

We are very excited to be preparing for 2021 and having your child/ren attending our Kindergarten/ College. Please find below some important information to assist you to prepare for your child/ren's Kindergarten in 2021.

Start Date

Vacation Kindergarten starts on the 18th of January for one week. Term 1, Week 1 starts on Monday the 25th of January 2021; although Australia Day is on Tuesday the 26th and we will not be open (and you will not be charged for public holidays).

IMPORTANT: Please let me know if you wish your child to attend during the first week of vacation kindergarten, or if you wish to start in Week 1 - Term 1, the 25th of January.

2021 Kindergarten Educators

We have a full complement of Educators ready for 2021. Our Kindergarten has low staff turnover, so all of our staff have worked for our College for some time. Three of our staff have worked for 10 yrs or longer at our College and started their journey as students of Freshwater Christian College.

Our Kindergarten Director is Belinda Raine (Mrs. Raine) whose job it is to liaise with parents and ensure the smooth running of our Kindergarten. Belinda has a Bact of Teaching and of Education, plus QLD teacher registration. Belinda is available to discuss any questions or queries you may have concerning fees, bookings; staff and parent concerns. Belinda set up our Kindergarten, is our nominated supervisor for Kindergarten and the College OSCH service, the Educational Leader for both services and is a member of the Executive management team of the College, so feel free to contact her if you have any questions.

David Crowther (Mr Crowther) is our Butterflies class Kindergarten teacher. David has a Bact of Education (four-year degree) and Queensland teacher's registration. Mr Crowther is the pre-prep Butterflies teacher, implementing the Queensland Kindergarten Framework alongside Mrs Raine as Educational Leader. Mrs Natoli who works primarily in our College in the Prep and Year 1 (Danila has a Bact of Education and Queensland teacher's registration), fills in for Mr Crowther when he is programming, and she assists us getting our children prep ready.

Mrs Yui, Miss Caitlin (both Diploma Trained) and Miss Raine (Diploma trained and currently a training primary teacher) are leading the Frogs group under Belinda Raine's direction and this group is our mixed-age group room. This room also follows the Queensland Kindergarten Framework and both rooms program and plan activities and events together to have consistency across the service.

Miss Long, Mrs Chen, Miss Hannah, Mr Fois and Mrs Gorry share our room Educator, floater and inclusion support roles and are Diploma or Cert 111 (In Education and Care) trained.

Our pre-prep children do a maximum of 5 days a fortnight or two days a week in our Butterflies class. This is due to the administration of the Queensland Kindergarten

Funding Scheme regulations, so some children attending more than 5 days a fortnight, will spend time in both our rooms.

Morning tea and Lunches

Please separate your child's morning tea and lunch into two small containers or brown paper bags labelled with their name. We do this as fridge space is limited and we need to ensure all food is kept cold. Please do not put your child's food in a container that has insulation, as this also takes up significant room in the fridge.

Our staff have a licensing obligation to ensure your children have healthy nutritious food while in our care. We require morning tea and lunches to be healthy and nut-free. We have children attending with life-threatening anaphylaxis to nuts that could potentially be fatal!!!

A piece of fruit and yogurt (not chocolate) for morning tea and a sandwich for lunch (no peanut butter or Nutella) is perfect. We need to stress water only for water bottles. Milk and cordial are not appropriate. If needed, a reminder/suggestion will come home in your child's lunch box asking for more food or different choices. As I mentioned it is our responsibility to ensure your child is eating healthily while here. Belinda and her Educators have some great ideas if you need some inspiration. We encourage children to eat fruit or sandwiches first before their other food. If we feel something in their lunch box is inappropriate, we will send it home in your child's bag with a note. Our educators appreciate your help with healthy eating.

Our second session (3 pm – 5.30 pm) will have afternoon tea provided which will consist of fruit, cheese cabana and biscuits.

On your first week of Kindy, we will give you our current Tuck-shop list. The Kindergarten menu is slightly different from the rest of the school, incorporating healthy options and meeting our regulatory requirements. Food not on our list will be sent home in your child's lunch box or swapped for an item of similar value.

UNIFORM SHOP

Our Uniform shop will have shirts, shorts and hats available for purchase. The college hat, polo shirt and pants are compulsory, but the jacket is not. Our Uniform Shop is located on campus behind the secondary lockers.

Once the Uniform shop have set their hours for over the Christmas Holiday period, I will send you this information.

