



ROCKHAMPTON SOUTH KINDERGARTEN

The Kindy at the Gardens

Family Handbook
2025



07 4922 5129
admin@rsk.org.au
12 Phyllis St, Rockhampton Q 4700
PO Box 8244, Rockhampton Q 4700

CONTENTS

04 Welcome

05 Our Philosophical Commitments

06 The Importance of Play

07 Through play your child will...

08 The Curriculum

- Our Curriculum Approach
- Kindy Program
- National quality framework

10 Getting Involved

- Volunteering
- Parent help days

11 Management Committee

- Roles
- Parent help days

13 What to bring to kindy

14 Kindy Days

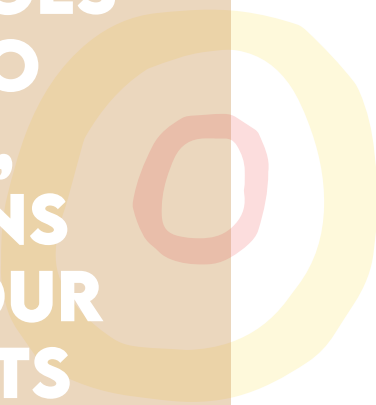
- Daily Routine

16 Fees

17 Staff

- Our team
- Possum group
- Kookaburra group

20 General Information



**OUR CENTRE ACKNOWLEDGES
AND PAYS IT RESPECTS TO
THE DARUMBAL PEOPLE,
TRADITIONAL CUSTODIANS
OF THE LAND ON WHICH OUR
CENTRE IS PLACED, AND ITS
CONTINUING CONNECTION TO
LAND, SEA AND COMMUNITY.**

**OUR CENTRE ALSO PAYS
RESPECTS TO ALL ELDERS
PAST, PRESENT AND
EMERGING.**



WELCOME

*We look forward to getting to know each family
and building a positive and rewarding
partnership with you.*

Rockhampton South Kindergarten is a unique centre, nestled beside the beautiful botanical gardens. Our dedicated team of staff draws inspiration from our setting to create an environment for your child to feel safe in and 'help them grow'.

Rockhampton South Kindergarten is a community based, non-profit centre administered by a volunteer parent management committee – if parents are not involved, the kindergarten does not run!

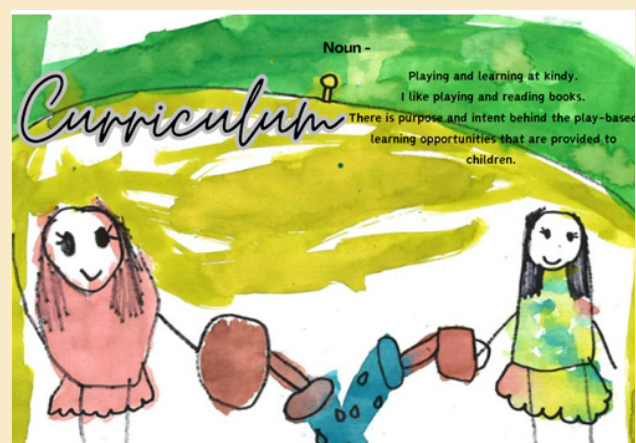
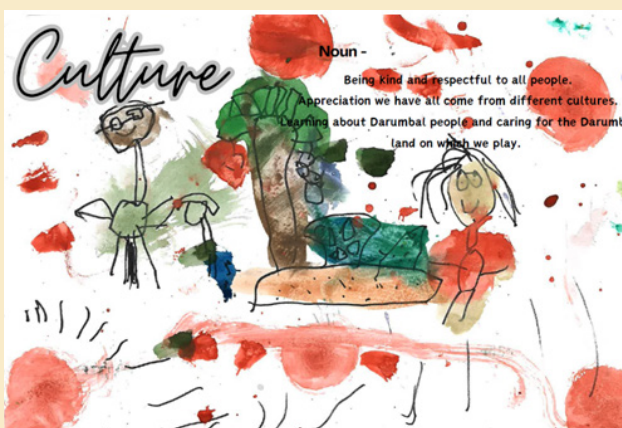
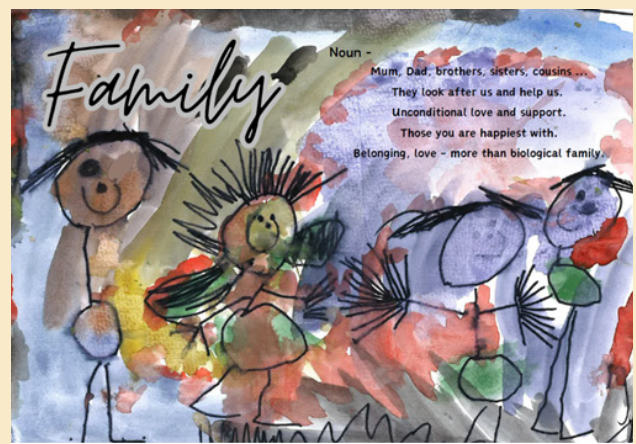
We are affiliated with the Crèche and Kindergarten Association of Queensland and operate under the Education and Care Services National Law Act and Regulations.



Rockhampton South Kindergarten provides a play-based learning environment that aims to enhance the physical, emotional, social, and cognitive development of every child.

OUR PHILOSOPHICAL COMMITMENTS

There are six philosophical commitments that shape our distinct approach to early childhood curriculum. We view children as Powerful Learners, Thinkers and Theorisers and Active Citizens.



