



**Lady Gowrie**<sup>QLD</sup>  
Community  
Kindergartens

## WYNNUM GENERAL GORDON COMMUNITY PRESCHOOL & KINDERGARTEN

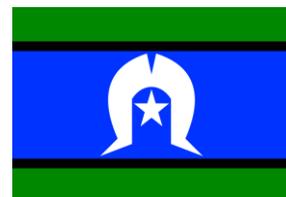
### PARENT INFORMATION BOOKLET

**2020**



WYNNUM GENERAL GORDON  
KINDERGARTEN

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**Please Note: The terms “*Kindergarten*” and “*Pre-Prep*” are interchangeable in this handbook and refer to all children currently enrolled at Wynnum General Gordon.**

# WELCOME

We acknowledge the Traditional Custodians of the land where Wynnum General Gordon Community Preschool and Kindergarten stands and pay respect to their Elders – past, present and emerging. Wynnum General Gordon is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, water and seas and their rich contribution to society.



Welcome to Wynnum General Gordon Community Preschool & Kindergarten (Wynnum General Gordon). We hope that your association with this kindergarten will be a happy and rewarding one, for both your child and your family.

This information booklet outlines important information regarding the children, parent responsibilities and the policies of your Kindergarten. You are encouraged to read this thoroughly. If you have any questions, please feel free to approach the staff or a member of the management committee.

## Our Mission Statement

*“We are committed to providing a high quality early childhood curriculum within a safe and inspiring learning environment for your children”*

# EARLY CHILDHOOD AUSTRALIA CODE OF ETHICS

*Vision:* Professionals who adhere to this Code of Ethics act in the best interests of all children and work collectively to ensure that every child is thriving and learning.

*Preamble:* Early Childhood Australia recognises that Aboriginal and Torres Strait Islander people have been nurturing and teaching children on this land for thousands of years. The Code of Ethics acknowledges Aboriginal and Torres Strait Islander traditional ways of being and caring for children.

This Code of Ethics is informed by the principles in the United Nations Convention on the Rights of the Child (1991) and the Declaration on the Rights of Indigenous Peoples (2007). A Code of Ethics is an aspirational framework for reflection about the ethical responsibilities of childhood professionals who work with, or on behalf, of children and their families. In this Code of Ethics the protection and wellbeing of children is paramount and therefore speaking out or taking action in the presence of unethical practice is an essential professional responsibility.

Being ethical involves thinking about everyday actions and decision making, either individually or collectively, and responding with respect to all concerned. The Code of Ethics recognises that childhood professionals are in a unique position of trust and influence in their relationships with children, families, colleagues and the community, therefore professional accountability is vital.

## IN RELATION TO CHILDREN, I WILL

- ✚ act in the best interests of all children
- ✚ create and maintain safe, healthy, inclusive environments that support children's agency and enhance their learning
- ✚ provide a meaningful curriculum to enrich children's learning, balancing child and educator initiated experiences
- ✚ understand and be able to explain to others how play and leisure enhance children's learning, development and wellbeing
- ✚ ensure childhood is a time for being in the here and now and not solely about preparation for the future
- ✚ collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity
- ✚ value the relationship between children and their families and enhance these relationships through my practice
- ✚ ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin
- ✚ negotiate children's participation in research, by taking into account their safety, privacy, levels of fatigue and interest
- ✚ respect children as capable learners by including their perspectives in teaching, learning and assessment
- ✚ safeguard the security of information and documentation about children, particularly when shared on digital platforms.

## IN RELATION TO THE PROFESSION, I WILL:

- ✚ base my work on research, theories, content knowledge, practice evidence and my understanding of the children and families with whom I work
- ✚ take responsibility for articulating my professional values, knowledge and practice and the positive contribution our profession makes to society
- ✚ engage in critical reflection, ongoing professional learning and support research that builds my knowledge and that of the profession
- ✚ work within the scope of my professional role and avoid misrepresentation of my professional competence and qualifications
- ✚ encourage qualities and practices of ethical leadership within the profession
- ✚ model quality practice and provide constructive feedback and assessment for students as aspiring professionals
- ✚ mentor new graduates by supporting their induction into the profession
- ✚ advocate for my profession and the provision of quality education and care.

#### IN RELATION TO COLLEAGUES, I WILL:

- ✚ encourage others to adopt and act in accordance with this Code, and take action in the presence of unethical behaviours
- ✚ build a spirit of collegiality and professionalism through collaborative relationships based on trust, respect and honesty
- ✚ acknowledge and support the diverse strengths and experiences of colleagues in order to build shared professional knowledge, understanding and skills
- ✚ use constructive processes to address differences of opinion in order to negotiate shared perspectives and actions
- ✚ participate in a 'lively culture of professional inquiry' to support continuous improvement
- ✚ implement strategies that support and mentor colleagues to make positive contributions to the profession
- ✚ maintain ethical relationships in my online interactions.

#### IN RELATION TO FAMILIES, I WILL:

- ✚ support families as children's first and most important teacher and respect their right to make decisions about their children
- ✚ listen to and learn with families and engage in shared decision making, planning and assessment practices in relation to children's learning, development and wellbeing
- ✚ develop respectful relationships based on open communication with the aim of encouraging families' engagement and to build a strong sense of belonging
- ✚ learn about, respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems
- ✚ respect families' right to privacy and maintain confidentiality.

#### IN RELATION TO COMMUNITY AND SOCIETY, I WILL:

- ✚ learn about local community contexts and aspirations in order to create responsive programs to enhance children's learning, development and wellbeing
- ✚ collaborate with people, services and agencies to develop shared understandings and actions that support children and families
- ✚ use research and practice-based evidence to advocate for a society where all children have access to quality education and care
- ✚ promote the value of children's contribution as citizens to the development of strong communities
- ✚ work to promote increased appreciation of the importance of childhood including how children learn and develop, in order to inform programs and systems of assessment that benefit children
- ✚ advocate for the development and implementation of laws and policies that promote the rights and best interests of children and families.

# CENTRE PHILOSOPHY

## Centre Philosophy

At Wynnum General Gordon Community Preschool & Kindergarten, we believe that a partnership with families, within a warm, safe and supportive learning environment, is best for lifelong learning (Bowlby\*). We honour, value and respect the rights of all children, staff and families and we foster a learning environment that provides a foundation for young children to become global citizens (Malaguzzi\*). We acknowledge the traditional custodians of this land - the Quandamooka people, together with the unique culture, history and heritage of this Kindergarten. We thank the previous committees and families who planted the seeds for the future generations of children. We strive to provide an inclusive, inquiry led and play based environment which celebrates and nurtures each child's unique personality, skills, interests and culture (Bronfenbrenner, Montessori\*).

## Core Values

Rights, Trust, Respect, Compassion & Responsibility – These five values work together to provide a stimulating environment, nurturing relationships and positive learning experiences. These values permeate throughout the Wynnum General Gordon Community.

## Children

We celebrate children as valued, trusted citizens and respect them as competent and confident people (Malaguzzi\*). We see children as unique individuals and acknowledge that they grow and develop at different rates. Children are our central focus and we cater for their differences, their natural curiosity and eagerness to learn, providing an atmosphere of trust and freedom. We strive to nurture in each child, initiative, independence, a sense of responsibility and achievement, respect for self and others and for the natural environment (Gardner\*).

## Families

As partners in learning, families are actively encouraged and valued for their contributions to children's wellbeing and learning achievements (Vygotsky\*). Families are acknowledged as co-educators in the collaborative decision-making processes which are an essential ingredient in this early childhood learning environment (Bowlby\*). Families are encouraged to be involved on the management committee, attend working bees and rosters, and to share their skills, culture and interests within the program. We strive to help people feel a sense of belonging, warmth and respect when they spend time here with us.

## Curriculum

The Early Years Learning Framework is the national Australian framework for early childhood education, providing inspiring environments where children experience learning that is engaging and builds success for life (Vygotsky, Piaget\*). The Queensland Kindergarten Learning Guideline aims to specifically enrich children's learning in the kindergarten year, and is closely aligned with the national framework. The children's right to experience the joy of childhood is fundamental and learning is promoted through child initiated and teacher led provocations (Malaguzzi\*). Our emergent curriculum develops positive attitudes and skills, and children are encouraged to explore our kindy and local natural environments through uninterrupted play (Bronfenbrenner\*).

## Environment

Our environment is seen as the third educator that is responsive to the interests and abilities of each child, therefore much thought, planning and energy is expended to make it an inviting, engaging and safe place for young children. We strive to promote a natural sustainable environment designed to encourage a sense of belonging and custodianship (Malaguzzi, Montessori\*).

## Staff

Centre staff are a warm, caring and dedicated team who engage in critical reflection and ongoing professional learning. We respect and value collaboration drawing upon each person's professional knowledge, understandings, strengths and skills (Vygotsky\*). There is an ongoing review process in place through which we evaluate and reflect upon curriculum, policies and procedures, and our vision is to achieve excellence in all areas of this service.

\* Educational Theorists we value and align our practice with.

# HISTORY

In January 1950, the first Community Kindergarten was established in the Wynnum area. The classes for children attending "Wynnum District Kindergarten" were held in the Lodge room of the Municipal Library Hall. Over the next six years the kindergarten occupied three different premises. In 1958 the Kindergarten became affiliated with the Creche and Kindergarten Association of Qld.

In 1962, the essentially defunct Wynnum Gordon Club, a youth club promoting the mental and physical development of its (male) members, donated its property in Florence Street and its residue of funds to the Wynnum District Kindergarten with the condition that the name be changed to The General Gordon Memorial Kindergarten.

On May 23, 1964, after years of hard work by the Mothers Auxiliary, the new permanent home for the Kindergarten was officially opened by Lady May Abel Smith, wife of the then Governor of Queensland. The name was further changed in 1974 to the Wynnum General Gordon Community Preschool and Kindergarten Association Incorporated. Miss Ruth Madge, the former Kindergarten teacher at the Moreton Bay Girl's School, was the first Director of the Wynnum District Kindergarten, a position she held for 14 years. The Centre's Ruth Madge Cottage is named in her honour. Further information on General Gordon and Miss Madge can be found in the Welcome Room at the centre. In 2000, to celebrate fifty years of providing early childhood education in the bayside area, the wife of the current Governor, Mrs Barbara Arnison, attended the Wynnum General Gordon Commemorative Open Day to replicate the celebrations of 1964.

Wynnum General Gordon has maintained long standing staff:

- Noreen Soderblom (Miss Noreen) retired in 1994 (37 years)
- Mrs Sonja Van Mastrigt (Mrs Van) retired in 1995 (23 years)
- Miss Cathy Lawrence (Miss Cathy) resigned in 1999 (11 years)
- Jan Collingwood and Pat Smith retired in 2003 (20 years and 23 years respectively)
- Gail de Graaf resigned in 2007 (10 years)
- Anita Grimley resigned in 2014 (7 years)
- Christine Fowler resigned in 2015 (16 years)
- Wendy Dunstan retired in 2016 (21 years)
- Tracy Joyce resigned in 2019 (5 years)

The current staff continue to uphold the high standard of early childhood education for which this kindergarten is renowned. They are a highly motivated and caring team of professionals with a wealth of knowledge and experience in community kindergartens.

As of 2014, Wynnum General Gordon became affiliated with The Gowrie (QLD) Inc. (Lady Gowrie). This signalled a new beginning for this kindergarten and one which has been tremendously exciting for staff, parents and the community. This community promotes the objectives and goals of the Lady Gowrie philosophy which is closely aligned with our Wynnum General Gordon philosophy, ethos and strong community spirit. We look forward to a happy, rewarding and inspiring year with your family!



# YOUR CHILD'S ROUTINE

## ARRIVAL 8.30am

## DEPARTURE 2.30pm

Coochiemudlo Group .....	Monday, Tuesday & alternate Wednesday (Unit 1)
Moreton Group .....	Monday, Tuesday & alternate Wednesday (Unit 2)
St Helena Group .....	Thursday, Friday & alternate Wednesday (Unit 1)

## ARRIVAL 8.30am

## DEPARTURE 4.00pm

Stradbroke Group .....	Thursday & Friday (Unit 2)
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### MORNING (on your arrival)

- Wash hands (in bathroom) or parents may apply Antibacterial Foam (in the foyer)
- Sign the "Sign in / Sign out Book" (Attendance Book)
- Apply sunscreen (if not already applied at home). Parents must indicate on "Sign in / Sign out Book" whether sunscreen has been applied.
- Apply insect repellent – if required.
- Check your "Parent Information Pocket"
- Assist your child to place belongings in appropriate place:
  - Bag – into locker
  - Sheets – into sheet box/or drawer
  - Water Bottle – onto drinks table/basket
  - Lunch Box – into fridge
- Say "Good Morning" to the educators
- Mat time signals the beginning of our Kindy Day!

Our schedule for the day is listed below, but keep in mind that this is a framework and our day varies according to the children's needs and interests.

### Our Kindy Day

- Outdoor or Inside Play (approx. 1 hour)
- Group Time – Story or Music
- Bathroom – Wash Hands etc.
- Morning Tea
- Indoor or Outdoor Play (approx. 1 hour)
- Group Time – Story or Music
- Bathroom – Wash Hands etc.
- Lunch
- Rest Time (from 1:00 p.m.)

### COLLECTION TIME

Coochiemudlo, Moreton & St Helena Groups: **STRICTLY NO LATER THAN 2.30pm.**

Stradbroke Group: **STRICTLY NO LATER THAN 4.00pm.**

- Sign the "Sign In / Sign Out Book" and say "Goodbye" to the educators
- Please wash hands or use Antibacterial Foam in the foyer as you leave the premises

**NOTE: If someone else is to collect your child, please contact the staff.  
Children will not, under any circumstances, be released to a stranger.**

# PARENT INFORMATION

## Kindergarten Hours

Parents are welcome to use the Welcome Room from 8.15am prior to the opening of the unit. Children must be supervised by a parent or carer and **MUST NOT** be left prior to the opening time of 8.30am.

Unit One (Coochiemudlo and St Helena Groups): operates between the hours of **8.30am and 2.30pm**, Monday to Friday. In the afternoon, children may be collected from their classroom between **2.20 and 2.30pm**.

Unit Two (Moreton Group): operates between **8.30am and 2.30pm**, Monday to Wednesday. In the afternoon, children may be collected from their classroom between **2.20pm and 2.30pm**. (Stradbroke Group) operates between **8.30am and 4pm** on Thursdays and Fridays. These children may be collected between **3.30pm and 4.00pm**.

Educators require non-contact time before and after the session. This time is integral for the staff to prepare the environment, maintain their written program and administration records, complete documentation for portfolios, conduct staff meetings, and attend professional network meetings. These important duties enhance the quality of the curriculum offered.

## Sign In/Sign Out

### Arrival and Departure Policy

It is recommended that children be brought to the Kindergarten and collected by a responsible adult of at least eighteen years of age. On arrival, the custodial parent should sign the attendance book and take the child to an educator belonging to the Unit in which the child is enrolled. When departing, the parent should ensure that educators are aware that the child is ready to leave. A signature and time of departure is required on the attendance book upon leaving the Kindergarten. Educators must be informed and a Temporary Authority to Collect Form completed if an adult *other* than the custodial parent (or adults who have been nominated by the custodial parent as per the enrolment form) will be collecting the child. In this instance, photo identification will be requested upon collection.

## Parent Communication and Resources

The Management Committee and Staff will endeavour to keep you informed of the Kindergarten's activities. Check your Information Pocket and emails daily, as it is used for:

- ✓ Newsletters
- ✓ Notices
- ✓ Accounts (fees)

There will also be notices of interest posted in the foyer and your child's classroom.

**The Jo Oliphant Memorial Library** is a Parent Lending Library, situated in the Welcome Room and has books and DVDs of interest to parents, available for borrowing.

## Parents' Responsibilities

It is the parents' responsibility to promptly notify the child's teacher educator of their child's absences and any changes of information about their child. Please phone in absences.

It is the parents' responsibility to read all the information pertaining to Wynnum General Gordon, to be familiar with policies and to participate in Kindergarten activities. It is the parent's responsibility to comply with the health & hygiene policies of the Kindergarten.

# WHAT TO PROVIDE

## Food

Healthy foods are promoted and encouraged for both Morning Tea and Lunch. We educate children about limiting “packet” food for environmental reasons and every attempt is made to re-use containers, recycle and reduce waste. **In the interests of safety for all children, we ask that you speak with your child’s Teacher regarding any food allergies that may exist in your child’s group e.g. nuts, eggs.**

### ***Morning Tea & Lunch (one named lunchbox)***

- Morning Tea - Fruit / Vegetables / Cheese / Muffins
- Lunch – Sandwiches/Yoghurt/Fruit/Salad

**NO INSULATED LUNCH BAGS TO GO INTO FRIDGE.**

### ***Munch 'n Crunch (for Stradbroke Group only)***

- Fruit / Vegetables / Crackers / Muffin *(to be provided in separate container)*

**YOUR CHILD BRINGS A NAMED WATER BOTTLE EACH DAY  
(N.B. NO POPPERS PLEASE)**

## Food and Nutrition Policy

Wynnum General Gordon upholds the concept of wholesome nutrition based on the basic food groups. Fruit and vegetables are promoted as appropriate snack foods and water is readily available.

Parents are advised against sending food containing added sugar. If parents wish their child to have these items, it is recommended that they do so at home where teeth can be cleaned immediately after eating.

**Birthdays:** An exception to our policy is on your child’s birthday where cupcakes are recommended – as they are easy to distribute amongst the children.



## Clothes

**ALL ITEMS SHOULD BE CLEARLY MARKED WITH YOUR CHILD’S NAME.**

- **Play Clothes:** SunSmart clothes suitable for painting, gluing, making mud pies and other messy creative play. (Preferably no long dresses or skirts as these are unsuitable for climbing. We recommend not wearing jewellery as this can be a strangulation hazard).
- **Spare clothes:** Labelled and left in bag (underwear, shirt, shorts, jumpers, long pants) Please check this regularly.
- **Hat:** Hats must be worn by all children, staff, visitors and parents whilst outside. Each child must have their own SunSmart hat (Broad Brimmed or Legionnaire style, clearly labelled. A SunSmart hat will be provided in your enrolment pack. We adhere to our SunSmart policy: **“No hat ... No play”**).
- **Shoes:** Children are encouraged to wear shoes to and from Kindy and are asked to remove their shoes for outdoor play. Wynnum General Gordon recognises the benefits of barefooted play for children's safety, growth, and the development of sensory awareness. Nerve endings in the feet can sense the variety of texture. Bare feet can grip climbing equipment and promote more effective balance and control. Children will be encouraged to remove and replace shoes themselves, an independence skill to be fostered.

## Sunscreen

Parents will apply SPF 30+ or higher broad-spectrum, water resistant sunscreen on their child **prior** to leaving home if possible, and indicate whether sunscreen has been applied on the sign-on sheet. Staff will apply sunscreen when required to do so.

## SunSmart Policy

Our policy aims to provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection. Wynnum General Gordon provides an environment that supports SunSmart practices.

We recognise that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year. Our SunSmart Policy ensures that all children attending this Kindergarten are protected from the harmful effects of the sun throughout the year.

Our commitment to protect the children in our care is such that:

- we will inform parents of the SunSmart Policy when they enrol their child
- we will maintain the amount of shade in the grounds
- we will provide a SunSmart education program for children, and provide parents with up-to-date SunSmart information through newsletters and parent meetings
- Staff will practise SunSmart behaviour, acting as positive role models for children by wearing appropriate clothing and hats and applying sunscreen whenever possible
- we will enforce a '**no hat, no play**' rule

Our expectations:

- Parents will provide a well-fitting hat and apply sunscreen.
- Parents will provide sun protective clothing that covers the shoulders and upper arms.

Cancer Council Queensland recommends dark-coloured clothing (to absorb UV radiation) with a high neck/collar and closely woven fabric (white and lighter colours reflect UV radiation onto skin). A singlet or dress with shoe-string straps does not offer enough protection and is therefore not recommended. In this instance staff will request and support the child to place a sun-safe shirt over the top when engaging in outdoor play.

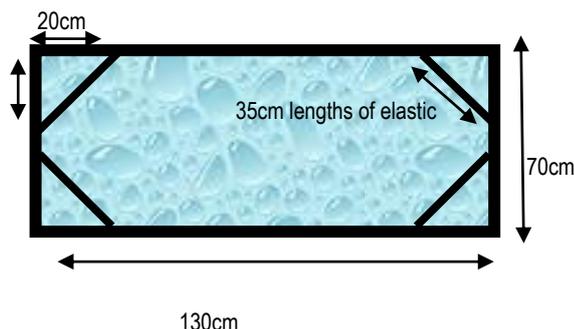
## Sheets

**Two sheets: One with elastic sewn across corners.** Top sheet is a flat sheet and the bottom sheet has elastic sewn across each corner as illustrated below by the lines.

**N.B. PLEASE LABEL SHEET BAG CLEARLY WITH YOUR CHILD'S NAME**

Sheets (130 cm x 70cm)

**Sheet sets are available to order and purchase on Open Morning.**



## Library Bag

1 Draw String Bag – 40cm x 30cm - (one was provided with the enrolment pack)  
(Library does not commence until 2<sup>nd</sup> Term)

**PLASTIC BAGS: Please do not leave plastic bags in your child's bag.**

# YOUR CHILD'S CURRICULUM

**We believe it is important to nurture in children those strong qualities of character, positive attitudes and capabilities that will stand them in good stead for learning and for life.**

We implement the *Queensland Kindergarten Learning Guideline* as our curriculum framework. Within our education program, we establish a warm, happy environment for your child where he/she can interact with other children and adults. There will be many activities which provide your child with the opportunity to learn through exploration, discovery and play, as this promotes learning at this stage of your child's development.

Wynnum General Gordon is a place where we provide a multitude of opportunities for:

- Children to have a strong sense of identity
- Children to connect with and contribute to their world
- Children to have a strong sense of wellbeing
- Children to be confident and involved learners
- Children to be effective communicators

The *Queensland Kindergarten Learning Guideline* (QKLG) complements the national *Early Years Learning Framework* (EYLF) while meeting all requirements under the *National Quality Framework*. The EYLF has a strong emphasis on play-based learning. Play is the best vehicle for young children's learning, providing the most appropriate stimulus for brain development. At Wynnum General Gordon, we recognise the importance of communication and language (including early literacy and numeracy), and social and emotional development. Educators plan experiences relating to these areas daily through emergent and planned learning experiences.

**The EYLF supports Teachers' professional practice in early childhood settings and describes a vision of children's learning, characterised by:**

- **Belonging** – recognising that knowing where and with whom you belong is integral to human existence.
- **Being** – recognising and valuing the “here and now” in children's lives, and viewing childhood as a precious time of life - more than preparation for adulthood or for the future.
- **Becoming** – recognising the rapid and significant learning and development that occurs in the early years, and the capability and potential of all children.

**Throughout the Kindergarten year, the children's right to experience the joy of childhood is fundamental and learning is promoted through play.**

## **Communication**

Parents and Guardians are invited to discuss the activities and experiences provided as part of our learning programs and the goals to be achieved throughout the year. Please ask your child's teacher for more detailed information about your child's development, how we will provide opportunities to foster your child's development, and our philosophy of learning that underpins our program. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and cooperation. Where discussion is needed, it is important to make an appointment to speak with the teacher outside of session times rather than to take the teacher's attention away from the children.

## **Portfolios**

Each child has a special book (called a portfolio) in which their learning journey is documented throughout their year at Wynnum General Gordon. You are invited to share information and ideas that connect your child's learning at home with their learning at the Centre, and we encourage you to contribute to this portfolio regularly. This partnership is crucial in ensuring that we offer experiences and opportunities for learning that are relevant and meaningful. Because we value the uniqueness of every child and family, every portfolio is different and embraces the belief that your child's learning is a collaborative endeavour.

## **Transition Statements**

Each child who is transitioning to school will receive a transition statement at the end of Term 4. A transition statement is created to build a shared and accurate picture of your child's learning across the Kindergarten Year. It includes information about each of the learning and development areas, identifies your child's strengths and interests, and includes suggestions to help your child settle into school. The transition statement helps support your child's transition into school and teachers, parents and children will be asked to contribute to this statement. Consent from parents is required to write this document within the QCAA portal, along with an additional consent given to the Kindergarten to send the completed statement to your child's school and outside school hours care service (if applicable).

## **Incursions / Visitors**

To further enrich the curriculum, teachers plan for visitors with special skills to visit the Kindergarten. They may be parents, friends, or paid performers, i.e. Cool Companions, Evergreen Theatre Company, Timbarra Productions, and Community Helpers. They are useful in extending the educational curriculum and a great source of excitement for the children, parents and teachers. Besides parents all visitors or performers must hold a current blue card for these visits. The cost of these incursions is included in your child's fees.

## **Excursions**

To provide educational and cultural experiences which extend children's knowledge and understanding of the wider community, excursions maybe planned under careful supervision and with parental permission. We are excited to offer 'Beach Kindy', visiting Pandanus Beach regularly throughout the year; and 'Wynnum Walkabout', visiting the local library, Woolworths etc as part of our curriculum. These visits provide great opportunity for play, discovery and active learning in our beautiful community, right on our doorstep.

## **Rest Time**

Rest Time is a time when children learn to rest and relax after a busy, active morning. Most children enjoy the relaxation with quiet time, soothing music and listening to stories. Children are not expected to sleep – just relax.

## **Parent Involvement**

Wynnum General Gordon recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels, eg. sharing skills and interests in the educational curriculum, attending parent meetings and social functions and becoming involved at management committee level.

## **Parent Participation**

Parent Participation commences in Second Term when all children have settled into this environment. Parents or carers are encouraged to spend a morning each term in their child's unit, joining in the program. These mornings allow you to spend time with your child, watching their progress and seeing how your Kindergarten operates. It is also an opportunity for the children to show you their environment. (NB The children enjoy their parents being on roster on their birthday.) We have one parent participating in the program per day, and parents may stay until 11am. A calendar is provided in each unit where you can choose a morning suitable to you. Younger siblings are welcome to attend, however they must be adequately supervised by the parent at all times. Older siblings are not permitted to attend.

Parents attending for the morning are required to sign attendance book and the register provided in each Unit. This register outlines Workplace Health and Safety procedures and you are requested to follow these procedures. Please also note the Policy Statement listed in the register and follow the guidelines outlined in the Induction Details.

## **Code of Conduct Policy**

Parents/guardians and volunteers at Wynnum General Gordon are expected to abide by our Code of Conduct Policy, which includes complying with safety policies and procedures and ethical and appropriate behaviour and conduct in all interactions with children, families and staff. Steps will be actioned for breaches to this policy. The Code of Conduct Policy is included in the **back of this handbook** and all parents/carers are asked to read, sign and return the Acknowledgement and Agreement Form (included in your enrolment pack) to our Administrator.

# STAFF

Each Unit has a Teacher and an Assistant Educator. The Teachers hold a Diploma of Teaching (Early Childhood) or a Bachelor of Education (Early Childhood). All Assistants hold a Certificate III in Children's Services or a Diploma in Children's Services. All staff have a current First Aid Certificate, Blue Card Suitability or Exemption Card, Child Protection Training Certificate and Fire Training Certificate.

## Professional Development

Wynnum General Gordon actively supports the ongoing professional development of all staff members through attendance at courses, seminars, workshops and conferences. The Early Childhood Education Award requires Teacher Educators to participate in 20 hours of professional development annually.

## Staff Absences

Qualified relief staff are employed when teaching staff (both Teacher Educators and Assistant Educators) are absent or on leave.

## Staff Roles and Responsibilities

**Director and Nominated Supervisor:** Jenni Hyde is responsible for the planning, control and operation of the Kindergarten. She is responsible for the supervision of staff; preparation and setting up of indoor and outdoor play space, Health & Safety; liaising with the management committee and Lady Gowrie.

**Teachers** are responsible for enrolments at the commencement of the year and interviews with parents; keeping records on the curriculum and portfolios on individual children; and attending staff meetings, professional network meetings, management committee meetings and professional development.

**Assistant Educators** work closely with the Teachers in helping to prepare and supervise activities, assisting with portfolios, cleaning duties, inventory and checking of equipment.

## Staff Contacts

Please phone staff to report absences or if you have an urgent concern or require an urgent response as staff are unable to check emails throughout their teaching day. If it is not urgent staff can be emailed and endeavour to answer emails within 48 hours.

## Student Teachers

Wynnum General Gordon recognises the importance of student-teacher placements in regards to the long-term training of staff in the provision of quality education for children. QUT and Griffith University Students often complete their Practicum at our Kindergarten. Students are supervised by Wynnum General Gordon Staff and by University/TAFE staff. All students are required to have a current Blue Card.

## Work Experience Students and Volunteers

Wynnum General Gordon supports the inclusion of work experience school students and volunteers in the educational program. This can be implemented on a limited basis upon request from the individual, school liaison officer and in consultation with the Co-Directors, depending on the children's needs. All volunteers are required to have a current Blue Card.

## STAFF

Unit 1	Coochiemudlo Pre-Prep (3.5 - 4.5 yrs)	<b>Jenni Hyde</b> (Director & Teacher) (Nominated Supervisor) <b>Justine Barrett</b> (Assistant Educator)	Bachelor of Teaching, Bachelor of Education (Pri) Grad Cert. Early Childhood. Diploma in Children's Services
Unit 1	St Helena Pre-Prep (3.5 - 4.5 yrs)	<b>Kim Perkins</b> (Teacher) <b>Kate Frischkorn</b> (Assistant Educator)	Bachelor of Education (Early Childhood) Diploma in Children's Services
Unit 2	Moreton Pre-Prep (3.5 - 4.5 yrs)	<b>Suzanne Johns</b> (Teacher) <b>Chantel Bailey</b> (Assistant Educator)	Diploma of Teaching (Early Childhood) Certificate III Children's Services
Unit 2	Stradbroke Pre-Prep (3.5 - 4.5 yrs)	<b>Melissa Berg</b> (Teacher) (Educational Leader) <b>Jacqui Donnelly</b> (Assistant Educator)	Bachelor of Education (Early Childhood) Certificate III Children's Services
		<b>Ruth Warrington-Crisan</b> (Additional Needs Assistant)	Diploma in Children's Services
		<b>Aimee Smith</b> (Additional Needs Assistant)	Diploma in Children's Services
<p><b>Jan McKay</b> (Administrator) works two days each week (Tuesdays and Thursdays). Parents may approach Jan with enquiries relating to their fees, enrolments and change of address details.</p>			
<p>The Management Committee contracts a professional to maintain the grounds, ensuring they are kept to a standard for the safe play of your children.</p>			
<p>Two part-time Support Workers, <b>Fiona Willard &amp; Sue Gahan</b>, are employed to assist with the daily domestic tasks and Contract Cleaners carry out the General Cleaning.</p>			

# FEES AND LEVIES

## Waiting List Fee

A Waiting List Fee of \$11.00 applies if you wish to place your child's name on the waiting list. It is never too early to do this as children are offered places at the Kindergarten strictly in waiting order. There are no "priority" placements. It is also important to include siblings on the waiting list.

## Confirmation of Enrolment Fee & Annual Membership Fee

A Confirmation of Enrolment Fee of \$100.00 per child is paid at the time you accept the place offered in one of our pre-prep groups. This fee is inclusive of Lady Gowrie Affiliation Fees, all incursions (visitors to the Kindergarten) during the year and the Annual Membership Fee.

The \$11.00 Annual Membership Fee (included in the Confirmation Fee) ensures each family is a member of the Wynnum General Gordon Community Pre-School and Kindergarten Association Inc. and a family member is encouraged to attend committee meetings. You will then have voting rights at the Annual General Meeting (AGM) held in November.

## Attendance Fees

### Pre-Prep Attendance Fees for 2020: \$770 per term

Invoices are issued on a per term basis and there are 4 terms per calendar year. Fees are payable in advance and due at the beginning of each term. Fees are non-refundable for extra holidays taken during school terms and must be pre-paid for the time a child is away on holidays (if taken during term time). As mentioned in the Confirmation of Enrolment Fee (above), fees are inclusive of all incursions (puppet shows, presentations, visitors to the Kindergarten).

Payments can be made by direct debit, cheque, money order, or credit card. Cheques or money orders should be made payable to Wynnum General Gordon Community Preschool and Kindergarten Assoc Inc. Credit card payments are accepted on Tuesdays and Thursdays or by phoning our Administrator. We do not accept cash payments. (**Attendance Fees are G.S.T. exempt.**)

Fees are strictly payable by the due date at the commencement of each term and a late fee is imposed at a rate of \$10 per week until the fees are paid in full. If fees are in arrears for more than two months, then membership and enrolment will be terminated as stated in our Constitution.

### Semester 1

Term 1 28 January – 3 April

Term 2 20 April – 26 June

### Semester 2

Term 3 13 July – 18 September

Term 4 6 October – 11 December

A calendar for the year is featured on the back cover to clarify days of attendance.

## Cancellation of Enrolment

If for some reason a child has to leave Wynnum General Gordon permanently, **two weeks notice** (in writing) must be given or two weeks fees will apply. Fees are payable in full for children withdrawn temporarily from the Kindergarten for any reason.

## **Working Bees/Kindergarten Maintenance**

Working Bees will be held each term to undertake facilities maintenance or major projects. We ask parents to attending one Working Bee during the year to assist with maintaining our building, grounds and equipment. Alternatively, parents may pay a \$60 Working Bee Levy.

**FOR SAFETY REASONS – Children are not permitted to attend Working Bees.**

Parents attending working bees are required to sign the Register, note the Policy Statement listed, follow the guidelines outlined in the Induction Details and to wear the eye and ear protection provided.

Through the involvement of parents on these working bees, an opportunity is provided to meet other parents, as well as ensuring equipment and facilities are kept to a standard you would expect for use by your child.

## **Building Reserve Fund**

You will be offered the opportunity to contribute a tax deductible amount towards Wynnum General Gordon's major building projects. This is on a voluntary basis only and will be included on your Term Fees. In recent years we have been able to add the verandah and complete a kitchen upgrade for Unit One (2015), repaint our building (2016), re-landscape grassed areas/sprinkler system installed (2017), upgraded boundary fencing (eastern side - 2018) and upgraded outdoor children's bathroom (2019). In the future, we would like to upgrade our Unit 2 kitchen, the cottage and the children's internal bathrooms.

## **Administration/Funding**

Wynnum General Gordon is affiliated with Lady Gowrie. Lady Gowrie is a non-profit, early childhood organisation which has been a leader in providing early childhood programs for over 70 years. They are particularly known in the broader community and the Government sector for their innovative and flexible practice, integrated service provision, meaningful partnerships with parents and evidence based practice. This Organisation acts in an advisory capacity in accordance with the standard approved by the Office of Early Childhood Education & Care.

Wynnum General Gordon is equipped and controlled according to the guidelines set by Lady Gowrie, and we receive a government subsidy on a per child basis. Fees are calculated to cover the balance of the running costs.

# YOUR CHILD'S HEALTH, SAFETY & HYGIENE

## Health, Safety and Hygiene

Wynnum General Gordon maintains a very high standard in health, safety and hygiene. This is evident by:

- A Health, Safety and Hygiene Policy. Parents on roster are asked to observe these Health, Safety and Hygiene Guidelines.
- Cleaning routines and procedures in all aspects of health, safety and hygiene aimed to prevent injury and ill-health within the Kindergarten (e.g. Paper towels and soap dispensers in children's bathrooms)
- Employment of Housekeepers to maintain a high standard of hygiene in kitchen areas and Contract Cleaners for general cleaning.

To uphold our high standard of hygiene each child/parent/staff member is required to:

- have clean sheets each week.
- wash hands on arrival, departure and at various times throughout the day.
- follow hygiene rules of flushing toilet, washing hands, using disposable tissues if a runny nose develops and coughing/sneezing into inner elbow.
- remain at home if they have a cold/flu (sore throat, cough, mucus nasal discharge) or infectious illness.

## Injured or Sick Children

To maintain a high standard of health, all educators at Wynnum General Gordon have a current first aid certificate and a current resuscitation certificate. They will undertake the initial treatment of injuries at the Kindergarten and this treatment will be consistent with their level of training and competence. All accidents are recorded and investigated by staff and the Management Committee to determine what caused the injury and how further injuries can be prevented.

Children with infectious illnesses will not be admitted to the Kindergarten. Parents must contact staff to report infectious illnesses. (Some medical conditions require exclusion to prevent the spread of infectious illness. Refer to the "Time Out" list displayed in the Welcome Room or go to [www.health.qld.gov.au](http://www.health.qld.gov.au)).

Parents will be notified if your child becomes ill or is injured whilst at our Kindergarten. **Please ensure that your current and emergency contact phone numbers are on our records.** If your child becomes ill or injured and the staff are unable to make contact, the situation will be assessed and all necessary steps will be taken to ensure your child's wellbeing.

## High Temperature

In the case of a high temperature (38.5 C), every attempt will be made to contact the parent /guardian for the child to be collected. If written permission has not been given on the Enrolment Form, staff will ask the parent/guardian/emergency contact if they wish the teacher/educators to administer a single dose of paracetamol while waiting for the child to be collected. If written or verbal permission has not been given to administer paracetamol, and the child's temperature continues to rise to 39.0 C degrees or higher while waiting for collection, then an ambulance will be called. If written permission has been given on the Enrolment Form, staff will inform the parent/guardian/emergency contact that the teacher/educators will administer a single dose of paracetamol while waiting for the child to be collected. Parents will be asked to complete an Emergency Paracetamol Medication Form where staff have administered paracetamol.

## Administration of Medication

We encourage parents to attend the Kindergarten to administer medication to their child if it is required throughout the day. In the interest of children's safety and wellbeing, medication will only be administered by staff if it is prescribed by a Doctor, in its original container and with the original pharmacist's dispensing label detailing: Child's name, Name of medication, Dosage, Frequency, How it is to be administered, Date of dispensing and Expiry date.

Medication will only be administered if the parent/guardian has completed and signed an Authority to Administer Medication Form. These forms are in each unit of the Kindergarten. Medication is required to be handed to a staff member so that it can be stored securely (out of children's access) and at the recommended temperature (**medication is not be left in children's bags**). A lockable storage container for this type of medication is located in each unit. Regular medication requires a letter from your child's doctors every 3 months.

Our Kindergarten holds medication for the management of emergency asthma or emergency anaphylaxis. Please see enrolment form for authorization of emergency medication.

## Specific Medical Conditions

*(e.g. Asthma, Diabetes, Allergy/Anaphylaxis)*

Prior to beginning kindergarten, parents of children who have a specific health care need or medical condition must collaborate with the Nominated Supervisor, educators and medical practitioners (where applicable) in the development of their child's Medical Management Plan/Action Plan and complete a Risk Minimisation Plan to ensure that the most suitable environment can be provided for all children and teachers.

Each child's Medical Management Plan/Action Plan will be reviewed annually, or more frequently should any changes occur. Parents must update the Nominated Supervisor and educators of any changes to the Medical Management Plan/Action Plan in writing.

The Risk Management Plan ensures that the risks relating to the child's specific health care need, allergy or medical condition are assessed and minimised. It includes details of known triggers or allergens for the child, where the child's Management Plan/Action Plan is displayed and if applicable, where the individual child's medication is held at the Kindergarten. In the instance of anaphylactic risk, a notice will be displayed stating that a child has been diagnosed as at risk of anaphylaxis, to alert any person entering the Kindergarten of the allergy and possible reaction.

Children with life threatening medical conditions must have their required medication available at the Kindergarten whenever they are in attendance. For children diagnosed with diabetes this includes any food/drink/resources for the treatment of hypoglycaemia. Parents must have completed an Ongoing Medication Form and it is the parents' responsibility to regularly check the expiry dates of medication. In regards to Asthma and Diabetes, parents will demonstrate to staff regular procedures (e.g. medication, sugar level checks) with the child, so the child feels secure in the situation.

Please ensure that parents/guardians or other emergency contacts are available by telephone at all times the child is in attendance. The Kindergarten will phone the parent/emergency contact immediately a staff member has a concern regarding the child's condition. In an emergency situation, staff will follow the child's Medical Management Plan/Action Plan, notify the parent/emergency contact and Nominated Supervisor, and call an ambulance (when required).

Asthma/Diabetes/Allergy management and the well-being of the child with the medical condition is primarily the responsibility of the child's parent.

# IMMUNISATION

## Enrolled Child Immunisation Policy

Wynnum General Gordon has a commitment to promoting and maintaining the health, safety and hygiene of all people entering the facility. Our policy is to strongly encourage immunisation of enrolled children. Current research suggests that the rate of child immunisation in Australia has diminished to approximately 53%.

Parents are required to provide information regarding the immunisation status of their child upon enrolment at our Kindergarten. If an enrolled child is immunised, a properly completed Immunisation Record as contained in the Queensland Health produced Personal Health Record is acceptable as a vaccination certificate. All parents must provide a vaccination certificate, personal health record or conscientious objection to vaccination statement. Original documentation will be dated and signed. A photocopy will be dated, signed by the Kindergarten and placed on the child's file.

A register is maintained in the Kindergarten, which identifies vaccinated and non-vaccinated children. It will be referred to when an outbreak of a vaccine preventable disease occurs. As new vaccination certificates are presented for enrolled children details are logged in this register.

Our policy does not aim to exclude non-immunised children if their parents have made an informed decision not to immunise. If there is conscientious objection to vaccination, at the time of enrolment the parent will complete a statutory declaration form and sign an Agreement to Withdraw a Non-immunised Child form. This form is an agreement by the parent to withdraw non-immunised children from the Kindergarten if there is an outbreak of a vaccine preventable disease. This agreement is also required for parents of partially vaccinated enrolled children.

Parents are required to inform staff if their child or other members of the immediate family contracts a vaccine preventable disease. A Notification of Vaccine Preventable Disease form must be completed and returned to the Kindergarten. If an outbreak of a vaccine preventable disease occurs, all parents of children attending the Kindergarten will be notified of the outbreak. We will advise parents of non-immunised children to withdraw their children from the Kindergarten until the risk of infection has passed. They will be required to complete the form Response by the Family of a Non-Immunised Child to Notification of a Vaccine Preventable disease. Information and notices detailing the outbreak will be displayed throughout the Kindergarten. Staff will respect the confidentiality of children and their families.

Wynnum General Gordon maintains an Infectious Disease Register. Staff will record the names of children in the Kindergarten who have contracted a vaccine preventable infectious disease. The children's name in this register will remain confidential to Wynnum General Gordon staff but may be required to be disclosed to the Public Health Unit of the Department of Health.

The National Immunisation Program Schedule is available to view in the Welcome Room.

# MANAGEMENT COMMITTEE

The Management Committee consists of President, Vice President, Secretary, Treasurer, Fee Convenor, Workplace Health and Safety Officer, Working Bee Coordinator, IT Coordinator, Grants Officer, Staff Liaison Officer, Media Liaison Officer, Newsletter Editor, Social Functions Coordinator and General Committee Members.

The Management Committee is responsible for the running of the Kindergarten and above all ensure that the best interest and welfare of the children attending the Kindergarten are met. This includes:

- employing appropriate staff
- the upkeep and maintenance of the building, grounds and equipment
- proper financial control (both current and future)
- meeting community needs and expectations
- encouraging community participation
- arranging social activities to foster close relationships between the Kindergarten and families
- understanding the Kindergarten's curriculum and its benefits for the children and
- becoming aware of the constitution of the Association.

Committee meetings are held on the third Monday of every month, starting at 7.30 p.m. The agenda is posted in the foyer one week before the meeting. As a member, you are welcome to attend and participate in the Management Committee meetings. Minutes of the meetings are available on the front foyer notice board for your perusal.

The Annual General Meeting (AGM) is held in November at which time a new Committee is elected. Current families and the families who will be involved at Wynnum General Gordon during the following year are encouraged to be nominated for committee positions and/or to attend. Please see the current Committee or a staff member should you be interested in a Committee position.

**The AGM for 2019 will be held on 25th November starting at 7.30pm. A light supper will follow. All new families are members of the Association and are welcome to attend. Community Kindergartens such as Wynnum General Gordon encourage parent participation as much as possible. Educators and parents work together to provide the best possible early childhood education.**

Joining the Management Committee provides a great opportunity for you to meet other parents and make some new friends, as well as becoming involved in the Wynnum General Gordon Community. Management committee members are not obliged to attend working bees due to their existing ongoing commitment. Wynnum General Gordon is a great place for your children, not just because of the staff and wonderful facilities, but also because of parents who show commitment to and interest in the Kindergarten and its operation.

***So come and get involved – We'd love to see you at the Annual General Meeting!***



## ADDITIONAL POLICIES

### **Inclusion and Anti-Bias Policy**

Each child brings a variety of cultural and social backgrounds and experiences. Wynnum General Gordon recognises the individuality of each child and his/her family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture.

### **Children's Behaviour**

Positive behaviour is encouraged at Wynnum General Gordon. As necessary the educators will exercise behaviour management techniques eg discussion, setting rules, explaining expectations, exercising choice, etc. All educators will maintain an honest and open communication with parents to support the child's development. The Kindergarten does not advocate any punishment which humiliates, frightens or threatens the child concerned.

### **Complaints Procedure**

Where a parent/carer has a concern relating to their child Wynnum General Gordon advocates that the parent make direct contact with the Teacher Educator responsible for that group of children. Where a parent has any query relating to the payment of fees or any matter relating to committee management or administration, this Association advocates discussion with the appropriate committee member. Committee members contact details can be found on the foyer notice board. If a resolution cannot be reached with these parties parents are encouraged to raise their concerns with the Nominated Supervisor. A grievance process will be followed as outlined by Lady Gowrie's Grievance for Families policy which can be found in policy folders in the foyer or given to parents on request. Wynnum General Gordon and Lady Gowrie (QLD) views all complaints, concerns or grievances as opportunities to review and improve policies and procedures.

### **Environment & Sustainability**

Wynnum General Gordon promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with care and respect and are allowed to remain free while appropriate observation for children's information is made. Our grounds are valued for their effective natural shade and provide opportunities for birds and other wildlife to share this environment with us.

Rethink, Reduce, Reuse, Recycle. The use of fresh food is encouraged for lunch and morning tea to reduce the overall use of packaging and to foster good nutrition. Our program investigates the use of natural/recyclable/reclaimed art resources and we collect and use "loose parts" in outside play. This Kindergarten promotes recycling of products where appropriate and we strive to minimise of the use of excessive packaging and non-recyclable products.

**N.B. Polystyrene products and toilet rolls are not permitted as collage materials.**

### **Electrical Equipment**

All electrical equipment kept at Wynnum General Gordon is checked by a registered electrician. Equipment brought in by families on roster or for working bees may require testing by a registered electrician.

### **Emergency and Evacuation Procedures/Threatening Phone Calls**

Fire Drills and Evacuations are held once each month and Lock Downs once each term. Evacuation Plans are displayed in each unit. Please consult this plan in preparation for a genuine emergency or a Fire Drill. In the event of a threatening phone call the Co-Directors are notified and will take appropriate action.

## **Emergency Situations/Critical Incidents**

During an emergency situation or critical incident (e.g. flash flooding), parents will be informed by email, phone or text. **Please keep your contact details up to date.**

## **Media**

Photos or videos can be taken by families of their own and other children for their own use. They can also take photos or videos of children at the Kindergarten for use by Wynnum General Gordon. We will not give permission to media or any other person to take photographs of children at the Kindergarten for publication, unless the parent has signed the "Confidentiality and Privacy" Agreement and has agreed to allowing the child to be photographed by media/students/visitors for a promotional purpose. Photographs of groups or individuals can be taken by an approved photographer, if being used by the families of Wynnum General Gordon.

## **Privacy Policy**

In relation to personal information requested (e.g. enrolment form) about children and parents, the primary purpose of collection of such information is to enable Wynnum General Gordon to provide appropriate early childhood experiences for the child. This includes satisfying both the needs of parents and the needs of the children while the child is enrolled at the Kindergarten.

The purposes for which Wynnum General Gordon uses personal information of children and parents include:

- to keep parents informed about matters related to their child's early childhood experience through correspondence, newsletters and other communication media
- day-to-day administration, and
- looking after the child's educational, social and medical wellbeing.

## **Smoking**

The Centre is a smoke free workplace. Smoking is NOT permitted on the premises. Recent State Government regulations state that there must be no smoking within 5 metres of the Kindergarten premises.

## **Waiting List Policy**

No waiting list priority is given to children for specific reasons –

- children of staff or committee persons
- siblings of children already in attendance at Wynnum General Gordon.

Parents of children with additional needs are encouraged to place the names of their children on the waiting list as soon as practicable so that, where possible, these children may be considered as part of the 22 children in the group.

In order to place a name on the waiting list at Wynnum General Gordon, parents are encouraged, where practicable, to visit the Kindergarten and discuss the enrolment with the Administrator (Jan McKay).

## **Water Play/Pools**

In considering the negative points relating to pools and the statistics relating to drownings, Wynnum General Gordon does not use pools. We utilise the water from our tanks for water play and to enhance experiences in the digging patch.

## CONTACT NUMBERS



**WYNNUM GENERAL GORDON COMMUNITY KINDERGARTEN**  
18 FLORENCE STREET  
WYNNUM 4178

**OFFICE/UNIT ONE TELEPHONE:** (07) 3396 2776  
**UNIT TWO TELEPHONE:** (07) 3396 0430  
**EMAIL:** [wyngeneralgordon@bigpond.com](mailto:wyngeneralgordon@bigpond.com)  
**WEBSITE:** [www.wynnumgeneralgordon.com](http://www.wynnumgeneralgordon.com)  
**FACEBOOK:** Wynnum General Gordon Kindy  
**INSTAGRAM:** wggkindy

**LADY GOWRIE HEAD OFFICE**  
33 BROOKES STREET  
BOWEN HILLS 4006

**TELEPHONE:** (07) 3252 2667  
**FAX:** (07) 3252 2258  
**WEBSITE:** [www.gowrieqld.com.au](http://www.gowrieqld.com.au)  
**POSTAL ADDRESS:** P.O. BOX 304, SPRING HILL 4004

### OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE

**TELEPHONE:** (07) 3028 8063  
**FAX:** (07) 3028 8311  
**EMAIL:** [ecec@qed.qld.gov.au](mailto:ecec@qed.qld.gov.au)

THE WYNNUM GENERAL GORDON COMMUNITY PRESCHOOL AND KINDERGARTEN IS LICENSED BY THE OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE, UNDER THE JURISDICTION OF THE DEPARTMENT OF EDUCATION. THE NATIONAL QUALITY FRAMEWORK AND ASSOCIATED REGULATORY SYSTEM IS ENACTED THROUGH THE LEGISLATION ESTABLISHING THE NATIONAL SYSTEM. THE EDUCATION AND CARE SERVICES NATIONAL REGULATIONS (2011) SUPPORT THE LEGISLATION AND PROVIDE DETAIL ON A RANGE OF OPERATIONAL REQUIREMENTS FOR AN EDUCATION AND CARE SERVICE.

THIS KINDERGARTEN MEETS THE FOLLOWING NATIONAL LEGISLATION REQUIREMENTS:

- EDUCATION AND CARE SERVICES NATIONAL LAW ACT 2010
- EDUCATION AND CARE SERVICES NATIONAL REGULATION 2011
- EDUCATION AND CARE SERVICES NATIONAL REGULATION (QUEENSLAND) 2011

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.

# Code of Conduct Policy – Parent/Guardians & Volunteers

**POLICY STATEMENT:**

This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with children and adults is respectful, honest, courteous, sensitive, tactful and considerate, and in the best interest of Wynnum General Gordon Community Preschool & Kindergarten Association Inc.

This Code of Conduct will assist in ensuring the safety and well-being of children, families and staff. The policy provides a broad outline of behavioural principles, expectations and ideals.

**IMPLEMENTATION:**

<b>Background Information:</b>	<p>Employers have a responsibility to provide, as far as practicable, a safe workplace that is free from discrimination, bullying and/or harassment. This Code of Conduct provides guidelines for desirable and appropriate behaviour.</p> <p>This Code of Conduct is designed to ensure that all employees and community members are treated in a manner that reflects the mission, culture and legal obligations of the kindergarten.</p>
<b>Procedure:</b>	<p>Parent/Guardians and volunteers are expected to abide by the following standard:</p> <p><b>Safety:</b> Comply with all policies and procedures of the kindergarten (these are displayed at the Centre). Be aware of emergency evacuation procedures. Parents/Guardians and volunteers are responsible for the supervision of children not enrolled in the programme, or when not signed in (eg: family events), and for cleaning up after them.</p> <p><b>Ethical conduct:</b> Always act in the best interests of children, their families and users of the kindergarten.</p> <p><b>Support:</b> Work in a co-operative and positive manner.</p> <p><b>Communication:</b> Use courteous and acceptable verbal and non-verbal language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.</p>

	<p>Care must be taken not to damage, or potentially damage, the reputation of Wynnum General Gordon Community Preschool &amp; Kindergarten Association Inc., its staff, volunteers or families, through oral or written statements, <b>including those communicated by SMS, phone, email and social media</b>. This applies both when representing the kindergarten and in personal communication.</p> <p><b>Respect:</b> Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination. Avoid dressing in clothing that may be perceived as offensive by others (eg: offensive slogans or images).</p> <p><b>Confidentiality:</b> Comply with the kindergarten’s Privacy and Confidentiality Policy. Respect the confidential nature of information gained, or behaviour observed, whilst participating in the program, in relation to other children and adults. <b>This also applies to photographic images.</b></p> <p><b>Children’s Programme:</b> If participating in the programme, seek guidance and direction from staff. If unsure, ask staff for further information. Behaviour guidance of the children is the responsibility of staff – immediately refer any issues or concerns related to managing children’s behaviour to staff.</p>
<p><b>Breaches of the Code of Conduct Policy:</b></p>	<p>A report of non-compliance with the Code of Conduct Policy – Parents/Guardians and Volunteers may be made verbally or in writing to an Executive member of the Management Committee (Approved Provider). The Management Committee will appoint a sub-committee to recommend a course of action to the Management Committee:</p> <p>Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:</p> <ul style="list-style-type: none"> <li>• All people concerned will be advised of the process</li> <li>• All people concerned will be able to provide their version of events</li> <li>• The details of the breach, including the versions of all parties and the outcome will be recorded</li> <li>• Matters discussed in relation to the breach will be kept confidential; and</li> <li>• An appropriate outcome will be decided.</li> </ul>

	<p>Courses of action may include:</p> <ul style="list-style-type: none"> <li>• A first and final warning meeting/letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the Code of Conduct will not be tolerated.</li> <li>• Legal action to prevent the relevant person from attending the Kindergarten to deliver or collect children, or to participate in the programme.</li> <li>• The withdrawal or suspension of a child’s place in the programme due to the parent’s/guardians serious breach of the Code of Conduct. This action will only be taken if no other alternatives are deemed appropriate by the Management Committee, and in accordance with the Rules and Constitution.</li> <li>• A volunteer being asked to discontinue involvement with the kindergarten.</li> </ul> <p>If the breach is by a member of the Management Committee, the remaining Management Committee members will decide on the course of action.</p>
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**RELATED DOCUMENTS:**

- Wynnum General Gordon Parent Handbook
- Staff Grievance Policy
- Grievance for Families Policy
- Child & Youth Risk Management Strategy
- Incident Report Form
- Education & Care Service National Law Act (Qld) 2011
- Education & Care Service National Regulations 2011
- Work Health & Safety Act 2011
- Rules & Constitution for Wynnum General Gordon Community Preschool & Kindergarten Association Inc.

Adopted at Executive Management Committee Meeting 4 August, 2015.

Reviewed: October 2019

Next Review: September 2020