



mykindy

at VICTORY COLLEGE



Parent Handbook



173 Old Maryborough Rd, Gympie QLD 4570 | 07 5482 7223|
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Welcome to mykindy

Thank you for considering mykindy at Victory College for your family's education and childcare needs. We understand how difficult it can be choosing the right Kindy for your little one, and hope that this Parent Handbook is a helpful tool in assisting you to make this important decision. Should you choose to enrol your child, this booklet will also act as a quick reference guide for all matters relating to mykindy's management and operating procedures.

mykindy is a part of Victory College and Victory Church. mykindy is operated under the guidance of College Principal Mr Alwyn Prinsloo, Head of Primary Mrs Sarah Wilson and mykindy Director Mrs Lisa Melvin. mykindy students have access to the College's facilities such as the Library, Sports Stadium, weekly Primary Chapel and College incursions. In the latter part of the year, students undertake visits to the Prep classrooms, Victory College Stadium, Victory College Library and complete weekly Indigenous Studies from Term 2 to support transitioning into the College for their first formal year of Education.

Our emphasis on a Christ-centered ethos and curriculum creates a Christian education of high moral and academic value for children.

Details

Street Address	173 Old Maryborough Rd, Gympie QLD 4570
Postal Address	mykindy at Victory PO Box 308, Gympie QLD 4570
Telephone	(07) 5482 7223
Fax	(07) 5482 4317
Email	info@victorycollege.com (General) mykindy@victorycollege.com (Kindergarten)
Web Service	www.mykindyatvictory.com
Approval ID	SE-00011363

Hours of Operation

mykindy hours	8:00am – 4:30pm
mykindy days	Monday to Friday including school holidays

Approved Kindergarten Program operates between the hours of 8:00am – 3:30pm Monday to Friday during the school term.

mykindy is closed for four weeks over the Christmas and New Year holiday period and families are advised of these dates closer to the time.

License

mykindy is licensed under the Education and Care Services National Law Act and the Education and Care Services National Regulations and must comply with both. These legislative documents outline mykindy's duty in regard to activities, experiences and programs, the number of staff members and children and staff members' qualifications.

mykindy is licensed to care for 60 children each day, with one educator to every 11 children. Children must be below school age but at least 4 years of age by 30 June in the year they participate in the kindergarten program.

Regulatory Contact Information

Early Childhood Education and Care Regional Office

Phone (07) 4122 0814

Email maryborough.ecec@qed.qld.gov.au

The telephone number for the General Information Service of the Office for Early Childhood Education and Care is 13 QGOV. The Early Childhood Education and Care Department of Education and Training's Regional Office is located in Maryborough, Queensland.

Enrolment

Applications for Enrolment

An Application Form is available from mykindy. You can contact the mykindy Director by phoning mykindy on 07 54827223.

Personal tours of mykindy can be arranged by contacting the Director, Mrs Lisa Melvin. Tours are by appointment only and are not available without prior arrangement.

The Application Form should be completed and forwarded to Victory College Reception or directly to mykindy. A non-refundable application fee of \$50.00, proof of date of birth (Registry of Births, Deaths and Marriages Birth Certificate) and immunisation information should be included with the application form.

Submission of the Application Form and application fee does not guarantee placement. Offers shall be made by mykindy as positions become available.

Enrolment at Victory College

Placement at mykindy does not guarantee enrolment into Victory College. Families wishing to enrol their children into Victory College should make a separate Enrolment Application.

Enrolment policies and procedures for Victory College are outlined in the College's Prospectus. If you require a Prospectus, please contact 5482 8206 or download from www.victorycollege.com.au.

Introduction

Philosophy and Goals

Australia's future depends upon each citizen having the necessary knowledge, understanding, skills and values for a productive and rewarding life in an educated, just and open society. High quality early childhood education is central to achieving this vision.

The aim of mykindy is to provide a safe and nurturing Christian environment which promotes equity and excellence. We also aim to inspire children to become successful learners; confident and creative individuals; and active and informed citizens with a profound understanding of the Christian worldview.

Our underpinning philosophy is to nurture the partnership between church, kindergarten and family, collaboratively working towards the development of the whole child. Mykindy, as part of Victory College, is an outreach arm of Victory Church. The church has a vision to provide care and service based on Christian principles, beliefs, values and ethics.

