



2026 Family Handbook



Lady Gowrie^{QLD}
Community
Kindergartens

Our Philosophy

Our core belief

We believe that all children have the right to experience a quality education and to grow and develop in a safe, nurturing, and inclusive environment. We believe that the kindergarten year is a fundamental time for establishing foundations for a love of learning that will last a lifetime.

Our view of children

We believe that childhood is a time to be treasured; children are joyous, spontaneous, curious, and creative. We aim to encourage each child's self-confidence and believe that by promoting a positive, self-image the children in our care will develop to their full potential. We understand and respect that each child is unique and provide an inclusive environment. At Boondall kindergarten children are viewed as competent and capable learners who are given opportunities to construct their own understandings, contribute to the learning of others, and participate in decisions that affect them. We are committed to provide a safe environment that caters for the children's rights to play, their right to their culture/languages and their right to be active participants in the curriculum.

Our partnership with families and the community

We believe it takes a village to raise and support a child. We recognise that children belong to a family first, then a community and that families are the most important foundation in a child's learning journey. We believe that a child's family is the core element to their success and recognise them as the first and most significant teachers.

We strive to have collaborative partnerships with all families through purposeful communication and inclusiveness, leading to children feeling safe, secure, and supported. As educators, we encourage parents' involvement in the decision making and goal setting of their children and wish to create an environment of mutuality and reciprocity. We believe that partnerships foster respect for diversity and develop a sense of belonging to the local community and families.

Our Program

We believe that our program should be child orientated and initiated. We believe that our program should support each child, as active participants, catering to rights of the child and the right to their own culture, religion and language. Our role is to provide a program that caters for all stakeholders. We acknowledge the traditional custodians of our land, the Turrabul people and respect the land that we learn and play on; and imbed indigenous practices in our program.

Through the implementation of the Early Years Learning Framework, in conjunction with Queensland Kindergarten Learning Guidelines, we invite children and adults on a learning journey. This journey requires a commitment to potentials and possibilities from all stakeholders.

We have a commitment to a sustainable future; we encourage, and model responsibility in the natural and built environment. Play-based learning is the foundation of our program. Through play, we provide opportunities for children to discover, create, improvise, and imagine. We aim to support children's learning and extend their knowledge and skills. In addition to our play-based approach we believe that Intentional teaching allows for children's learning to be actively promoted through worthwhile and challenging experiences guided meaningfully by the educators.

Our Team

Our team are valued as individuals, each bringing their own strengths and personal qualities which add to building an engaging learning environment. We are committed to continuous improvement through professional development, reflective practices and feedback from our children, families and community.

Acknowledgement of Country

We acknowledge the Traditional Owners of the land on which we live, learn and play on, the Turrbal People, we recognise their continuing connection to land, sea and community. We pay respects to Elders of past and present.

As a community kindergarten we acknowledge the Traditional Custodians of the Land on which our Kindergarten resides, and the important role Aboriginal and Torres Strait Islander People play within the Boondall community. We would like to show respect to the Elders, past and present, who have raised children, taught them about the world around them and bestowed on them the gift of culture and language.

Boondall Kindergarten has a Reconciliation Action Plan (RAP) which assists us to take meaningful action to advance reconciliation. We welcome our family & communities' involvement in this plan.

Welcome

Welcome to Boondall Kindergarten and congratulations on choosing an affiliated Lady Gowrie Qld Community Kindergarten. Your family is now part of a long tradition in quality early childhood education and care.

To build genuine partnerships we believe it is important that staff value children and their families. Staff acknowledge the importance of families and communities at the service and appreciate the ongoing support of families who give their time and skills generously. Boondall Kindergarten aims to engage children and families in a sense of community, cooperation and collaboration. We encourage

Important Information & Contact Details

Telephone	(07) 3265 5439
Email	admin@boondallkindy.com.au
Website	www.boondallkindy.com.au
Facebook	https://www.facebook.com/boondallkindy

Kindergarten Approved Provider
Boondall Kindergarten Association Inc
PR-000001284

Kindergarten Approved Service
Boondall Kindergarten
SE-00001284



Queensland
Government

National Quality Framework

The early childhood education and care sector in Australia now operates under the National Quality Framework (NQF). Boondall Kindergarten delivers a Queensland Government approved kindergarten program. We adhere to the National Quality Standards, and have implemented a Quality Improvement Plan, which is an ongoing improvement document under continual review. For more information, speak to your child's teacher. The Australian Children's Education and Care Quality Authority oversees the NQF. For more information, visit <http://acecqa.gov.au/> or phone 1300 422 327.

Affiliation

The Boondall Community Kindergarten is affiliated with Lady Gowrie Qld Community Kindergartens. As an affiliated Kindergarten we adhere to the Department of Education's recognised play-based curriculum and the Queensland Kindergarten Learning Guidelines. This allows children to problem solve, discover and learn how to be independent thinkers.

