

Kindergarten Parent Handbook

January 2015





Pre-Prep/Kindergarten Parent Handbook 2015

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Website Address:	http://www.olsh.qld.edu.au/pre-prep/
Days of Operation:	Monday to Friday 40 weeks of the Catholic School Year
Hours of Operation:	8.30am to 11.30am
Nominated Supervisor:	Mrs Sharon County
Teacher:	Ms Majella Robson
Parish Priest:	Fr Saju Tekkanath Joseph, Ph (07) 4069 2205

Family Assistance Office – 13 61 50 Office for Early Childhood Education and Care – 1800 637 711



Mission Statement

Quality Early Learning and Care programmes will be child-centered and holistic. Catholic Education Services, Cairns will address equity of access and outcomes, respect and encourage the involvement of families and communities and incorporate quality practices into the learning environment.

Our Centre Philosophy

Our Lady of the Sacred Heart Pre-Prep/Kindergarten provides a learning environment for children based on the National Early Years Learning Framework (EYLF) and The Queensland Kindergarten Learning Guidelines (QKLG). We take a holistic and inclusive approach to caring for and educating our children. We believe that all children are equal and should be encouraged and supported to be able to participate, reach their full potential and achieve their dreams and aspirations.

We believe every child is to be respected as a unique person, with their own interests, needs and learning styles. Educators provide children with endless ways and opportunities to express these attributes in a safe and supportive learning environment. Our focus is to work in collaboration with families to ensure we maintain continuity of care for each child and include beliefs and cultures in a warm and caring environment.

Our Lady of the Sacred Heart Pre-Prep/Kindergarten uses the following principles and practices to support our philosophy and the developmental needs of the children:

Principles:

- Secure, respectful and reciprocal relationships
- Partnerships
- High Expectations and equity
- Respect for diversity
- Ongoing learning and reflective practices

Practices:

- Holistic approaches
- Responsiveness to children
- Learning through play
- Intentional teaching
- Learning environments
- Cultural competence
- Continuity of learning and transitions
- Assessment for learning



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Welcome to Your Pre-Prep/Kindergarten

Our Pre-Prep/Kindergarten programme aims to provide the highest possible care and guidance for all children attending the programme. It is through collaboration with children, families and staff that an interesting and stimulating learning and play environment is achievable.

We are confident your time with us will be of benefit to both our Pre-Prep/Kindergarten community and your family. Please take the time to read this booklet. It will assist you in familiarizing yourself with your Pre-Prep/Kindergarten. In addition to this booklet, the policies under which the Pre-Prep/Kindergarten operates are available upon request. You may also access a description of our activities and our philosophy regarding educational and recreational learning and child development outcomes. Additional information about the knowledge and skills that children develop through our programme including how we intend to assist children to meet defined outcomes are also available. Please do not hesitate to ask staff any questions you may have. If we cannot answer your queries on the spot, we will arrange an alternative time for discussion.

The Queensland Kindergarten Learning Guidelines Curriculum

Identity - Key focus	Significant learnings
Building a sense of security and trust	<ul style="list-style-type: none">• A sense of being safe, accepted and supported• A sense of belonging and confidence in others
Acting with increasing independence and perseverance	<ul style="list-style-type: none">• Organising self and belongings and managing routines• Making choices• Willingness to keep trying
Building a confident self-identity	<ul style="list-style-type: none">• Pride and confidence in who they are, their family and culture• Pride and confidence in their strengths and abilities• Confidence in themselves as learners
Connectedness - Key focus	Significant learnings
Building positive relationships with others	<ul style="list-style-type: none">• Skills for connecting with and relating to others• Awareness of own and others' rights and responsibilities• Understandings about fairness