At mykindy the learning program is aligned with the Queensland Kindergarten Learning Guideline and the principles of the National Early Years Learning Framework. The documents and current practices

provide a unifying agent for the concept of Biblical integration facilitating the pursuit of excellent outcomes.

mykindy is committed to promoting equity and excellence. We will:

- Provide our students with high-quality early childhood education
- Promote Christian values through positive Christian example and a Christ-centred educational program
- Develop an understanding of God as our creator and provider who has entrusted us to the responsible management and care of our world through sustainable development and ecological sensitivity
- Build on our local cultural knowledge and experience of Indigenous students as a foundation for learning
- Ensure that socioeconomic disadvantage is no significant determinant of educational outcomes
- Ensure that our Early Childhood Education contributes to a socially cohesive society that respects and appreciates diversity
- Encourage parents, carers, families, the broader community, and young people themselves to hold high expectations for their educational outcomes
- Promote a culture of excellence, by providing challenging and stimulating learning experiences and opportunities that enable the children to explore and build on their gifts and talents
- Promote personalised learning that aims to fulfill the diverse capabilities of the children.

mykindy aims to inspire students to become successful learners who:

- Are creative, innovative, and resourceful
- Beginning to plan activities independently, collaborate, work in teams, and communicate ideas
- Able to make sense of their world
- Are motivated to reach their full potential

mykindy aims to build up confident and creative individuals who:

- Have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual, and physical wellbeing
- Have a sense of optimism about their lives and the future
- Show initiative and use their creative abilities
- Develop personal values and attributes such as honesty, resilience, empathy, and respect for others
- Relate well to others and form and maintain healthy relationships
- Accept responsibility for their own actions.

mykindy aims to develop active and informed citizens who:

- Begin to act from moral and ethical standpoints
- Appreciate Australia's diversity, and develop an understanding of Australia's history and culture
- Acknowledge the value of Indigenous cultures
- Are committed to values of equity and justice
- Are responsible local citizens.

Educational Program

The National Quality Framework guiding our practice is *Belonging, Being and Becoming: The Early Years Learning Framework*. The approved learning framework guides the development of the program that promote children's learning and development, the pedagogical practices of our educators and a planned and reflective approach to assessment and planning for each child.

The educational program will provide a balance between intentional teaching and child-initiated learning experiences. This involves:

- Building on and respecting children's emerging interests, ideas and intent
- Introducing ideas and learning possibilities based on their observations, reflections, and understanding of children's current and future learning needs
- Identifying learning opportunities and teachable moments
- Using a wide range of intentional interactions to scaffold and support children as they co-construct learning within play experiences, real-life engagements and routines and transitions.

The program will provide opportunities for development in the following areas:

- **Identity** – developing an awareness of Jesus' love and care; building a sense of security and trust; acting with increasing independence and perseverance; building a confident self-identity
- **Connectedness** – building positive relationships with others and with God through prayer and the Bible; showing increasing respect for diversity; showing increasing respect for environments
- **Wellbeing** – building a sense of autonomy and wellbeing; exploring ways to show care and concern and interact positively with others; exploring ways to promote own and others' health and safety; exploring ways to promote physical wellbeing
- **Active learning** - building positive dispositions and approaches toward learning; increasing confidence and involvement in learning; engaging in ways to be imaginative and creative; exploring tools, technologies and information and communication technologies (ICTs)
- **Communicating** – exploring and expanding ways to use language; exploring and engaging with literacy in personally meaningful ways; exploring and engaging with numeracy in personally meaningful ways.

Parents and guardians are encouraged to ask the kindergarten teacher for more information about:

- The activities and experiences taking place at mykindy
- Our philosophy about learning and child development outcomes and how the intended outcomes will be achieved
- The goals about knowledge and skills to be developed through the activities and experiences.

Kindergarten Government approved Program

Our Kindergarten educational program is delivered by two qualified early childhood teachers – aligned with the Queensland Kindergarten Learning Guideline. The approved Kindergarten program is delivered for children for at least 15 hours per week for 40 weeks per calendar year. We also deliver the Free Kindy Program.

The Kindergarten Funded program operates from 8:00am to 3:30pm, a 7.5hr day. Our morning circle time with the children starts at 9:00am.

It is important that children arrive promptly, and we encourage our families to arrive before 9:00am so that the children are ready for their extra curriculum experiences, as this time helps the children to settle, get ready and find out about their day.



Daily Routines

Daily routines are flexible yet predictable. The routine has been developed to provide a framework for educators to meet your child's individual needs. The predictability of the routine provides children with a sense of security and familiarity each day.

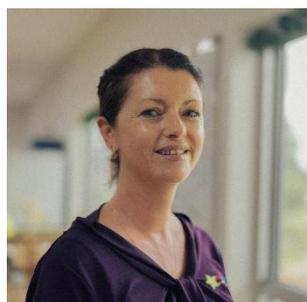
Routine activities divide the day into blocks of time that form a reference point for other activities that occur within the program for children who do not yet understand the concept of time. A visual schedule is used in the classroom to assist children in preparing for these transitions in the program. This is an important tool for young children to develop self-confidence and trust.

Meet the Team

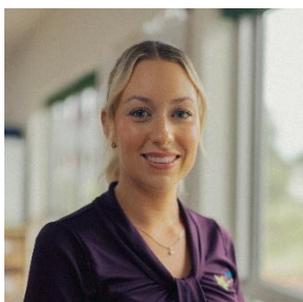
Our Education and Care Team

We know that the quality of education and care that your child receives each day rests on the shoulders of our Teachers and Teaching Assistants, who we believe are very special people, and have a true passion for providing Education and Care to your children.

Our mykindy Educators have been carefully selected not just based on their passion, but also for their experience, their training and their personal qualities and commitment to providing best possible learning outcomes for the children in our care.



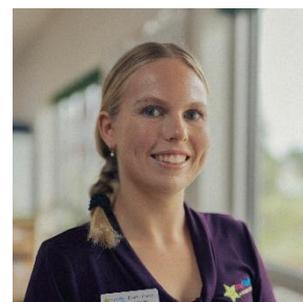
Mrs Lisa Melvin
Director



Miss Shannon Finch
Lead Educator



Mrs Tyla Bernardi
Teacher - Kindy Koalas



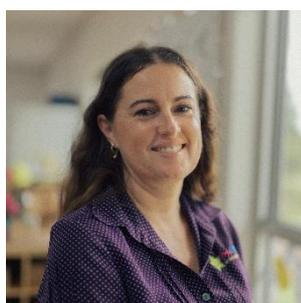
Miss Emma Parkin
Educator- Kindy Koalas



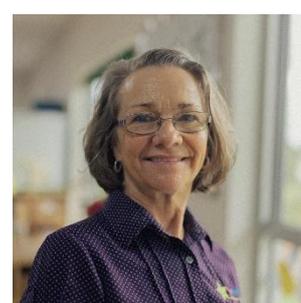
Mrs Jessica Moore
Educator- Kindy



Mrs Retno Hand
Relief Educator



Mrs Sally Leddy
Teacher - Kindy Joeyes



Miss Liz Cone
Educator- Kindy Joeyes

Curriculum and Assessment

We view curriculum as everything the children experiences from our program. This includes routines such as mealtimes, our physical environment, and our materials and equipment.

Our curriculum includes time to play and discover at a pace set by the child which allows for meaningful interactions between the children, or with an Educator.

We understand the importance of appropriate planning for children's learning. Educators use a variety of observations and critical reflections to gauge children's learning success. When assessments are being completed, Educators not only consider the immediate experience the children are engaged in, but also the learning environment as a whole.

How is the Curriculum and Assessment Developed?

Knowing your child as an individual, the building of a relationship with your family is critical for curriculum planning and development. While your child attends mykindy, our Educators will keep written documentation on their learning to assist them individually and to appropriately plan for your child's needs. All recorded information regarding your child is available for you to peruse at any time. Learning Journey Portfolios can be found in each classroom.

All assessments of your child are kept within the mykindy Centre and we encourage you to read the document and provide feedback.

Assessment and Rating

At mykindy we develop our curriculum using both the Queensland Kindergarten Learning Guidelines and the Early Years Learning Framework, which is the nationally recognised framework for early learning settings.

mykindy has undergone an Assessment and Rating Review where we received an overall rating of Exceeding the National Quality Standards.

We will continue working to use the National Quality Framework as our guide to achieve high quality education and care practices.

Role of Parents and Guardians

We actively encourage parents to become involved with their child's education. mykindy at Victory has an open-door policy, welcoming parents of enrolled children to visit. Mothers, fathers and guardians are welcome to come into mykindy at any time.

Parents often bring with them special skills such as cooking, carpentry, gardening, music, storytelling and so on. These can become a valuable part of the program. The Kindergarten Teacher will also have particular areas of the curriculum in which they ask the parents to participate.

We value your participation and involvement in any of the following ways:

- Sharing skills and interests in the education program
- Spending time, reading stories and playing with your child
- Participating in special activities, excursions and celebrations
- Assisting the staff with educational programs

Volunteers / Students

Occasionally, there will be new faces in mykindy when volunteers and students visit to gain experience in the education field.

