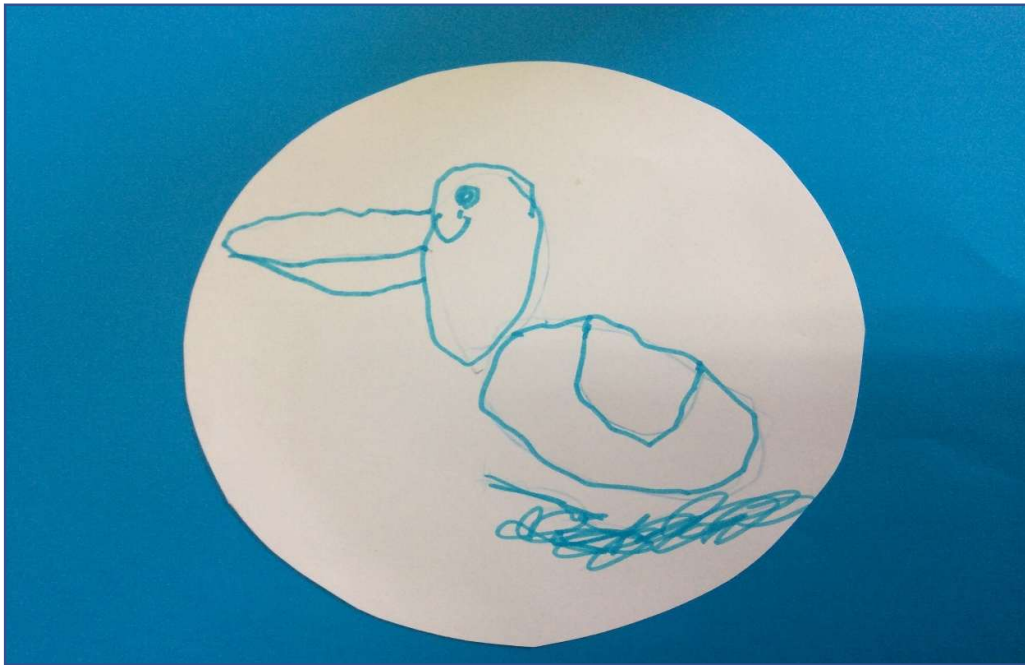


Bayview Kindergarten



Family Handbook 2026

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Bayview Kindergarten is a community kindergarten affiliated with C&K

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Acknowledgement to Country

At Bayview Kindergarten we acknowledge the Gubbi Gubbi people as the traditional custodians of the land on which we learn and play and we strive to have this culture embedded into our curriculum.

Reconciliation

We understand and acknowledge the responsibility we have to promote and use education to support individuals, families and communities to build and develop their knowledge of Australia's past, their rights and responsibilities in the present, and how they can form meaningful partnerships with communities that will assist the nation to move forward in the true spirit of reconciliation.



Mission Statement

Our Goals

- To make learning through play, stories, music, fantasy and social interaction with others an enjoyable experience for all our children.
- To encourage children to express themselves, ask questions, think independently and solve problems in a positive friendly environment.
- To provide an interesting program of play experiences where children can gain control of their bodies through the use of both gross motor skills and fine manipulative skills.
- That all staff, parents and children will become part of a community where together we will celebrate our wonderful cultural and social diversity.



Philosophy

At Bayview Kindergarten we acknowledge the Gubbi Gubbi people as the traditional custodians of the land on which we learn and play and we strive to have this culture embedded into our curriculum.

Culture

At Bayview Kindergarten we acknowledge the Aboriginal and Torres Strait Islanders as the traditional custodian of the land on which we play and learn. We strive to implement indigenous, family and community cultural perspectives in all aspects of our kindergarten program. We foster inclusivity and encourage children to respect diversity.

Community and school partnerships

Actively engaging with our broader community, we believe enhances children's learning and view of the world. We believe in fostering positive transitions to school and have built respectful partnerships with our local schools.

Families

Families are important and influential people in their children's lives, and we actively develop collaborative partnerships that are respectful, trusting and responsive to their needs. We actively encourage families to contribute to our decision-making process both curriculum and environmental.

Children

We believe children are kind, brave, honest, creative, confident, capable, happy learners and researchers with many innovative ideas. We believe in valuing, respecting and advocating for the rights of every child. We believe in supporting children in their social friendships and developing their resilience and self-regulation through

Environment

Our calm, relaxed, natural, open ended environment seamlessly children to engage in large blocks of play-based enquiry that builds physical, social and language development. We believe that through engagement in their surrounds, children will discover, connect with and act responsibly in the natural and built environments.

Education

Through our education we aim to encourage children to be caring, compassionate, strong, independent learners who believe in themselves. We endeavour to foster a lifelong love of learning and are passionate about children learning through the arts.

Staff

Our role as Early Childhood Educator is as a co-creator of knowledge. Through this collaboration with all members of our community we aspire to provide an environment that is supportive, inspiring, engaging and rich. We value the extensive knowledge and experience that our long-committed team bring to our community. (want this to highlight that we have all been here a long time)

Play

At the heart of our education is play. Play allows children to have fun and enjoyment while nourishing a love of learning that allows them to approach experiences with interest, ownership, empowerment and possibility.

Welcome from Our Directors

Rebecca Walsh – Group 1 Teacher/ Director

I welcome you all to Bayview Kindergarten and hope that our year together is filled with happiness, laughter and fun as we travel along the Kindy learning journey together.

The following statements define my philosophical belief and have been written and developed through my various roles in the Early Childhood field;

- I believe in building a strong sense of community where each member (teacher, parents, children, professionals) feels valued, respected, nurtured and cared for.
- I believe teachers need to be flexible, nurturing listeners who challenge and question children to develop and extend their learning.
- I believe in Vygotsky's social constructive approach where children construct knowledge and ideas through collaboratively and cooperatively interacting with their peers and teachers.
- I believe children should be viewed as rich, competent and capable co-constructors and have therefore developed a negotiated, integrated and emergent curriculum (in line with our curriculum document Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG)).
- I believe that parents are important and influential people in a child's life and should be actively involved in their child's learning and education.

My program considers children's prior learning and experiences which are used to influence the planning and evaluation process. Experiences provided are suitable for a range of learning styles and the use of the 'hundred language' allows children to express themselves using various forms such as drawing, painting, words and dance.

