City Stars
Kindergarten
Information Booklet

✱ Excellence ✱ Integrity ✱ Learning

Proudly funded and supported by the Queensland Government.
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Welcome to the Kindergarten Year at Caloundra City Private School. This will be an exciting year of learning for your child as they explore new experiences in a wide range of contexts. Our program includes the importance of play in an educational setting. During this phase of development your child will have fun in a learning environment where they will develop new skills and make new friendships.

We have a highly qualified staff of Early Childhood specialists to support your children. They will provide you with oral and written feedback throughout the year in the form of informal conversations, written reports, interviews and portfolio presentations.

Our Kindergarten is a place where people are valued, our philosophy values each child as a unique individual. Teachers, children, parents, families and the community all have vital roles within our Kindergarten, and by working together we aim to establish and promote high quality care and education for young children. This Handbook has been designed to help you and your child learn about our Kindergarten. Please read and retain this Handbook for future reference.

Your child’s experiences in Kindergarten will provide them with a solid foundation to enter Prep. I have no doubt that your child will enjoy the opportunities provided during this year.

I welcome you to our School and the beginning of an exciting educational journey.

Dirk Wellham
Principal
The City Stars Kindergarten is a rich and creative environment where children have the time and space to play, learn, grow together and thrive. At City Stars we believe that every child is a unique individual. Thus our learning environment is inclusive, accessible and caters for diversity.

Our philosophy and programming are guided by the Queensland Kindergarten Learning Guideline (QKLG) and the National Quality Standard. The QKLG is based on The Early Years Learning Framework (EYLF) which places an emphasis on a child’s sense of belonging, being and becoming and identifies five key 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.

Learning experiences at City Stars will be interesting, inviting and challenging allowing children to build on existing knowledge and discover new learning, maximising literacy and numeracy outcomes. We believe this environment is one where children will be:

- Actively involved and engaged in their learning through a play-based curriculum.
- Offered a variety of concrete experiences and challenges they can explore and discover.
- Able to feel happy, safe, secure and accepted.
- Able to work independently and as a part of a team with children and adults.
- Able to discover the pleasure of learning and have fun in the process.

- Involved in developmentally appropriate activities.
- Free to express themselves and their needs.
- Respected and valued.

Children will be supported and encouraged to develop dispositions to support their learning such as emotional resilience, social confidence, self motivation, persistence and resourcefulness that allows for independent choices and individual development.

As teachers we actively pursue opportunities to facilitate, model, co-construct and guide play in order to scaffold children's learning. We will:

- Assess and support the individual learning, development and level of wellbeing of children through interaction, observation and record keeping.
- Plan experiences and activities that allow children to construct knowledge and understandings and enhance their social, emotional, physical, intellectual and creative development.
- Report to parents about their child's development through visual displays, various media, formal and informal discussions, written feedback in children's portfolios and a transition statement on school entry.
- Be approachable and professional.
- Keep abreast of current research in the early childhood sector.
- Continually update our knowledge by undertaking professional development programs.
- Engage in reflective practice for continuous improvement.
- Welcome and encourage the involvement of families, school and community members.
- Provide best practice in our service to families.

Mission Statement

Our Mission is to provide an outstanding educational environment that is vibrant and exciting; a place of exceptional standards in a nurturing setting with emphasis on the care and attention of each individual student.

Academic excellence, self-discipline and gracious social manners are cultivated and full student participation in the learning, pastoral and co-curricular activities of the School are encouraged and valued.

The School’s fresh and innovative approach helps develop happy and respectful young people. Within this technologically enhanced pioneering personal learning environment, students are able to realise their dreams and optimize their potential for a successful future.

Our school motto is: *Excellence *Integrity *Learning
At Kindergarten we offer a wide range of learning experiences that allow the children to explore, investigate, listen and problem solve. A child’s play is their work through which they actively make sense of the world in which they live, form relationships, resolve conflicts and learn social skills.

In Kindergarten we often react to spontaneous learning activities that are relevant to the child, however, we are guided overall by the Queensland Kindergarten Learning Guidelines. In this way, the whole child is nurtured, and provided with opportunities to develop academically, physically, socially, emotionally and spiritually.