Suitability Blue Cards are compulsory for all volunteers (other than parents and College students). These visitors will be under the supervision of regular staff members at all times. Any parent helper or volunteer will be required to sign the 'visitors register'. Your temporary visitor's pass then must be openly displayed on your person.

Communication

Constant communication is encouraged between parents and staff. We love to discuss your child's progress with you face to face, by email or by phoning you personally.

We also have up-to-date information regularly posted on the Xplor platform. Our program is also posted on Xplor.

The Victory College newsletter is published regularly to keep families informed of policies and procedures, upcoming occasions and recent events in the College.

Attendance

Arrivals and Departures

At mykindy, educators work to ensure that your child's arrivals and departures are safe and secure. We ask families to:

- Ensure that your attendance is recorded on arrival and departure
- Leave your child in the direct care of a staff member
- Notify staff that you are taking your child home
- Keep your goodbyes brief
- Ring to notify staff if your child's arrival and departure times are going to be varied dramatically at any time
- Ensure your nominated pick-up person is over 18 years of age

We wish to draw your attention to the following:

Authorised adults to collect children are those listed under the 'Authority Section' of the Enrolment Form. Both enrolling parents (unless a Magistrate's Court or Family Law Court make different Orders) have lawful authority of their children and are consequently permitted to remove children from the Centre's care, unless Court Orders are provided to give alternate Orders.

Through creating an environment of trust and support, our educators ensure that the transition from home to mykindy, and mykindy to home, is a pleasant and positive experience for you and your child.

Confidentiality

Confidentiality is of utmost importance at mykindy. All the information you provide to us regarding your child is seen and recorded only by the administration staff and the staff directly responsible for the care of your child.

At no time will information be given out without your consent, and any individual meetings that take place between you and our staff will be undertaken with the highest degree of professionalism, and confidentiality.

Lawful Authority, Contact and Residence Arrangements

The Queensland Education and Care Services National Law Act and Regulations require all services to keep records of lawful authority, contact and residence arrangements for children. During enrolment you will be asked to provide us with information for persons authorised to be contacted in the event of an emergency or to pick your child up from mykindy on your behalf.

All sections of the Enrolment Form must be completed prior to enrolment, as staff will not permit a child to leave the Centre without the appropriate written authorisation from you.

Person's unknown to staff will be questioned on their arrival and lawful authority forms checked, and such persons may be asked to provide proof of identification before your child will be released into their care.

If the person collecting your child is not listed, he or she will be unable to leave the Centre with your child until we verify with you that they are an authorised person.

Orientation

At mykindy, we believe that an effective orientation process is vital in ensuring that you and your child have a smooth transition into our service.

We recommend that all families complete this process, as it is very important that both you and your child feel welcome, comfortable and settled before commencing care at mykindy. The orientation process may take one or more visits and is tailored to meet the individual needs of your family.

Record Keeping

The Service maintains all information provided by your family on the main administrative computer and a paper copy is kept on file.

We ask you to ensure your child's records are kept up to date by communicating any changes in writing to the mykindy Director. This information is then forwarded to your child's educators. If there is a change in any of the following, please let us know:

- Allergies or medical conditions
- Address or phone number
- Immunisations (copy of schedule)
- Work/Study address; phone number
- Email
- Emergency contact person

Safety

Emergency Contact Persons

In the event of illness or emergency, initial contact will be made to a parent/guardian. Only the persons nominated by parents will be authorised to collect a child in the event of illness or an emergency.

Changes to Contact Details

Please notify mykindy immediately if there are any changes in your address, phone numbers, or emergency contact persons.

Accidents

All contact staff are required to have current First Aid Certificates (or be in the process of obtaining such qualifications). Minor injuries are treated by staff. You will be contacted immediately if your child requires further medical assistance.

If you or your emergency contact persons cannot be contacted, the Director will authorise the medical treatment.

Persons Authorised to Collect Children

No child will be allowed to leave mykindy without the parents' permission and without an adult of 18+ years. For this purpose, we request parents to authorise persons who may collect their child/ children and/or in case of sickness.

Parents are expected to keep the collection permissions information up to date at all times. Only the persons nominated by parents will be authorised to collect a child. Current identification will be required.

Court Orders and Shared Custody Arrangements

If there are Family Law Court Orders, Restraining Orders, Domestic Violence Orders, shared custody arrangements or parenting plans pertaining to the child, mykindy must be supplied with current copies of such Orders and parents are expected to keep mykindy informed of any changes to Orders or Agreements. Failure to provide current Orders may result in cancellation of care.

Child Protection Policy

mykindy recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. The welfare and best interests of the children will always be our primary consideration.

We expect children to show respect to staff and volunteers and to comply with safe practices. We expect employees to ensure that their behaviour towards, and relationships with children, reflect proper and lawful standards of care for children. We will respond diligently to a report of suspected, or actual harm, or risk of harm to a child.

mykindy has a comprehensive Child Protection Policy which covers actions to be taken if a member of staff or a parent/guardian becomes aware, or reasonably suspects that harm has been done to a child by other staff, people outside mykindy or by other children. In this case, the Principal of Victory College will be informed immediately who will report to the appropriate authority if necessary (Office for Early Childhood Education and Care for harm caused internally or the Department of Communities for harm caused externally). All early childhood education and care professionals are mandated by law to report

child safety concerns to the Department of Communities', Child Safety and Disability services where there is a reasonable suspicion that a child has suffered, is suffering or is at risk of significant harm.

Security

To enable us to maintain the highest standards of security we ask parents to ensure gates and doors are closed securely upon entry and exit. In the safety of your child and other children we also encourage our parents that they do not share the door pin code with their children.

Fire Drills

Fire Drills are held four - six times per year and we ask all people in mykindy at these times to join in the drill with the children and staff. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency, mykindy will follow the evacuation procedures and relocate the children to a safe place. Parents will be notified as soon as possible to collect their children if required.

Lock Down Drills

Lock Down Drills are held four - six times per year and we ask all people in mykindy at these times to join in the drill with the children and staff. During a Lockdown all children are gathered together in the Kindy Koala's classroom. The automatic doors are locked, all other doors and windows are locked and all blinds are drawn. Children are encouraged to remain quiet as Aladdin's "A Whole New World" plays over the loud speakers. Parents will be notified as soon as possible to collect their children if required.

Carpark Procedures

As mykindy shares the car park with Victory College, parents of mykindy students should be aware of the peak congestion periods between 8.40am – 9.00am and 2.50pm – 3.10pm.

Motorists are requested to observe the following:

- Practice a routine with your children – (e.g. bags in the boot first and then passengers on board)
- Adhere to the 10km/h speed limit within the College grounds
- Give way to pedestrians
- Remember that small children do not have good peripheral vision and all students can sometimes do unpredictable things when crossing roads
- Be considerate to other drivers
- Take extreme care while driving in the College grounds

Smoke Free Environment

Smoking and the use of e-cigarettes (vaping) is banned within the ground of and within 5 metres of an entrance to childcare centres and schools. This ban is to protect young people from second hand smoke and from aerosol from e-cigarettes and from negative influences of people smoking.

Health

Illness

Our Service is a busy and demanding day for the bodies and minds of our children, we are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care.

To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to the Centre if they display any of the above symptoms. If a child becomes ill whilst at the Centre the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend the Centre if they have had Panadol or Nurofen within 24 hours for a temperature. It is extremely important that staff members are aware if a child has had either medication, so we do not re-administer and potentially overdose.

The other consideration is that medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from the Centre for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with the Centre as to whether or not you will need a certificate before your child returns.

Contagious Conditions / Diseases

mykindy appreciates parents'/guardians' value of a safe and healthy environment for students and asks parents/guardians to withdraw their child from mykindy immediately when it is known they have a contagious condition. These conditions include: conjunctivitis, chicken pox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea, ringworm, school sores, head lice and whooping cough.

Please ensure that you do not send your child back to Kindy prematurely; they should have made a full recovery before returning. If a child has a temperature (38°C or above), they are to be kept home or, if in doubt, the family doctor is to be contacted.

Head Lice

Please do not send children to Kindergarten if they have head lice or head lice eggs without treatment. Head lice must be treated, and students are not to return until the day after treatment has occurred. All lice and eggs must be removed to prevent a recurrence; this is most effectively done by an adult under a bright light, using fingernails to remove the eggs from the shaft of the hair.

Head lice is an issue that requires a proactive approach and all families are encouraged to check their children daily, treat quickly and notify us in the case of an outbreak. Communication with mykindy is very important so the appropriate action of alerting others to check their own children can be carried out. Head lice are not a sign of dirty hair or bad hygiene. In fact, head lice prefer a clean environment. If a student is found to have head lice, the parents/guardians will be contacted and required to collect their child.

Impetigo (School Sores)

Impetigo is a skin infection that commonly affects school-age children. The condition is characterised by collections of small, crusting blisters that usually form on the face or limbs.

Impetigo looks unsightly but isn't dangerous and doesn't cause any lasting damage to the skin. However, it is highly contagious. A child with a case of impetigo should be kept home from mykindy until the sores are fully healed. The child may return earlier if appropriate treatment has begun and the exposed sores are fully covered with a waterproof dressing. Impetigo is more common during the warmer months.

Immunisation

Parents must supply a record of their child's immunisation upon enrolment (naturopathically or homeopathically vaccinated is classed as not medically vaccinated). Children who are not immunised can be enrolled at mykindy but parents must be aware of the exclusion times for non-immunised children in case of an outbreak of measles pertussis etc. The exclusion table adopted by mykindy is that recommended by the National Health and Medical Research Council. (Please see the mykindy Immunisation, Exclusion and Notifiable Disease Policy for more information). Further information and immunisation resources are available from the Immunise Australia Program website at www.immunise.health.gov.au.

Medical Information

All children must have up to date medical information lodged at mykindy. Please notify the kindergarten teacher if any new situations arise as the year progresses so that records can be kept up-to-date at all times. Current telephone contact numbers and emergency contacts are vitally important.

Medication

Staff will administer prescribed medication only. All medication must be in the original container and have the child's name and the doctor's or chemist's instructions on the chemist label.

Medication must be given to a staff member. Parents must complete a “Medication Authorisation Form” available from mykindy and give this to a staff member. This will be signed by the staff member who gave the medication and by a witness each time the medication is administered. Parents/guardians are encouraged to ask to see the completed form when they collect their child.

Medication will not be given if the child’s name is not on the label, and the dosage stated. All children with long term illnesses or conditions such as asthma require a management plan from the doctor which must be revised every twelve months. The management plan must contain information about preventive and reliever medication, procedures for emergencies.

All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription. The following details need to be provided:

- Name of the medication
- Name of the doctor prescribing the medication
- Name of the student
- Dosage
- Time medication needs to be administered
- Commencement and conclusion dates
- Any special arrangements

The same procedures apply to over-the-counter medication, including Panadol. mykindy will not accept any medication which is not labelled in this way.

The medication must be delivered to the Kindergarten teacher before the start of sessions each day. The Kindergarten teacher will record that they have received the medication each day and that it has been administered to the student by an authorised member of staff as per the Medication Authorisation Form.

Parent helpers, children and visitors are not permitted to administer any prescribed medication.

Non-Authorised Medication Administration

Staff are able to administer a dose of paracetamol if children have a high fever. When a child has a fever and they are showing signs of being unwell, the child should be collected from mykindy as soon as possible.

Anaphylaxis

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens.

mykindy is committed to provide a safe and healthy environment for all children and especially the wellbeing of children at risk of anaphylaxis. Our staff are educated in dealing with these situations on an annual basis and all staff are aware of which children are at risk.

As part of our preventative strategy at mykindy we remove as many products and food items as possible that contain nuts. Complete removal is difficult due to manufacturing and processing schedules.

Anaphylaxis Management Plans should be updated each year and the relevant medication, EpiPen or antihistamine will be kept in the mykindy Office.

Emergency Medication

If a child has a serious medical condition that requires emergency treatment, e.g. EpiPen, it is the parents'/guardians' responsibility to supply this medication so we can provide adequate care for children.

Hygiene

To minimise cross infection at mykindy, several procedures are followed. All children are required to wash their hands on arrival, after toileting and before meals. Staff members wear disposable gloves when attending a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

Sun Protection

Outdoor play time is an important part of our program and consideration of sun safety is paramount. Despite avoiding exposure to the sun in the hottest part of the day, children are still required to wear sunscreen and a hat when outside.

To assist in the skin care of children we provide one hat per student. The hats are clearly named and hats will be machine washed and tumble dried as required; at least once per week and more frequently if necessary (e.g. if a case of head lice is detected or notified). This is to assist in maintaining hygiene, prevent head lice and ensure children have hats.

The hats remain in the classroom and are not taken home. A 50+ sunscreen is also provided and applied regularly. Parents are to apply sunscreen to their child every morning and staff will reapply in the afternoon.

Fees and Finances

Family Accounts and Receipts

Accounts are calculated and emailed to families weekly via the Qikkids platform, to the email address you supply as part of your enrolment application. Statements can be printed on request as your statement shows a clear record of all payments received to your account, your booking status, your weekly gap fee and Child Care Subsidy applied.

Fees are to be paid regularly either weekly or fortnightly, during the duration of your child's enrolment. On enrolment, families will be required to sign the Fee Agreement that is contained in your mykindy Enrolment Application. This agreement outlines what discounts you may be entitled to, and the requirements needed to receive this discount. When a family has not registered for the Child Care Subsidy full fees will be charged. We also have an option for School Easy pay to make payments convenient for families.

For most families using Childcare, they will receive more subsidy. The maximum amount of Child Care Subsidy has increased from 85% to 90% for families earning up to \$83,280 a year and this was effective from the 10th of July 2023. CCS will determine what families are entitled to and will be dependent on 4 factors:

1. How much recognised activity you and your partner undertake each fortnight.
2. The entitlement is based on the less activity figure for a member of a couple.
3. What your combined income is. The childcare fee you pay (the hourly rate caps apply for each service type).
4. The number and age of children you have in approved care.

Families are responsible for updating Centrelink with information that may affect benefits being paid directly to mykindy on your behalf. mykindy is not responsible for any changes that relate to Centrelink benefits.

Generally, a 5% withholding fee of Child Care Subsidy is applied to help reduce the likelihood of families getting an overpayment.

Families will have an ongoing responsibility to keep information up to date as it changes. Keep in mind things that may affect your Child Care Subsidy and these may include:

- Family income is close to \$530,000
- You get both Child Care Subsidy and Family Tax Benefit
- You increase Child Care Hours

Families can sign into their My Gov to manage Child Care Subsidy details.

Please see the mykindy Director if you have any questions relating to your account.

Overdue Payments

Families with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay any outstanding fees.

If there are continual overdue accounts, these will be referred to the College Principal and Bursar for a decision relating to payment options, or if continued enrolment is in the best interest of mykindy.

Fees

Our mykindy Director is able to provide you with information related to the Child Care Subsidy, Families are responsible for registering with Centrelink as to their eligibility to receive any benefits.

mykindy has a set daily fee rate which is applied to your account, regardless of how many hours your child spends at mykindy each day, or if they are absent due to illness. Our session times are based on a 10-hr session. This daily fee rate is as followed:

Kindergarten - \$95 a day

Families are responsible for the full balance owing on their account until Centrelink or any funded payments are made. Once funded payments are received, these will be credited to your account.

Holiday Fees, Public Holidays and Absences

mykindy is happy to offer families a 50% discount on fees for 20 days per year when two (2) weeks written notice has been given, advising your child's intended absence. Written notice can be given via email or in the Holiday Register located at the back of the Sign in Sign out folder.

mykindy is closed for three (3) weeks over the Christmas New Year Period. Notification will be given to families advising them when the service will be closed. For this period, fees will be waived for families. All family accounts are charged for all absent days, such as when your child is away due to illness or any other unexplained absences.

Childcare Benefits and Childcare Rebates can be claimed for up to 42 absent days per child, per year (subject to government regulated changes). Families are required to sign for all absences regardless of the reason on the child's first day back at Kindy. This is to ensure you receive any eligible Centrelink payments. Failure to sign for these absences would result in families not being eligible to receive Centrelink payments for those days, and accounts would be charged at the full fee rate.

Free Kindy For All

The Queensland Government offers Free Kindy For All, to families attending an approved Kindergarten Program. Free Kindy for All provides payment of (15) hours per week, 40 weeks per year and is paid to mykindy quarterly. mykindy at Victory operates a standard eight and a half (8.5) hour day, Free Kindy for All will subsidise 1.75 days per week with a wrap-around charge payable for additional care requirements. Additional care may be covered in part by the Australian Government Child Care Subsidy.

For further information about the Kindy For All Funding please speak to our mykindy Director.



Variations to Bookings

mykindy understands that from time to time your family's needs may change. Where it is possible, we will endeavour to accommodate these changes. However, we request two (2) weeks written notice be given prior to the change taking place. If you are not able to provide the required notice period, please see our mykindy Director to find a suitable solution to facilitate the changes.

Cancelling Care

mykindy requires families to provide two (2) weeks written notice of their intent to cancel care. If your child does not attend mykindy for two (2) consecutive weeks without any notice or explanation, your booking will automatically be cancelled, and your child's place will be offered to another family.

For families who cease care, it is a legislative requirement that mykindy cannot make a claim for any Centrelink payments towards your fees. mykindy is required to remove all Centrelink payments from your account predated to the last recorded day of your child's attendance. Therefore, your account will be charged at the full daily fee rate.

General Information

What to Bring and What to Wear

- Backpack (named with identifiable tag)
- A named lunch box that your child can open by themselves
- A spare change of clothes including underwear (named and in a zip lock bag)
- A named water bottles
- A mykindy at Victory College hat (these can be purchased at the Uniform Shop)
- Two sheets – named in a large drawstring bag (sheets are to be taken home each day)
- Small light blanket for winter

Uniform

It is compulsory that every kindergarten student to own a mykindy at Victory shirt which can be bought at the Victory College uniform shop. The shirt is to be worn for all College incursions, and on any excursion in which students are leaving the mykindy campus.

The Uniform shop is open Monday to Friday from 8:30am – 9:00am; and Wednesday afternoons from 2:30pm-3:30pm.

Children will often have bare feet for activities, as this is encouraged for their development. If for any reason you wish your child to keep their shoes on, please inform the Kindergarten teacher and every effort will be made to cooperate. It is encouraged that mykindy students wear black sandshoes in line with the College sports uniform. Children are not to wear thongs.

All belongings are to be clearly marked with the child's name. Printed cotton name tags sewn or ironed onto clothing are highly recommended. Please name EVERYTHING including shoes, socks and containers.

Sleep and Rest

The daily program at mykindy at Victory incorporates a balance of activities for children including opportunities for rest and relaxation.

Rest time provides:

- An opportunity for the child to sleep/unwind
- A time to help the child learn to relax
- A time of uninterrupted quiet

Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. The children have an average of 1 hour per day to unwind and enjoy a quiet atmosphere. If your child falls asleep, we will not wake them unless you specify you would like them to sleep only a short time.

Rest times occur every day from 12:30pm to 2:00pm. During this time, adequate supervision is provided by one qualified carer for the group; one other staff member is located on the premises during this time on immediate standby.

News

Children are encouraged to bring items of special interest for Show and Tell (e.g. things they have made, creatures found, science items). Children are not permitted to bring toys to mykindy as they could become lost or broken, with the exception of a “sleep” comforter if required.

Birthdays

If your child has a birthday during the school year, you are welcome to send a cake or cupcakes to share the celebration with your child’s group. Please ensure all cakes are nut-free and provide a list of ingredients to your child’s teacher.

Photographs

Periodically, mykindy staff members will take photographs as a pictorial record of the educational programs and of children’s participation. These photographs will be displayed at various times for parents to view.

Concerns of Parents, Staff Members or Carers

The procedures for addressing concerns are as follows:

- Make an appointment indicating the topic they wish to discuss with the mykindy Director
- If the concern is about your child’s progress or room activities, you should meet with the mykindy Director or the Kindergarten teacher.
- For other matters, including staff issues, please make an appointment to see the mykindy Director, Head of Primary or Victory College Principal.

mykindy staff reserve the right NOT to hold an interview with a parent or guardian who is emotionally distressed. At all times during the interview, respect for one another is to be shown or the interview will be terminated by staff. mykindy also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the interview.

How to Prepare your Child for Kindergarten

Children react to new experiences in many different ways. Here are a few suggestions that may help to promote your child’s positive feelings toward attending Kindergarten.

It is recommended that you and your child attend at least two (2) orientation days prior to commencing at mykindy.

Other things to consider:

- Talk with your child about starting at mykindy, as a sign of your child getting bigger, a reward for growing up.
- Encourage evidence of independence so your child feels proud about doing things for themselves.
- Provide appropriate opportunities for your child to speak to other adults so that confidence and self-expression are developed.
- Be positive and excited about this new stage in your child's life because children sense these emotions and will also develop these feelings. Remember, this is just one of the many stages in your child's life – your positive and joyful expressions will assist them in developing into positive, joyful people.
- Talk to your child about simple scenarios so that they have some strategies on hand – e.g. what do you do when you need to go to the toilet? Who could help you?
- Stay at mykindy until you and your child feel comfortable with the separation. Do not feel that you are expected to leave and when you do want to go, talk to staff members so that your child can be supported if necessary.
- Regular and clear communication between you and your child's carers is essential.

Behaviour Guidance

mykindy at Victory considers effective behaviour guidance to be evident when there are positive relationships between teachers, children and parents, fostered by a steady flow of information and support to each other.

Our staff endeavour to work in partnership with parents to help children develop into mature, responsible, well-adjusted young people. Research shows that children best develop the social and emotional skills they need when these are explicitly taught and modelled.

The Bible reminds us that the purpose of behaviour guidance is to help each of us to grow in a loving, Christ-like manner, and that it is an important part of our understanding of Christ. Behaviour guidance also protects and safeguards us physically, spiritually, and emotionally so that we may grow into responsible servants of Christ, acting at all times in a God-honouring and upright manner.

*Thank you for taking the time to learn about mykindy.
If you would like any further information, please do not hesitate to contact our
mykindy Director. We would be happy to meet you and answer any questions
you may have.*



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