Bayview Kindergarten is a community Kindergarten and supports an 'open door' policy, where parents are encouraged to become a part of our program. Through providing feedback, spending a day at Kindy, or sharing ideas and skills, you as parents can enrich your child's Kindy journey.

As co-director I am responsible for sharing the administration tasks for the Kindergarten. If you would like to discuss your child's progress at any stage during the year, please feel free to approach me and make a suitable time.

I am looking forward to a very rewarding year ahead.

Rebecca

Carmen Davidson – Group 2 Teacher / Director

Hi, I am delighted to have you, your child and family at Bayview Kindergarten. I trust that your time here will be a wonderful journey as we work together to educate, care and learn with your child.

As your child's teacher I will create a stimulating and caring environment where the children are able to learn and develop to their fullest potential. I will listen, encourage and support your child and help instill motivation and a lifelong love of learning. The program is created to give each child opportunities and possibilities for exploration, to formulate ideas, make decisions and problem solve. Play experiences are planned to be fun, challenging and meaningful and can occur individually, in small groups or as a whole group.

The kindergarten curriculum is play based which allows for learning to occur in a variety of ways. For example, Literacy and Numeracy activities can include stories, felt board experiences, games, finger plays, songs or puppets to name a few. Many of my teaching practices are based on the 'Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG)', which is designed to support and enhance your child's learning alongside teachers who actively encourage and support them.

I believe that you as parents and carers are your child's most important educators and role models. At kindergarten you have an open invitation to visit, stay or share in your child's learning. Shared communication with parents is an excellent way to get to know each child better. Establishing a trusting relationship with each child and their families promotes continuity between home and the kindergarten. We encourage and welcome family involvement in all aspects of our community kindergarten.

I am very approachable so please don't hesitate to speak with me, about any issues, either informally or formally.

Carmen



Term Dates

Term dates are inclusive and coincide with the school year.

Term	Start	End	Length
Term One	Tuesday 27 January	Friday 3 April	10 weeks
Term Two	Monday 20 April	Friday 26 June	10 weeks
Term Three	Monday 13 July	Friday 18 September	10 weeks
Term Four	Tuesday 6 October	Friday 11 December	10 weeks

The Service Leadership Team:

The Nominated Supervisor (usually the service Director) is responsible for the overall operations of the service, including the education program, staff management, and compliance with regulations and C&K policies and procedures.

The Educational Leader provides curriculum direction and guidance to all educators at your child's service. For more details regarding this role, please approach the Educational Leader at your service or visit www.acecqa.gov.au/resources/educational-leadership.

Educators with appropriate experience and qualifications are identified as Designated Supervisors (or sometimes called 'Responsible Persons'). These educators can be placed 'in charge' when the Nominated Supervisor / Director is not at the service.

Co-Directors / Teachers

Miss Rebecca Walsh (Monday – Wednesday)

Rebecca is a registered teacher with a Bachelor of Education in Early Childhood.

Mrs. Carmen Davidson (Thursday – Friday and alternate Wednesday)

Carmen is a registered teacher with a Bachelor of Education in Early Childhood.

Assistant

Mrs. Cathy Moore (Monday - Friday)

Cathy holds a Diploma of Early Childhood Education and Care.

Additional Needs Assistant

Mrs. Vikki Malone (Monday, Tuesday, Thursday & Friday)

Vikki holds a Certificate III in Children's Services

Mrs Amanda Holdway (Wednesdays & Relief)

Amanda hold a Diploma of Early Childhood Education and Care and is studying her Bachelor

Office Administrator - Mrs. Tarnya Lawrence (Wednesday 8:45 – 12:45)

Quality Educators

The teaching staff possess a wealth of valuable experience in teaching kindergarten children and provide an enriched environment in which children are helped to develop physically, emotionally, socially and intellectually. We also work to build a pool of regular relief educators for times when our educators are out of the service.

All teaching staff hold a current Senior First Aid Certificate with CPR qualifications as well as asthma and anaphylaxis management.

All staff participate in professional development throughout the year and attend professional meetings to keep abreast of the current trends in the early childhood sector.

If you would like to view the role statements for each position please see Tarnya in the office or one of the teachers.

Start of Kindy Procedure

C&K is committed to supporting the health and wellbeing of everyone sharing our early childhood environment and ensuring children have a positive early education and care experience.

[Statement of Shared Commitment](#): Our kindergarten embraces the Queensland Government's *Every Interaction Counts* statement, recognising that every moment with a child is an opportunity to support their learning, wellbeing, and development. We are committed to building positive, respectful, and responsive relationships so that each child feels safe, valued, and supported to reach their full potential.

All children in each group commence Kindergarten on the same starting date. We do however believe that to make a smooth transition from home to kindergarten, that you may consider collecting your child before rest time during the first week. Some children may be a little anxious about attending Kindy and especially rest time, so we will offer collection times at 1:00 and normal pick up during the first week.

Before your child starts

Take the opportunity to spend some time with us before your child starts. This may be one visit or a number of visits over a few weeks. Meet your child's educator/s, explore play areas and observe the program in action. This will support both you and your child on this new journey and will help you both feel more confident on your child's first day. Take time to talk with them about what their first day will be like; discuss the things they will bring with them to Kindy, the people who will be looking after them, the children they will play with and the experiences they will engage in. Remind your child of what they saw when they visited the service; the locker for their bag, the toilets, and the play areas.

The First Day

You and your child may be a bit nervous about the first day, and this is completely normal. Your child's educators will be on hand to support you as you start this new journey together. Here are a few tips to help make the first day as smooth as possible:

- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable, so give yourselves plenty of time to settle in on that first day.
- Your child may cry and get a bit upset. Reassure them that you will be returning later that day, and feel confident knowing our experienced educators will make your child feel safe, secure and comfortable.
- Make sure your child knows where their belongings are.
- Call our mobile (0418567001) at any time during the day to see how your child is going and how they are settling in.

When you arrive:

- ensure that both you and your child wash your hands.
- To support your child's transition, establish a routine each time you arrive.
- Share any news or important information with teachers/ educators - for example, did your child have a restless night's sleep?
- Please apply sunscreen to your child at kindy if you have not already done and initial the sunscreen register.
- Sign your child in.
- Make sure you say goodbye.
- Your child will need to place their lunchbox away, put their water bottle on the table, wash their hands, sign in, place their hats on.



When collecting your child:

- Sign your child out.
- Talk with your teachers/ educators about your child's day. Don't forget to check Storypark to read any documentation and daily or weekly updates about the program.