Our belief is:
- Kindergarten is an integral part of the lifelong learning process
- Learning is dependent upon the quality and nature of the relationships within the Kindergarten environment
- Children learn best by being involved in meaningful experiences in a flexible environment
- Children learn when they are intrinsically motivated and have access to quality materials and resources
- Teachers support and encourage learning at all levels
- Collaboration and communication with families supports the learning process.

Children learn visually, kinaesthetically and aurally. There are also many ways in which to draw out the skills from a child’s experiences. Experiences are always more meaningful when they are personal and relevant. Therefore, the topics we use to teach these foundation learning areas may differ, but it is the experience and skill that is of essence.

The key components of an effective Kindergarten Program are:
- understanding children
- building partnerships
- establishing flexible learning environments
- supporting play
- exploring content
All staff qualifications and child/staff ratio are in accordance with or better than the guidelines set in the current legislation. Children are actively supervised by the required number of staff at all times to ensure that they are protected from harm:

- **Kindergarten**: 1 staff for every 12 children (under normal circumstances)
- **On Excursions**: 1 adult for every 8 children
- **During water activities**: 1 adult for every 5 children

Our daily capacity is 24 children.

We are open 37 weeks of the year (Caloundra City Private School term time) and are closed for all school holidays, Public Holidays and Student Free Days.

The management of City Stars Kindergarten support in-service professional development for all members of staff and believes that it should continue throughout each staff member’s career. All staff have First Aid qualifications and have a wide variety of experience in Kindergarten and childcare settings. Staff employment and training procedures are used to ensure that Caloundra City Private School employs suitable people and that they have been made aware of the Kindergarten’s Child Protection Policy.

All staff members hold a current Suitability Card for Child Related Employment, issued by the Commission for Children and Young People. Photos of staff are displayed at the Parent Information table so that you are aware of who is caring for the children.

The Kindergarten class is supervised by a minimum of two qualified staff members, a teacher and an aide once the numbers exceed twelve children.

Temporary and/or permanent staffing changes will be communicated to parents via foyer and room displays and via written forms of communication such as letters and newsletters.

Our educators have been selected because of their high level of qualifications, experience and commitment to the quality care and education of young children. In the interests of promoting continuity and security for our children and families, every effort will be made to ensure children are cared for by familiar and regular staff members. In instances of staff absence, relieving staff will be, whenever possible, familiar to the children and the Kindergarten.
The Learning Process

Play is at the Heart of any Early Childhood Program

The importance of play as a partner to a child’s development cannot be understated. Play gives children opportunities to:

- Understand the world and develop symbolic capabilities
- Attempt novel or challenging tasks and express and control emotions
- Interact with others, solve problems and practice skills.

Current research has validated positive relationships between the frequency and complexity of young children’s play and IQ, problem solving, creativity, language and literacy, and social competence. Play contexts provide meaningful opportunities for children to explore learning from a range of Learning Areas and transfer learning from one situation to another. Naturally, your Kindergarten child will also be involved with planned, structured learning activities that equip them with specific skills to become more competent learners.

Key Features of our Kindergarten Program

- Qualified Early Childhood Teachers and Assistants
- Technology rich environment with iPads and access to Caloundra City Private School’s Dame Elisabeth Murdoch Library
- New air-conditioned, purpose built facility
- Early literacy and numeracy skills are encouraged, valued and developed through a wide range of learning experiences
- Socialisation expands learning. Children are encouraged to work in small groups and learn from one another with input from teachers and parents. Links to other areas of the school are encouraged and developed
- The QLD Kindergarten Learning Guidelines supports us in our work with children and families. Collaborative learning experiences are planned which further develop the foundations of life long learning

How Children Learn

- Children learn through exploration, representation and communication
- Children are capable of analysis, synthesis and evaluation
- Children express knowledge and understandings through different expressive avenues and media
- Children learn through meaningful life experiences in which different subjects are integrated
- Children learn from problem-based investigation and discovery
- Children learn through play, using and extending oral language capabilities while engaging meaningfully with literacy and numeracy activities
- Children explore a range of ways to symbolize experiences and develop imagination and creativity.
Communication

Please share any concerns or family information with your Teacher continually throughout the year. At the beginning of each session teachers endeavour to make connections with each child as they are greeted and begin their busy day together. This is especially so in the first term as children and parents develop confidence in their new environment and routines.

Parent/Teacher Interviews

Appointments may be arranged to discuss your child's developmental progress. Please ask your Teacher to arrange a mutually convenient time for both of you to share information.

