but there are no refunds or credits for missed sessions due to absence from the centre for any reason.

Where families have a permanent session and either arrive earlier or stay longer than their bookings, additional charges will be invoiced at the casual rate of \$5.50 per half hour (minimum charge for an early drop off or late pickup from pre-booked permanent hours).

**CANCELLING A PERMANENT BOOKING:** If you intend to withdraw your child from the B & A Care program, two weeks' notice in writing is required. Any fees that have been paid in advance will be refunded following the two week notice period.

**CASUAL BOOKINGS:** Casual bookings may be made by adding your child's name to the Booking Folder located in the Parent Courtyard or you may contact your child's teacher by 2.00pm on the day you require care.

Please DO NOT ring the Admin staff and leave messages.

Availability of casual bookings cannot be guaranteed as permanent bookings will take preference. Fees for casual care will be invoiced twice per term and payment is due within 1 week.

**PLEASE NOTE:** Children cannot be left before 7.30am and must be collected by 5.30pm. **Parents will be invoiced a penalty fee if these times are not kept at a rate of \$1.00 per minute.**

This information has been developed in accordance with Mitchelton Pre-Schooling Centre's (MPC) mission statement, philosophy, policies and Duty of Care. Central to this information is the wellbeing of children, families and staff.

Should a child require additional support, emphasis is placed on the child's abilities and strengths, rather than challenges or vulnerabilities. Shared responsibility between parents, the teaching team and other stakeholders (children, families, staff, support personnel) underpin effective inclusion.

Discussions between teaching teams and parents will cover aspects such as physical management, toileting, behaviour and specific needs to ensure that the requirements of the individual child are most appropriately met within the context of the group. From these discussions, an initial plan for inclusion will be developed to support both the individual child and other children in the group. When developing an Individual Education Plan and/or Behaviour Support Plan, information sourced from parents, teaching teams, doctors, therapists and health professionals will be utilised.

This plan may draw upon support options such as a government grant, possible access to MPC's additional needs funding, support agencies and/or accessing volunteer helpers through community groups.

Should the teaching team recommend that additional teaching support would assist inclusion; parents will be informed about possible options. Importantly, these options can be multi-faceted, in order to support the individual child, the whole group of children and the teaching team.

Support options may include:

- accessing additional funding (grant). A documented diagnosis stating the benefits of additional support (e.g. letter from pediatrician/speech pathologist/psychologist) is necessary to obtain funding. MPC staff will support families through this process.
- sharing information about the child's needs with other parents (with permission and support from a parent of the child requiring additional support).
- accessing volunteer helpers through community groups.

Possible outcomes of discussions and initial plans to support inclusion may include additional support from parents and/or the initial/ongoing reduction in attendance hours. It is important to acknowledge that this centre may not be the most appropriate setting for a child requiring specific support to attend.

Reviews between the teaching team and parents will be undertaken to allow for any adjustments or changing needs of the child requiring additional support and the group.

In the event of the regular teaching team being absent, it may be necessary for the parent of a child requiring additional support to be informed. In consideration of the safety and well-being of all stakeholders, teaching staff may recommend that parents attend on these occasions to provide additional support. Non-attendance for that time may also be an option.

When planning an excursion or incursion, parents of a child requiring additional support will be informed. Safety considerations for all stakeholders will be considered. MPC may recommend that a parent attends to provide additional support, offered alternative space during the experience or considering non-attendance for the duration of the event. Strategies will be discussed with the family prior to the event.

Ongoing concerns relating to inclusion can be addressed in accordance with policies and procedures (e.g. Grievance procedure and Work Health and Safety Policy).

**PART ONE**➤ **Step one:**

If you have a concern with the educational curriculum or any issue regarding your child we encourage you to speak with your child's teacher initially at a mutually convenient time. Contact the teacher (in person, by phone or email) to arrange a time for a discussion in person. **Email is an inappropriate tool** for effective communication in this instance.

➤ **Step two:**

If you still have concerns, contact Leanne Hunter, Director on 3355 2535

➤ **Step three:**

If the issue remains unresolved, you must document your concerns and send this to the President for discussion at the next Management Committee meeting. MPC will not allow continued communication regarding the same issue to occur without correctly following the Grievance for Families Policy.

**EMAIL:** [committee@mpc.net.au](mailto:committee@mpc.net.au)

**MAIL:** The President, Mitchelton Pre-Schooling Centre, 29 Kedron Ave, Mitchelton, Qld, 4053.

The President's decision with respect to managing a documented grievance or terminating an enrolment is final.

<b>OTHER CONTACTS:</b>	Regulatory Authority: Early Childhood Education and Care	Ph: 3634 0532
	The Gowrie (QLD) Inc.	Ph: 3252 2667

**PART TWO:**

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The Mitchelton Pre-Schooling Centre supports open communication and will protect its staff members against unacceptable behaviour or communication (e.g. abusive or threatening language). MPC will support its staff in the case of any reasonable actions they may take in order to maintain a happy and safe environment at our centre.

All centre staff will record any such instances in the Accident/Incident book. MPC staff will endeavor to inform the complainant of the appropriate grievance procedure as outlined in PART ONE.

In the case of a Grievance being lodged with the Director or President, MPC may request a witness (another staff member or committee member) be present at any future meetings between the concerned parties.