The affiliation provides firm guidelines for the:

- smooth running of the Kindergarten;
- ensures that the Kindergarten provides education of a high standard;
- receives the appropriate Government subsidies;

Boondall Kindergarten is approved and regulated by the Office for Early Childhood Education and Care under the Education and Care Services Act 2013. The Kindergarten must meet the requirements, experiences and programs, numbers of staff members and children, and staff members qualifications according to the legislation.

The Gowrie (Qld) Inc
Ph: 3252 2667 Email: info@ladygowrie.com.au
www.gowrieqld.com.au



Our Team

Marnie Poulsen (Mrs Marnie): Bachelor of Education (Early Childhood)
Director (Nominated Supervisor); Educational Leader and Teacher for Kookaburras

Karen Singleton (Mrs Singleton): Bachelor of Education (Early Childhood)
Educational Leader; Teacher for Lorikeets

Educators Kookaburras:

Jacqui Borreye (Miss Jacqui): Diploma of Children's Services (Early Childhood Education & Care)

Julie Sim (Miss Julie): Studying towards a Bachelor of Early Childhood Education

Educators Lorikeets:

Sandie Roffey (Miss Sandie): Diploma of Community Services (Children's Services)

Shannon Spallek (Miss Shannon): Master of Teaching (Primary & Early Childhood)

Finance Administrator:
Administrator:

Jodi Browning
Coralie Bolton

Staff Roles

Nominated Supervisor

At Boondall Kindergarten the Nominated Supervisor is Marnie Poulsen. The Nominated Supervisor is responsible for carrying out the policies of the Kindergarten. The Nominated Supervisor attends committee meetings, reports to the management committee and keeps records up to date. They plan for and maintain high standards in the operation of the Kindergarten. As well, they keep a written curriculum and child developmental record for all children. The Nominated Supervisor ensures the children's supervision, health and safety. They promote the kindergarten within the community and participate in professional development.

Educational Leader

At Boondall Kindergarten the Educational Leaders are Marnie Poulsen & Karen Singleton.

The educational leader in children's education and care services has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. The role is a collaborative endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

The role of the educational leader is primarily to:

- collaborate with educators and provide curriculum direction and guidance
- support educators to effectively implement the cycle of planning to enhance programs and practices
- lead the development and implementation of an effective educational program in the service
- ensure children's learning and development are guided by the learning outcomes of the Early Years Learning Framework in conjunction with the Queensland Kindergarten Learning Guidelines.

Educators

The Educators help the teacher in the preparation and supervision of activities. They provide another role model for the children. They are flexible in following the changing interests and needs of the children. They offer their own talents and skills to enrich the program. They help to ensure children's health and safety. They also fulfill housekeeping duties. They promote our Kindergarten within the community.

Staff Professional Development & Compliance

All staff regularly attend seminars and conferences, allowing them to keep up to date with current educational trends.

All permanent educators hold current Senior First Aid Certificates including CPR, anaphylaxis and asthma management qualifications. All staff and visiting volunteers also hold a current Blue Card/exemption Blue Card.

What does a Kindergarten Program do?

We aspire to nine broad outcomes for children attending our Kindergarten. In all of our work with children and their families we seek to promote:

- A sense of emotional wellbeing
- Secure attachments and social awareness
- Intellectual curiosity
- Thinking and problem solving skills
- A capacity to listen and communicate
- A sense of physical wellbeing
- Respect for others
- Increasing competence with technology
- Resilience

Goals and Aims of our Kindergarten Program

At Kindergarten your child will:

- Participate in play based learning,
- Expand their physical abilities,
- Build their confidence, and
- Enhance their social skills.

Our Curriculums

At Boondall Kindergarten we follow the Queensland Kindergarten Learning Guidelines and “The Early Years Learning Framework”. Our Program invites children and adults to take part in a journey – a journey that requires a commitment to potentials, possibilities, aspirations and inspirations.

The Queensland Kindergarten Learning Guidelines learning and development areas focus on

- | | | |
|-------------------|-----------------|-------------|
| - Identity | - Connectedness | - Wellbeing |
| - Active learning | - Communicating | |

Early Learning Years Framework (EYLF) is a view of children’s lives as characterised by Belonging, Being and Becoming. The EYLF focuses on developing a strong sense of identity, being connected, and contributing to the world, establishing a sense of wellbeing, being confident and involved learners and becoming effective communicators.

A flexible, child centred curriculum is implemented for each group. The day consists of free selection of resources and focuses on play in both the indoor and outdoor learning environment. Group sessions occur at varying intervals during the day, emphasising language development and experience with stories and music and movement. We recognise that every child is an individual. We aim to enable each child to develop at his/her own pace throughout the year. Your child's curiosity, enthusiasm and love of learning will continually be encouraged by staff. As teachers and children engage in inquiry together, children are learning to observe, ask questions, reflect on their actions, and engage in meaningful and self-directed activity. To make sure we nurture and develop our future generations of thinkers, play is an essential component of a quality early childhood educational experience.

We believe that children are competent and capable learners.