Showing increasing respect for diversity	<ul style="list-style-type: none"> • Ways to respond to others with respect • Interest in their own and others' cultures and heritages • Exploring aspects of culture and similarities and differences among people • An awareness of bias and stereotyping
Showing increasing respect for environments	<ul style="list-style-type: none"> • Caring for and respecting environments • Ways to investigate and understand natural and built environments • Exploring interactions between people and environments
Wellbeing - Key focus	Significant learnings
Building a sense of autonomy and wellbeing	<ul style="list-style-type: none"> • Delight in making decisions and choices (agency) • Courage and resilience to manage change and challenges • Ways to understand and regulate emotions
Exploring ways to show care and concern and interact positively with others	<ul style="list-style-type: none"> • Interest in and desire to interact with others • Considering and empathising with others
Exploring ways to promote own and others' health and safety	<ul style="list-style-type: none"> • Ways to manage personal hygiene and self-care • Ways to stay healthy and safe
Exploring ways to promote physical wellbeing	<ul style="list-style-type: none"> • Control and strength for manipulating objects, tools and equipment • Large movement skills, movement control, coordination and strength • Confidence to engage in movement challenges
Active Learning - Key focus	Significant learnings
Building positive dispositions and approaches toward learning	<ul style="list-style-type: none"> • Enthusiasm for learning and curiosity • Problem solving and investigating • Applying and reflecting on learning

Increasing confidence and involvement in learning	<ul style="list-style-type: none"> • Confidence, interest and involvement in learning • Making choices and organising resources for learning • Ways to contribute to learning conversations
Engaging in ways to be imaginative and creative	<ul style="list-style-type: none"> • A sense of wonder, imagination and creativity • Ways to creatively represent ideas, feelings and experiences
Exploring tools, technologies and information and communication technologies (ICTs)	<ul style="list-style-type: none"> • Using tools and technologies in play and active learning • Using information and communication technologies for a range of purposes
Communicating - Key focus	Significant learnings
Exploring and expanding ways to use language*	<ul style="list-style-type: none"> • Spoken and nonverbal communication • Age-appropriate speech patterns, vocabulary and sentence structures • Using language for a range of purposes • Skills for listening and taking turns in conversations
Exploring and engaging with literacy in personally meaningful ways	<ul style="list-style-type: none"> • Positive engagement with a variety of print and multimedia texts and the arts • Exploring symbols and patterns in language • Exploring text purposes and meanings • Confidence and interest in exploring reading and
Exploring and engaging with numeracy in personally meaningful ways	<ul style="list-style-type: none"> • Exploring number symbols and their purposes • Confidence and interest in counting & exploring patterns & relationships • Exploring mathematical thinking, concepts and



Activities Programme

Our Pre-Prep/Kindergarten operates within a Kindy/Prep combination framework, providing a programme where children have access to a wide variety of safe, stimulating opportunities that are developmentally appropriate and cater to the social, intellectual, physical, emotional and spiritual needs and interests of all children attending the programme.

In an environment where individuality and independence is encouraged, children learn the complexities of living and learning in the wider community. Our Pre-Prep/Kindergarten curriculum is built around The Early Years Learning Framework (EYLF) document *Belonging, Being and Becoming* and The Queensland Kindergarten learning Guideline (QKLG)

The Activity programme and Pre-Prep/Kindergarten Philosophy are displayed near the sign in book.

The laws and other provisions affecting this policy include:

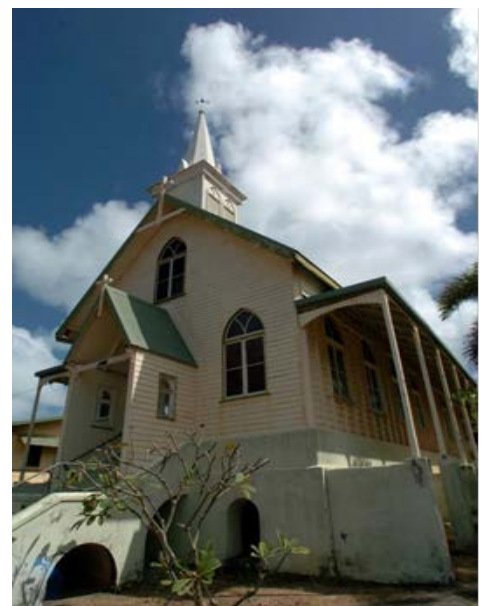
The Education and Care Services National Law Act 2010

Management Structure

Our Catholic Community Pre-Prep/Kindergarten is a Parish owned Diocesan facility administered by Our Lady of the Sacred Heart School on behalf of the Roman Catholic Trust Corporation for the Diocese of Cairns.

Our Lady of the Sacred Heart is keen to ensure that parents are able to have an ongoing involvement in the Pre-Prep/Kindergarten through an advisory committee. The role of the committee is to provide advice and support to the Pre-Prep/Kindergarten and Our Lady of the Sacred Heart School in relation to local issues, to provide feedback on operational issues and participate in annual policy review.

As an approved Pre-Prep/Kindergarten, we are bound to comply with the *Education and Care Services National Regulations 2013* and the *Education and Care Services National Law Act 2010*.



Orientation

For Families:

On return of the enrolment form, the Teacher/Director will arrange a time to discuss with each family the general operations of the Pre-Prep/Kindergarten, highlighting various aspects of the programme i.e. child protection, grievance and feedback procedures, parent information board, fee payments & sign in/out etc. If required, Pre-Prep/Kindergarten information and other relevant community information can be translated. Please speak to the Principal if you require this service for yourself or any member of the enrolled child's family. Should your child have any special considerations please see the Principal/Teacher.

For Children:

Upon commencement at the Pre-Prep/Kindergarten the child/children will be shown around the Pre-Prep/Kindergarten generally by a staff member and where age appropriate an assigned buddy and important areas will be highlighted (i.e. toilets, drinking fountains, boundaries, food storage etc.) All staff will be introduced to the child, as will other children with whom the child may wish to play.



Parent and Community Involvement and Feedback

Our Pre-Prep/Kindergarten has an open door policy, which means you are most welcome to come and spend time with your child/ children and their friends. It is Health and Safety protocol as a visitor to the Pre-Prep/Kindergarten to sign in and out in the visitor sign in book.

Our staff sincerely wishes you and your child/children to be happy and feel welcome. Our intent is to develop a home away from home atmosphere.

We encourage open communication with parents and welcome any suggestions or comments you may have. Parental involvement can vary depending on your circumstances.

Providing much needed resources or being a member of the Advisory Committee allows you as parents to have input at a level with which you are comfortable.

We note that from time to time parents, children and members of the community may have concerns, questions or suggestions regarding the operation of the Pre-Prep/Kindergarten. We welcome and encourage open positive communication. The Teacher/Principal will act on all positive and negative feedback as soon as possible.

For a copy of the grievance and feedback procedure, please see your Teacher/Principal.

Parents may also provide feedback via the Suggestion Box, the Advisory Committee meetings, and verbal communication with the Teacher/Principal and the Authorised Line Manager.

To encourage children to develop reflective thinking skills staff can note the children's likes and dislikes on paper for them.

From time to time, a survey will be sent home for completion. This practice allows us to review the daily routines and procedures by incorporating all stakeholders' ideas, thoughts and opinions. We deem constructive negative feedback just as important as positive: there is always room for improvement.



Working Bees

Working bees are an integral part of the Pre-Prep/Kindergarten's functioning. Each year, two working bees are held to complete playground and building maintenance.

While these working bees require effort and time on the part of the families, it assists in keeping the overall running costs down and in turn your fees. You may choose not to attend a working bee and alternatively contribute a levy towards maintenance purchases for that day. Working bees are a great chance to meet and interact with other Pre-Prep/Kindergarten families.

Parents, Carers and Visitors

With impressionable young children about, it is imperative that all parents, visitors and guests communicate in an appropriate manner at all times.

We anticipate that you will agree with the following:

- The rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background will be respected.
- The decisions of employees as professionals will be supported and valued and you will guide children to do likewise.
- Children participate in activities for their own enjoyment not ours; therefore, their efforts and performance will be encouraged.
- Our responsibility is to create a child safe and child friendly environment, therefore all efforts to remove any form of abuse or mistreatment will be supported.
- The grievance procedure provided will be followed.
- Children in care will not be approached.
- Children and adults alike will not be treated in an unfair, unjust, or discriminatory manner.
- Adults will not arrive at or near the Pre-Prep/Kindergarten under the influence of alcohol or illicit substance.
- The use of obscene or inappropriate language on the premises will not be tolerated.

Hours of Operation

Enrolments are essential as numbers may be limited

Sessional Pre-Prep/Kindergarten: 8.30am to 11.30pm – Monday to Friday, 40 weeks in the school calendar year.



Policies and Procedures

The Pre-Prep/Kindergarten Policies and Procedures are reviewed on a regular basis, as significant stakeholders, parents, carers and children are encouraged to be involved in the consultation process. Policies, procedures or forms under review will be listed in the newsletter and displayed on the noticeboard available for comment.

Our ratified Policies and Procedures are available for your perusal in the school office and on the Catholic Education Services, Cairns website at www.ccelc.catholic.org.au

Privacy Statement

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, the Diocese has adopted and is bound by the ten (10) national Privacy Principles established by the Federal Privacy Commission and is set out in the Act – see www.privacy.gov.au.

Personal information will only be used for the purposes outlined in the enrolment package. Our Lady of the Sacred Heart School will, at all times protect the privacy of its families, staff and visitors.

All records will be stored in a locked facility with limited access to the Director and trained staff. Some information such as Learning Journals, will be on display in the rooms, clearly labelled with your child's name, if you would prefer this to be stored please do not hesitate to let your educator know. If you require copies of your child's documentation, please see the teacher.

All records pertaining to the Pre-Prep/Kindergarten are deemed to be confidential.

The National Quality Standards

Since January 2012, all kindergartens that offer care for children under 5 years are assessed against the 7 national Quality Standards. The National Quality Standards consists of seven quality areas these are:

1. Educational programme and practice
2. Children's health & safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership & service management

The National Quality Standard is linked to national learning frameworks that recognise children learn from birth and outline practices to support and promote children's learning. These are:

- Belonging, Being and Becoming:

The Early Years Learning Framework for Australia ('Early Years Learning Framework')

- and the Queensland Kindergarten Learning Guidelines.

The Rating System

The National Quality Standard will be accompanied by a quality rating system which has been introduced to ensure each kindergarten's practices are of a high quality. An assessor will visit the kindergarten and rate the kindergarten as one of the following:

Significant improvement required:

Indicates that a kindergarten is not meeting the National Quality Standard and the regulator is working closely with the kindergarten to immediately improve its quality (otherwise the kindergarten's approval to operate will be withdrawn).

Working towards national Quality Standards:

Indicates that a kindergarten is working towards meeting the National Quality Standard.

Meets National Quality Standards:

Indicates that a kindergarten is meeting the National Quality Standard.

Exceeds National Quality Standard:

Indicates that a kindergarten is exceeding the National Quality Standard.

Excellent:

Indicates that a kindergarten demonstrates excellence and is recognised as a sector leader.

Child Care Benefit – Registered Care Rate

Our registered Pre-Prep/Kindergarten is for children aged 3.5 to 4.5 years. It offers sessional early childhood education for 40 weeks of the Catholic school year. As a registered childcare service, your Pre-Prep/Kindergarten does not attract full childcare benefit. However, parents who are working, volunteering, studying, training or seeking employment may be entitled to a Registered Child Care Benefit.

To get your Registered CCB, take your child care receipts to the Family Assistance Office and complete the Claim for Child Care Benefit for registered care form (FA018). The Government will pay your CCB into your bank account after you submit a claim.



Health Care Card Subsidy:

Services can claim the Health Care Card subsidy if a family, including foster carers, or a kindy-aged child presents their current Health Care Card or Australian Government Pension Concession card with automatic Health Care Card entitlement. The Health Care Card should be presented and a copy kept by the service.

The subsidy is provided directly to services to reduce out-of-pocket expenses for eligible parents.

Please note: Families with multiple births of three or more kindy-aged children are also eligible for the same reduced kindy costs as Health Care Card holders. Proof of date of birth for these children is required to access the subsidy.

Further information is available at the following government website:

[What is Registered Care?](http://foi.deewr.gov.au/node/3198) <http://foi.deewr.gov.au/node/3198>

A number of fact sheets explaining childcare benefit are available on the Department of Education Employment and Work Relations website; alternatively you may ask your Teacher to provide you with copies of relevant fact sheets.

<http://www.deewr.gov.au/EarlyChildhood/Resources/Pages/CCfactsheetkit.aspx>

Payment of Fees

Our Pre-Prep/Kindergarten is a not for profit, self-funded service. We rely heavily on the prompt payment of fees to maintain an effective and efficient operation.

The Pre-Prep/Kindergarten will:

- Provide statements on a regular basis
- Inform families of changes to fees in a timely manner
- Keep attendance records up to date to ensure accurate child care usage
- Be sensitive and responsive to families in times of financial hardship Families will:
- Make payments in a timely manner according to the attached *Pre-Prep/Kindergarten Fee Schedule and Payment Structure*
- Inform Pre-Prep/Kindergarten of any absences and changes to bookings
- Inform staff of any inconsistencies with their child care statement

Signing Children In and Out & Attendance at Programme

For accountability, legislative and safety reasons all children need to be signed in and out EVERY DAY by an authorised adult.

- Staff will ensure that children are only released to the person/s as authorised on the Enrolment Form.
- Where no authority has been given for an alternate person to collect the child/ren, permission via fax, email or phone will be required. Proof of identity will be required upon arrival.
- Information provided to the Pre-Prep/Kindergarten on enrolment must be kept up to date, with particular reference to contact details and medical history.



Illness and Accident/Emergency

We are unable to care for children who are sick or who have a contagious illness. Certain symptoms in children may suggest a presence of a communicable virus. All parents/guardians are asked to notify the Pre-Prep/Kindergarten where exposure has taken place.

- **Fever** – a temperature over 98.6 degrees, especially if accompanied by vomiting, sore throat, diarrhea, headache, stiff neck or undiagnosed rash.
- **Diarrhea** - any abnormally loose stools in the previous 24 hours.
- **Vomiting** – any episodes of vomiting within the previous 24 hours.
- **Eye/nose** – thick mucus or pus draining from the eye or nose.
- **Sore throat** - especially when fever or swollen glands in the neck are present.
- **Skin problems** - rash, undiagnosed or contagious. Infected sores with crusty yellow or green drainage that are not covered.
- **Itching** - persistent itching of body or scalp.
- **Head lice** - must be reported.
- **Vaccinations** - must be reported.

In most cases medical clearance must be obtained before a child is able to return to care.

We would ask parents to regularly check their children for Head Lice and notify us if necessary. Other parents appreciate knowing if head lice are about, so that they can check their children or “pre-dose” their own family.

In the event of an illness or injury to a child, first aid will be administered by a qualified staff member. If medical assistance is required, parents will be contacted immediately. Should it be required, staff will accompany the child in the ambulance to the hospital.

Staff will complete an Incident Report Form as soon as practicable, and parents are required to sign this form.

Should the child receive medical attention, a SI01 Notification of Serious Incidents is required to be completed and signed by the parent/guardian. This form is then forwarded to Catholic Education Services, Cairns for signature. Catholic Education Services, Cairns will lodge the form with the Office for Early Childhood Education and Care.

If a child is found to be suffering from an infectious disease they must be removed from the programme. The child may return once the recommended minimum exclusion period is over. For your information, a copy of the recommended minimum exclusion period for infectious diseases is available from the teacher.

Medication

In the interest of children's safety and well-being, the Pre-Prep/Kindergarten shall only administer medication if it is in its original container with the dispensing label attached listing the child as the prescribed person, strength of drug and frequency it is to be given. This applies to all medications, regardless of whether they are non-prescribed (such as cough medicines, antiseptic cream etc.) or prescribed (antibiotics etc.). Pharmacies can provide dispensing labels for non-prescribed medication. Should your child require ongoing medication e.g. Asthma relief etc please contact the Director, an individual health care management plan will be developed for your child.

When medication is administered at the Pre-Prep/Kindergarten:

It is recommended that where possible, medication is administered before or after attending the Pre-Prep/Kindergarten.

- Medication must be in its original packaging, with pharmacy label attached, indicating the child's name, dispensing details and expiry date.
- Parents must complete the Authorisation to Administer Medication Form, which is available at the Pre-Prep/Kindergarten.



Child Protection Policy

Our Lady of the Sacred Heart seeks to fulfil its duty of care to all within its service communities and particularly its duty of care to students. In order to do this, CELC is committed to:

- Upholding the right of students to a safe and secure environment based on the belief that this is critical to fulfilling their academic achievements and potential and indeed critical to their overall wellbeing;
- Responding promptly and appropriately to information concerning child/student protection matters;
- Co-operating and working in partnership with the relevant State authorities that are involved in child/student protection;
- Ensuring that the Pre-Prep/Kindergarten pastoral care structures address and make appropriate provision for the support of children, families and staff.

We achieve this by:

- Being focused on the wellbeing of the child/young person;
- Providing staff with annual student protection training;
- Having at least one specifically trained Student Protection Contact within each Pre-Prep/Kindergarten;
- Adhering to legislative and organisational responsibilities as documented within the CELC Student Protection Processes.

Every action relating to a case of suspected child abuse will have the wellbeing of the child as its main concern.

Fire Evacuations

Fire evacuations drills and lockdowns are held at least once a term and will be recorded in a Fire Drill and Lockdown Record: staff will educate children in these procedures. Parents should ensure they are familiar with the Pre-Prep/Kindergarten's evacuation plan, a copy of which is prominently displayed within the Pre-Prep/Kindergarten room.

Recycling Items

There is a vast array of materials that can be used within our programme. Please feel free to bring along anything you think would be of some use to us. For example: ice cream buckets, margarine containers, dress up items, cards, cardboard cartons, boxes, wrapping paper, ribbons, beads, material scraps. If in doubt, please ask staff if items would be appropriate.

However for health and safety reason please do not send glass jars, toilet rolls or polystyrene items.

Positive Guidance of Child Behavior

It is important to note that most children's behaviour can be affected by their development, the environment, the time of day, actions (modelling) of staff and other children, family experiences and the family cultural background. Our Lady of the Sacred Heart Pre-Prep/Kindergarten, Hammond Island campus, value a care and learning environment that teaches children how to act thoughtfully towards others. This is reinforced through role modelling, expressions of empathy and the offering of choice throughout the child's day.

It is also important for the community in an early childhood setting to develop agreeable methods of guiding children's behaviour. The Pre-Prep/Kindergarten has established expectations that are necessary to protect the safety and wellbeing of every child. It is important that expectations be kept to a minimum so that children can remember and understand the reasons for them.

Toys

Children are encouraged **not** to bring toys and other valuables to the programme. We do however recognise the benefits of providing children with opportunities to learn responsibility for their belongings and develop an understanding of consequences and allow them to bring toys. If parents decide that their child is responsible, the Pre-Prep/Kindergarten and its staff take **no responsibility** for loss or damage to personal items. We understand that children sometimes visit other family members when leaving our programme. Items that children need to bring over and above their usual requirements must be given to the Director for storage in the office. This avoids children becoming distressed over lost or broken treasure.

Celebrations

Pre-Prep/Kindergarten forms part of our Catholic community and therefore it is customary to celebrate various Catholic celebrations such as Christmas and Easter: However other cultural and religious events may also be celebrated as part of our Inclusion Policy.

Birthdays are a special time for children and the Pre-Prep/Kindergarten enjoys sharing in the occasion. You may like to provide a cake for everyone to share for afternoon tea. Please see staff to arrange this as there may be some children with food allergies. We do endeavour at all times to be inclusive to all children.



Notice Boards and Newsletters

To keep families informed, we produce our own newsletter. This newsletter is published at the end of every term. We welcome input from families; advertising within the newsletter is available for a small fee.

From time to time important information will be displayed near your children's sign in/out area. We invite you to browse our selection of brochures/ resources often; they keep you linked to your local community.

We also encourage you to take the time to look through your children's portfolios, they are just fabulous!

As your child grows and develops, so too will these folders.

Sun Safety

The Pre-Prep/Kindergarten has a 'No Hat No Play' rule for outdoor play. Please ensure that your child/ children is/are provided with a broad brim hat, sunscreen and appropriate sun safe clothing. Sunscreen is available on the sign in desk for parents to apply. Parents are encouraged to apply sunscreen to their children on arrival.

Footwear

Shoes may be worn, but will be removed while at the Pre-Prep/Kindergarten for children's safety, growth and development. Bare feet can grip climbing equipment and promote more effective balance and control e.g. during music sessions, when climbing or during sensory experiences.

Things to Leave at Home

We discourage children from bringing toys or special items from home as the kindergarten has many educational resources for sharing, co-operation and exploration. However, any precious items brought in for 'Show and Tell' that may be damaged or lost should be handed to staff for safe keeping. All care is taken with these items and it is the parent's responsibility to collect these from staff at the end of the day.



Settling Your Child In

Separation and change are very difficult for us all, imagine how much harder it can be for a little person. When your child first begins, it may not always be easy for them or you.

If your child has not been away from you before, it may be necessary to spend some time with your child at the Pre-Prep/Kindergarten. Once the child builds up trust in the staff and feels safe in the environment, you will find the separation process easier.

Always say goodbye and tell them when you will be coming back. If you sense a difficulty, signal to a staff member who will give a little extra support to your child as you leave.

Both parents and staff need to be aware of the importance of sharing information, this helps both parties better anticipate a child's behaviour. Please inform staff if your child has had a bad night, or if there are any changes occurring in the pattern of family life.

Food

We ask parents/guardians to provide delicious and nutritious morning tea, Lunch and afternoon tea. Please see our wonderful suggestions of popular lunch box items, if you have any suggestions to add, please let us know.

When packing your child's lunch box, tips to remember:

- We encourage families to pack waste free lunches
- Lunch boxes with compartments are good so that you do not have to individually wrap items
- One large compartment large enough to fit small containers of juice or yoghurt
- Flip lids with tabs are easier for children to open, promoting independence
- Name and label all loose items
- Processed or packaged foods may contain additives and preservative so best to use sparingly
- Sometimes send a little note in the lunch box, this is always a pleasant surprise and also promotes early literacy skills



When packing your child's lunch, encourage children to select from a range of nutritious foods as well as to try new and different foods. Eating unwholesome 'celebration or fun' foods in moderation enables children to understand the principles behind healthy eating. If your child has particular dietary requirements, please complete the Allergy Alert Form and return to the Teacher. An individual nutrition care management plan will be developed for your child. In the event that a child has been medically diagnosed with a life threatening food allergy, the Pre-Prep/Kindergarten will endeavour to reduce the risk to the child by warning families not to bring the item of food that triggers the allergy.

What to bring to Pre-Prep/Kindy

Children are to wear comfortable sunsmart clothing that allows them to run, jump, climb and be active. This includes shirts/tops with sleeves and full brim hats. Pre-Prep/Kindergarten children are able to wear the current school uniform.

- Hat, full brim or legionnaire style (No caps)
- 2 Sets of spare clothes (including underwear)
- Backpack or case to carry belongings in
- One box of tissues
- Lunch box
- Water bottle

ALL ARTICLES THAT BELONG TO YOUR CHILD NEED TO BE **CLEARLY LABELLED WITH THEIR NAME.**

Caring & Learning Together

- Our Lady of the Sacred Heart Pre-Prep/Kindergarten supports the child's physical, emotional, social and spiritual needs in a safe and caring Catholic environment.
- Our Service recognises the importance of play and recreation.
- The National Framework Belonging, being and Becoming and the QLD Kindergarten Learning Guideline, guides our practice.
- We offer recreational experiences, both age-appropriate and child-initiated that supports the uniqueness of each child.
- We welcome and value open discussions and feedback on all issues relevant to the Service's operation.
- We acknowledge, celebrate and incorporate the multiculturalism, inter-culturalism and diversity of our community, thus widening the child's view of the world.
- We work in partnership with families to support their role as the primary and principal educators and carers of their children.
- Through professional development, we seek and value new knowledge in child development theories and best practices and reflect this in our service.
- We encourage and support sustainable practices.
- The child's best interest is at the heart of all decision making.

Useful Contacts

SERVICE LICENCEE:

Catholic Education Services

130 Lake Street, Cairns 4870

PH: (07) 4050 9700

FAX: (07) 4051 2859

PO BOX 5296

Cairns 4870

EMAIL: uelms@cns.catholic.edu.au

EMERGENCY NUMBERS:

Police, Ambulance, Fire Services	000
Local Police	(07) 4069 1520
Local Ambulance	(07) 4069 2926
Local Fire Station	(07) 4032 8747
State Emergency Services (SES)	(07) 4039 255
Poisons Information Centre	13 11 26

GOVERNMENT DEPARTMENTS:

Centrelink - An Australian Government statutory agency, delivering a range of Commonwealth services to the Australian community. Serving Australia by assisting people to become self-sufficient and supporting those in need.	13 10 21
Childcare Access Hotline - The Australian Government Child Care Access Hotline is a free telephone service to help you find a child service that meets your needs.	1800 670 305
Childcare Information Services – Main government call centre.	1800 637 711
Commission for Children and Young People and Child Guardians – Promotes and protects the rights, interests and wellbeing of children and young people in Queensland.	1800 888 275
Department of Child Safety – Child Safety Services is dedicated to protecting children and young people from harm or who are at risk of harm, and whose parents cannot provide adequate care or protection for them.	1800 811 810

Family Assistance Office – Offers a range of payments to support families with their work and family responsibilities.	13 61 50
Office for Early Childhood Education and Care – Responsible for providing high quality, integrated early childhood education and care services for all Queensland children from birth to 12 years.	(07) 4042 5301
HEALTH:	
Thursday Island Primary Health Centre	(07) 4069 0400
Thursday Island Hospital	(07) 4069 0200
Alcohol and Drug Information Services (ADIS)	1800 422 599
ARC Disability Services – Support services for people who have disabilities, and for their families	(07) 4046 3600
Blue Care Respite Services – Respite care provides carers with a much-deserved break, reassured that the person they care for is being well looked after while they are away from them	(07) 4051 3169
Child Abuse Prevention Service – CAPS aims to improve outcomes for children by delivering family support, prevention and community education services	1800 688 099
Cairns Community Health	(07) 4050 3500
Child Health Line	1800 177 279
Centacare Cairns – Counselling – provides family support, relationship support, child management, child safety, parenting skills, child therapy, depression, stress management, development of conflict resolution skills, communication and assertion skills, development of self-awareness, self-management and self-esteem, grief and loss counselling, adolescent counselling, adolescent mediation and family therapy, relationship education, counselling and enhancement.	(07) 4044 0130
Child Development Unit – provides young children with moderate to severe developmental delay or disability, from birth up to but not including prep school year with multi-disciplinary assessments and therapy interventions	(07) 4052 9323
Department of Child Safety – Child Safety Services is dedicated to protecting children and young people from harm or who are at risk of harm, and whose parents cannot provide adequate care or protection for them.	1300 648 062
Domestic & Family Violence – Aims to provide women and children in emergency accommodation with emergency care packs to assist during this traumatic period.	1800 811 811

These consist of calico bags filled with items such as toothbrushes, and personal toiletries, non-perishable food and activities for children.

Family Planning Queensland – Sexual Assault Service – Family Planning Queensland (FPQ) Cairns Sexual Assault Service offers the free, professional and confidential service to ALL women and men, over the age of 15 years, who have been sexually assaulted recently or in the past. (07) 4031 3590

Family Relationships Advice Line – A national service established to assist families affected by relationship or separation issues. The Advice Line provides information on family relationship issues and advice on parenting arrangements after separation. It can also refer callers to local services that can provide assistance. 1800 050 321

Juvenile Aid Bureau – the Juvenile Aid Bureau works with juvenile offenders and young victims of crime, investigates child abuse and general child related crimes and provides cautioning and counselling to children up to 16 years of age. (07) 4030 7089