- Collect your child's belongings.
- Wash hands before leaving.



Please consider your child's safety at drop off and pick up time

- Please do not allow your child to swing or stand on the gate
- Please only let your child in or out of the front gate
- **Please do not leave young babies or children in your car during drop of fan pick up.**

Daily Requirements for Children

Every day please bring a bag with all the items labelled.

- Spare clothing (learning can get messy).
- A sheet or cot sheet.
- Wide brimmed / legionnaires hat.
- A healthy lunch and morning tea. Please label. (*Lunch boxes cannot be insulated; this is a requirement of the Council). Please ensure lunch boxes are as small as possible, as we need to pack them into the fridge.
- Water bottle labeled and filled with water (Teachers will refill once empty).
- Shoes – If there are any medical reasons why your child should not remove their shoes please notify a staff member.
- Sunscreen – sunscreen is supplied and should be applied to your child at Kindy each morning.
- Children should wear sun safe comfortable play clothes.
- **Kindy Tee shirts are available for purchase from the office for \$15**

PLEASE CLEARLY NAME ALL ITEMS BELONGING TO YOUR CHILD!

Hours and Responsibilities

Bayview Kindergarten offers 600hrs of Approved Kindergarten Program over the calendar year.

Group 1 operates on Monday – Tuesday – Wednesday alternatively

Group 2 operates on alternate Wednesday – Thursday – Friday

Kindy opens at 8:45 am and closes at 2:55pm. We are not licensed to have children on the premises before 8:45 so please do not enter before this time. In the afternoons it is mandated that you arrive 5 minutes before closing time, to give you enough time to sign out and collect your child. If on the rare occasion you are held up, please call our mobile number on **0418 567 001**.

It is important for your child to be signed 'IN and OUT' every day by the accompanying adult, as the 'sign in' information is used as an accurate record of attendance. Please ensure a staff member is aware of your child's arrival and departure.

Collection and access

When you enroll your child, we ask you to provide the name and contact details of any adults who will drop off and collect your child. If an adult arrives to collect your child, and the teacher/educator does not know who they are, they will be asked for photo identification. This allows teachers/educators to confirm, against your child's record, that this person is someone you have authorised to pick up your child. If you need someone, who is not listed and authorised in your child's record, to drop off and pick up your child, you will need to add this person to kidsoft. Please see video on how to do this [Adding additional emergency contact](#) for more information.

Court orders and parenting plans

If there are any current court orders, parenting plans, directive orders, or other official documentation relating to your child, you must provide a copy to the centre upon enrolment or as soon as the documents are issued. Court orders must be stamped with an official seal. Having copies of the documents will allow teachers/educators to respect and adhere to the requirements of the orders, including access to your child and receiving information about your child from the centre. Please see our [Court Order Policy](#) for more information.

Access for all:

C&K educators work closely with families, specialists and agencies to support access and participation for all children. It is important for us to know what is unique to your child to feel welcome, safe and able to participate. Prior to enrolment, sharing information at orientation and visiting for play-dates becomes a valuable process for educators to prepare their environments and access training if needed. Fully understanding the needs for your child becomes a positive experience as they transition into a new service.

Each C&K region has a dedicated Wellbeing and Inclusion Advisor to support children/ families and educators. This may include visiting the service and providing face-to-face support, accessing and applying for specialised inclusion funding for the service, specialised equipment or other required external support needs. It is important that families share any prior health or specialist information with their child's educators i.e. reports or support plans from pediatricians, Early Childhood Development Programs (ECDPs), NDIS plans, allied health therapists etc. This is bound by confidentiality conditions and is securely attached to your child's files.

C&K takes pride in providing a commitment to the best possible support for your child through reflection and the critique of their thinking and practice to further provide learning opportunities for all children.

Happiness, Health and Safety of all Children

To support our commitment to the happiness, health and safety of all children, educators and visitors, we ask that you assist us with the following:

- Ensure your child's bag and all recycled materials you gift to the service (such as cardboard boxes, toys, egg cartons) are checked for items that could potentially harm a child such as plastic bags, batteries, sharp items and medication.
- Smoking is banned at early childhood education and care services and for 5 metres beyond their boundaries.
- Follow health and safety instructions displayed throughout the centre.
- No child or adult can attend a C&K centre if they are unwell or diagnosed with an infectious illness.
- Do not leave any children unattended in your vehicle or the car park when dropping off and collecting your child/ren.
- Use extreme caution when entering and exiting C&K car parks – ensure that children are holding an adults hand while in the car park.
- Close all gates and doors as you enter/exit rooms, buildings, and playgrounds, only open the centre gate for your own child.
- Advise your service immediately if you or your emergency contact's details have changed.
- Do not give any other person your log on details for kidsoft – everyone must have their own.
- Please let us know if your child is going to be absent – we will text you around 10 if your child has not arrived at kindergarten.
- If your child becomes unwell while at kindy we will let you know and ask that you collect them asap.
- Tell us if your child receives a medical or additional needs diagnosis.

Education Program

At C&K Bayview we respect each child as an individual and acknowledge that each child brings to the Kindergarten their own family culture and beliefs. Our daily program uses play as the basis for the children's learning. Play comes naturally to children and it is through play that children make meaning of the world around them. Play enables children to determine their own course of events and through the eyes of a child it involves enjoyment, free choices, active engagement and spontaneity.

The teachers develop an understanding of each child by observing each child's interests, abilities and needs and gaining further information from parents and family members. From this information, the educators provide a learning environment that promotes thinking and problem solving, is flexible, fun, stimulating, caring and safe. Our role as teachers is to provide a play-based learning environment that challenges and extends children's ideas and encourages the development of skills in a non-threatening way. The overall objective of the program is to foster in children a love of learning. We want the children to question, to explore, to think and to problem solve thus discovering for themselves.

Much of the program at Bayview is child initiated; adaptable and changeable, which follows the children's interests and needs. The program provides choices for the children where they can self-select. Through such choices the children develop resourcefulness and independence growing and developing as a whole child; socially, emotionally, intellectually and physically and is in accordance with The Curriculum Approach - Listening and Learning Together.

We know how important it is to understand what your child is learning, and the experiences they are engaging in. Educators will reflect on and interpret children's learning experiences adding their professional knowledge for your child and the whole group. Children's learning, growth, their interest and achievements across a year will be gathered and shared within the service through print and story park, portfolios and displays. We encourage you to take some time to look at the program and add your comments. Contributing to this connects the child's life at the service to your life at home.