THE IMPORTANCE OF PLAY

Children learn best through play-based learning

We will share in your child's investigations, passions and discoveries and actively engage, support, and extend their thinking through play. Through building upon children's strengths and interests, fostering their social and emotional growth and provoking their curiosity we will build on their understandings of the world, literacy, numeracy, and other areas of development.

Children learn best through play-based learning.



At Rockhampton South Kindergarten your child will be provided with quality education and care which is guided by C&K's curriculum framework, Building Waterfalls. Our educational program will honour every child's right to play, build on their existing learning from home, and provide foundations to be a successful lifelong learner.

Our kindergarten is a place where your child will belong, engage, and contribute to a community of learners. Your child will experience many opportunities to explore, enquire, problem solve, develop friendships, imagine, use their creativity, and extend their capabilities in all curriculum areas including language, literacy and numeracy.

We invite parents to Kindy to share their love of music, other interests, skills and culture.

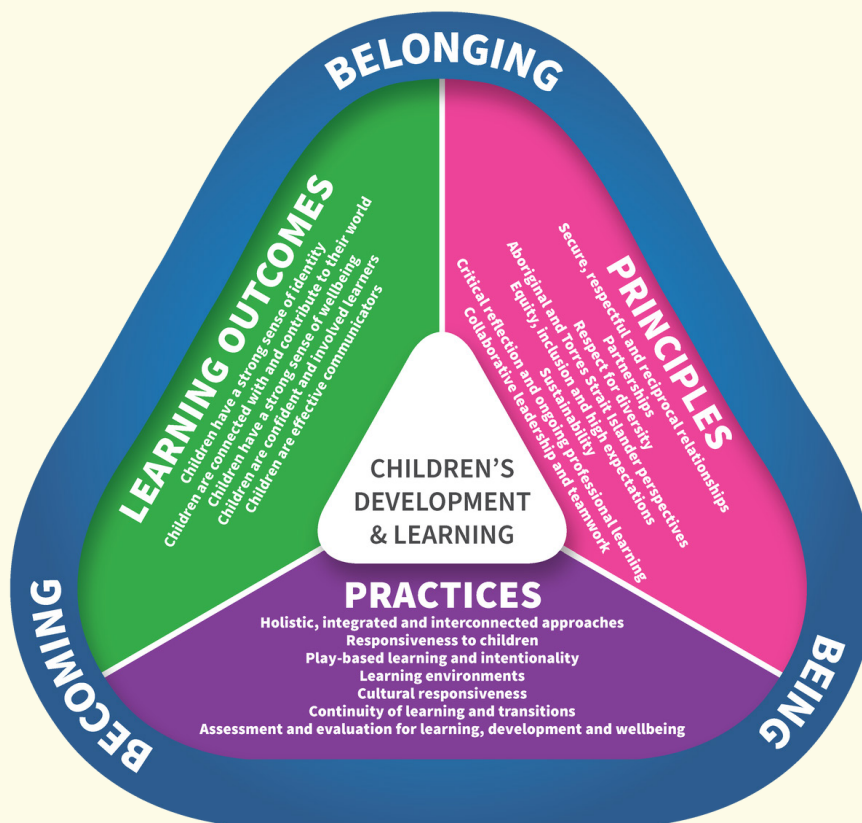
THROUGH PLAY YOUR CHILD WILL



THE CURRICULUM

At RSK, we see children from birth as thinkers and theorists rich in ideas and knowledge. We believe all children are powerful learners and active citizens.

Lead by our University trained teachers, our educators follow the National Curriculum - Early Years Learning Framework Vol 2 supported by the Queensland Kindergarten Learning Guidelines 2024. Our teachers and educators skilfully partner with all children and families to create caring, inclusive and vibrant learning communities.



Scan me!

ACECQA

Learn more about the EYLF



Scan me!

QCAA

Learn more about the QKLG



OUR KINDY PROGRAM

Nurturing a lifelong love of learning through play.

Our dedicated and qualified teachers and educators nurture healthy minds and bodies, celebrating each child's individual strengths to support their participation and growth towards their full potential.

We co-design vibrant learning communities with children, families, and communities, creating a safe place where your child can make friends and belong.

The engaged educators will endeavour to create responsive and inclusive learning programs that recognise and value different ways of knowing, being and learning.

Our indoor and outdoor spaces ignite imaginations and foster curiosity as children explore, experiment, play, and learn.

Educators are open to your child's ideas and will guide their social and emotional growth, providing many opportunities to explore, solve problems, develop friendships, use their creativity, and play.

Time is taken to prepare children for the transition to school and to cultivate a lifelong love of learning.

NATIONAL QUALITY FRAMEWORK

Both the Commonwealth and State Governments have enacted legislation from 2012, to ensure children receive a quality education, focusing on these seven areas: Our service was assessed.

We achieved an overall rating of Exceeding the National Quality Standard.

QA 1 Educational program and practice - **Exceeding** the National Quality Standard

QA 2 Children's health and safety - **Exceeding** the National Quality Standard

QA 3 Physical environment - **Exceeding** the National Quality Standard

QA 4 Staffing arrangements - **Exceeding** the National Quality Standard

QA 5 Relationships with children - **Exceeding** the National Quality Standard

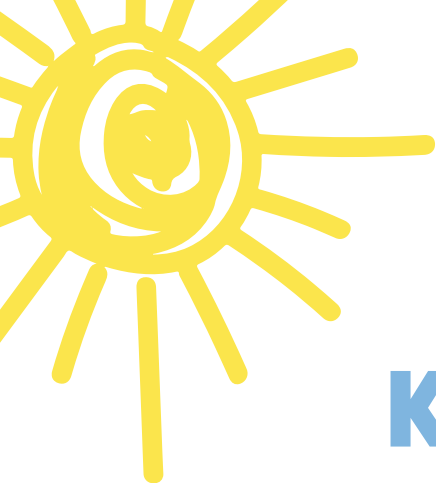
QA 6 Collaborative partnerships - **Exceeding** the National Quality Standard

QA 7 Governance and leadership - **Exceeding** the National Quality Standard

RATED

EXCEEDING
NATIONAL QUALITY STANDARD





THIS IS YOUR KINDERGARTEN

GET INVOLVED...