The Uniform Shop regular trading hours:

Mondays: 8 am to 10.30 am Wednesdays: 1.30 pm to 4.00 pm Fridays: 8.00 am to 10.30 am

As for shoes, we do not require you to provide any specific footwear (other than for Bush Kindy), although please choose footwear your child can easily do up and undo.

NB Prep students use this uniform also, so if your child is continuing into Freshwater Christian College they will wear it again next year. Otherwise, you can resell them at the end of the year on our Freshwater Christian College uniform Facebook site.

Sheets

Our service provides and washes sheets regularly for your convenience.

Drink Bottle

Please provide your child with their own drink bottle labelled with their name and filled only with water.

Communication

We value our communication with families, and we understand that you know your child best. We want to work with you as a team to provide the best possible care and education for your child/ren. To do this we need to communicate effectively with families.

We believe that parents should have the opportunity to participate in the Kindergarten and contribute to our program. If you have any talents or resources to share, we would appreciate your help. We normally hold Term open mornings to encourage parents to observe their children at work, look at the children's portfolios (a document of their child's participation in the program) and make suggestions for the centre's program and goals for their own children; although COVID-19 has changed this in 2020 and we may need to rethink this for 2021. We are available for you to talk to us during pick up and drop off. If you would like to discuss your child's progress or any concerns you may have, please contact Belinda Raine and we will organise a time to meet privately.

Parents with any concerns are asked to speak with the Director. It is our policy that any issues that may be distressing are not discussed in the hearing of the children. Every attempt will be made to achieve an outcome that is satisfactory to all parties. Should you feel that your concerns have not been adequately addressed at a service level, please contact the Principal of the College.

Kindergarten fee statements will be emailed out the Wednesday fortnight before the direct debits are drawn on that same Friday.

ClassDojo

ClassDojo is a classroom communication the app used to share what your child is learning and communication reminders between parents and our educators and teachers. It connects parents and teachers through real-time reports as well as a feed for photos and videos during the school day.

We will email /text you an invitation once the term starts to join Class Dojo, I will also attach college information, important events, and a term overview of your child's planning.

Freshwater Christian College (Kindergarten) app

The College and Kindergarten have an APP that is free to download (Freshwater Christian College). This app will have all the events and information about your child's activities in Kindergarten and each year level of the college, as well as forms to download.

Freshwater Christian Kindergarten Facebook Page

Belinda Raine also has a Kindergarten Facebook page which you will be invited to. We upload pictures and fun events on this site.

Hours of Operation

The Kindergarten will be operating two sessions, our main session is from 7.00 am to 3.00 pm Monday to Friday and we are offering a second session from 3.00 pm – 5.30 pm with limited numbers. We require parents to collect their children from our first session by 2.50

pm, which allows at least ten minutes for staff and parents to liaise before our second session starts at 3 pm.

Families sign in and sign out children on our iPad Kidsoft Check-in system, that connects to Centrelink confirming your children's attendances. If you do not sign your child in/out for a day, you are required to accept the time's staff have signed them out (or change the times) to ensure you will receive your ccs. If you sign out of the first session after 3.00 pm, you will be automatically charged for Session 2. Ensure if your running late you call our College 40551337 or Belinda Raine 0402981504, alternatively arrange another authorized person to collect your child.

Café

Our Café is open every school day – not in Vacation times and online ordering is available through Flexischools, using a credit card, PayPal or direct deposit from your bank account (a small processing fee applies). Or you may choose to use the method of ordering as follows; Kindergarten students through your child's class on the 'paper bag' system.

Please note, no hot food is permitted for Kindergarten students.

HOW TO REGISTER - go to www.flexischools.com.au

Step 1: Click the 'REGISTER' button

Step 2: Enter your email address

Step 3: You will be emailed a link to an online form – follow the link

Step 4: Choose a username and password and complete the form

Step 5: Choose **FRESHWATER CHRISTIAN COLLEGE**

Step 6: Add each of your student/s name and their year group

Step 7: Establish your account with an amount set by you (minimum \$20) – VISA, MasterCard, PayPal (immediate top-up) or Direct Deposit (this may take up to 5 days to process and reach your Flexischools account)

Once registered, you can start placing orders immediately – orders **must be placed by 9am** on the day of delivery. You can also pre-order in advance or have a recurring order each week.