Natural environments We believe one of our most significant responsibilities is for children to experience, appreciate and protect nature; to see the beauty in the world, and to learn to be problem solvers and creative thinkers. We aim to develop your child's respect and love for the natural world, so they grow up with the desire, knowledge and skills to promote action for sustainability. At Bayview, your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, learn about their community and will be involved in caring for our fish and bird. We hope you will join us on this important and exciting journey, and we encourage you to share with us what your family does to connect with and respect our natural environment.

Curriculum Framework

Bayview Kindergarten's curriculum is underpinned by The Curriculum Approach Listening and Learning Together, the Queensland Kindergarten Learning Guideline and the National Curriculum (Early Years Learning Framework).

The five learning outcomes in the C&K Approach align with the EYLF & QKLG and are framed as active and ongoing. The learning outcomes are inter-connected and support the learning and development of all children from birth through to school transition. The C&K Approach takes a holistic view of children’s learning and development and focuses on supporting each child’s learning across all learning and development outcomes and not limiting opportunities and experiences simply based on age alone.

C&K Early Childhood Curriculum Approach	Early Years Learning Framework	Queensland Kindergarten Learning Guideline
<i>Belonging</i>	Children have a strong sense of identity	Identity
<i>Connecting</i>	Children connect with and contribute to their world	Connectedness
<i>Wellbeing</i>	Children have a strong sense of wellbeing	Wellbeing
<i>Exploring</i>	Children are confident and involved learners	Active learning
<i>Communicating</i>	Children are effective communicators	Communicating

A copy of Listening and Learning Together, The Queensland Kindergarten Guidelines and The Early Years Learning Framework is available in the parent library which is located on top of the children’s lockers.

Positive Behaviour Guidance

Just like most skills, behaviour is learned and developed in social situations. Our specially designed early childhood programs and resources enable our educators to guide and promote your child’s social and emotional wellbeing. Our educators will aim to build a relationship with your child and family in order to create a safe, supportive environment for learning. Our educators will engage your child in experiences which model positive language and social behaviour and offer them the opportunity to develop a positive self-image and understanding of others. If educators feel your child requires further support in building their social and emotional skills, they will work with them and include your family through this process.

[The colour monsters](#): At kindy, we use *The Colour Monster* story by Anna Llenas as a tool to help children recognise, name, and manage their emotions. Each colour in the story represents a different feeling (such as happiness, sadness, anger, fear, calm), and the monster helps children learn that all feelings are normal and can be expressed in safe ways. Through discussions, play, and activities linked to *The Colour Monster*, children are supported to build emotional awareness, develop empathy, and learn positive strategies for self-regulation. This approach encourages children to feel comfortable sharing how they are feeling and helps create a supportive, caring environment where emotions are respected and understood.

Excursions and Incursions

Excursions are an integral part of our program and from time to time your child might go out into the community. Each year we like to visit the library, community events and the waterfront. You will be informed of any excursion or incursion in advance and permission forms will need to be signed for all excursions. Incursions include visitors coming into Kindy to share their experiences.

We encourage you to become involved and help with all excursions and incursions. We encourage you to share ideas and possibilities for new adventures or suggestions for incursions.

Parent Library

The parent library is located on top of the lockers and is available to all parents. It contains books on a variety of topics relevant to kindergarten children including – cookbooks, curriculum documents, child rearing books and many more. Please feel free to borrow any of the books.

Children's Library

The children's library is located in the little house bookshelf labelled 'library'. Please ensure that your child is aware of the importance of looking after books, and that they have clean hands and turn the pages carefully while reading. A bedtime story is very special to a child as it allows for some special alone time. At the same time, your child is developing a love of books and they begin to see themselves as readers. Research has shown reading one book a night to a child from birth has a great impact on the child's literacy skills.

Rest, Relaxation and Sleep

We understand that rest and relaxation is an important part of your child's day and resting and relaxing occur differently for each child. We offer your child opportunities to relax and rest throughout the day in ways to meet their individual needs. Some children may require a sleep while others might only require a rest. Rest time occurs during the last part of the day and after a short resting time, children are offered, books, drawing, puzzles or bed bags on their beds.

Healthy Eating

It is our policy to promote a positive approach to nutrition and we would like to work together with parents to help children develop healthy eating patterns. Not buying processed food is the way to go, not only is it healthy but it is also cheaper. 'Good nutrition is very important for children's health



both now and in the future. Eating habits learnt during childhood tend to continue to adulthood. It is important that your child develops a healthy relationship with food from an early age. As parents, you want to make sure that your children like to eat and enjoy food, and don't see it as frightening or as a reward. As a parent, you are responsible for providing healthy, safe and appealing food.' (Queensland Health, 2009)



Healthy Ideas for lunch boxes:

- Salad vegetables – grated carrots
- Fresh fruit
- Veggie sticks with healthy dip eg. hummus, avocado
- Sandwiches
- Tinned fish, baked beans or a boiled egg
- Scones, pikelets
- Corn thins/rice cakes
- Rice crackers
- Crispbreads
- Slices of cheese and crackers
- Yoghurt
- Vanilla custard
- Savoury muffins

If you are thinking about putting that special treat in your child's lunch box why not instead consider one of the following surprises:

- Write a special note or draw a picture to your child to place in their lunch box.
- Place a flower inside.

Foods to be Kept at Home:

- Lollies and chocolates
- Chocolate covered muesli bars
- Chips
- Fruit Juice
- Chocolate yoghurt
- LCM bars
- Roll ups
- Sweet cakes



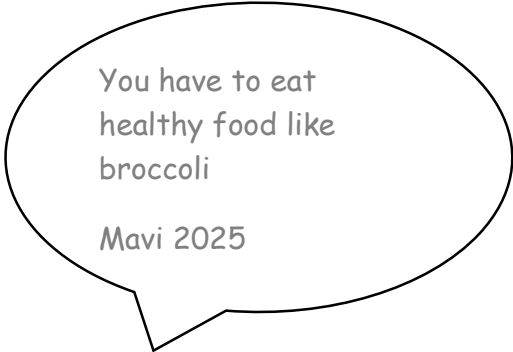
'Children will show an increasing concern for their natural environment as they become aware of the impact of human activity on the environment' (Early Years Learning Framework, 2009).