By choosing to attend Rockhampton South Kindergarten, you are committing to being actively involved in the running and maintenance of our **community kindergarten** by:

- Joining the management committee (see roles below)
- Attending working bees
- Attending the end of year clean up
- Attend as a parent helper
- Assisting on a weekly or monthly basis with small jobs (see below)

Volunteering

is a great way to help the kindergarten run efficiently and a wonderful opportunity to share the kindy experience with your child.

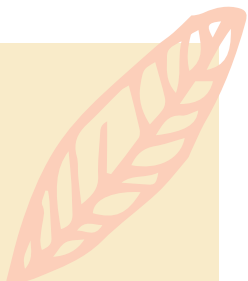
Jobs to help with:

- Cleaning toys
- Watering gardens
- Library duty
- Raking the soft fall
- Sweeping the common areas
- Tidying up the sandpit area
- Issuing artwork to children's pockets
- Disinfecting books and puzzles

There are many ways to help and enjoy a “hands-on” experience.

If you feel unsure about how to lend a hand, please ask the staff to guide you. We appreciate your help however small or large





MANAGEMENT COMMITTEE

**We cannot continue as a community kindergarten
if these roles are not occupied.**

Our community kindergarten is administered and operated by a volunteer, parent management committee, consisting of:

President -who chairs all meetings and has the deciding vote on any issue. He/she also acts as spokesperson to the public.

Vice-President - who acts as an assistant to the President and assumes the role of the President in his/her absence.

Treasurer - who along with the BSM maintains all bookwork pertaining to the financial operation of the centre and is responsible for presenting the monthly balance for perusal.

Secretary -who keeps all records of meetings, maintains official files etc.

The remainder of the positions are not executive management but are just as important:

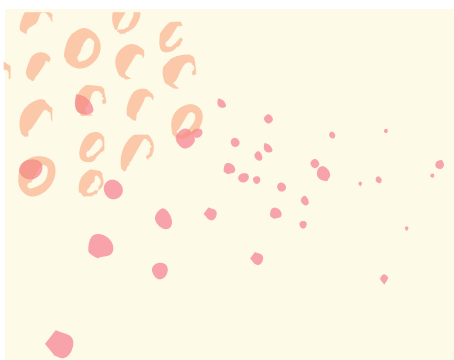
Working bee Co-ordinator – Work with director, maintenance co-ordinator and parents to coordinate and oversee the group's working bees.

Fundraising/Social Co-ordinators - work with the executive committee and a band of others to organise and oversee fundraising initiatives and social events

Book Club co-ordinator – responsible for distributing book club catalogues, coordinating online orders and distributing books once they arrive. Liaise with teachers regarding books they'd like to purchase with bonus points.

**Support and effort from all families is essential
for our kindergarten to continue to be the
fantastic place it is!**

**Please think about how you will get involved to
make the most of your year at kindy.**



Parent help days

We would like to encourage at least one parent to be rostered at each session of kindergarten. This will enable the program to run efficiently and allow parents “hands-on” experience. Children benefit greatly from the individual attention of caring adults. Both Mums and Dads are equally encouraged to participate, and you are welcome to come more than once a term.

The staff will endeavour to guide you and there are many things you can get involved with... but if you feel lost or unsure as to what to do, please ask. We appreciate your help however small or large...it all helps towards having a great day at Kindy! (Not to mention your child will love it!).

You are welcome to bring your younger children when you come on roster, but please remember that all equipment is designed to challenge 4 and 5 year old's and you will be responsible for your toddler's safety. A nappy change table is in the bathroom.

Volunteer Induction and Confidentiality Agreement

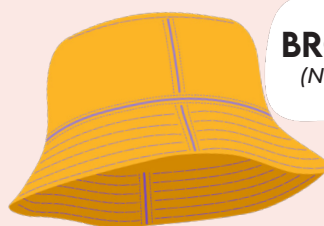
For the protection of yourselves as helpers and our children, we will run some safety induction sessions. This covers some basic practices to follow to keep all parents/carers and our children as safe as possible while at kindy. All parents and carers will need to complete this simple and quick session before they are eligible to help.

As part of our volunteer induction, we ask all parents to sign a confidentiality agreement. This ensures everyone is aware that everything they see and hear happening at the centre stays at the centre.

WHAT TO BRING TO KINDY EACH DAY



**NAMED
BAG**



BROAD BRIM HAT
(No Strings or toggles)

LUNCH BOX
(insulated & litter free)



WATER BOTTLE
(insulated & easy to open)



SPARE CLOTHES
(shirts must be sun safe)



SLEEP SHEETS
*(fitted cot sheet and a small cushion
empty pillow case - no cords or han-
deled bags)*

Please ensure all your child's belongings have a name label.
You can find more information about what to bring on page 21 under
General Information



KINDY DAYS

Kindy commences at 8:30am and finishes at 2:42pm.

Please keep to these hours to allow staff non-contact time to set up and tidy up at either end of the session.

A fee per minute will be charged for children who are not collected by the nominated time and require care.

ON ARRIVAL

1. **SIGN IN** - As you enter the kindergarten. Please sign in using the Ipad in the waiting area and parents are required (by law) to sign in their child's time of arrival/ departure
2. **SUNSCREEN APPLIED** - it is a requirement that every child wear sunscreen, you will be asked when signing in.
3. **INSECT REPELLENT** - It is strongly advisable to apply repellent of your choice before the start of the session
4. **WASH HANDS** - Children must wash their hands on arrival.
5. **LUNCH BOX AWAY** - Place lunch box in fridge
6. **WATER BOTTLE** - remove water bottle from bag.
7. **BAGS AWAY** - Place bag away into the shelves.

AS YOU LEAVE

1. **SIGN OUT** - Sign your child out using the ipad in the waiting area.
2. Talk to Staff about your child's day, read through daily reflections or your child's portfolio
3. **COLLECT** - your childs belongings
4. **CHECK** your childs pockets for precious artwork, important notes/ information.
5. Wash yours and your child's hands.



It is essential that children be brought to the centre and collected by a responsible adult known to the child, who is at least eighteen years of age. Please notify the staff if someone other than the nominated adults in your enrolment is collecting your child. This must be in writing before the collection occurs.

DAILY ROUTINE

MORNING



Arrive
8:30am



Verandah &
Outside Play



Group Time
& Acknowledge-
ment to Country



Morning Tea

AFTERNOON



Inside Play



Group Time



Lunch



Rest Time



Home Time
2:42pm

OUR FEES

Invoices will be emailed out at the start of each term and must be paid by the due date if paying the terms fees in full.

If required, a regular payment plan can be established in consultation with the **Business Services Manager (BSM) – Susan Crozier**

Failure to keep your child's fees up to date may result in the loss of your child's place at the kindergarten.

A copy of a fees and debt management policy's can be found on our website <https://www.rsk.org.au>

ENROLEMENT CONFIRMATION

A deposit of \$100 (\$98 enrolment fee \$2 membership fee) is paid on acceptance of your child's position. It is non-refundable and is used for administration. If it is not paid by the deadline date, the next child on the waiting list will be offered the position

MEMBERSHIP FEE

As an incorporated Association, parents/guardians are legally required to become members of our kindergarten; therefore, once your child is enrolled at the kindy you will be charged \$2.00 per family annually.



STAFF AT OUR KINDY

Director/Teacher

The position of Director of a Community Kindergarten must be held by a qualified, registered Early Childhood Teacher.

The position involves:

- planning and implementing the children's curriculum
- communicating with parents, staff, and committee
- maintaining confidentiality
- maintaining health and safety at the kindergarten

The Director is also responsible for keeping necessary records pertaining to the overall operation of the kindergarten, and to completing all other reports as required.

Business Service Manager – Susan Crozier

The BSM is responsible for the overall business administration for the kindergarten. The BSM is a supporting role to the volunteer management committee and directors

This position involves:

- Administration Tasks
- Accounts handling
- Communication
- Enrolments
- Social Media

Early Childhood Educator/Assistant

The assistant is responsible to the employing body through the Director.

The role of the assistant is to be part of the teaching team:

- including preparation of materials
- observing and supervising children
- maintaining a safe and healthy kindergarten environment

The role of the assistant is also to refer parents to the Director, to discuss any educational issues or other matters of concern. The Assistant will have a minimum qualification of a Certificate III in children's services.

Additional needs assistant

Sometimes an additional needs assistant is employed to help facilitate the inclusion of a child with additional needs into the environment. The additional needs assistant works in cooperation with the teacher and assistant and may hold a variety of qualifications including an early childhood certificate or human services qualification.

OUR TEAM



Julia Green
Co-Director/Teacher



Rebecca Wogand
Early Childhood
Educator/Assistant
Responsible Person



Carissa Huff
Early Childhood
Educator/Assistant



Natalie Noy
Co-Director/Teacher



Alison Eiby
Early Childhood
Educator/Assistant
Responsible Person



Kayla Murphy
Early Childhood
Educator/Assistant



Susan Crozier
Business Service Manager
Responsible Person



POSSUM GROUP

Monday, Tuesday and alternative Wednesdays.

8.30am to 2.42pm

Co-Director/Teacher - Julia Greene

Diploma of Teaching, Graduate Diploma of Early Childhood, Nominated Supervisor, Educational Leader, current CPR, Senior First Aid and Blue Card.

Early Childhood Educator/Assistant & Responsible Person - Rebecca Wogand

Diploma Early Childhood Education, current CPR, Senior First Aid and Blue Card.

Early Childhood Educator/Assistant – Carissa Huff

Associate Diploma of education (Childcare), First Aid, CPR and Blue Card.

POSSUMS@RSK.ORG.AU

KOOKABURRA GROUP

Thursday, Friday and alternative Wednesdays.

8.30am to 2.42pm

Co-Director/Teacher - Natalie Noy

Bachelor Early Childhood Teaching

Early Childhood Educator/Assistant & Responsible Person - Allison Eiby

Certificate III in Children's Service, current CPR, Senior First Aid and Blue Card.

Early Childhood Educator/Assistant – Kayla Murphy

Cert 3 Early Childhood Education & Diploma Early Childhood Education

KOOKABURRAS@RSK.ORG.AU

Licencing Information

"This kindergarten is monitored by the Department of Education, Training and Employment under the Education and Care Services National Law Act and Regulations. The centre must meet the requirements about activities, experiences and programs, numbers of staff members and children, and staff members' qualifications according to the legislation".

Central Queensland - Rockhampton Office

PO Box 138 Rockhampton QLD 4700 P: (07) 4932 4022 E: rockhampton.ecec@qed.qld.gov.au

<https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/015#rpl-main-content>

GENERAL INFORMATION

DOCUMENTING YOUR CHILD'S LEARNING

Documentation gives children the opportunity to revisit their thinking either together or on their own and may include:

- observations that focus on social interactions, relationships, dispositions and learning processes
- stories and conversation transcripts
- writing, drawing and painting
- photographs of interactions, constructions and group projects
- contributions from families

This documentation will be kept in each child's individual portfolio.

COMMUNICATION

Open communication between parents and staff facilitates positive relationships based on trust and co-operation. We appreciate any relevant information you can share about your child with the staff to understand your child's and family's needs better. We have in place various ways that we can provide information and feedback to parents regularly.

Story Park – We utilise the Story Park app as a communication platform that teachers use to share photos, learning, children's routine, essential updates, messages throughout their Kindy days. You will receive a link to your child's profile from your Teacher in Term 1.

Email – Admin and teachers will utilise email to communicate with families' newsletters and important notes. It is crucial that you read these emails as we endeavour to limit paper copies.



White board - located in the waiting area, this is updated daily with essential information.

Daily Reflective Diary – A reflection on kindy experiences and community events will be recorded in a diary for you to view in the waiting area, children's voices are captured by thought artwork, drawings and statement captured by the Teachers about. We encourage Families to share their voices by adding comments also.

Pockets - each child will have a pocket for their artwork, notices & bookclub. It is extremely important that pockets are checked carefully daily.

Newsletters and notices - Please ensure that you read our newsletters and notices for up to date information.

Parent meetings – this is a unique way to be involved in the spirit of Kindy. All parents are welcome to attend meetings and copies of the minutes are available to keep you up to date.

WHAT TO BRING TO KINDY

A NON-INSULATED LUNCH BOX – we have a refrigerator for all lunches to go in. Please ensure the lunchbox is large enough to hold all your child's food for the day. As we learn about healthy eating, we encourage the children to identify their healthy food options and eat these first. Only 1 small treat should be packed daily..

A WATER BOTTLE that is easily opened by your child. An insulated water bottle. Children only need water at kindy - no poppers or flavoured milks as these are filled with sugar. The water bottles will be taken home each day. If your child needs a refill, we will certainly help them.

A BROAD-BRIMMED HAT - an absolute necessity! Please make sure that there is a name on the hat. Hats with toggles under the chin are not allowed due to safety standards.

A LIBRARY BAG – with handles or velcro tape for library books. **SPARE CLOTHES** - placed in a zip bag, large pencil case or drawstring bag **NOT PLASTIC**. These are stored in the child's bag so they can independently access their clothes when a change is necessary. Please replace spare clothes when they are used.

RAINCOAT – clearly named and kept in your backpack to allow a fun, all-weather play day if we experience some rainy weather. Also a pair of gumboots if we are heading out and about (notice will be given when required).

SLEEP SHEETS - in a bag with Velcro tape or small handles, NO draw strings or parts that can be placed around their head. A fitted cot sheet and top sheet are ideal (approx. 55cmx130cm). Please ensure sheets are very **CLEARLY NAMED** so the child can identify their sheets easily when made up on a bed.

ALL CHILDREN'S BELONGINGS MUST BE CLEARLY NAMED AT ALL TIMES.

Un-named items are placed in the lost-property basket. Please check regularly.

PARENT RESPONSIBILITIES

- Notify the director of any change regarding information about your child
- Read all centre information and become familiar with the policies
- Comply with relevant health and hygiene policies
- Sign all electronic enrolment forms, including the indemnity clause, and return to the director
- Update the director regularly about the immunisation status of your child
- Check your child's 'pocket' each day

USING DIGITAL SIGN AND OUT SYSTEM (KIDSOFT)

To sign your child in and out of Kindy you will need to set up all the authorised guardians of your child. When you filled out your child's enrolment package you would have been asked for their information.

Each Guardian will be set up to login with their phone number and a password.

- The first time they sign in on the tablet they are to use their phone number plus the password 0000
- They will be prompted to change the password, please use something that will be easily remembered.
- Once the password is sorted it will come up with your child's name and to log them in or out.
- In the case of twins or having multiple authorisations for different children, all the children will come up that you are authorised for.
- Simply click submit and it will sign your child in.



HELPING MAINTAIN A SAFE, HEALTHY ENVIRONMENT FOR ALL

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

- ensure that your child's bag and all recycled materials that you gift to the kindy (egg cartons, boxes etc) are checked for items that could potentially harm a child such as plastic bags, batteries, medications etc.
- observe our 'no smoking' policy, which extends to our car park
- do not leave any children unattended in your vehicle or the car park when dropping off/collecting your child/ren
- please utilise the footpaths in the carpark when entering and exiting the Kindy
- close all gates as you enter/exit, and only let your child/children through
- advise us immediately if your or your emergency contacts details have changed

INJURY

Parents of an injured child will be contacted promptly. Incident reports are kept at the centre to comply with the laws and regulations. If your child has been involved and injured in an incident, you will be required to read the incident form and sign it. In the case where a child is involved in an incident and a third party is involved (i.e. doctor, ambulance, hospital, dentist etc.) the Department Early Childhood Education and Care must be informed and may visit the kindy as part of their procedures.

MEDICATION

If a child needs medication whilst at the centre, written consent by the parent is needed and the medication register must be signed if administered. All medication is kept in a tamper free container. Only medication that has been prescribed by a doctor will be administered. Medication MUST have a doctor's instructions attached.

An up-to-date supply of first aid equipment is also kept in a childproof cabinet.

ABSENCE

Please notify the Director by phone if your child will be absent.

A child absent for two weeks without notification may lose his/her place to the next child on the waiting list

ALLERGIES

In the event of a child being enrolled with a serious allergy Asthma, Anaphylaxis, Diabetes, Epilepsy or any other medical condition is required to complete a Risk Minimisation Plan and provide signed medical action plans to the Kindergarten.

SICKNESS AND INFECTIOUS DISEASES

Parents are requested to notify the Director immediately of the incidence of contagious illnesses. With respect to other children and staff, such children may not be admitted to the centre.

Please refer to the table below regarding contagious illnesses and exclusion times.

In the event of a child taking ill at the centre, the parent will be contacted. It is therefore imperative that the parent ensures that current phone numbers are always with the Director.

If a parent cannot be contacted, the Director will take whatever steps are necessary to ensure the child's well-being.

IMMUNISATION

Immunised children

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's vaccination certificate or personal health record is required for your child's file.

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.

Non-immunised children

C&K requires a non-immunised child to be withdrawn from the Centre in the event of an outbreak of a vaccine preventable disease until the outbreak has cleared. If your child is not immunised, you will be required to complete an agreement to "Withdraw a Non-Immunised Child" form stating that you will comply with this policy in the event of an outbreak of a vaccine preventable disease.

STUDENTS AND VOLUNTEERS

At intervals throughout the year, students from TAFE, University and schools may be in attendance at the centre as part of their training/education. Consideration is given to the children's needs when deciding whether to accept students. A blue card is required. Students are supervised by the Director and visited by TAFE, University and School Staff. Students and volunteers are not included in the staff/child ratio. All volunteers are bound by the same confidentiality laws, which other staff adhere to in our centre.

EMERGENCY PROCEDURES

Fire Drills and Lock Down procedures are practiced at regular intervals throughout the year. Evacuation details are displayed throughout the Kindergarten near exits.

Due to snakes having the occasional visit, we also practice a drill for snake sightings.

EXCURSIONS

We recognise the importance and value of excursions as a meaningful part of our program. Additional adult support may be requested for some excursions. Parents are required to sign permission slips for an excursion before their child is able to leave the centre. A generic form will need to be completed for excursions to the botanic gardens – you will be notified in advance of the times these will take place.

NUTRITION

At Rockhampton South Kindergarten we focus on healthy eating choices and encourage a nutritious diet. Please include a selection of healthy snacks for your child as well as a main item such as wrap/sandwich/roll etc. Lollies, chips, sweets, flavoured milk, juice, fizzy drinks etc should be kept as a special treat at home. All uneaten food and drink will be sent home so that parents can see what has not been eaten, (unless it cannot be sealed adequately).

Due to policies and adherence to food temperatures being monitored (thermometers etc), no food will be reheated at kindy.

HEALTH AND HYGIENE

The centre aims to provide a safe and hygienic environment for children. The premises are professionally cleaned each evening. Paper towels and liquid soap is used to reduce the risk of cross infection. Children and staff are educated about and all follow good hygiene practices.

SUN POLICY

- Sun safe shirt, wide brim hat and sunscreen to be worn daily.
- Parents are responsible for applying sunscreen at the beginning of the programme.



WHAT TO WEAR:

Play clothes are the most suitable for kindergarten. Children love the freedom of climbing, rolling, digging, painting and participating in all the many messy activities, so please help them enjoy all these by dressing them in suitable clothing! Shirts with sleeves are recommended for sun safety (ie no singlets please).

REST AND RELAXATION TIME

A quiet, restful period of time is provided daily for all children. This may take the form of resting on beds, particularly at the beginning of the year, but may also include relaxation, reading books, quiet puzzles, and drawing depending on the needs of the children.

LIBRARY

Parents assist their child to select and change their book each week. A book cannot be borrowed without a library bag.

BIRTHDAYS

Birthdays are important events in the lives of children so young. Patty cakes are great to bring along and share.

INITIAL SEPARATION

Some children become distressed when their parent/s leave. This is quite normal at first but separation anxiety usually disappears as the child becomes familiar with the surroundings and staff. Often the tears stop as soon as you leave. A swift departure (after saying good-bye and reassuring the child that you will be back soon) can avoid prolonged stress.

WITHDRAWING YOUR CHILD

If your child is being withdrawn from Rockhampton South Kindergarten, the director must be notified. Two weeks fees will be charged in lieu of notice. Any child who is absent for two weeks (without notice to the Director) risks their position going to another child. Fees will be charged to you accordingly should this event arise. However, and in the event that the subject child's enrolment is cancelled in either term 3 or term 4 of the kindergarten year, then in those circumstances, the parent and/or parent/guardian will be liable to pay to the Kindergarten, the full fee for the whole of the remainder of terms 3 and 4 unless, at an earlier time, the Kindergarten is able to fill the vacancy or the Management Committee resolves in its absolute discretion to waive such fees.

CONCERNS

If you have any concerns regarding your child at kindergarten, please contact the director to arrange a time to meet and discuss.

If after discussing with the Director, your concern is not resolved, please feel free to contact a member of the Rockhampton South Kindergarten Management Committee or BSM for further support.

Please see the notice board for Management Committee details.

If the issue is not resolved then, you may contact:

Early Education Consultant, Crèche and Kindergarten Association

Building 63, CQU campus, Darambal Road, North Rockhampton, Queensland

Website: www.candk.asn.au

Phone: 07 4936 3918

NATURAL ENVIRONMENTS AND PROMOTING SUSTAINABILITY

We feel it is important for children to be able to be a part of their environment and learn how to care and protect it. We learn and play in our natural environment and use natural materials as much as we can, repurposing materials as much as we can and ensuring that we not only recycle but we understand why.

Another way to reduce our waste is by having package/wrap free lunches. By adopting a 'nude food' rule we can limit the amount of waste produced at mealtimes, while increasing children's independence in meeting their own needs.

Scrap bins are used and either added to compost, worm farm or family chooks.

Washing up water is provided for children to wash up usable items to be added to the collage box, and our taps in the bathrooms are push taps that turn off automatically to save water wastage.

Paper is conserved by sending emails for families rather than printing out hard copy notes.

HELPFUL HINTS

- Please read the Parent Noticeboard and newsletters regularly - they will be filled with interesting and useful information!
- Come along to meetings and social gatherings - this is a great way to meet other parents and keep up to date with what is going on at kindy!
- Events that happen in family life such as illnesses, accidents, new babies, grandparent's visits, deaths of pets, moving house etc. can cause concern and excitement for children. Please advise staff if you have any significant events happening that may help us understand any changes in your child's behaviour.

THANK YOU VERY MUCH FOR TAKING THE TIME TO READ ALL OF THIS INFORMATION.

Please keep this booklet as a reference to use throughout your kindy year. We look forward to working with your precious little person and with you and your family over the year to come.



**WE LOOK
FORWARD
WELCOMING
YOU TO
ROCKHAMPTON
SOUTH
KINDERGARTEN**



**07 4922 5129
admin@rsk.org.au**

**12 Phyllis St, Rockhampton Q 4700
PO Box 8244, Rockhampton Q 4700**



ROCKHAMPTON SOUTH KINDERGARTEN

MANAGEMENT COMMITTEE

Rockhampton South Kindergarten is a registered not-for-profit community kindergarten, operated by a management committee. The kindergarten is registered with the Office of Fair Trading as a registered 'Incorporation' and as such must abide to a constitution (set of rules). The kindergarten is also a licensed premise and the management committee who act as the licensee of the service is accountable to the Department of Communities and must comply with the current Childcare Regulation and Act.

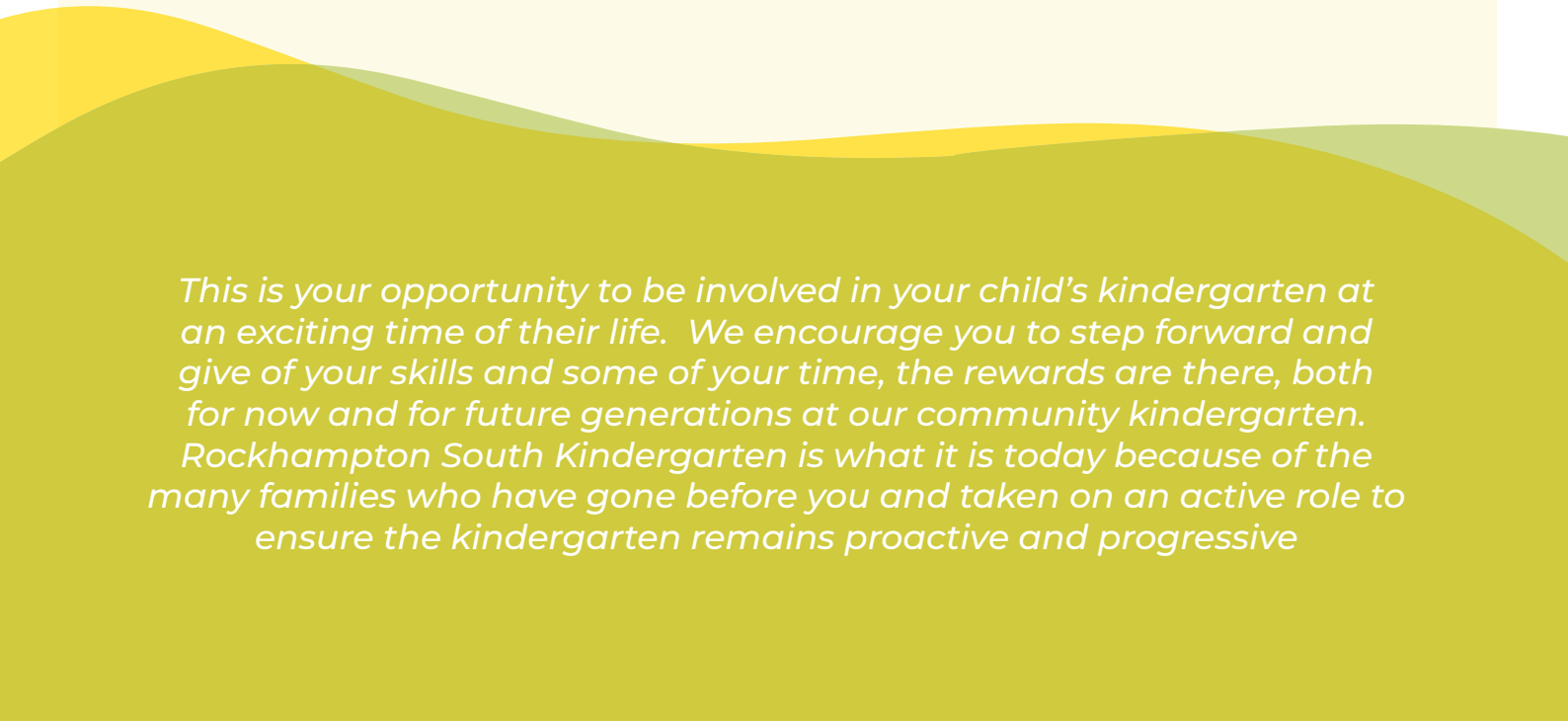
The committee is made up from the parent body of the children who are in kindergarten that particular year. This year we are asking you to consider your involvement in the management committee. At the upcoming AGM (Annual General Meeting) the entire parent body will elect parents to take up these roles for the year. It is a rewarding experience where you will work alongside a team ensuring the kindergarten continues to operate as a quality early childhood service.

There are many processes in place to guide you on this journey and the teachers themselves will offer support and ensure you know where to access the information necessary to perform your chosen roles. All management committee members are equally responsible for the operational functioning of the kindergarten.

The educational program is the responsibility of the directors/teachers with the committee being responsible for the operational function of the kindergarten.

Below is the list of the key committee positions. We are providing you with this information so you can view the expectations of each position and give serious consideration to your involvement in this capacity. Each position will be called at the AGM and we want to ensure people are well informed prior to this date.

All the listed management committee members have voting rights when attending committee meetings.



This is your opportunity to be involved in your child's kindergarten at an exciting time of their life. We encourage you to step forward and give of your skills and some of your time, the rewards are there, both for now and for future generations at our community kindergarten. Rockhampton South Kindergarten is what it is today because of the many families who have gone before you and taken on an active role to ensure the kindergarten remains proactive and progressive



President

- Provides leadership and is a motivator to the committee, parents, and staff of the centre.
- Works alongside the BSM to liaises with C&K and other organisations and agencies
- Acts as chairpersons at meetings
- Delegate responsibilities to ensure all tasks are done
- Great role for: an enthusiastic person who would like to make a difference, strong team spirit, confident at approaching others to be involved, understanding basic profit and loss principles helpful, basic computer skills also beneficial

Vice-President

- Supports the role of the President and adopts the President's role in her/his absence
- Accepts the delegation for special projects as determined by the committee
- Be familiar with:
 - C & K Guidelines for employment of permanent and relief staff.
 - Award provisions which apply to Kindergarten employees
 - Committee policies on staff matters.
- Establish a good consultative relationship with the Kindergarten Directors, BSM, Assistants and any other employees.
- Liaise between committee members or other parents regarding performance of staff.
- Acts as a support role for President – talk over ideas and plans to encourage strong team spirit within the committee
- Great role for: person confident to adapt and respond accordingly in the absence of President, confident to approach others, strong team spirit

Treasurer

- Works alongside our Business Services Manager (BSM) to ensure the Kindergarten financial administration adheres to best practice.
- Presents a detailed “hard copy” income and expenditure statement at every Committee meeting
- Monitors the budget in consultation with BSM, other committee members, working closely with the President
- Great role for: someone experienced with handling money and working within budget guidelines, understanding basic profit and loss principles helpful, and basic computer skills also beneficial. Someone who values detail and accuracy

Secretary

- Prepares a written agenda for meetings (in consultation with the President)
- Records and distributes meeting minutes
- Collects and opens mail addressed to the centre and distributed the necessary person
- Presents actual correspondence to the meeting and responds to correspondence as agreed by the committee instructions
- Places notices for all general/special/annual general meetings
- Great role for: someone who likes to do administration work – Computer skills beneficial

The following roles are not part of the management committee with voting rights however are vital in ensuring we have a progressive and proactive kindergarten. These positions will also be called at the AGM. Please consider your involvement in these areas.

Relief Staff Coordinator

- Maintain a relief roster and use roster to engage relief staff where necessary.
- Be the primary contact for staff when they are unable to attend work.
- Be familiar with:
 - C & K Guidelines for employment of permanent and relief staff.
 - Award provisions which apply to Kindergarten employees
 - Committee policies on staff matters.
- Maintain confidentiality in all matters regarding the kindergarten's employees
- Respond to job applicants received by the kindergarten.
- Attend meetings and assist with committee run functions.

Working Bee Coordinator (1 required to each group)

- Co-ordinate term working bees (1 working bee per Kindy group per team, therefore 2 working bees at Kindy each semester) – inform parents prior to the working bees, ensure a list of jobs has been prioritized, and ensure sufficient supplies/equipment is available for the working bees
- Works closely with the Workplace Health and Safety Officer, Maintenance Coordinator/team, Directors to support them if work can be completed at working bees

Book Club Coordinator

- Coordinate Book Club (catalogues from which parents can purchase books and other items)
- Prepares catalogues to go home in children's pockets 2-3 times per term
- Place orders via the internet, receive stock and prepare for distribution to parents
- Discuss with teachers how to best spend bonus points received from sales and place order

Fundraising Coordinator

- Responsible for organising all fundraising events (in consultation with the rest of the committee)
- Request assistance from parents/carers to do work required at each event – (getting donations, booking events, co-ordinating order forms, marketing of event)
- Great role for: outgoing, confident at approaching others to be involved, strong organisational skills

Fundraising Assistants

- Assist Fundraising Coordinator in fundraising ventures – Plan for events, source prizes for raffles, attend events.