HOW TO ORDER - go to www.flexischools.com.au

- Step 1: Enter your username and password
- Step 2: Click online ordering next to your student (each child's order will need to be done separately)
- Step 3: Select the day and click the break you want the order for (e.g. morning tea or lunch – please note these will also need to be placed separately)
- Step 4: Select the items to add to the order then select 'next'
- Step 5: Select 'place order' (follow the prompts)

HOW TO TOP UP YOUR ACCOUNT - go to www.flexischools.com.au

- Step 1: Enter your username and password
- Step 2: Payment options - If you need to add funds to your account select continue
- Step 3: Do the top up - select, enter details (follow the prompts)

If you have any questions, please contact Flexischools - their dedicated Help Line (1300 361 769) is open 7am-6pm -or- via email: help@flexischools.com.au

Vacation Kindergarten

We operate Vacation Kindergarten during the school holidays, though this is not compulsory. You only pay for the days you attend Vacation Kindy. We are closed for 4 weeks of the year over the Christmas new year break.

Dropping-in your child each day

- - Please remember to sign your child into our Kidsoft Check-in system
- - Please bring the following items in your child's bag:
 - o Wide-brimmed College hat
 - o Water bottle
 - o Two labelled paper bags or small containers with your child's morning tea and lunch separated. Remember fridge space is limited so two small, non-insulated containers, please.

ALL CHILDREN NEED a clean change of clothes (always allow for messy or water play) LABELLED with their name, please.

When arriving at the Centre (as well as when leaving at the end of the day) you **MUST** sign in and sign out children on our iPad Kidsoft Check-in system, that connects to Centrelink confirming your children's attendances. Please notify us in advance if a nominated authorised person other than a parent will be collecting your child on any day (Via email/ texting Belinda or letting us know at sign in. Also, let your nominated pick up person know we may call you and/or ask for their ID if we do not know this person).

The staff will do their very best to settle your child in as quickly as possible, and they are well trained in helping new children adapt to the Centre. If, however, we feel that your child is too upset to stay all day, we will call you suggesting that you come in to collect your child early. We believe in active communication with parents and we will call you if we are unsure of anything to do with your child.

Collecting your child

Children must be signed in and out each day by an authorised person (over the age of 18). Prior arrangement must be made with the Director for any person other than those stated on the enrolment form to collect children from the Centre. Please advise persons collecting children that they will be required to provide proof of identity. In emergencies, texts or emailed letters of authorisation can be sent to the College/Director.

Collecting your child late

If for some unforeseen reason you think you will arrive after closing time, then:

- Contact the Centre as soon as possible, even if you subsequently arrive on time; 40551337
- Try to arrange for another “authorised” person to collect your child.

- Call and organise your child to attend Session 2.

We ask that you take all steps to ensure you do not arrive late, or you have informed us in advance.

If you collect your child after 3.00 pm (or 5.30 pm for session 2) a late fee will be charged (enforced and administered by Belinda Raine). We understand parents can be late occasionally, we expect this and will only charge a late fee with just cause. Please ask for a copy of our fee’s policy for clarification.

Absence from the Centre

Please notify us by 8.30 am if your child will be absent from the Centre on any scheduled day. Alternatively, if you need extra Kindergarten days, you can call after 8.30 am to see if we have spaces available.

Medication

If your child is taking medication please, on arrival, enter the details of your child’s required medication in our Medication Register. Medication is to be clearly labelled and handed to a staff member directly. **Please DO NOT leave your child’s medication in their bag.** Medication can only be administered if it has been prescribed by a doctor. Over the counter medication cannot be administered by our staff, unless it is accompanied by a letter from a Doctor confirming the child’s name, the correct dosage, frequency and when the medicine is out of date. **If your child has had paradol or similar, do not send them to Kindergarten.** These masks the symptoms of sickness, but still allows cross- infection to occur. Please consider the health of our staff and children when considering whether or not to send your child in if they seem unwell.

Bush Kindy

We implement a program called 'Bush Kindy' in terms two and three. Bush Kindy is designed to introduce and extend children's knowledge and awareness of their environment and natural surroundings, while also encouraging imaginative and innovative play.

Two mornings a week, we will be running our program outside on the edge of bushland on the school oval for approximately 2-3 hours. These sessions are planned, but flexible. Clear expectations and boundaries will be put in place to facilitate children to take controlled risks and engage with the environment in a supervised manner.