As climate change becomes an increasing part of the daily news, at Bayview we are striving to do our bit for the environment by: recycling paper, yoghurt containers, cardboard, collecting food scraps for Miss Carmen's chooks, making our own compost and recycling paper.

We invite families to think about what little things they can do at home to keep our world healthy. **Buy less packaging:** One third of domestic waste that Australians produce is made up of packaging materials, so think carefully about what you are buying. Consider wrapping items in paper rather than single use plastics. Ideally, at Kindy we would like to encourage a litter free lunch. This means that any material or items sent for lunch that cannot be recycled, reused or fed to the chickens will be sent home for disposal.

With this in mind we invite you to consider the following:

<u>Lunch box 1: Litter free lunch.</u>		<u>Lunch box 2: Litter lunch</u>	
Sandwich – 2 slices bread	30c	Sandwich -2 slices bread	30c
Filling	50c	Filling	50c
(Stored in a reusable container)	80c	(In plastic wrap) 10c	90c
Yoghurt		Yoghurt	
From 1kg tub in reusable container	40c	60g disposable container	98c
Sultanas		Sultanas	
From 250g box in reusable container	25c	40g disposable box	45c
Cheese & crackers		Individual cheese & cracker pack	
In reusable container	50c	25g in disposable container	60c
½ apple	30c	Fruit bar	
		In disposable wrapping	40c
TOTAL:	\$2.25	TOTAL:	\$3.33



The History



Bayview Kindergarten was established in a hall on the corner of Bayview Terrace and Summer Street. To gain affiliation with the Crèche and Kindergarten Association (C&K), it was necessary to achieve certain standards – the employment of a qualified teacher being the first step. In 1979 we moved to our present location and embarked on the tasks of building up equipment and establishing a quality Kindergarten program.

Having gained affiliation in 1977, we then received the support of and some financial assistance from the C&K Association. C&K is responsible for setting and ensuring that all affiliated Kindergarten's maintain minimum standards, thereby becoming eligible for State Government Funding. Bayview Kindergarten is also governed by and licensed under the Education and Care Services National Law Act (2010) and the Education and Care Services National Regulations.

Our Kindergarten complies with the Act and Regulations including:

- Requirements relating to activities, experiences and programs.
- Number of staff members and children.
- Staff qualifications.

C&K Bayview Kindergarten Association Inc. is a COMMUNITY KINDERGARTEN. The word 'community' means that parent involvement is an integral part of the running of the centre. You, as parents, commit yourselves to this responsibility when you decide to send your child to a Community Kindergarten.

Bayview has continued to improve and expand its facilities and services over the years due to the involvement and dedication of its parents and staff. As an established centre, Bayview is able to offer the best in early childhood resources for kindergarten (pre-prep) aged children.

In 2012 the Parent Committee were successful in obtaining 3 grants to the value of \$143,000. The Kindergarten was renovated, a car park and fencing installed and new equipment was purchased.

In 2014, the Kindergarten celebrated its 50th Anniversary.

In 2016, we transformed our sandpit and digging patch area. We designed it, in consultation with the children, to create a beautiful, inviting, natural space for the children to play and learn.

In 2017, we renovated our kitchen and the addition of a water tank for the flushing of the children's toilets helped with our sustainability project.

In 2020, we received a grant to add solar panels to our kindy roof and improve the sustainability of our kindergarten.

In 2021, we renovated the children's bathroom and created our beautiful Yarning Circle in the playground.

In 2023, our kindergarten received a fresh coat of paint inside and out.

Administration

Management

Our centre is community run, which means that a parent committee is responsible for general and financial management of the Kindergarten, at the standard required for affiliation with C&K.

The Queensland Kindergarten Funding Scheme (QKFS) was announced in October 2009 and makes Government funding available to a range of services that provide approved kindergarten programs. This QKFS is an important component of the Queensland Government's plan to provide all children with access to high quality early education. The key feature of the scheme is that approved kindergarten program providers receive a standard subsidy per eligible child enrolled. Further subsidies are available for services in remote and lower socio-economic areas, as a percentage of the standard subsidy, to help attract and retain teachers and to ensure that cost is not a barrier to families accessing the program.

Our funding, combined with fees and fundraising is used for:

- building and playground repairs/ maintenance
- equipment and resources purchases
- staff wages
- operating costs (electricity, water etc)
- centre insurance

Management representatives (President, VP, Secretary, Treasurer) are elected to deal with the day-to-day business of the Kindergarten. These positions are voluntary and are elected annually.

The Annual General Meeting (AGM) of the Kindergarten Association is usually held in February of each year. At this, a committee is elected by and from the parent body to run the Kindergarten for the next twelve months. All parents are encouraged to attend monthly committee meetings as they are held to inform parents of what is taking place in the centre and to give the opportunity to express opinions on the running of the Kindergarten.

Any member is eligible to stand for any of the positions on the committee, which consists of President, Vice-President, Treasurer, Secretary, Maintenance Officer, Grants Officer and Fundraising Coordinator and Sub-committee.

Position	Description
President	Enthusiastic leader, who chairs monthly meetings, liaises with the Directors; coordinates centre affairs and delegates responsibilities. Shares purchasing and promotions with Treasurer and Secretary.
Vice President	Supports the President in the functions of leadership, coordination and Motivation. Chairs meetings in the President's absence. Publishes a quarterly newsletter.
Treasurer	Responsible for ensuring bills are paid and presenting of Financial Statements to the Committee. We employ an Accountant who is responsible for staff wages, accounting, the budget, awards and financial reports. Our admin assistant is responsible for the invoicing and collection of fees.
Secretary	Setting the agenda for the monthly meeting and taking minutes at the meeting.
Maintenance Officer	Responsible for organising the repairs and maintenance of the centre. They are also in charge of arranging working bees. This includes making dates, organising a list of tasks to be done, and getting other parents to help complete the tasks.
WHS Officer	Responsible for completing the annual WHS audit and notifying the maintenance officer and directors of any areas needing attention.
Fundraising Coordinator	An enthusiastic person is required to lead a team of 3 or more people in the task of fundraising. Additional funds raised are used to purchase new equipment and assist with the maintenance and repairs of the Kindy.
Grants Officer	Responsible for writing Grants to get additional funding for the Kindergarten. Grants enable the Kindy to purchase new equipment or upgrade/enhance the existing building and playground.

For those who have not served on committees before, advice is available from the Directors, C&K and former committee members. If you would like to volunteer for any of the above roles, please do not hesitate to talk to the Directors or a current committee member. The committee members are elected from the enrolled families, so it is essential that each family consider if they can offer their skills and time to the committee and Kindergarten.

Being on the committee can be very rewarding and gives an insight into the affairs of the centre and the workings of a Community Kindergarten and is a lovely way to meet other families and contribute to the longevity of Bayview Kindergarten.

National Quality Framework

The National Quality Framework (NQF) encourages centres to provide a high quality and consistent standard of early childhood education and care across Australia. The NQF includes:

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

Centres are assessed and rated against seven quality areas of the NQS. The standards cover children’s development and education as well as relationships with families, educator qualifications, and the centre environment.

Your centre’s rating will be displayed at the centre, as well as on their website page at www.candk.asn.au. For more information regarding the NQF see your Director or visit www.acecqa.gov.au

In 2014, our Kindergarten underwent its Assessment and Rating process and was successful in achieving a rating of EXCEEDING. This is the highest rating achievable without special application.

In 2019, our kindergarten underwent the Assessment and Rating process for a second time and was successful in achieving a rating of EXCEEDING. This is the highest rating achievable without special application.

Fees

The fees are set by the management committee and are maintained at the minimum level necessary to run the centre. Fees are calculated on a daily basis for the year and for eligible Kindergarten Children will be fully funded by the Qld Government.

- School holidays are taken into account and are not included in the fee structure. Children’s absences due to ill health or personal family commitments do not vary the fees.
- **Two weeks’ notice** (or equivalent payment in lieu of) is required if a child is leaving the Kindergarten.

- **Payment of Fees.** Any applicable fees are collected via our Kidsoft direct debit facility. Agreed weekly amounts are deducted from your nominated bank account. If, prior to the payment due date, the account holder becomes aware that they will be unable to meet their payment obligation, they must contact Tarnya in the office to discuss payment options. If the account remains unpaid after 14 days from payment day, the committee has the discretion to suspend the child's place. If the account remains outstanding the committee reserves the right to offer the suspended place to another family, in which case the child's place is forfeited and the enrolment is cancelled. Outstanding amounts may be referred to a debt collection agency and debt recovery costs will be passed on to the account holder.
- **Family Membership.** This is \$10.00 per family per year. As we are an incorporated body, each family whose child attends the Centre is required to be a member of the Incorporation.
- **Registration Fee.** Included in the daily rate, the \$100 registration fee includes a bookkeeping levy and administration fees for our direct debit facility.
- **Fundraising & Maintenance Levy.** Included in the daily rate and fully funded.
- **Building Fund Contribution.** Included in the daily rate and fully funded. We have a number of building alterations to meet licensing requirements as well as general maintenance of the building. Rather than increase our fees to cover upkeep and maintenance of our building, we have a registered Building Fund.

Parent Participation

Fundraising Activities

The fundraising coordinator organises fundraising events that contribute to special projects. In previous years we used our fundraising for the upgrade of our sand and mud pit area, for upgrading appliances in the kitchen and creating our Yarning Circle. We invite you to support all fundraising activities, as this money is used to benefit the children's play and learning.

Sharing Skills

We encourage parents and other community members to share their skills and hobbies with us for the children's benefit. Please let us know if you would like to contribute to the program in this way. Some examples may be cooking, playing an instrument, wood carving, pottery, gardening, sharing a story (relevant to your family's culture etc).

Working Bees


Working bees are an opportunity for us to come together as a community and maintain and care for our Kindergarten environment. Working Bees are held once a term, on a Sunday from 7 – 9am.

Communication

Open communication between parents and staff facilitates positive home / kindergarten relationships based on trust and positive cooperation. Parents are encouraged to speak with their child's teacher about their child's progress or any concerns they may have. Where discussion is needed it may be necessary to make an appointment to speak with the teacher. Wednesday afternoons between 2 and 2:30 teachers will be available for catchups should you wish to make an appointment. Email (admin@bayviewkindy.com.au) is our main form of communication.

Storypark is used as a communication tool for information about the program and what is happening. Newsletters are done quarterly and emailed out to parents at the end of the term or beginning of the next term. We have a face book page (Bayview Kindergarten) you are welcome to like us. We encourage you to regularly read and check the notice board above the sign in desk. Please make sure you check your child's pocket each day for any communication.

Where a parent has any query relating to the management or administration of the Kindergarten, please discuss the matter with the appropriate committee member. If the matter cannot be resolved, the C&K Early Childhood Consultant may be asked to assist.



I love the trees
and the forest:
Robbie 2016

Kindergarten Policies

Policy Statements

Immunisation; First Aid; Environment; Medication; Hygiene and Safety; Workplace, Health and Safety; Sun Care; Sexual Harassment; Anti-discrimination; Confidentiality and Privacy - are available for your perusal in our policy statement folder located in the Parent Library.

Child Absences

If your child will be absent from Kindergarten, please advise us of the expected length of absence. Fees are not refundable due to illness.

Dealing with Sick Children

As most parents are aware, it is best to keep your child home when ill. Children who are feeling ill are more at ease in their own home environment with the individual attention of their parents. The Director is authorised to refuse admittance to a child showing symptoms of an illness that may affect the health of other children attending the centre. Should a child become ill at Kindy, the Director will contact the parents or emergency contact person immediately.

Common Concerns

Whenever your child comes in contact with an infectious disease, please notify the centre.

Vomiting and Diarrhoea

In accordance with QLD Health Policy:

If your child is suffering from vomiting, regardless of the cause, they must be kept at home for 48hrs after the completion of the vomiting attack.

If your child is suffering from diarrhea, regardless of the cause, children must be kept at home for 48hrs from the last attack and must have a normal bowel motion before they return.

Conjunctivitis

Children must be kept away from the Kindergarten from the time medical treatment has commenced until the discharge has stopped.

Antibiotics

If your child has commenced a course of antibiotics it is recommended that they be kept at home for 24hrs after the initial dose.

Ear Infection

If there is a discharge the child will be excluded.

Illness and infectious diseases

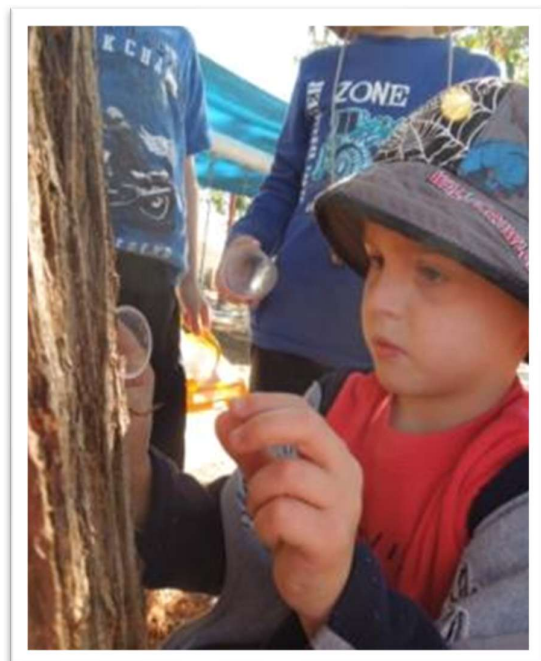
When children play and spend time with one another regularly, illnesses and infectious diseases can occur and spread. If your child is unwell, teachers/ educators will contact you to come and collect them as soon as possible. To minimise the spread of illness, please do not bring your child to the centre when unwell or administer any fever reducing medication to your child prior to your arrival at the centre. If your child will be absent, please notify us via a text message or phone call to our mobile (0418567001).

The link below details some common childhood illnesses and the exclusion periods recommended by the National Health and Medical Research Council that your centre will follow. A printed out copy of this is located on top of the lockers in the family information flip chart.

[Infectious disease poster](#)

[Schools exclusion period](#)

You can find the full publication this table is taken from, in Staying healthy: preventing infectious diseases in early childhood education and care services in childcare, 6th edition at <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines>



Diverse learning needs and Medical conditions

If your child has a diverse learning need or a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy, we ask that you provide a comprehensive current medical management plan that is signed and dated by your child's medical practitioner. Medical management plan templates are available on the C&K website. Before your child starts, please have a conversation with your centre about your child's needs to assist with the management of their condition or disability. If your child requires a specialised health procedure to be undertaken at the centre, we will work with you to determine how best to support this. The commencement of your child may need to be delayed so our teachers/educators can engage in specialised training to enable them to be capable and confident in meeting the needs of your child's diverse learning needs or medical condition. If your child has a National Disability Insurance Scheme (NDIS) plan, you are welcome to share this with us. If you would like some of your child's therapy delivered within the centre, please talk with the centre Director about how this may be able to be supported in an inclusive way. Please see our [Medical Conditions Procedure](#) for more information.

Medication

Your child may need medication during the times they are at their centre, even though they are well enough to attend. If this circumstance arises, please let your child's teachers/educators know when you arrive, and they will show you where the medication is to be stored, the procedure they will follow to administer it to your child, and the form you need to complete and sign. It is important that the medication is prescribed by a doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration. Please see our [Medication Procedure](#) for more information.

Allergy Treatment

If your child has any allergies, we require you to provide an action plan outlining the symptoms and potential reactions as well as the treatment guideline for exposure to the allergen. This action plan needs to be provided to your child's teacher and kept up to date should any treatment change.

A sun safe environment

Sun safety is important, and we ask that your child comes to the centre with a legionnaire-style or broad-brimmed hat each day. Apply sunscreen to your child at home or immediately upon arrival at the centre. Please record this application on the sign in sheet. Teachers/educators will reapply sunscreen throughout the day. We encourage the wearing of sun safe clothing and sunglasses. Please see our [Sun Safety Procedure](#) for more information.

Cleaning and Hygiene practices

Bayview follows thorough, best practice procedures to ensure a clean, hygienic centre is maintained for you and your child. Please support this by always washing yours and your child's hands when you arrive at and leave the centre, following the pictorial procedures displayed near all hand washing sinks. Cleaners are employed daily outside operational hours. Please refer to the [C&K COVID-19 Commitment Statement](#) for further information.

Other Information

Social Media

Photography and social media “While it is important to recognise the very real dangers associated with social media use, it is equally important to identify and leverage the benefits by taking a more holistic approach.” (Australian Institute of Family Studies). It is important to remember that images/recordings you email, text or post on social media sites can and may be seen, and used, by many people. We need to treat these recordings carefully. To promote safety, and respect the beliefs of all children and families, when you are at your service, or a service event, please take photos of your own child and only email, text or post on social media sites images/recordings of your own child. We will ensure that staff take photos at events and share with you on storypark for memories. With your consent, your child’s images, audio & video recordings may be used to share the children’s experiences, learning and educational program.

Multimedia and technology

You will see a variety of approaches to integrating multimedia and technology occurring in your centre. We may use iPads, cameras, lightboxes, listening posts, interactive LCD screens or coding resources to extend and enrich your child’s play. Our teachers/educators will be there when technology is used, supporting your child to be safe online.

Child safety and protection

Safe, protective and healthy environments are fundamental to every child, giving them the opportunity to learn and grow to their full potential.

C&K teachers/educators advocate for and protect children’s safety and wellbeing in a variety of ways, including reporting suspected cases of child abuse. All C&K teachers/ educators are required by law to report child protection concerns to the relevant authority.

If you would like to know more about our commitment to child protection, please ask your centre Director or visit the C&K website to view our key [child protection policies](#).

Transitioning to school

We will help your child to transition from Kindergarten to Prep and encourage your involvement in this process. Your child will have a Transition Statement prepared by their teacher/educator, with input from you and your child. This statement provides a snapshot of your child’s learning across their kindergarten year and contains valuable information for you and your child’s Prep teacher; it explains what sort of learner your child is, their strengths and interests, and ensures your child’s school knows how to support your child from the moment they arrive.

Before a Transition Statement can be shared, parents need to review and agree to share this information with your chosen school. We strongly encourage you to share your child’s Transition Statement and to talk with your school if your child may need additional support.

There are lots of ways to help make the move to school a smooth one. Here are just a few tried and tested ideas:

- Talk regularly with your child about the experiences they might engage in, the friends they will make, and the interesting things they will learn
- Encourage them to put on and do up their own shoes, and carry their own bag
- Walk past the new school so that your child knows what it looks like
- Learn the names for break times such as Big Lunch or Second Break
- Encourage eating and drinking without help by supporting your child to wrap and unwrap food and fill up their drink bottle
- Share and discuss positive experiences from your own school days
- Ask for their help in naming items and uniforms, so they know how to identify them if they get lost
- Show where you will pick your child up each day, and explain what to do if you are late or not there
- Talk about being staying safe at school
- Attend the school's Open Day and meet your child's teacher
- Find the Prep classrooms, bag lockers, play areas, toilets, lunch spaces and drink bubblers together
- Participate in the school's 'Under 8's Week' activities if they are open to the community
- Keep an eye out on our [website](#) and the [Bayview Kindergarten's Facebook](#) page for information
- Reassure your child that if they are unsure of anything, to ask an adult

Emergency and Evacuation

Safety drills and evacuation procedures are displayed in the office and playroom areas. In the case of an emergency the children are evacuated to our 'safe area' near the main entrance where their names are called according to the 'sign in' book. These procedures are practiced monthly in accordance with the Workplace, Health and Safety guidelines. If there is an emergency while you're at Kindy then please follow the teachers and children to our evacuation point.

Work Experience Students and Visitors

We are often asked if a student, or a volunteer, can work with us in our services. We always consider the needs of the children, service and community when reviewing such requests. Where students and volunteers are accepted to work in a service, we ensure they hold the required licenses, and engage them in an orientation process to ensure they understand their responsibilities and obligations. All students and volunteers are supervised and work under the guidance of qualified educators at all times. We will advise you in advance should a student or volunteer be attending the centre.

Supported Charities

Bayview Kindergarten supports the 'Wildlife Warriors Foundation' in memory of Steve Irwin and as a way of learning more about the care of all living creatures and the environment. We

have chosen to support Bert a Koala at Australia zoo - The reason we choose Bert is because we know that there are Koalas that live in our local community.

Our second animal is a marine green turtle called Hector - The reason we choose the marine turtle is because each year the children like to go down to the water front and go exploring. It is also an essential part of our curriculum to teach the children about looking after our ocean environment. By adopting Hector, we are not only helping to give marine turtles a more promising future, but also helping us to tackle some of the world's biggest conservation challenges.

Canteen is the other organisation we support. This charity supports young people living with cancer. This is in memory of a past teacher's child.

Grievance Procedure

Your family is important to us here at Bayview Kindergarten. If at any time you have a concern, please speak directly with the Directors or President. If you feel your concerns have not been properly addressed, please make contact with our C&K Consultant.

- C&K Central
257 Gympie Road
Kedron, 4031 QLD
Phone: 3552 5333
- Early childhood Advisor - 0417 022 050
- Office for Early Childhood Education & Care (North Lakes) – 07 5433 6106



Useful links

[Australian Children's Education and Care](#)

[Quality Authority](#)

[Kidsafe Australia](#)

[Nutrition Australia](#)

[Queensland Health](#)

[Anaphylaxis Australia](#)

[Asthma Australia](#)

[Grow Me Safely](#)

[Early Childhood Education and Care](#)

[Department of Human Services](#)

[Raising Children Network](#)

Visit:

[Bayview website](#)

[Bayview Facebook page](#)

[Bayview Instagram](#)

[Immunisation Australia](#)

[Autism Australia](#)

[Diabetes Australia](#)

[Staying Healthy](#)

[Epilepsy Australia](#)

[National Physical Activity](#)

[Guidelines](#)

[Education and Care Regulations](#)



Parent and Community: Code of Conduct

Welcome, C&K aim to work together with parents, guardians and community members to create a safe and engaging environment for children. When visiting a C&K centre or attending a C&K event or activity, parents, guardians and community members are expected to conduct themselves respectfully and in alignment with this Code of Conduct. C&K is a child-safe organisation and we are committed to providing a safe and healthy environment for all. Extended family and community members who are Restricted Persons under Queensland's Blue Card System are not permitted to enter a C&K centre.

Expected Conduct

- Parents, guardians and community members are required to:
- Comply with C&K policies and procedures (available on C&K's website).
- Behave in a way that supports the health, safety and wellbeing of yourself and others.
- Respect the authority and follow the reasonable instructions of C&K employees.
- Be polite, respectful, listen to and value other's perspectives.
- Raise complaints in accordance with C&K Complaints Management policy and procedure.
- Speak positively about C&K and C&K employees.
- Request a meeting with your child's teacher/educator to discuss any questions or concerns you may have about your child's education and care.
- Understand that teachers/educators have responsibilities that may impact their availability to talk and meet with you.
- Respect C&K property and the property of others.
- Ensure all family members and emergency contacts associated with your child's enrolment read, understand and follow this Code of Conduct

Unacceptable Conduct

- Parents, guardians and community members must not (not limited to):
- Use inappropriate, threatening, aggressive or abusive language, gestures or images. This includes swearing, yelling, and throwing items.
- Use language or display behaviour, which is likely to offend, harass, bully, vilify, intimidate, or discriminate against another person.
- Interact physically, verbally or online with C&K children and employees in a manner which is not appropriate and may endanger the person's health, safety and wellbeing.
- Take, share or store images, video or sound recording of any person without their written consent.
- Share confidential information inappropriately.
- Post comments or material to social media that may damage the reputation of C&K or a C&K employee.
- Gossip or make derogatory statements about C&K, a C&K employee or another C&K family or child.
- Theft, fraud or misuse of C&K property or resources
- Be adversely affected by alcohol, drugs or any other substance. Bring hazardous items, alcohol, weapons or illegal substances into a centre
- Smoke or vape in a C&K centre or within 5 metres of the boundary of a C&K centre.
- Bring an animal to a C&K centre, event or activity without the authorisation of the Centre
- Director/Responsible Person in Charge or Manager.

Child Protection and Safeguarding Parents, guardians and community members will:

- Immediately report concerns, suspicions or allegations of child harm to the Centre Director/Responsible Person in Charge. If you feel your concern, disclosure or complaint has not been adequately addressed, email C&K feedback@candk.asn.au.
- NEVER be alone with a child not your own.
- NEVER sexually, physically or emotionally harm children, families or C&K employee.
- NEVER exhibit grooming behaviours towards a child(ren), families or C&K employee.
- NEVER implement any form of inappropriate discipline towards a child.
- NEVER take, share or store images, video or sound recording of another child.

Non-compliance Breaches of this Code of Conduct will not be tolerated and may lead to serious consequences. Where appropriate, C&K will try to resolve matters collaboratively with you. If in C&K's opinion, the breach is serious and/or there is a risk of ongoing non-compliance, C&K may take any action that is considered appropriate; this may include cancelling your child's enrolment. In accordance with applicable legislation, unlawful breaches of this Code of Conduct will be reported to the relevant authority.

Sandra Cheeseman

Chief Executive Officer