On occasion, Information Nights will be scheduled so that all parents may attend to learn about the curriculum and the directions the program will be taking in the months to come.

Absenteism

In the event of absence due to illness, please notify the Administration Office as soon as possible. In order to encourage good habits of attendance and to support the continuity of the curriculum, we prefer that planned absences such as holidays are kept to a minimum during term time. If you are planning an extended absence, please submit a written request, addressed to the Head of Junior School.

SMS

Register for SMS messages.

Newsletter

Regular Newsletters will be sent home and notices on the Kindergarten door and in the information pockets will keep you up to date with what is happening at Kindergarten. You will also receive the weekly Caloundra City Private School Newsletter on Thursdays via email or by accessing the School website: www.ccps.qld.edu.au To receive a Newsletter, please email dgrant@ccs.qld.edu.au to go on the mailing list.

Portfolios

Every child will have a personal, confidential portfolio comprising of;
• child profile sheet
• observations
• objectives for further development
• work samples
• checklists
• other relevant data.
This portfolio is to be maintained and used as a direct tool for evaluation and future planning.

Programming is to reflect the value of individuality and not be used as a means of comparison between peers or stereotypes.

Educators are to be capable of demonstrating how their program is achieving the goal of providing for the individual needs and skills within the group. Educators are to be aware of relevant developmental literature so that effective assessment may be made of a child’s progress and be capable of planning effective and appropriate experiences to extend this development.

Portfolios are to be available for parental conferencing upon appointment with the Teacher.

We understand and value the fact that children are active learners and it is therefore our policy to provide a program which fosters the development of the intellectual domain through meaningful activities and experiences. Independence within this developmental area impacts positively on self esteem and future academic success, therefore we provide a stimulating program for all children and are sensitive to differing learning styles and interests.
Parental Participation

We welcome involvement from all members of the community, but most importantly the parents of our children. There are many ways in which you can become involved with the Kindergarten - here are just some suggestions, but maybe you have your own unique contribution to share with us!

- Interactions with individual children or small groups; story telling, talking, listening, cooking… any routine aspect of the day!
- Contributing ideas and/or resources to the program.
- Interpreting or translating stories, songs or posters into other languages.
- Sharing hobbies, interests or skills.
- Helping and giving support on committees.
- Attending Parent Nights and other social events organised at the Kindergarten.

- Communicate your child's daily needs and developmental progress with Kindergarten staff whenever possible.

Parents are encouraged to speak to their child's Teacher regularly to discuss the activities and experiences in which their child will be participating and the Kindergarten's philosophy about learning and child development.

The Kindergarten is unable to take responsibility for any non-enrolled children within the Kindergarten. Children visiting the Kindergarten must remain under your supervision.

It is a priority to help the families of our children as much as possible. If you are experiencing any difficulties within your parenting role - we may be able to help you! Please just ask.

Authorised Persons

No person, with the exception of staff, children, parents and pre-arranged visitors, are to enter the Kindergarten while the children are in attendance.

All staff and authorised visitors are required to have a current “Suitability Card” issued by The Commission for Children and Young People.

At the time of enrolment, parent/s must provide the Kindergarten with the names and details of persons authorised to pick up your children. It is the parents or guardians responsibility to ensure that this list is kept current, particularly if there are difficulties within the family. In the interests of your child's safety we do ask that we are informed of any changes to your circumstances in order to prevent any unnecessary confusion or embarrassment.

Personal Information

Parents are responsible for notifying the Kindergarten or School Administration Office of any changes to their work and home address or phone numbers.

Parents are required to inform the staff of the City Stars Kindergarten of any relevant personal information relating to the child in care. This includes:

- Information about the child's health
- Information about special needs of the child
- Other information related to the child.
**Arrival & Departure**

**Kindergarten Arrival 8:30 am**

Doors open at 8.20 am and parents are welcome to read with their child until 8.30 am when the Kindergarten Session begins.

Parents and carers need to sign children in upon arrival at the Kindergarten. Please notify staff about after school care arrangements, appointments, early departures and other authorised persons collecting children etc in the morning and add notation in ‘Comments’ in the Sign-In Folder.

**Kindergarten Departure 3:00 pm**

Children must wait inside until their “adult carer” arrives. As your child will be waiting to greet you please endeavour to pick your child up promptly. Teachers will have supported the children in collecting their belongings and packing their bag. Please check that we have remembered everything!

**Kindergarten Days**

Five full days per fortnight:
- Monday, Tuesday and alternate Wednesday
- Thursday, Friday and alternate Wednesday

**Collection Delays**

We request that in the event that you are unable to collect your child prior to the official closure time, please contact the school administration office Ph 5437 5800 to let us know, as young children may become anxious when adults do not appear when expected.

**Sign In /Out Register**

Due to regulations, we are required to have the person delivering and collecting each child to the Kindergarten to sign the child in and out in the register provided.

Please complete the register as shown in the example below. As an official document these records are subject to a Commonwealth audit therefore they must be completed accurately on a daily basis. Example below:

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Time of arrival</th>
<th>Time of departure</th>
<th>Print name (First Initial, Surname)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonny Black</td>
<td>8.20am</td>
<td>3.00pm</td>
<td>G. Black</td>
<td>G Black</td>
</tr>
<tr>
<td>Sara Smith</td>
<td>8.30am</td>
<td>2.55pm</td>
<td>M. Smith</td>
<td>Mary Smith</td>
</tr>
</tbody>
</table>

A child will only be allowed to leave the Kindergarten in the company of a parent or another authorised adult (an individual over the age of 18 years and with personal details noted on the official Enrolment Form). If you require someone other than usual to collect your child, please let us know with a phone call or a signed letter for us to keep on file. Please be aware that in the event that we are unfamiliar with the adult collecting your child, identification will be requested. This is to protect the safety and peace of mind of all individuals involved.
Confidentiality

As a licensed children's service, we are required by law to collect and keep a great deal of information about individual children and families. Records that we maintain include enrolment forms, medical histories, custody agreements and daily observations. All information is used only for the purposes we require it for and records are stored carefully to ensure your privacy is protected. Unauthorised persons including students, other parents and staff not directly responsible for your child’s care are not permitted access to personal information.

We ask that parents understand our commitment to maintaining the confidentiality of our staff and clients with respect to our inability to provide personal contact details.

Publicity & Privacy

At City Stars Kindergarten, many of our observations and memories of special events will be captured through photography and/or video footage. Only our educators and other authorised individuals will be responsible for taking these photographs. We may choose to display some of these photos on our notice board, in electronic slideshows or in our Newsletter to show what we have been doing. If you do not wish to have your child's media displayed, please notify the Teacher and a notation will be made on your child’s file.

If any media containing images of your child will be used outside the Kindergarten environment, permission will be obtained from you before doing so.

Safety & Supervision

All play equipment within the Kindergarten is developmentally appropriate and safety checks on the equipment are carried out on a regular basis. All children are supervised on any outdoor equipment and limits and guidelines are reinforced to promote the safety of all children. Safety gates at the Kindergarten must be closed at all times.

Students, Visitors & Volunteers

Childcare students, visitors and volunteers may visit the Kindergarten from time to time. During this time they may be required to complete tasks pertaining to the course they are undertaking including general observations of the service operations and programs. If individual child observations are required, parents will be informed and written permission will be sought prior to any observation taking place. In addition, no student, volunteer or visitor will be left in charge of a group of children. All visitors to our Kindergarten are required to operate within our philosophy and policies.

Our Kindergarten feels obligated to help train future early childhood educators, so we therefore accept students from recognised training institutions in the area. Students will be expected to participate in many activities while at the Kindergarten, and will be responsible for many duties. Students must always act in a professional manner, and are expected to adhere to staff guidelines. Students will never be left unsupervised with children whilst at the Kindergarten. Students will not be allowed access to personal child records without prior parental permission.
### Excursions

Throughout the year we endeavour to provide a range of stimulating experiences for the children, and this may occasionally mean that we plan to take the children out of the Kindergarten on an excursion. Your input into possible destinations and your help with the organisation and supervision requirements are welcomed.

Excursion Permission Forms will be sent out to parents to sign and authorise. The form will include information about the date, destination, method of transport and costing. Ratios of adults to children will be strictly adhered to as per the regulations set out by the Office of Early Childhood Education and Care.

As a service located within a school, we also have the opportunity to visit the school grounds in order to provide the children with additional experiences to extend the program. These mini-excursions are known as an escorted walk and may occur at different times throughout the term and take in a variety of destinations within the school grounds, most commonly;

- the chicken pen,
- the organic vegetable garden,
- the library / resource Kindergarten and
- the oval

Educators will advise parents of planned visits to the school in advance. Parents are welcome to attend these walks if they are able to do so.

Each term parents/guardians will be asked to sign a permission slip authorising these escorted walks. These forms will be kept on file throughout the term as a record that each child has permission to engage in these experiences on the school grounds.

### Fees

#### Registration Fee

A non-refundable Registration Fee of $55 (GST inclusive) is required when you apply to enrol in the Kindergarten program.

#### Notice of Withdrawal

We will require one (1) Terms notice of your intention to withdraw your child from the Kindergarten. If we do not receive this notice, fees for the Term will be charged to your final account.

#### Payment of Fees

Fees are $1050 per term payable by the due date. Caloundra City Private School will issue a Billing Statement each term and payments can be made via BPay, cash, cheque, Direct Deposit or EFTPOS/credit card. Payments are accepted at the Administration Office and a receipt will be issued.

Sibling discounts will apply for families who have children enrolled in Caloundra City Private School, discounts for early fee payment are also available. Please refer to our detailed fees schedule which details all payment terms and conditions.

### Rest Program

After lunch all children will have a rest/relaxation time.

Your child will require a sheet and small pillow. The sheet must be stored in a small drawstring bag. The sheet and bag should be clearly labelled with your child's name. The sheet will be sent home for washing on your child's last day of attendance each week. During the cooler months we would like the children to bring in a thin blanket to snuggle into.

Our quiet time provides wonderful opportunities for:

- storytelling
- music appreciation
- reflection
- reading books
- sharing in small group activities
- each child to develop relaxation skills, so vital in our modern world
- connections to be made with special friends and teachers in a quiet, caring environment
- quiet time
**Child Protection**

We are committed to the safety and well-being of all children and as such encourage all families to be aware of child protection issues. If you are experiencing difficulties in this area, or have concerns regarding the welfare of any child, please seek assistance immediately. You may speak confidentially with the Principal or contact the

**Department of Child Safety: 5420 9090**

For further information you may refer to the website; http://www.childsafety.qld.gov.au/index.html

**Equality & Access**

City Stars Kindergarten accepts all children and families with no discrimination on the basis of race, ethnicity, religion or gender.

**Compliance History Log Book**

As a service licensed by the Office for Early Childhood Education and Care, City Stars Kindergarten is required to maintain a Compliance History Log Book. This record will detail any instances where the service has been shown to be non-compliant with the Education and Care Services National Regulations (2011). As a client of this service you are permitted to request to see this record at any time. You should be aware that no identifying details of individuals within the service are recorded in this document.
Any child who becomes sick in any way at the Kindergarten will be sent home at the discretion of the Teacher and Head of Junior School. This may include children suffering from any illness which may be contagious (as per the table following) and therefore a health risk for other children and staff, or a child who is ill to the point that they are unable to participate in or enjoy the program. We ask that parents make arrangements to have their child picked up within one hour of being contacted, as it is very difficult to give a sick child the appropriate level of care when there are other children requiring attention.

Any illnesses which provide a potential risk to the health of others will be notified to the parents via foyer and individual room displays. This will allow you to not only be aware of possible symptoms in your child but will also provide you with the option of withholding your child from care if you should wish to do so.

Certain illnesses and conditions have an official “EXCLUSION PERIOD” as nominated by the Queensland Department of Health. This refers to the period of time which the child is required to be excluded from the Kindergarten (until the threat of cross-infection has passed). Many conditions may require the provision of a Medical Certificate from your GP prior to your child being re-admitted to care. The Teacher must be informed if any child has contracted an infectious illness according to the following list:

<table>
<thead>
<tr>
<th>MEDICAL CONDITION</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza type cold</td>
<td>Admit when patient feels well</td>
</tr>
<tr>
<td>Diarrhoea (Rotavirus, Shingella, Giardia, Salmonella, Campylobacter, Cryptosporidias and Viral Gastroenteritis)</td>
<td>Re-admit when diarrhoea/vomiting has ceased for at least 24 hours and the patient is feeling well.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until the infection is treated and cleared.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Re-admit once appropriate treatment has commenced. Any sores on exposed surfaces must be properly covered with occlusive dressing, eg: gauze</td>
</tr>
<tr>
<td>Ringworm, scabies, headlice</td>
<td>May return to care the day after approved treatment has commenced.</td>
</tr>
<tr>
<td>German Measles (rubella)</td>
<td>Exclude until fully recovered or at least four (4) days after the onset of the rash.</td>
</tr>
<tr>
<td>Measles</td>
<td>Immunised contacts not excluded. Non-immunised contacts should be excluded until fourteen (14) days after the first appearance of the rash in the last case. If non-immunised contacts are vaccinated within two (2) hours of their first contact with the index case, they may return to the kindergarten.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until lesions have dried- at least five days after the beginning of the illness.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery, but not before seven (7) days after the onset of jaundice.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV) infection</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Hepatitis Non A, Non B (Hepatitis C)</td>
<td>Exclusion is not necessary, but children will need a period of recuperation and be admitted on the production of a medical certificate.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until medical certificate of clearance is finished, otherwise, exclude two (2) weeks from onset (swelling should have subsided).</td>
</tr>
<tr>
<td>Threadworms</td>
<td>Exclude until completely cleared.</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude until completely cleared.</td>
</tr>
<tr>
<td>Thrush</td>
<td>Exclude until rash and symptoms treated.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Human Immuno-deficiency Virus (HIV/AIDS)</td>
<td>Exclusion is not necessary until the child has a secondary infection.</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 14 days from onset of coughing or until child has taken five days of a seven day course of antibiotics.</td>
</tr>
<tr>
<td>Bronchiolitis and Bronchitis</td>
<td>Exclude until appropriate medical treatment is given and the child is feeling well.</td>
</tr>
<tr>
<td>Meningitis (bacterial)- includes Meningococcal infection</td>
<td>Exclude until attending doctor feels the child is well and non-infectious. Re-admit on receipt of medical certificate.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude child until the blisters have dried.</td>
</tr>
<tr>
<td>Parovirus (erythema infectiosum, “slapped cheek”)</td>
<td>Exclusion not necessary.</td>
</tr>
</tbody>
</table>

For further advice and information on any of these conditions, contact the Public Health Unit: 5479 4655
Health & Hygiene Policy

Upon enrolment, you will be required to provide details of your child’s/children’s development, medical records, allergies, and any special needs. It is vital that we have accurate information and that we are notified of any change.

Immunisation

Parents are encouraged to have their children immunised by a medical practitioner. We will be required to take a copy of your Immunisation Record to keep on file.

Parents of children who are not immunised and are attending the Kindergarten will be informed of any outbreaks of illness and may be required to withhold from sending their child to the Kindergarten until the threat has passed.

NHMRC Recommended Immunisation Schedule (0-5yrs) from January 1, 2006

<table>
<thead>
<tr>
<th>AGE</th>
<th>DISEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>2 months</td>
<td>Diptheria, tetanus &amp; pertussis; Polio; Hib; Hepatitis B, Pneumococcal</td>
</tr>
<tr>
<td>4 months</td>
<td>Diptheria, tetanus &amp; pertussis; Polio; Hib; Hepatitis B, Pneumococcal</td>
</tr>
<tr>
<td>6 months</td>
<td>Diptheria, tetanus &amp; pertussis; Polio; Hepatitis B, Pneumococcal</td>
</tr>
<tr>
<td>12 months</td>
<td>Measles, mumps &amp; rubella; Hib; Meningococcal c</td>
</tr>
<tr>
<td>18 months</td>
<td>Chickenpox (Varicella)</td>
</tr>
<tr>
<td>Prior to school entry 4-5 years</td>
<td>Diptheria, tetanus &amp; pertussis; Poliomyelitis, MMR</td>
</tr>
</tbody>
</table>

Medication

All medication must be prescribed by a doctor and be in a pharmaceutical bottle with the child’s name, dosage and doctor’s name on the container.

In order for prescribed medication to be administered, parents must first complete and sign the medication form available from the Teacher, indicating the name of the medication, the date, the dosage to be administered and the time/s it is to be administered. This information must be completed each day the medication is to be given. All medication must be in the original containers and have the name of the child on the container. Two staff will check the dosage as it is administered and note the time given.

Please do not leave the medication in your child’s bag or locker please pass it to a staff member along with the signed medication form.

Parents of a child who has a chronic condition (eg. asthma) requiring prolonged or preventative care must provide Kindergarten with a Doctors Certificate at the outset.

Hygiene

Universal Precautions provide essential hygiene procedures. Our educators are aware of the precautions and adhere to the strict guidelines necessary to eliminate the threat of infectious disease. Children are encouraged to implement healthy, hygienic practices. Professional cleaners thoroughly disinfect and clean the Kindergarten on a daily basis.

Injuries/Accidents

Minor injuries will be treated at the Kindergarten by our staff. All staff hold a First Aid and CPR Certificate.

In cases of emergencies or accidents where we feel medical attention should be sought, parents or nominated emergency guardians will be notified to collect the child as soon as possible. If parents or alternative emergency guardian cannot be contacted, in consultation with the Head of Junior School, have the authority to call an ambulance. A staff member will accompany the injured child to hospital and remain until parents arrive.

An Incident Report Form will be completed if your child has been injured in any way. Parents are informed of all incidents and we do recommend follow-up medical attention for your peace of mind.

Sun Smart

Children and staff will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modeling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturers recommendations.

Caloundra City Private School and City Stars Kindergarten is a smoke free environment.
Emergency/Evacuation Procedure

Fire drills and emergency evacuations are conducted regularly to prepare children and staff in the event of an actual fire or emergency. Our educators are proficient in the evacuation drill exercise.

All emergency exits are clearly marked within the Kindergarten. Fire evacuation maps are located in each room with routes to a safe meeting point clearly marked.

In cases of extreme emergency, the children may be escorted from the premises to a designated area within the school grounds in order to protect them from danger. At this time, the designated emergency evacuation point is located in the school car parking area.

Concerns & Grievances

If a parent has a concern or grievance with regards to any aspect of the Kindergarten and its operation, they are welcome to discuss the matter with the Principal or Licensee of the Kindergarten. In many instances the problem may be a result of miscommunication or misunderstanding, but in any event, we must be aware of it in order to prevent further distress to you and others. Dealing with these matters promptly will avoid an escalation of a problem before a solution may be devised. Awareness is also a vital component of our future policy planning and development, enabling us to devise procedures which will benefit the maximum number of parties.

First Day Information

What to bring on the first day

- City Stars Kindergarten uniform – (see list below)
- Black Velcro joggers as per the uniform guideline – to be worn to and from Kindergarten
- Spare set of clothes
- A change of underpants (in the event of toilet accidents)
- Hat (available at Uniform Shop)
- Art smock - (available at Uniform Shop)
- Drink bottle with water
- Morning Tea and Lunch
- Sheet and small pillow stored in a drawstring bag
- School bag - (available at Uniform Shop)

PLEASE ENSURE THAT ALL BELONGINGS ARE CLEARLY NAMED TO AVOID LOSS AND DISAPPOINTMENT.

PLEASE NOTE THAT IT’S THE KINDERGARTEN POLICY THAT TOYS FROM HOME ARE NOT PERMITTED AT THE KINDERGARTEN

Uniform

Students are required to wear City Stars Kindergarten uniform each day.

- Polo Shirt

- Blue Shorts (boys)
- Blue Culottes (girls)
- Hat
- Sports Socks
- Black Velcro leather sports shoes

All items (except shoes) are available for purchase from the Caloundra City Private Uniform Shop and should be clearly named.

Healthy Eating

Each day the children will need to bring all food and drinks for the day. This includes morning tea and lunch. Water will be readily available and all food and drinks which need to be kept cold can be placed into the fridge. Please ensure that your child's name is clearly on their lunch box and drink bottles. In order to help us to support healthy eating habits please make sure your child's lunch is nutritious and includes items such as sandwiches, fruit, cheese, yoghurt etc. The Kindergarten does not encourage items such as lollies, chips, and chocolates for lunches. These treats may be enjoyed at Kindergarten on special occasions such as birthdays.
Thank you for taking the time to read this handbook we trust that it will be a useful reference guide for you over the time that you are attending our Kindergarten. Please do feel free to discuss any issues with staff as open lines of communication are the best way possible to facilitate high quality care for your child!

Please note that from time to time, alterations and additions to our policies and procedures will be necessary in order to remain in line with current Regulations and practices. Details of such changes will be provided via Newsletters, memos and foyer displays for your attention.

Caloundra City Private School
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Download application form at: www.ccps.qld.edu.au
For further Information contact Administration on: 5437 5800
Or Email: admin@ccps.qld.edu.au
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