Operating Hours

Kookaburra's	Monday, Tuesday & Wednesday from 8.45am – 2.30pm
Lorikeet's	Thursday & Friday from 8.30am – 4.00pm

Daily Routine

8.30/8.45 – 9.00	Puzzles and Books
9:00 - 9:15	Group time
9:15 – 10:30	Outside Play (including morning tea)
10:30 – 10:45	Music, movement & language
10:45 – 12:30	Inside/outside play time
12:30 – 12:45	Story/Language
12:45 – 1:15	Lunch time
1:30 – 2:10	Rest time and/or quiet activities
2:10 – 2.30	Quiet Activities/Home Time (Kookaburra's)
2.10 – 3.45	Inside/outside play and afternoon tea (Lorikeet's)
3.45 – 4.00	Pack up/Quiet activities/Home Time (Lorikeet's)

Arrival/Departure Procedure

Each child must be brought to Kindergarten and collected by a parent/guardian or a responsible, nominated adult, eighteen years or over. Parking is along Carlyle Rd and Queenstown St. Please be considerate of our neighbours and avoid parking across driveways. Yellow lines indicate no parking areas.

Arrival

1. Parents/guardian/nominated adults must sign in via XAP. **Do not** share login details.
2. There is a communications sheet to share important messages, to indicate your child has had sunscreen applied and has cleaned their hands. Please ensure you apply sunscreen to your child on arrival and complete the checklist appropriately. Sunscreen is provided if you have not applied at home.
3. Please also ensure your child has cleaned their hands upon arrival, either by using the hand sanitiser provided or by washing hands in the bathroom). Indicate this by noting the time in the section provided.
4. Encourage your child to unpack their bag and put their lunch in the fridge and sheets in the sheet basket.
5. They will need to bring their drink bottle in when the door is open. Drink bottles will go on the trolley on the patio.
6. Shoes are removed and go on the shoe rack.
7. Notify your child's teacher of any variances to pick-up time or other important information verbally (or noting on the communication sheet).

Departure

At the end of the day, please sign your child out via XAP (accessed via ipads in foyer) and check the messages section on the communications sheet for any notes from the teacher.

At the end of the day, please sign your child out via XAP and check the messages section on the communication sheet for any notes from the teacher.

Please notify your child's teacher of any variances to pick-up time that you may need. Please note anyone collecting your child must be added as a Nominee in XAP. You are able to add a nominee via the parent portal or please email admin@boondallkindy.com.au with details. We may request identification (Drivers License) if that person is unknown to us and an Authorisation to Collect Form will need to be completed.

We will never release your child to someone who is not properly authorised.

Staff require time to prepare and tidy up at either end of the daily program time so we seek your co-operation in keeping to the session times. Unfortunately, late pick-up of children may incur a late collection fee (as per the Fee Policy)

XAP and Storypark

At Boondall Kindergarten we utilise XAP to manage your child's enrolment and attendance and Storypark to communicate with families about general Kindergarten activities and your child's development.

XAP

Once your child's enrolment is finalised in XAP all guardians and nominees will be emailed with their access details to enable them to sign their child in/out of Kindergarten. It is important that access is not shared, please ensure you use your own details to sign your child in and out of Kindergarten. You can also use the parent portal of XAP to mark your child absent, update contact or address details or add a new nominee. If you have any questions about XAP please speak to a staff member.

Storypark

In January you will receive an invitation to join Storypark. Once you accept this invitation you are the Family Administrator for your account. You can invite other family members to join Storypark so they can share in your child's learning journey at kindergarten. Storypark is used to share photographs and learning documentation about your child. Storypark is also used to communicate with families, teachers will share their daily updates and important reminders, newsletters and general information will also be shared.

Child Protection

Creating safe and supportive service environments for children is everyone's business. Our organisation is committed to providing the highest standard of service to children and ensuring they are kept safe from harm.

Boondall Kindergarten & Lady Gowrie Qld promotes the protection of all children and encourages a culture of awareness and education throughout the early childhood education and care sector in Queensland.

Early childhood education and care (ECEC) services operating under the National Quality Framework provide safe, welcoming places for children to learn, grow and thrive. Everyone working in ECEC has a responsibility to keep children safe from harm.

Under the Child Protection Act 1999 all teaching/educators directly working with children are mandatory reporters. We also have a responsibility to notify the Regulatory Authority whenever children's health, safety and wellbeing is at risk.

In Queensland, the Regulatory Authority and the sector have come together to release a Statement of Shared Commitment which you will find on the following page.

Our service supports the

Statement of Shared Commitment

Every interaction counts.

Every child in our service has the right to feel safe - culturally, emotionally and physically.

We recognise the critical role of early childhood educators, including teachers, in creating inclusive, culturally safe and nurturing environments filled with positive interactions that support children's social and emotional development, stimulate learning, and allow children a sense of belonging.

By working together, we can ensure that every child attending a Queensland early childhood education and care service, including school age care, feels safe, secure and self-confident.

We commit to



creating a culture that promotes wellbeing and self-regulation



putting children, their voice, rights and dignity, at the centre of everything we do



supporting inclusive and culturally safe and nurturing environments, rich with quality relationships and interactions



embracing a safeguarding culture through the way we speak and act, at every level of our organisation



having zero tolerance for any form of inappropriate interaction with children or use of inappropriate discipline



www.qld.gov.au/ECECommitment

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A range of information supporting families, including websites and brochures are also available at the Kindergarten.

In a safe and supportive environment, services and activities are provided so children:

- feel safe and protected from harm
- help plan activities and make decisions
- are consulted and respected
- have their best interests considered and upheld.

Code of Conduct



Boondall Community Kindergarten Code of Conduct



At Boondall Kindergarten all staff, management committee members, families and community members aim to work together to create an engaging and safe environment that supports all children's learning and wellbeing. Staff, management committee, parents/guardians and community members who visit our kindergarten, must ensure their conduct and communication is respectful and aligns with this Code of Conduct.

Expected Conduct

It is expected that every committee member, parent/guardian and visitor will:

- Comply with Boondall Kindergarten & Lady Gowrie Community Kindergartens Policies & Procedures
- Behave in a way that supports health, safety and wellbeing of yourself and others
- Use non-discriminatory, respectful & non-judgmental language
- Respect the authority of Boondall Kindergarten employees and follow their directions
- Engage in positive interactions to children & staff
- Be polite, respectful, listen to and value other's perspectives
- Contribute positively to the workings of a community kindergarten
- Respect the privacy of others and except for your own children, not record images, audio, &/or video of children, staff and other visitors without their consent (and in the case of another child, the consent of their parent/guardian).
- Respect the privacy of others and except for your own children, not share, store or access children's image for personal use. Speak positively about Boondall Kindergarten and our staff.
- Request a meeting with your child's teacher to discuss any questions or concerns you may have about your child's education and care
- Understand our employees have responsibilities and duty of care for the children & an alternative appropriate time may need to be made to talk/meet with you
- Respect Boondall Kindergarten property and the property of our employees, contractors, volunteers, other families, & children
- Raise complaints in accordance with our Grievance Process
- Ensure all family members and emergency contacts associated with your child's enrolment read, understand and follow this Code of Conduct.

Unacceptable Conduct

Includes, but is not limited to:

- Using inappropriate, threatening, aggressive or abusive language, gestures or images. This includes swearing, yelling, and throwing items
- Using language or conduct which is likely to offend, harass, bully, vilify, intimidate or discriminate against another person
- Interacting physically, verbally or online with children, our employees or others in a manner which is not appropriate and may endanger the person's health, safety and wellbeing
- Posting comments or material to social media that may damage the reputation of Boondall Kindergarten and any of our employees
- Gossiping or making derogatory statements about Boondall Kindergarten, our employees, families, children, or community members. Any concerns must be raised through the Grievance Process
- Sharing confidential information inappropriately
- Theft, fraud or misuse of Boondall Kindergarten property or resources
- Involving our employees in disputes between parents/guardians/families
- Visiting or attending a Boondall Kindergarten function/ activity whilst under the influence of alcohol, illicit or other harmful substances
- Bringing alcohol, weapons or illegal substances into Boondall Kindergarten
- Smoking &/or vaping within the kindergarten or within 5 meters of the kindergarten boundary

Non-compliance

Breaches of the Code of Conduct will not be tolerated and may lead to serious consequences. Where appropriate, Boondall Kindergarten will try to resolve matters collaboratively with you.

If in Boondall Kindergarten's opinion, the breach is serious and/or there is a risk of ongoing non-compliance, we may take any action that is considered appropriate; this may include cancelling your child's enrolment.

In accordance with applicable legislation and the Boondall Kindergarten's Child & Youth Risk Management Strategy, unlawful breaches of this Code of Conduct will be reported to the relevant authorities.



Preparing your child for Kindergarten

- Encourage your child to develop the independent skill of dressing themselves.
- Practice with your child tidying up their toys and bedroom.
- Can your child open lunch boxes and unwrap food?
- Does he / she know which shoe goes on which foot? By allowing your child the time to complete this task on their own, you are promoting a positive self concept.
- Is your child independently toilet trained? By practising this important skill prior to attending Kindy your child will benefit from a smooth transition.
- Health and hygiene are a priority at Kindy. For the benefit of all, please ensure your child can blow their own nose, dispose of a tissue, turn on a tap and wash their hands.

Starting at Kindergarten

The early days of attendance can be an unsettling time for both child and parent/guardian. Here are some hints that may make it easier.

- Talk to your child about the Kindergarten. No matter how young your child is, they will benefit from knowing about what is going to happen.
- Take advantage of the opportunities to orientate yourself and your child to Kindy.
- On the first day allow yourself plenty of time to settle your child and yourself.
- Remember you can ring at any time during the day to find out how your child is going.

How will I know when to say good-bye?

Allow yourself time to share an activity with your child. This will show your child that you are interested in the activities and their day. When your child is settled, then leave. Do not prolong the farewell. When you say you are going to - leave. Always tell your child that you are going and always tell them when you are returning.

Farewell the staff so that they know you are leaving. Teachers are ready to provide the extra support that your child might need at this time. If you leave an upset child, you can contact us later in the day to assure yourself that your child has settled. In most instances you will find that he or she has settled quickly.

What should I know about picking up my child at the end of the day?

Greet your child warmly. To assist children to share their day, staff will provide a summarised account of the main events throughout the day (via Storypark). This gives you a basis to generate discussion with your child about their time at kindy.

Most importantly if you have any concerns about your child's day please talk to your teacher. Open communication is vital to your child's development.



Rest Time

We will ensure that the need for sleep and rest by children is met throughout the program year. The program and service environment will provide opportunities for rest and relaxation across the day. Where a rest period takes place, staff will ensure that this is a positive experience for children which reflects individual, group and cultural needs. The Service will reflect on the routine of the program throughout the year, adjusting the rest period to be reflective of children and family needs.

Birthdays

Your child's special day may be celebrated by sharing cakes with the group. Cupcakes are a good option, as they are a reasonable portion for the children.

Toys

There is a wide assortment of developmentally appropriate toys at Kindy. We ask that children leave their own toys at home to avoid toys becoming lost or broken. The exception is a soft cuddle toy for rest time.

It is especially important that **no items containing button batteries or magnets** are brought to Kindy.

Food and Nutrition

At Boondall Kindergarten we follow the Lady Gowrie Nutrition Policy (Food Brought from Home). This policy aims to encourage families to provide children with healthy lunches and drinks to support healthy eating practices through the Service Program.

The Australian Dietary Guidelines provide up-to-date advice about the amount and kinds of foods that we need to eat for health and wellbeing. They are based on scientific evidence and research.



The Australian Dietary Guidelines of most relevance to children include:

1. To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs.
2. Enjoy a wide variety of nutritious foods from the five food groups every day.
3. Limit intake of foods containing saturated fat, added salt, added sugars and alcohol.
4. Encourage, support and promote breastfeeding.
5. Care for your food; prepare and store it safely.

Boondall Kindergarten supports the Australian Guide to Health Eating and encourages healthy eating habits.

When completing enrolment information (or at any time this information changes), please advise educators of any specific dietary requirements your child may have. These may include foods that your child is allergic to, or foods that have specific cultural or religious meaning.

We are a peanut, tree nut and fancy nut aware Kindergarten. We request that families do not send meals containing highly allergenic foods with traces of nuts or nut products to lessen the risk of a child's anaphylactic reaction.

Kindy is the perfect place to start your child's healthy lunch time eating habits



Policies

On enrolment parents/guardians agree to abide by and be bound by the constitution, by-laws, regulations of policies of Boondall Kindergarten. Parents will be advised of policy changes through volunteer management committee meetings and newsletters.

A copy of the Boondall Kindergarten Association's Constitution is also available for perusal on request.

Some of our key policies are outlined below:

Inclusion Policy

We aim to promote an inclusive anti-bias curriculum which will value the uniqueness of each child acknowledging gender, culture or national origin, religion, family diversity, age, race, ability and indigenous peoples.

Sick Children

To minimise the spread of illness, please do not bring your child to the kindergarten when unwell. We ask that you let the kindergarten know (via phone, email, storypark) that your child is unwell and any details of an infectious illness so it helps us be aware of infection risks to others who may have been in contact.

Children with infectious diseases will be excluded from the Service in accordance with the guidelines from the National Health and Medical Research Council of Australia "Staying Healthy: Preventing infectious diseases in early childhood education and care services" and The Queensland Health Time Out Poster, on display at Kindergarten, on the Boondall Kindergarten website (Parent Portal) or on the [Qld Health website](#).

Immunisation

At Boondall Kindergarten respect each family's decision regarding Immunisation. On enrolment we will ask that you provide your child's immunisation status (even if they are not vaccinated or not up to date). **This must be an official record issued by the Australian Childhood Immunisation Register (available via MyGov) or a letter from a recognised immunisation provider (eg GP) – please note a Red Book/ Personal Health Record book from Qld health is not sufficient as an official proof of vaccination.**

In the event that an outbreak of a vaccine preventable disease occurs, and your child is not immunised, or their immunisations are not up to date, they may be required to remain at home (as per the advice provided in accordance with the National Health and Medical Research Council and/or Queensland Health exclusion guidelines), even if the child is well.

Please note that it is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation.

For current vaccination requirements refer to the National Immunisation Program Schedule available <https://www.health.gov.au/health-topics/immunisation>

Medication

In the interest of children's safety and wellbeing, medication will only be administered if it is prescribed by a registered medical practitioner, in its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use-by date.

Medication is given to treat a condition. One cannot be sure what reaction a child may have to a medication that they have not previously taken. Parent/guardians are asked not to bring their child to Kindy until **at least 3 doses** of any new medication have been administered.

Whenever possible medication will be administered by Parents / Guardians at home.

Medication is required to be handed to a staff member so that it can be stored securely (out of children's access) and at the recommended temperature. Medication is not to be left in children's bags.

Medication will only be administered if the parent/guardian has completed and signed a Medication Permission Form noting the child's name, parent/guardian's signature, name of medication, dose and how the medication is to be stored must be entered into the form on a daily basis and dated. The signature of the staff member who gives the medicine and the signature of the staff member who witnesses the giving of the medicine are also recorded in the medication book.

Boondall Kindergarten holds an emergency Salbutamol Inhaler & Spacer for emergency asthma first aid and an emergency Adrenaline Auto Injector (Epipen) for emergency anaphylaxis first aid. Authorisation for this is as per the enrolment form.

Privacy

At Boondall Kindergarten, we collect, use, share and store personal information about you and your child to provide you and your children with the highest standard of early childhood education and care. We are committed to protecting your privacy and follow the Lady Gowrie QLD Privacy & Confidentiality Policy.

If you have any questions about the way we are handling your personal information, please speak with us.

Photography And Social Media

Our kindergarten uses photography, video and audio recordings to capture learning that occurs at our centre. This content is 'personal information', and we manage it in accordance with the Privacy & Confidentiality Policy and Safe Use of Digital Technology and Interactive Media with Children policy.

We primarily use these images/recordings in the delivery of our education and care programs and to keep you informed of your child's progress.

We respect each child's right to privacy and your right to manage personal information on their behalf. When you complete your child's enrolment, you can consent to your child's image being used internally and/or externally by our centre, or you can choose not to give us permission to take images or recordings of your child. You may change your consent at any time by advising us in writing.

At Boondall Kindergarten we do not have any CCTV in operation during program hours.

Digital Privacy including use of Personal Electronic Devices (eg mobile phones)

To protect the privacy and safety of all children, and in line with Queensland regulations, parents and carers are **NOT PERMITTED** to take photographs/video/images of children within our kindergarten setting.

We strongly discourage personal electronic devices (eg mobile phones, tablets) being brought into the kindergarten, as they can distract from your child's experience and compromise the privacy of others.

If you attend for longer than pickup/drop off (eg roster) we will ask you to place your electronic device in an identified safe location (not in the kindergarten room). If you need to be contacted while attending the kindergarten you can check your phone in the safe location).


Boondall Kindergarten has developed a Personal Electronic Device, Mobile Phone, Tablet & Smart Watch Usage Policy and it is available for review if you wish.

Sun Protection

We wish to ensure that all children attending our Kindergarten are protected from the harmful effects of the sun throughout the year.

We strongly encourage parents/guardians to follow steps as outlined by our Lady Gowrie Qld sun protection policy:

- Provide a well-fitting, named hat, broad-brimmed style (brim of 8 – 10 cm), bucket style (with a deep crown and brim size of at least 5 cm) or legionnaire style (not cap) that shades the face, back of neck and ears. We prefer hats without cords for safety reasons.

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- Provide clothing that covers the shoulders and arms, preferably with a collar, and longer style shorts and skirts to provide protection from the Ultraviolet rays of the sun. Singlet tops do not offer enough protection and are therefore not recommended.
 - Apply broad spectrum sunscreen (SPF 50+) to their child each morning upon arrival at the Service if this is not applied prior to arrival.
 - Provide sunglasses for children, where appropriate.
 - Where a child has sensitive skin, provide a personal sunscreen. *This sunscreen must be clearly labelled with the child's name and left with a staff member not in the child's bag or locker.*
 - Complete an objection to sunscreen form if relevant for their Family.
 - Act as role models by practicing Sun Protection behaviour as a part of the family lifestyle.

Environmental Sustainability

The Early Childhood Australia Code of Ethics states that we must work with children to help them understand that they are global citizens with shared responsibilities to the environment and humanity.

The following Environmental Sustainability practices are in place at Boondall Kindy


- Providing recycling-only bins and encouraging children to recycle
- Reusing packaging, paper and other items for craft activities
- Providing a natural outdoor play environment, including vegetable gardens that children are encouraged to engage with and assist with the care of.
- Providing compost bins for composting leftover food materials.
- Encouraging use of sustainable packaging for food brought from home. (reusable containers)
- Discourage use of plastic wrap and paper bags brought from home.
- Encouraging litter less lunches.
- Solar powered

Clothing & Wearing Shoes

Your child should wear comfortable and safe clothing and shoes, appropriate to the weather and activities during their day at Kindergarten. As children are encouraged to be independent at toileting time, please ensure that their clothing can be easily removed by them for this purpose.

We recognise the benefit of barefooted play for children's safety, growth and the development of sensory awareness. Shoes are a hazard in outdoor play areas. Nerve endings in the feet can sense the variety of textures. Bare feet can grip climbing equipment and promote more effective balance and control, eg. during music sessions or when climbing.

As an additional benefit, noise levels may be reduced indoors when shoes are removed. Children can be encouraged to remove and replace shoes themselves: an independence skill to be fostered.



Injuries & Incidents

Parent/guardians of an injured child will be contacted immediately. An “incident” report is kept at Kindergarten to comply with Regulations. For minor injuries parent/guardians will be advised at pick up time, parents will always be contacted for injuries to the head.

Fire Drills, Emergency & Evacuation Procedures

We practice fire evacuation drills and lock downs so staff and children are familiar with the procedure. Evacuation procedures are displayed in the room. If the fire bell is ringing, please do not enter the premises. In the event of a lock down, procedures are in place to ensure safety of staff and children.

We follow procedures as per the Lady Gowrie Qld Emergency Procedures and Evacuations Policy.

Health, Hygiene & Safety

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:

- Make sure your child’s bag and all recycled materials that you gift to the Kindy (cardboard boxes, egg cartons, material) are checked for items that could potentially harm a child such as plastic bags, batteries, sharp items and medications.
- Smoking & vaping is banned at early childhood education and care centres and for 5 metres beyond their boundaries
- Follow all health and safety instructions at the centre
- Do not leave any children unattended in your vehicle when dropping off and collecting your child. Follow “look before you lock” when leaving your vehicle.
- Use extreme caution when entering and exiting our kindergarten gate, do not allow any other child (other than your own) to exit the premises.
- Advise us immediately if your details or your emergency contacts details have changed

As per regulations, our practices and procedures are in compliance with Health, Hygiene & Safety policies.

Button Batteries & Magnets

In accordance with Lady Gowrie Qld Environmental Hazards & Critical Incident policy we follow strict guidelines for the presence of button batteries at the centre. Please **do not bring** items that are highly likely to be powered by button batteries to Kindy, including light up shoes.

Small magnets also pose a safety risk to children. We ask that families do not send items containing small magnets to kindergarten.

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 Kindergarten 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 your educators to respect and adhere to the requirements of the orders, including access to your child and receiving information about your child from the Kindergarten.

Student Placement/Work Experience

We recognise the importance of student placements as being consistent with the long term training of staff in the provision of quality education and care for children. Students are supervised both by Kindergarten staff and by University/TAFE Staff. Please note at no time will a student or volunteer be left alone with the children. All eligible students must hold a Blue Card.

Family Involvement/Volunteers

Families are encouraged to participate in our program and the education of their child. There are several different ways that you can do this, including:

- Spending time with your child at Kindergarten
- Helping educators/teachers in curriculum planning by sharing ideas and/or resources
- Sharing information about your child's interests and development
- Volunteering at Kindergarten
- Providing feedback on teachers/educators and issues
- Attend social events
- Becoming collectors of scrap materials/resources which children can use.

There is strong research evidence showing the benefits of parent/family participation in Early Childhood Education and Care for children, families and staff. We will talk to you about your interests, availability and opportunities for participation in our program.

Parents are also encouraged to assist in the maintenance and operations of our Kindergarten. We hold three Working Bees per year, and we ask families to make the commitment to attend at least one working bee.

Throughout the year we will also ask families to assist with a variety of jobs including a playdough roster, laundering washers, craft preparation and end of year cleaning activities. Your support ensures that we are able to continue offering wonderful resources and a well maintained environment to the children.



Communication with families

Parent/Guardians are encouraged to speak with their child's teacher about their child's progress, or any concerns they may have. Open communication between parent/guardian's and staff facilitates positive home/kindergarten relationships based on trust and positive cooperation. Parents/Guardians are invited to discuss the experiences provided as part of our learning program and the goals to be achieved through our programs. Please ask your teacher for more detailed information about your child's development, how we will provide opportunities to foster their development and our underpinning philosophy that supports our program.

Where discussion is needed it is important to make an appointment to speak with the teacher as this gives the teacher the opportunity to refer to developmental records and observations while discussing any concerns. Roster days are also an ideal time to discuss important matters.

For quick, easy and environmentally friendly information sharing, we use Storypark to share information where practical for families. You will also receive a monthly Newsletter which will share information for the teaching team, our Committee and will summarise upcoming events.

Should you feel that your question or concern has not been resolved please refer to the Lady Gowrie Community Kindergartens Grievance for Families Policy.

In the event of a complaint or grievance, parents/guardians are encouraged to raise their concerns with the appropriate contact listed below.

Teacher

Marnie Poulsen/Karen Singleton
marnie@boondallkindy.com.au or karen@boondallkindy.com.au
(07)3265 5439

Nominated Supervisor

Marnie Poulsen
marnie@boondallkindy.com.au
(07) 3265 5439

Committee President

admin@boondallkindy.com.au
(07) 3265 5439

Lady Gowrie Qld
Central Governing Body (CGB)
cgbadmin@ladygowrie.com.au
(07) 3252 2667

Early Childhood Regulatory Authority
Early Childhood Division,
Department of Education, Regional Office Metropolitan North -Nundah
MNRNundah.ECRA@qed.qld.gov.au
(07) 3634 0532


Parent Lending Library

There is a parent/guardian resource library for borrowing. These books may be borrowed for two weeks. Please ensure that the book is signed out and in again.

Volunteer Management Committee

The management committee is formed by parent/guardians of children currently attending or interested members of the community. Our Kindergarten cannot operate with a Management Committee.

There are usually 14 positions on the management committee. The management committee meets approx. once a month and are responsible for:

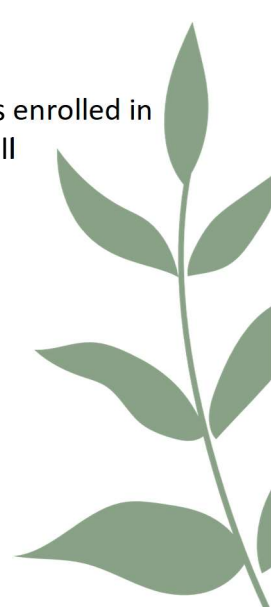
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- general management and financial matters.
 - following the rules of the association/constitution lodged with the Department of Fair Trading.
 - Ensuring that we are meeting Lady Gowrie Qld affiliation standards so that we continue to receive Kindergarten Funding.
 - the employment of all necessary staff and compliance with the provisions of any
 - awards or other industrial requirements.
 - Legislative requirements affecting the Kindergarten including the Child Care Act (2002), the Child Care Regulations (2003) and other legislation such as Child Protection and Workplace,
 - Health & Safety legislation.
 - building and playgrounds.
 - Promoting the Kindergarten within the community

More information about joining the Parent Management Committee can be found in the Committee Membership Brochure or by speaking to a staff member.

Fees

Boondall Kindergarten receives funding from the Queensland State Government to deliver our quality kindergarten and we are pleased to be part of the “Free Kindy” program introduced into operation from 2024 onwards.

In 2026 eligible-age children are entitled to attend Kindergarten for 15 hours per week (40 weeks of the year in 2025) for FREE. To be eligible for FREE Kindy:

- Your child must be eligible age (turning 4 by 30 June 2026).
 - Only one centre can claim the funding subsidy for your child for FREE Kindy. If your child is enrolled in another kindergarten program at a long day care centre while they are enrolled at Boondall Kindergarten the Kindy Funding Guidelines advise that your funding will be attributed to Boondall Kindergarten.
 - If you are enrolled at another Kindergarten, not long day care, you will need to choose which centre you would like the funding applied to. If you do not nominate Boondall Kindergarten, we ask that you discuss this prior to enrolment as additional conditions & charges will apply.
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Kookaburra's – Children attend for 17.25 hours per week. This means that 15 hours of care will be funded under the FREE Kindy model and families will be charged for the extended hours program via a per Term invoice. Fee payment options are available and documented in the Kindergarten Fee Policy which is available on our website and in hard copy upon request.


Lorikeet's – This is a 15 hour per week program therefore fees will be covered by the FREE Kindy Program.

Changes to Fee Policies

In the event that the kindergarten makes changes to our fee policy, at least 14 days' notice (in writing) will be provided.

Extended Absences from Kindergarten Program

It is important that you keep us informed of any absences (illness, holidays etc). If you are intending to take an extended absence we must be advised. Please be aware that **FREE** kindergarten funding may be impacted.



We have been advised that only one extended absence of up to five consecutive weeks will be supported. Following the conclusion of this five weeks, any additional continued absence may incur a daily fee.

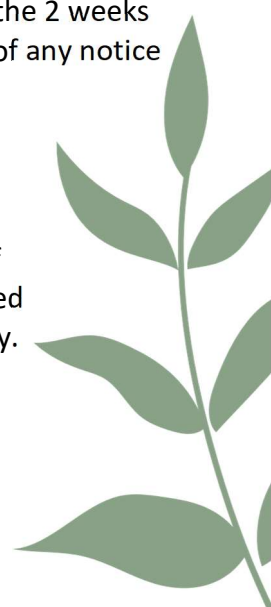
Please note it is important that you communicate with us on extended absences as Boondall Kindergarten may cancel your enrolment if you child does not attend continuously for two weeks, you have not communicated with the kindergarten and we cannot contact you so please keep us informed.

Cancellation of Enrolment - Notice Period

When you enrol your child at Boondall Kindergarten you agree to abide to our policies and procedures, including our fee policy. This requires you to provide two weeks's notice, in writing, if you intend to withdraw your child. In the event that you do not provide this notice and are transferring to another kindergarten program you will not be able to access FREE kindergarten at that location until the 2 weeks notice is complete. It is the parent/guardians responsibility to inform the new kindergarten of any notice periods that need to be served.

Late Fees

Parents/Guardians are asked to ensure that children are picked up from Kindy on time as staff perform many non-contact tasks after kindergarten closing times. Where a child is not collected by pick-up time a late collection fee may be imposed as outlined in the Kindergarten Fee Policy.



Association Membership

Your Kindergarten enrolment fee included a membership fee deeming the parent/guardian of each enrolled child as a financial member of the Association allowing you to vote at Annual, General and Special General Meetings.

Building Fund

The Kindergarten operates a Building Fund. Families are able to make voluntary tax-deductible donations to this building fund at any time. The building fund can be used for to maintain the Kindergarten buildings



We look forward to welcoming you to Boondall Kindergarten and hope you enjoy your time with us.