Natural environments provide a rich setting for children's play; however, Bush Kindy is more than just allowing children to play outside. Research and pedagogies are critical to the effectiveness of the program. We would love any parents or relatives to come and play when we do bush Kindy. We will give you more details closer to term two.

Safety

Freshwater Christian Kindergarten actively strives to avoid injuries occurring at the centre and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible. The rights and responsibilities of parents concerning injuries and illnesses of their children are acknowledged and will be taken into account in administering all procedures.

An Educator will promptly telephone a parent/guardian if a child has been involved in an accident or becomes ill. Qualified staff will administer basic First Aid, and unlike most kindergartens, all our staff has WH&S, child protection, Senior First Aid, Anaphylaxis,

Asthma and CPR training (even casual staff). If contact cannot be made and it is necessary to seek medical attention immediately, an ambulance will be called, and the child will be taken to the hospital accompanied by a staff member. Please ensure emergency contacts are updated on enrolment forms regularly.

In the case of a minor injury or illness, a staff member will attend to the incident and if it is more than the normal childhood injury, a report will be completed advising you of the details. Please sign this form after speaking with staff to verify you have been advised of the incident.

Bumps and scratches are a normal part of children learning to negotiate their peers and environment and accident reports will not be written up for minor injuries (administered by Belinda Raine).

Sickness

If your child becomes ill during the day, we will contact you to discuss the situation. If in the opinion of our staff your child is too ill to remain at the Centre that day, we will ask you to arrange for your child to be collected as soon as possible.

If your child is sick, we ask that you don't bring your child to the Centre until they recover. Although this may cause some difficulty for you, we ask you to consider the other children, their parents, and the staff at the Centre when deciding whether your child is well enough to attend.

Children with infectious diseases will be excluded from the Service and need a doctor's certificate to state they are no longer contagious before they can return. Children who are not immunised against these diseases attending our service will also be excluded until it is safe for them to return. This is for the safety and wellbeing of all children, siblings, pregnant women and staff as well as your child. Re-inclusion of your child will be considered after consultation with and recommendation from, appropriate health agencies (e.g. Department of Health). The government regulates this and has a great website for help: -

<http://www.nhmrc.gov.au/guidelines/publications/ch43>

If a child has a severe reaction or other illness in which timing is critical, an action plan may be developed between our Service, guardians and health professional to ensure immediate action in the case of an incident. Please ensure the Service is aware of this by indicating on your child's enrolment form.

Fee Policy

- We do not charge for public holidays when the Kindergarten is closed.
- Eight weeks of the 2021 year is Vacation Kindergarten. Vacation Kindergarten is outside the 40 weeks of our yearly program (we try to align with public school holidays). During this time if you attend you will be charged, if not, you will not be charged.
- We require that a \$100 enrolment fee is paid on securing a place with the Kindergarten.
- Fees are payable fortnightly by Direct Debit; (unless yearly fees are paid in advance and parents then organize their own CCS).
- Any days your child misses due to illness or absence must still be paid for (this does not apply when the centre is closed or non-attendance during Vacation Kindergarten).
- A fee statement will be issued fortnightly (via email) on the Wednesday before the direct debit. Please contact Belinda (belindar@fcc.qld.edu.au) as soon as possible before the Friday if you have an issue with the statement.
- Fees will be deducted every Friday fortnight via direct debit; (your statement may show Numeropro or Kidsoft as the company who deducts our fees).
- Please note on your statement that you are paying for your child's last two weeks of Kindergarten attendance, and any CCS changes that you may have had during this period.
- A Late fee (\$25 per hour) will be added to your account if you are consistently late in collecting your child (not CCS eligible). This is administered by the Director and you will have noticed before this fee is charged to your account.

Payment of Fees

Our daily fees for attendances are \$80 per day for our main 7.00 am – 3.00 pm session and \$25 per day for Session 2 - 3.00 pm – 5.30 pm - both are CCS eligible. These fees have been kept at 2020 levels due to parents being affected by COVID-19.

We may enrol some three-year-old children if spaces are available, but children attending Prep the next calendar year do have priority. Fees generally increase yearly (**although not for 2021**) and will be reviewed annually. If a need should arise to increase the fee schedule, we will provide you with as much notice as possible.

If payments are not regularly made your child's enrolment will be suspended until a payment agreement is made with our College's Chief Financial Officer. If you fall too far behind with payment, we will assess your child's position at the Centre, and reserve the right to require you to withdraw your child.

For any further information or questions please contact Belinda Raine on: