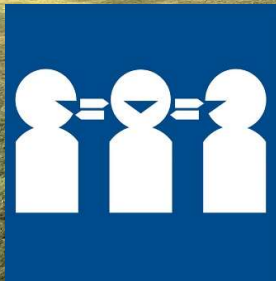


Roderick Street Kindergarten

Family Handbook 2025



We are on Yuggera Country
at 4 Cribb Street,
SADLIERS CROSSING, QLD 4305

Website:
<https://www.roderickstreetkindy.qld.edu.au>

Phone: (07) 3281 5951

Email: roderickstkindy@bigpond.com



**We acknowledge and pay our respects to the
Traditional Custodians of the land on which our
beautiful kindergarten is placed.
We pay our respects to all Elders past, present
and emerging.**

Honouring First Nations Peoples

Our kindergarten premises is located on land where Australia's First Nations Peoples' have been teaching and learning ways of belonging, being and becoming for more than 65,000 years.

Our learning community has been shaped, and will continue to be shaped, by the influences of Aboriginal and Torres Strait Islander cultures, wisdoms, and knowledge. We honour First Nations Peoples' histories and perspectives and continue their connections to the land, sea and sky in our early childhood program to deepen everyone's learning.

It is a great privilege to learn from and with the oldest living and thriving cultures on Earth and walk together for a better future for all. We recognise that innovative early childhood curriculum is richest when it connects past, present and future.

We carefully work with our curriculum to promote fairness, empowerment, and respect, embedding First Nations Peoples' perspectives throughout what we do.

***"Honouring our past, to teach our
present, to create our future"***

(Trisha Schuh: Napranum Early Childhood Centre)



Contents

Welcome to Roderick Street Community Kindergarten (p 4)

Section 1: Important dates (p 7)

Section 2: Our Inclusive Learning Program (p 8)

Section 3: Enrolling and starting at kindergarten (p 10)

Section 4: A place where your child is happy, healthy, and safe (p 13)

Section 5: Embracing inclusion and diversity (p 24)

Section 6: Transitions (p 25)

Section 7: Our commitment to quality (p 26)

Section 8: Staying connected (p 27)

Section 9: Committee and Affiliation with C&K (p 28)

VISION AND MISSION STATEMENTS

Roderick Street Community Pre-School & Kindergarten Assoc. Inc. aims to be the first-choice kindergarten for a thriving community of lifelong learners.

The kindergarten's mission is to provide all children access to quality education within a play-based, caring, and supportive environment

We are a community-based, non-profit organisation.

We look forward to your family becoming part of the *Roderick Street family.*



***At Roderick Street
Kindergarten we nurture our
builders, creators,
detectives, nature lovers, risk
takers, artists, storytellers,
and explorers through play!***

Welcome to Roderick St Community Kindergarten

CEO Welcome



Welcome to C&K




We are thrilled you have chosen C&K to educate and care for your child and we look forward to guiding them on their exciting new journey.

C&K has been developing, nurturing and educating generations of Queensland children for 116 years. In fact, over one million children have benefited from the foundational learning they received at C&K.

As a not-for-profit organisation, children are at the centre of everything we do. We create learning environments, that allow children to flourish, by hiring highly-qualified people and delivering quality education programs that respond to children's needs today and empower them for tomorrow. We are proud to be an inclusive organisation, where religion, culture and abilities are not barriers to participation.

Whether your child is attending a childcare centre or kindergarten, this Family Handbook outlines our curriculum approach, your child's experiences and tips to help you both settle in.

C&K has a network of 330 centres across Queensland, and all centres share a sense of community, allowing a range of relationships between children and their communities to flourish.

I encourage you to take an active role in your child's education journey with us. Your centre will share participation opportunities with you and you can also join us on our social media - [Facebook](#)  | [Instagram](#)  | [LinkedIn](#) 

On behalf of C&K, I welcome your family to our community we look forward to getting to know you in this exciting and important stage of your child's learning journey.

If you have any questions or concerns about anything, please speak to your centre's director and they will be more than happy to help you.

Sandra Cheeseman
Chief Executive Officer

The History of Roderick Street Community Kindergarten (established 1968)

1968 – Rev. Parkin formed the Central Congregational Day Kindergarten at 20 Roderick St Ipswich
Director Vione Jorgenson assisted by Dorothy Dodds

1973 – Director Hilda Groenberg and Assistant Marie Bangrove employed at the kindergarten

1974- Kindergarten became affiliated with Crèche & Kindergarten Association of Qld

1984 - Name changed to Roderick Street Pre-school and Kindergarten

1990 – The kindergarten became an incorporated association

1998 – Hilda Groenberg retired from the kindergarten and Carolyn Shaw was employed as Director

2004 – Donna Doyle employed for 6 months followed by Carolyn Moore (Directors)

2007 – Carolyn Moore went part time and Collette Doyle became Co-Director

2009 – Kindergarten began operating out of 4 Cribb St Sadliers Crossing (leased from IGS)

2010 - 5 Day fortnight program began

2012 - Carolyn Moore retired and Director Madonna Nielsen and Assistant Cheryl Carr employed for Group 1 in 2013

2014 – Marie Bangrove retired after 41 years
Kate Costello employed Julie Craig employed as Admin

2016 – Kate Costello left and Belinda Walker employed as assistant in group 2.
Fiona Sippel employed as bookkeeper

2018 – Roderick St Kindergarten celebrated its 50th anniversary with a wonderful kindy carnival

2020 – The Roderick St Kindergarten Committee purchased 4 Cribb St premises from Ipswich Grammar School

2021 – Began a fortnightly Playgroup and achieved the Exceeding rating in all 7 quality areas, when assessed under the National Quality Framework

2022 – New outdoor shed constructed, fort and surrounding play area renovated, new garden beds built, kindergarten building re-painted, and flooring replaced

2023 – Parent waiting area upgraded, Kim Wright joined the Roderick Street kindy team
New Kindergarten Funding
Last year of playgroup to make way for optional 3rd kindy day in 2024

2024 – All families began receiving 2 days of free kindergarten, with the option to attend a third non funded day. Kindy hours extended (8-3.30) on all days. Office, Kitchen, staff bathroom and office renovated. New lighting and monkey bars installed.

Roderick Street Kindergarten Philosophy

At Roderick Street Kindergarten we nurture our builders, creators, detectives, nature lovers, risk takers, artists, storytellers, and explorers through play!

An Environment to Inspire Learning ~ Roderick Street Community Kindergarten is a place of learning where children, teachers and parents come together in a supportive, nurturing environment. We provide welcoming, natural, beautiful, and inspiring environments where children's curiosity and wonder are sparked. These environments promote conversation, interaction, and exploration. We feel it is important to encourage the children to respect and care for the environment and we aim to raise awareness of sustainable practices with them.

Everyone is Welcomed and Included ~ We celebrate and embrace the diversity and the uniqueness of every child and family and commit to building our cultural competence within the kindergarten community and beyond. We encourage an awareness of the importance of recognising and respecting one another's shared and unique rights.

Indigenous Perspectives are Embedded ~ We respectfully acknowledge the traditional owners of the land where our kindergarten stands. This land has been occupied and cared for by their ancestors for countless generations. Connections to Australia and our Indigenous past and present are valued, and their cultural richness is embedded into the teaching and learning at our site. We strive to build our knowledge and collaborate with First Nations Peoples to foster mutually positive and respectful relations.

Relationships and Partnerships are Key ~ Meaningful relationships and partnerships are essential to children's well-being and thus help to foster children's learning. Central to our philosophy are the values of respect, trust, honesty, integrity, compassion, courage, and resilience. We want the children to feel secure, nurtured, respected, and believed in. Thoughtful and sustained conversations between children and their teachers are conducive to a relaxed and vibrant place of learning. The rights of each child are paramount. The role of parents and families is both respected and supported and at our kindergarten, we view their input as an integral part of our programs.

Play is Paramount ~ At Roderick Street Kindergarten, we recognise the value and richness of play as the vehicle for children's learning. The provision of a play-based curriculum is the foundation of a quality early childhood environment. The children need long, uninterrupted blocks of play and we believe that they need the opportunity to return to unfinished work until they are satisfied. All of the Educators at Roderick Street Kindergarten are guided by the *Early Years Learning Framework, the Queensland Kindergarten Learning Guidelines*, the National Quality Framework and C&K's own curriculum framework – *Living and Learning Together*.

Children's Rights are Crucial ~ We recognise people as unique individuals who will have strengths to contribute and work alongside each other. To this end, we view children as competent and capable with rights and responsibilities. We believe they have a right to investigate what is of interest to them. Children are individuals with different learning capacities, who learn in many ways within the context of their family, their community, and the wider world. We support children in their efforts to become independent, creative problem-solvers who are confident to represent their understanding, knowledge and thinking in their own ways.

We recognise and value children as active agents in their own learning. Learning is planned collaboratively with the children and connects with prior and present experiences and their future life and learning. Parents and teachers share the responsibility for the education of children. We believe that everyone in our learning community is beautifully unique and has a wealth of knowledge, which we love to honour. The children's ideas and explorations are highly valued, and teachers use meaningful and respectful conversations and questioning to encourage deeper thinking and problem solving. We offer a wide variety of inclusive and open-ended materials and resources, books, and technology to involve the children in inquiry based learning and creative endeavours.

As Early Childhood Professionals, our educators are passionate about celebrating early childhood. They act in partnership with children and their families to lead and promote positive changes for everyone involved.

(Updated September 2024 in consultation with children, educators, families, committee members and community)

Section 1: Important dates in 2025

TERM 1

Tuesday 28th January – Friday 4th April

The Centre will be closed for the following public holidays during Term 1:

Monday 27th of Jan for Australia Day

TERM 2

Tuesday 22nd April – Friday 27th June

The Centre will be closed for the following public holidays during Term 2:

Monday 21st of April for Easter Monday

Friday 25th April for ANZAC Day

Monday 5th of May for Labour Day

Friday 16th May Ipswich Show Holiday

TERM 3

Monday 14th July – Friday 19th September

TERM 4

Tues 7th October – Friday 12th December

The Centre will be closed for the following public holidays during Term 4:

Monday 6th of October for the King's birthday



You will find a calendar at the back of this handbook

Section 2: Our inclusive learning program

Our inclusive learning program honours every child's right to play, builds on their existing learning from home, and provides foundations to be a successful, lifelong learner. Our centre is a place where your child will belong, engage, and contribute to a community of learners. Teachers and Educators are open to your child's ideas and will foster their social and emotional growth and ignite their curiosity. Your child will experience many opportunities to explore, inquire, solve problems, develop friendships, imagine, use their creativity, and extend their capabilities in all curriculum areas including language, literacy, numeracy, science, and the arts.

Our Curriculum Approach

The *Listening and Learning Together C&K Curriculum Approach* is implemented in our Kindergarten. The learning outcomes in our curriculum approach align with both The Early Years Framework for Australia (EYLF), and the Queensland Kindergarten Learning Guideline (QKLG).

Our teachers and educators skilfully partner with all children and families to create caring and vibrant learning communities. We see children as thinkers and theorists, rich in ideas and knowledge, as powerful learners and active citizens.

In the year before school, our university qualified early childhood teachers will guide and support your child to be a curious, capable, and collaborative learner.



What does play-based learning look like?

Learning and enrichment of play will happen in ways that are meaningful and relevant to your child. For example, if a child is setting up a shop in block corner, the teacher/educator, may encourage them to draw signs for the shop and think about opening and closing times or make resources to sell in the shop. In this example, the teacher/educator is purposely supporting your child's interest to explore opportunities for literacy and numeracy development. You might also see teachers/ educators supporting your child and others to set up a doctor's surgery, where the children can transfer their real-life knowledge to their play and extend on their learning. This may include filling out patient forms, examining x-rays and negotiating roles played by friends and solving problems. Sometimes the staff may help your child research more about a topic of interest, using iPads, the computer, books etc.



Our teachers and educators will encourage your child to explore and investigate a range of materials and express their thinking and emerging understandings in a variety of ways. Teachers and educators will support their curiosity and creativity and encourage them to investigate and solve problems. We will help them to capture their learning and share their thinking.

Bush Kindy Program

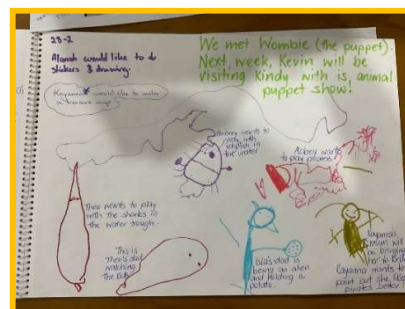
Our end of the week group has a bush kindy program during terms two and three. The children in this group will have the opportunity to visit our local nature space on different mornings throughout these terms (if they would like to). The teacher and an educator in this group have completed specialised nature kindergarten training.



How we communicate children's learning

Your child will be learning through the experiences they engage in. Teachers and Educators will be paying attention to this and will reflect on, interpret and assess children's learning experiences, then plan to extend and enrich this learning. We know how important it is to understand what your child is learning. Teachers and Educators will use a variety of professional tools such as displays, project and planning books, as well as the online platform Storypark to record and understand your child's learning. Teachers and Educators will share your child's learnings, growth, investigations, ideas, and achievements with you through these records and displays as well as through conversations.

We encourage you to take some time to look at the learning program and add your ideas and thinking, either through chatting to your child's teacher or adding comments to the documentation. Contributing to this connects your child's life at kindergarten to your life at home.



Section 3: Enrolling and starting at kindergarten

Thank you for choosing to enrol your child at Roderick St Community Kindergarten. We will organise orientation activities so you and your child can get to know our centre. This is a great opportunity for you to ask questions and find out where everything is located, and lets us learn more about you, your child, and your family.

Before your child starts

When possible, take the opportunity to spend some time with us before your child starts. This may be one visit or several visits over a few weeks. Meet your child's teachers and educators, explore play areas, and observe our program in action.

This will support both you and your child to feel more confident on your child's first day. We will email you about our specific orientation activities as they are coming up.

In the lead up to your child's first day, take time to talk with them about what their first day will be like; discuss what they will bring with them, the people who will be looking after them, the children they will play with and the experiences they will engage in. Remind your child of what they saw when they visited the kindy, the locker for their bag, the toilets, and the play areas.

The first day

You and your child may be a bit nervous about the first day, and this is completely normal. Your child's teacher and educators will be on hand to support you both as you start this new journey together.

These tips will help make the first day as smooth as possible:

- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable, so give yourselves plenty of time to settle in on that first day.
- Your child may become upset with a few tears. Reassure them that you will be returning later that day and feel confident knowing our experienced and caring staff will help to comfort your child and settle them in.
- Make sure your child knows where their belongings are – let them see where their bag is and that their food is in the fridges and afternoon tea basket.
- Call at any time to see how your child is going.

Naming belongings

Please mark all your child's belongings clearly with his or her name, using the Beginner's Alphabet, as this is the way they will learn to write at school. Please refer to 'The Beginner's Alphabet' section at the back of this handbook.



When you arrive:

(To support your child's transition, establish a routine each time you arrive.)

- Help your child unpack their bag and put it in their locker in the entry way.
- On the first day of each week, help your child to put their sheet bag in the sheet basket.
- If you haven't applied sunscreen at home, please apply sunscreen and record this on the sunscreen register.
- Sign your child in on the attendance iPad.
- Encourage your child to put their food in the fridges and basket and their water bottle on the grey trolley. If your child's food is in an insulated container, please remove food from the container before placing it in the fridge, so the food remains at a safe temperature.
- Wash your child's hands in the children's bathroom and encourage them to hang their washer on the correct hook.
- Share any news or important information with teacher or educators, including medication.
- You may like to read a book together, push your child on the swing or choose another activity they enjoy.
- Say a quick and confident goodbye and let your child know you will return.

When collecting your child:

(Collect your child promptly, arriving 5 minutes before the centre is due to close or if they become unwell)

- Sign your child out on the attendance iPad.
- Find out about your child's day - talk with the teacher about your child's day and read any notices or information in the foyer.
- Collect your child's belongings including food containers, water bottle and shoes (and sheets on the last day of kindy).
- Wash your hands and your child's hands.

What to bring to kindergarten:

1. A backpack large enough to hold 3 lunch boxes, water bottle (on the side), spare clothes, other belongings and articles made at the Centre.
2. Three separate lunch boxes or food wraps for morning tea, lunch, and afternoon tea (all clearly named please). Please note that insulated lunch boxes are not suitable to store in our refrigerators.
3. A washer with a loop sewn in the centre – to be used as a hand towel in the bathroom.
4. One set of cot sized sheets in a named drawstring bag or pillowcase.
5. A named water bottle.
6. A spare set of clothes (including underwear) kept in child's bag.
7. A library bag.



Helping us maintain a healthy environment

We're committed to ensuring all children, teachers, educators, and visitors are happy, healthy and safe.

- Check your child's bag and all recycled materials you gift to the centre (e.g. cardboard boxes, toys, and plastic containers) for any harmful items such as plastic bags, batteries, sharp items and medication.
- Ensure all medications, creams, lotions etc (natural or prescription) are handed to a staff member on arrival.
- Do not bring any item into the centre that contains button batteries or magnets such as electronic toys, children's watches, or shoes with flashing lights.
Be Button Battery Aware – they are extremely dangerous and life threatening to children!
- Smoking and vaping are banned at all early childhood education and care centres and for 5 metres beyond their boundaries.
- Follow all health and safety instructions at the kindergarten and do not give your child fever reducing medication before arrival.
- No child or adult can attend a C&K centre if they are unwell or diagnosed with an infectious illness.
- Do not leave any children unattended in your vehicle. Please do not use the staff car park when dropping off or picking up your child.
- Close all gates as you enter/exit the kindergarten and only open the centre gate for your own child.
- Do not share your sign in/out PIN with anyone.
- Advise the Teacher or Admin Officer immediately if your details, or your emergency contact details have changed. We have a change of contact details form for you to fill out.
- Advise the Teacher if your child receives a new medical or additional needs diagnosis.



Section 4: A place where your child is happy, healthy, and safe

Our highest priority is making sure our kindergarten is a place where you and your child feel happy, healthy, and safe. We achieve this through the use of inclusive educational strategies, the employment of high-quality teachers and educators, the provision of natural play spaces and by maintaining high standards and hygiene.

The Centre Leadership Team

The Nominated Supervisor and Director is responsible for the centre's operations, including the education program, staff management, and compliance with regulations and C&K policies and procedures.

The **Educational Leader** provides curriculum direction and guidance to all teachers and educators at our kindergarten.

For more details regarding these roles, please approach the Director or visit <https://www.acecqa.gov.au/resources/educational-leadership>

A 'Responsible Person' is physically present during the operation of all C&K centres. Responsible Persons are appropriately qualified and experienced. The name of the Responsible Person and their qualification will be displayed in the entry way.

Quality teachers and educators

Qualified teachers, educators and employees, work together at our centre to provide your child with a high-quality, play-based early education program. All of our teachers and educators hold appropriate qualifications and licences for their positions including First Aid, CPR, and asthma and anaphylaxis management. Each of our groups is led by a University-Qualified Early Childhood Teacher. You can feel assured they will be ready to act in the event of an injury or medical emergency. We also have a pool of regular relief teachers and educators for times when our teachers and educators are out of the centre for professional learning opportunities, non-contact time or should they be unwell.



Our 50 year Anniversary Celebration

Our Amazing Team in 2025

Position:	Name:	Qualifications:	
Nominated Supervisor Director Educational Leader Teacher Thurs & Fri	Collette Doyle	<ul style="list-style-type: none"> Bachelor of Teaching (Primary) Graduate Diploma in Education (Early Childhood) 	
Teacher Mon & Tues	Madonna Nielsen	<ul style="list-style-type: none"> Diploma of Teaching (Early Childhood) Bachelor of Education 	
Teacher Wednesday Inclusion Support Educator Thurs & Fri	Kim Wright	<ul style="list-style-type: none"> Bachelor of Teaching Early Childhood Associate Diploma of Education Early Childhood 	
Educator Mon & Tues Inclusion Support Educator Wed	Cheryl Cumberland	<ul style="list-style-type: none"> Certificate III in Children's Services 	
Educator Thurs & Fri	Belinda Walker	<ul style="list-style-type: none"> Diploma of Children's Services 	
Inclusion Support Educator Mon & Tues Educator Wednesday Admin Officer Thursday	Julie Craig	<ul style="list-style-type: none"> Diploma of Early Childhood Education and Care 	

We also employ Fiona Sippel as our off-site bookkeeper, Robin Rohl as our cleaner and Gordon Craig as our casual groundskeeper.

Policies ensuring your child's wellbeing and inclusion

Our teachers and educators follow a range of policies, procedures, and guidelines to ensure that your child's wellbeing, and inclusion, are in accordance with the requirements of the Education and Care Services National Regulations. We encourage you to view key policies on the C&K website at www.candk.asn.au/policies. If you don't have access to the internet, they are available from our kindergarten office. C&K's policies are developed and reviewed through a consultative process with input from families, teachers and educators. We encourage families to contribute to policy review by emailing policyfeedback@candk.asn.au or calling C&K on 3513 2597.

Natural environments

We believe one of our most significant responsibilities is for children to experience, appreciate and protect nature; to see the beauty in the world, and to learn to be problem solvers and creative thinkers. We aim to develop your child's respect and love for the natural world, so they grow up with the desire, knowledge, and skills to promote action for sustainability.

At Roderick Street Community Kindergarten, your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, learn about their community and will be involved in caring for our native, stingless bees and the abundant birdlife that frequents our beautiful playground. We hope you will join us on this important and exciting journey, and we encourage you to share with us what your family does to connect with and respect our natural environment.



Positive behaviour guidance

Just like most skills, behaviour is learned and developed in social situations. Our specially designed early childhood programs and resources enable our teachers / educators to guide and promote your child's social and emotional wellbeing. Our teachers and educators will build a relationship with your child and family to create a safe, supportive environment for learning. Our teachers and educators will engage your child in experiences which model positive language and social behaviour. We will offer them the opportunity to develop a positive self-image and understanding of others. If teachers feel your child requires further support in building their social and emotional skills, they will work with them and include your family in the process. Please see our [Supporting children's behaviour procedure](#) for more information.

Learning and growing together

There is a lot to be excited about when your child starts kindergarten. They will learn new skills, make new friends and develop new ways of thinking. Your child will learn and grow in a group of similar aged children, which allows them to develop a range of social and emotional skills and understanding of different cultural backgrounds and abilities. Our teachers and educators will support your child's individual development and learning by helping them to make decisions.

Learning opportunities will change as your child's interests develop, which will celebrate their strengths and achievements. Your child will take part of a range of group activities during the day, including: - play-based experiences - sharing bathrooms, mealtimes and indoor and outdoor play areas. There will be times when the children don't get along. This is a normal part

of them testing and learning about sharing, working with others, boundaries and relationships. Our teachers and educators will support children through these experiences and develop activities to help them learn about positive relationships. They will talk to you about these plans, and you can share information about your goals for your child.

Rest, relaxation, and sleep

We understand that rest and relaxation is an important part of your child’s day and the way each child ‘rests’ and ‘relaxes’ can be different. We will offer your child opportunities to relax and rest throughout the day, in ways that meet their individual needs. This might include a rest on a mattress, a break with a comfortable cushion or a rest on a rug outside in the shade, reading a book. Red Nose safe sleeping guidelines are consistently implemented at our centre. Please see our [Child safe sleep and rest procedure](#) for more information.



Fees

When you enrol your child at Roderick Street Kindergarten, you enter into a fee agreement with us, which includes providing the correct enrolment information to claim any subsidies and paying of any fees (when required) fortnightly in advance weekly, fortnightly, or by the term.

Read more information on:

[Free Kindergarten from 2024](#)

Please see our website for information on [kindergarten fees](#).

Our Non-refundable enrolment fee is \$50

Under the Qld Kindergarten Funding Scheme, families of eligible aged children will be entitled to 15 hours or two days of free kindergarten per week. The 2 days covered, are our beginning of the week group OR our end of the week group.

The cost of our optional 3rd non-government funded day (Wednesdays) will be \$60 (Or \$600 per term). If you choose to pay for the full term, prior to the term beginning, you will receive a 5% discount.

The Centre must hold a copy of your child's birth certificate / Immunisation History Statement or full fees will be charged.

Fees include all incursion and excursion costs and a kindergarten bucket hat to be worn at kindy.

A fortnight's notice in writing must be given when resigning the child's position at the Centre.

Payment options for the third day are:

- ✓ Direct Deposit,
- ✓ Credit Card or
- ✓ Cash.

**Account Name: Roderick St
Kindergarten
Account Number: 165 343 641
BSB: 633 000**

Payment must be paid 2 weeks in advance.

Please note that if fees are not received by the due date, the following procedure is enacted.

The administration officer will issue a **Friendly Fee Reminder** letter to any family who is one week late paying their fees. This letter will be approved by the president prior to distribution. If families are having difficulty making fee payments, they should immediately speak with the administration officer who will alert the Director and President, and a payment plan may be set up. (Information provided by families will be treated as strictly private and confidential).

In cases of non-payment of fees, where the centre is unable to contact families about the debt or families do not meet the agreed arrangements for repayment of the debt and ongoing payment of fees, the president may immediately suspend or terminate the child's place at the centre. Families will be advised of this action in writing. This action will only affect enrolment in the optional third day and not in the free kindergarten program that the child may also be enrolled in.

Debt recovery

The Committee reserves the right to take action to recover debts owing. Any additional costs involved in retrieving funds owed will be passed on to the family.

Kindergarten funding

Only one kindergarten provider is entitled to claim Government Funding for each child. If parents enrol their child in two early childhood services with kindergarten programs, they must notify them both and pay full fees at one of the services (kindergartens receive the Kindy funding over childcare centres). Children are only funded for 15 hours of kindergarten per week.

Fundraising activities and building fund

Over the last few years our kindergarten committees and parents worked extremely hard to secure a permanent home for the kindergarten. This freedom however does come at a price, and we will need to continue fundraising to provide the wonderful programs and to service our loan. It would be greatly appreciated if you could help with these fundraisers through donation of time or resources. We aim to limit fundraising to two or three projects or events per year.

Another way that you can help with our fundraising efforts
is to donate to our registered building fund.

All donations over \$2.00 are tax deductible.

Donation of resources

We would be very grateful for donations of the following items from each child attending the kindergarten, as they are used in large quantities throughout the year.

- One Spirax brand A3 sketch book
- One box of tissues
- One ream of photocopy paper (A4)
- One pack of thick felt pens (Faber-Castell or Crayola)
- A large sized roll of sticky tape and a large sized roll of masking tape (75mm tape core)
Please choose environmentally friendly tape where possible.

Photography, video, and audio recordings

Our centre uses photography, video, and audio recordings to capture learning that occurs at our kindergarten and through our online program. This content is 'personal information', and we manage it in accordance with our [Privacy Policy](#). We primarily use this in the delivery of our educational programs and to keep you informed of your child's progress. With your consent, we may also use it for other purposes like the promotion and marketing of our kindergarten through our website or social media.

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 the kindergarten 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.

Only share photos of your own child

To keep children safe and to respect the beliefs of all children and families, when you are at our centre, or at a centre event, please only share images/recordings of your own child. It is important to remember that images/ recordings you email, text or post on social media sites can and may be seen, and used, by many people. We need to treat these recordings in line with privacy laws.

Privacy

At our centre, 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 in accordance with our [Privacy Policy](#). If you have any questions about the way we are handling your personal information, please speak with our director or contact the C&K Privacy Officer (privacy@candk.asn.au).

Excursions and visitors

From time to time, your child might go out into the community on an excursion. Places such as the local school, nearby nature spaces, the theatre, the library, or the art gallery are spaces where children can have new and different experiences outside their everyday learning. Visitors may also be invited to share experiences and activities with your child. Artistic or musical performances and cultural experiences are some of the events your child may experience. We will always let you know about excursions or visitors to the centre in advance, you are most welcome to join in the fun of our excursions and assist us with supervision. We encourage you to share ideas and possibilities for new adventures or suggestions for visitors as well as share your own skills and talents. Please see our [Excursions procedures](#) for further information.



Students and volunteers

We are often asked if a student or a volunteer can work with us in our kindergarten. We always consider the needs of the children, centre and community when reviewing such requests. When Roderick St Kindergarten hosts students and volunteers, we ensure they hold the required licences and engage them in an induction process to ensure they understand their responsibilities and obligations. All students and volunteers are always supervised and act under the guidance of teachers and educators at all times. We will advise you in advance should a student or volunteer be working in your child's group. Please see our [Students, volunteers, and external contractors' procedure](#) for more information.

Multimedia and technology

You will see a variety of approaches to integrating multimedia and technology occurring in the kindergarten. We may use computers, iPads, cameras, light panels, overhead projectors, or coding resources to extend and enrich your child's play. Our teachers and educators will be there when technology is used, supporting your child to be safe online. Please see our [Children's eSafety Procedure](#) for more information.

Bringing healthy meals

Healthy eating is encouraged at our centre. Your child needs healthy, nutritious food to fuel their body and mind for learning. Please discuss your child's food requirements/allergies with us when you enrol, including any cultural or religious dietary needs.



We encourage children to drink water throughout the day and at morning tea, lunch, and afternoon teatime. **Please do not send any other drinks such as juice, milk, or cordial.**

Please see our [Nutrition and Food Safety procedure](#) for more information.

We also have some great healthy lunch ideas in our Parent Library and on the Storypark Parent Resource page.



A sun safe environment

Sun safety is important, and we will provide a broad brimmed hat for your child when they start kindergarten. Apply sunscreen to your child at home or immediately upon arrival at the centre. Please record this application on the sunscreen register. Teachers and educators will reapply sunscreen as required. We encourage the wearing of sun safe clothing and sunglasses. Please see our [Sun Safety Procedure](#) for more information.

Clothing and footwear

Please send your child along in "everyday" clothes and shoes as messy activities are part of our educational program. Choose clothes that wash easily. Please select clothing which promotes independence for the children – zips, clips and buttons can be difficult to undo in a hurry. Elastic wadded pants are ideal. Please choose footwear that is easy to remove. Bare feet are better for safety on the outdoor equipment, for growing foot muscles and for generally healthy feet. It is preferred that the children wear footwear to and from the Centre.

Cleaning and Hygiene practices

Our centre follows best practice cleaning procedures. Please support this by always washing yours and your child's hands when you arrive at and leave the centre, following the pictorial procedures displayed near all hand washing sinks. A cleaner is employed daily outside operational hours.

Immunisation

We respect each families decision regarding immunisation and do not exclude children based on their immunisation status. Our centre follows strict procedures relating to infection control and do not permit children, or teachers and educators into our centres if they have been diagnosed with an infectious illness.

In the event of a confirmed case of a vaccine-preventable disease, and your child is not immunised, or their immunisations are not up to date, they may be required to remain at home if advised by the Public Health Unit.

We ask you to indicate your child's immunisation status in their enrolment booklet and provide evidence (Australian Childhood Immunisation Register Record or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the centre. For more information, visit: www.servicessaustralia.gov.au or www.health.gov.au/healthtopics/immunisation

Child safety and protection

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

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

All reports, including those raised by children, will be heard, treated seriously and actioned in accordance with procedures. If you have any concerns about a child's safety, please report it to your director, on our website or email feedback@candk.asn.au . If you would like to know more about our commitment to child protection, please ask your centre Director or visit the C&K website to view our [child protection policy](#).

Illness and infectious diseases

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

The table below details some common childhood illnesses and the exclusion periods recommended by the National Health and Medical Research Council that our centre follows. This information is also available at: [Queensland Health's Time Out - keeping your child and other kids healthy](#).

Please see our [Exclusion due to Illness procedure](#) for more information.

Common illnesses	Exclusion periods
Chickenpox	Until all blisters have dried
Conjunctivitis	Until the discharge from the eyes has stopped unless a doctor has diagnosed as non-infectious
COVID-19	Until symptoms have resolved, normally 5 to 7 days
Diarrhoea	Until there has not been a loose bowel motion for 24 hours
Fever (above 38°C)	24 hours after the fever has stopped without the administration of fever-reducing medication
Gastroenteritis - Exclusion	As advised by Queensland Health, a single case (no other cases within three days at a centre) of gastroenteritis (children and adults) should be excluded from a centre until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a centre, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the centre
Human parvovirus B19 (slap cheek)	Not excluded, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing
Influenza and influenza-like illnesses (flu)	Until child is well
Pertussis (whooping cough)	From the onset of coughing
Roseola	Not excluded, however, the child should stay at home until they are feeling well
Vomiting	Until 24 hours after vomiting has stopped

Injuries and incidents

In the event of child-related incident: • We will contact you for all significant incidents, and you may be asked to collect your child. Teachers and educators will continue to monitor and care for your child until they are collected. • A detailed incident record will be completed in preparation for you to review and sign at the end of your child's day. A copy can be provided if requested. • Where your child requires medical treatment beyond immediate First Aid, and we are unable to contact you, we will ensure your child is cared for and comforted. We will contact your emergency contact(s), and/or call an ambulance. It is very important to make sure your list of emergency contact(s) is always up to date.

Diverse learning needs and medical conditions

If your child has a diverse learning need, or a medical condition such as anaphylaxis, asthma, diabetes, or epilepsy, we ask that you provide a comprehensive current medical management plan that is signed and dated by your child's medical practitioner prior to them starting. Medical management plan templates are available on the C&K website.

Before your child starts, please have a conversation with your child's teacher, about your child's needs to assist with the management of their condition or disability.

If your child requires a specialised health procedure to be undertaken at the centre, we will work with you to determine how best to support this. The commencement of your child may need to be delayed so our teachers and educators can engage in specialised training to enable them to be capable and confident in meeting the needs of your child's diverse learning needs or medical condition. If your child has a National Disability Insurance Scheme (NDIS) plan, you are welcome to share this with us. If you would like some of your child's therapy delivered within the centre, please talk with the centre Director about how this may be supported in an inclusive way that is aligned with our teaching approach. Please see our [Medical Conditions Procedure](#) for more information.

Medication

Your child may need medication during the times they are at the centre, even though they are well enough to attend. If this circumstance arises, please let your child's teacher and educators know when you arrive, and they will show you where the medication is to be stored, the procedure they will follow to administer it to your child, and the authorisation form you need to complete and sign. It is important that the medication is prescribed by a doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration.

Please see our [Medical Conditions Procedure](#) for more information.



Collection and access

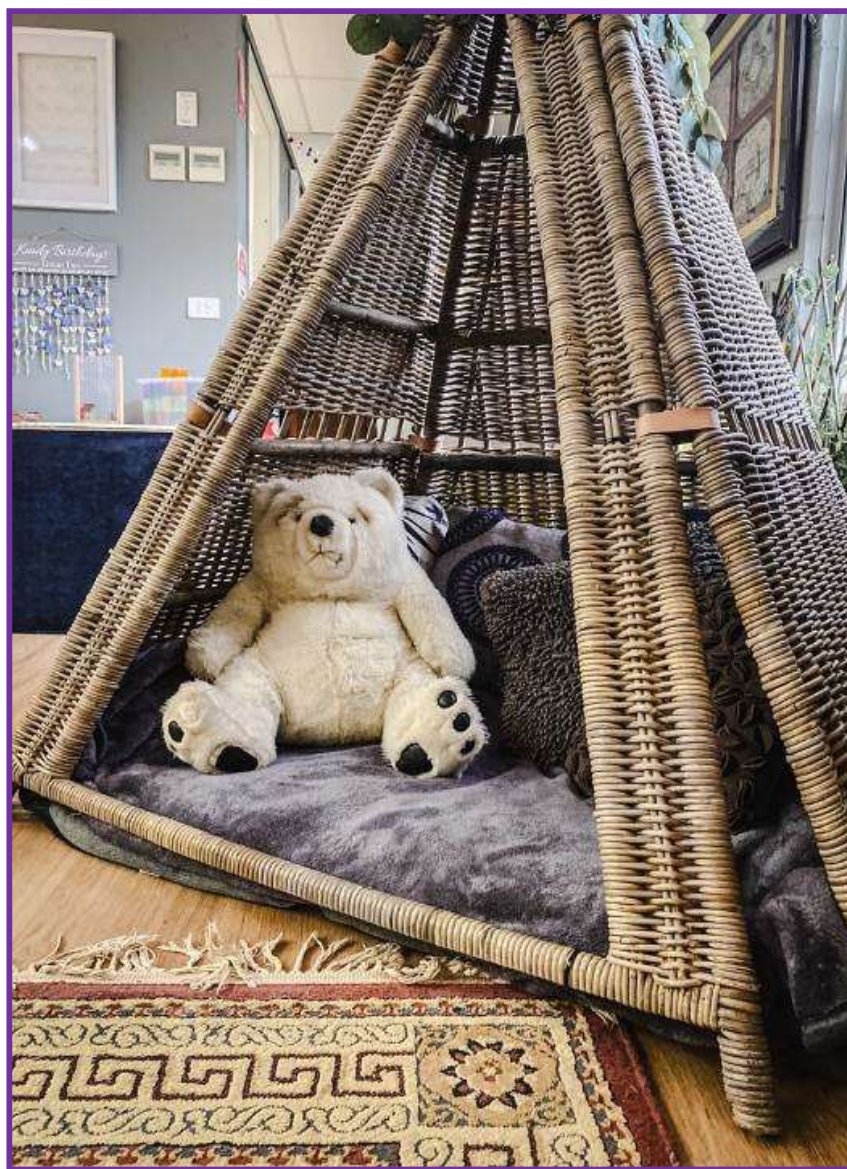
When you enrol your child, we ask you to provide the name and contact details of any adults who will drop off and collect your child. If an adult arrives to collect your child, and the teacher/educator does not know who they are, they will be asked for photo identification. This allows teachers and educators to confirm, against your child's record, that this person is someone you have authorised to pick up your child. If you need someone, who is not listed and authorised in your child's record, to drop off and pick up your child, please complete an Additional Emergency Contact Form which is available from our office.

Please see our [Safe Arrival, Departure and Access Procedure](#) for more information.

Court orders and parenting plans

If there are any current court orders, parenting plans, directive orders, or other official documentation relating to your child, you must provide a copy to the centre upon enrolment or as soon as the documents are issued. Court orders must be stamped with an official seal.

Having copies of the documents will allow teachers and educators to respect and adhere to the requirements of the orders, including access to your child and receiving information about your child from the centre. Please see our [Court Orders Policy](#) for more information.



Section 5 Embracing inclusion and diversity

Our centre embraces and celebrates the diversity that exists within and between our communities. By respecting diversity, children are supported to create positive relationships and a strong sense of identity. Inclusive early childhood programs acknowledge that all children have different life experiences, and such programs support children to value and celebrate similarities and differences.

We invite and welcome you to share your culture, background, and life experiences with us. You will find that our centre will engage in a variety of celebrations throughout the year that value people and cultures from all backgrounds and we encourage you to share and take part in these celebrations.

Access for all

C&K teachers and educators work closely with families, specialists and agencies to support access and participation for all children. It is important for us to know what is unique to your child to feel welcome, safe and able to participate. Prior to enrolment, sharing information at orientation and centre visits becomes a valuable process for teachers and educators to prepare their environments and access training and support if needed. Fully understanding the needs for your child becomes a positive experience as they transition into a new centre. Each C&K region has a dedicated early learning advisor for inclusive education support for children/families and teachers and educators. This may include visiting the centre and providing face-to-face support, accessing and applying for specialised inclusion funding for the centre, specialised equipment or other required external support needs. It is important that families share any prior health or specialist information with their child's educators, i.e. reports or support plans from paediatricians, Early Childhood Development Programs (ECDPs), NDIS plans, allied health therapists etc. This is bound by confidentiality conditions and is securely attached to your child's files. You and your child's teacher will create an Education Support Plan together to address all of your child's needs and goals. C&K takes pride in providing a commitment to the best possible support for your child through reflection and the critique of their thinking and practice to provide learning opportunities for all children further.



Celebrations

Are there events or cultural celebrations that you would like to share with us at kindy? We would love to hear your ideas and what is important to you and your family.

Section 6 Transitions

Moving on from kindergarten to Prep is a big and important step and our teachers will be there to support and assist you and child with this transition. Our skilled teachers will collaborate with you on this journey and use a range of strategies to provide a smooth, comfortable transition for your child as they progress on their learning journey.

Transitioning to school

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

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

What you can do to make the transition to school a positive and calm experience

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

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



Section 7 Our commitment to quality

To enable us to consistently provide high-quality early childhood education and care programs that cater to the needs of different families in unique communities, we are committed to continuous review and improvement. Our teachers and educators engage in an ongoing process of reflection, planning and review to ensure they can build on their own strengths, and work on areas that need further focus. We strive to involve children, families and the community in this process and encourage and welcome your thoughts, recommendations, and feedback on what we are doing well, and areas where we can improve.

Our commitment to continuous improvement and the provision of the highest standards of education and care is evident in the excellent results our centre received in the National Quality Framework assessment and ratings process that all early childhood centres across Australia participate in.

National Quality Framework

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

The NQF includes:

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



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

In the most recent Assessment and rating Visit (2021), Roderick Street Community Kindergarten achieved an **Exceeding** rating in **all seven quality areas**.

Our overall rating is Exceeding.

For more information regarding the NQF see our director or visit www.acecqa.gov.au

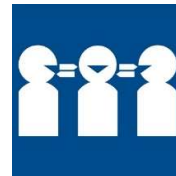


Section 8 Staying Connected

We are so pleased you joined us for your child's early learning journey! At C&K Roderick Street, building a sense of community and belonging is at the core of everything we do, so we welcome you to be a part of our programs. We encourage you to share your ideas, talents and skills, ask questions, sign up for the volunteer roster and help us set and achieve a wide range of goals. We also hope you will join us at the various events we hold, or participate in, throughout the year, as it is a great way to meet other families and build a sense of community and belonging. Come and join us on the learning journey! Our teachers' and educators' dedication to building a sense of community and belonging is at the core of everything we do.

Communication

Remember to ask for an interpreter to support conversations with teachers.



We believe timely and informative communication is vital for families helping to develop a strong relationship with your child's centre and with both your child's centre and with C&K as an organisation.

We will communicate with you regularly about your child's experiences and their progress. We encourage you to get involved in the day-to-day life of the centre, with your child. Our director will communicate regularly through Storypark, Parent Portal, email and on social media. There will be some handy tips and information for you and your child on the front page of Parent Portal each time you log in. If you don't have access to the internet, please talk to us about receiving communications in print form. The C&K website and social media pages are a great source of information for families. We invite you to join our online community, share your photos and hear about upcoming events and news from the wider C&K family on Facebook, Instagram or LinkedIn. We'd love you to share your photos and how you #LoveCAndK.

Our Kindy Website is at <https://www.roderickstreetkindy.qld.edu.au/>

Our Kindy Facebook page is at <https://www.facebook.com/roderickstreetcommunitykindergarten>

Feedback

We always welcome feedback from families. You are encouraged to talk with your child's teacher about your child's progress, celebrate successes or share any concerns you may have. Alternatively, please email C&K (feedback@candk.asn.au) or complete a feedback form on the C&K website.

Parent Portal

Parent Portal is available for you to access. This portal allows you to log on to a secure website where you can access information about your child's booking, payment features, account statements and view enrolment documentation. If you do not receive an invitation to join Parent Portal, please contact the Director.



Section 9 Committee and Affiliation with C&K

Our kindergarten is a community based, non-profit organisation, run by the parent management committee.

Management committee

Our Centre is managed by a committee, consisting of interested parents, who are elected at the Annual General Meeting in February each year. The responsibilities of this committee include the financial management of the Centre, development and maintenance of the building and grounds and the provision of ample and suitable equipment.

The Committee meets twice per term (along with any other interested parents) and consists of:

The Executive Committee consisting of:

- President
- Vice-President
- Secretary
- Treasurer.

The Management Committee consists of the Executive members and the following committee members:

- Fundraising Co-Ordinator
- Child Protection Officer and Workplace Health & Safety Officer
- Building Fund committee Representative.

Nominations for these positions are sought prior to the AGM. The Director also attends meetings in a consultative (non-voting) capacity and provides reports to the Committee at each meeting.

The operation of the Management Committee is to a large degree controlled and influenced by the Rules of the Association. Copies of these Rules are available for perusal by contacting any committee member or the Director.

The very high standards of early childhood education developed at our centre are a reflection not only of the outstanding personal characteristics of each staff member, but of a very close liaison and good working relationship between the committee and the staff.



Committee position descriptions

Executive committee:

President

- Provides leadership and strategic direction
- Motivates the committee/parents/staff and may organise a kindy social activity from time to time
- Monitors ongoing compliance with state and federal laws
- Acts as chairperson at meetings
- Liaises with C&K
- Delegates responsibility
- Breaks deadlocks in unresolved decisions

Vice President

- Supports the role of President
- Adopts the role in their absence
- Assists with any special projects and social activities
- Coordinates grant applications with assistance from parent body

Treasurer

- Signatory on bank accounts
- Liaising with the bookkeeper – being kept up to date on outstanding fees and how the kindy is going with the budget.
- Communicating with the bookkeeper regarding monthly reports and passing on any requirements from the committee
- Presentation of reports at monthly committee meetings (prepared by Bookkeeper)
- Chasing up late fees
- Looking at budget figures for the following year

Secretary

- Prepares, maintains, and lodges all correspondence
- Acts as the contact between the service and other organisations
- Maintains the register of members
- Maintains centre files
- Organises any Public relations / Newspaper articles required throughout the year
- Takes minutes at meetings and emails out to committee
- Prepares agendas for meetings

Additional committee:

WHSO/ Child protection officer

- Checks First Aid box each term
- Maintains Workplace health and safety checklists and ensures compliance
- Completes Risk Assessments for fundraising or social events
- Assists with Child Protection investigations if needed

Fundraising and Social Event Coordinators

- Organise fundraising and social events (approximately one large project or event per term)

Building Fund committee Representative

- Liaises between the Kindergarten Committee and the Building Fund Committee who meet twice a year.

Reconciliation Action Plan Group Representatives

- Work with staff and committee to uphold the objectives of our Reconciliation Action Plan.
- Continue to update and develop our Community Reconciliation Action Plan.

Parent involvement

Our Kindergarten recognises the important role played by parents in the education of their children. Parents are the first and, in many ways, the most important teachers of the young child. Parents and teachers need to work together to provide the best possible experience for the child.

We value parent participation and involvement on a variety of levels e.g., participating in parent roster, sharing skills and interests in the educational program, attending parent meetings, fundraising events, and social functions, and becoming involved at committee management level.

We would also welcome interested parents to join our Reconciliation Action Plan Group.

Parent roster

Parents are invited and encouraged to participate in our program whenever they have time.

A Parent roster is available for our groups and will be prepared once the children have settled in. You can put down your name on a day that is suitable for you.

Mums, Dads, and Grandparents are most welcome.

(NB: Grandparents may only visit twice before they are required to obtain a Blue Card)

Parent Roster is an opportunity for parents to interact with their child and his/her peers in their learning environment. Parents are encouraged to use this opportunity to talk to the Teachers about the progress of their child.

When parents spend time at the kindergarten on roster for the first time each year, they must read through the Students, Volunteers and External Contractors Folder information and sign the form to affirm that they understand what they have read.

Affiliation With C&K

C&K affiliated kindergartens operate as independent legal entities (generally incorporated associations), managed by a volunteer management committee. As a Central Governing Body (CGB), C&K supports the needs of affiliated kindergartens to focus on their children, families and community through their strong and trusted brand and connected professional community.

Centres affiliated with C&K receive comprehensive support in governance including managing kindergarten and inclusion funding, training for committees and educators, advice and support regarding inclusion, use of the C&K brand, curriculum approach and resource materials. Advice and assistance are also provided to support regulatory frameworks including the National Quality Standards. C&K also offers educators opportunities for professional learning and building strong networks with other educators.

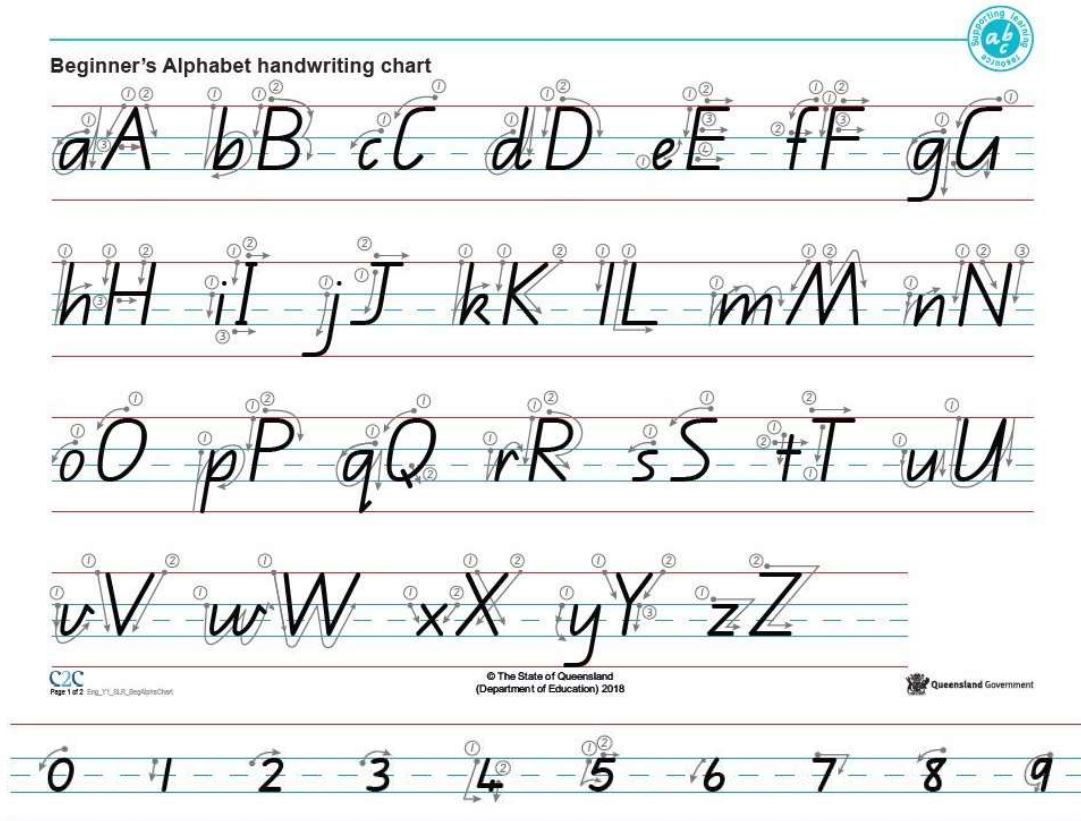
Treasures from home

Whilst we do not wish to dampen your child's enthusiasm, we would appreciate if toys brought from home were limited to those received on special occasions. Whilst all care is taken, items from home that are valued and treasured may become broken or lost. However, your child is encouraged to bring other items to share, that would enhance current learning. Please discuss these on an individual basis with your child's teacher.

We hope you enjoy your time at Roderick Street Community Kindergarten!

Writing Your Child's Name

This is the script (Queensland Beginner's Alphabet) that the children learn in Prep, so it will be easier for the children if they learn to identify and use the correct font for writing their name from the beginning.



- Please do not write your child's name in Capital Letters. It may seem easier at the time however this is not the case if they have to re-learn it for Prep. Write the name with a capital letter to begin and then lower-case letters to follow.
- Please do not force your child to write their name, they may not be interested yet. Don't worry, they may just need more time - perhaps they're not ready yet. Recognising their name – and identifying letters in their name is an important first step.
- Point out letters on packaging such as milk cartons, on signs or in story books that are the same as the ones in their name.
- Rather than just writing their name for them, you may like to dot your child's name so that they can trace over it or copy it underneath. Remember to model the right way to trace over the letters.
- Most importantly praise your child's attempts and keep encouraging them. Accept approximations to start with, don't be critical.
- Write children's names on the TOP LEFT HAND corner of their paintings or pages, as this eliminates their tendency to "Mirror Write" and cues them into where to start reading later. If they start to write on the right-hand side they may write their name perfectly, backwards!
- Comment when you are writing an email to someone about how you can keep in touch by writing. Get children to help you make up the shopping list. Young children need to see that there is a purpose in learning to write and to read.
- It is common for children to reverse letters in their early attempts at writing. You can point out the difference by showing your child how the correct letter looks. Don't make too much fuss about it as these things usually work themselves out with time and practice.
- Keep encouraging your child to draw or paint. It is especially beneficial for them to draw and paint on a vertical surface!



Parent and Community Code of Conduct

Welcome

All families and community members are welcome at our early childhood education and care centres (the 'centres'). We aim to work together to create an engaging and safe environment that supports your child's learning and wellbeing. Parents/Guardians and community members who visit our centres must ensure their conduct and communication is respectful and aligns with this Code of Conduct.

Expected Conduct

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

- Comply with **C&K Policies and Procedures** (available on C&K's website)
- Behave in a way that supports health, safety and wellbeing of yourself and others
- Respect the authority of C&K employees and follow their directions
- Be polite, respectful, listen to and value other's perspectives
- Respect the privacy of others and not photograph, email, text, or post images on social media (including images taken from Storypark) of any person without their consent or in the case of another child, the consent of their family
- Speak positively about C&K and our employees
- Request a meeting with your child's teacher/educator to discuss any questions or concerns you may have about your child's education and care
- Understand our employees have responsibilities that may impact their availability to talk and meet with you
- Respect C&K property and the property of our employees, contractors, volunteers, other families, and children
- Raise complaints in accordance with our **C&K Complaints Management Policy**
- 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 C&K and any of our employees
- Gossiping or making derogatory statements about C&K, our employees, families, children, or community members. Any concerns must be raised through the **Complaints Management Policy**
- Sharing confidential information inappropriately
- Theft, fraud or misuse of C&K property or resources
- Involving our employees in disputes between parents/guardians/families
- Visiting a centre, attending a C&K function or engaging in C&K activities whilst under the influence of alcohol, illicit or other harmful substances
- Bringing alcohol, weapons or illegal substances into a centre
- Smoking within the centre or within 5 metres of the centre's boundary.

Non-compliance

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

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

In accordance with applicable legislation and the C&K Child Protection Policy, unlawful breaches of this Code of Conduct will be reported to the relevant authorities.

Sandra Cheeseman
Chief Executive Officer



RODERICK STREET KINDY CALENDAR 2025



JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
s	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Group 1 - 2025
- Group 2 - 2025
- Group 3 - 2025

Public Holidays 2025

