

# PARENT HANDBOOK



*Kindergarten*

**Freshwater Christian Kindergarten is an Approved Care Provider** and eligible parents/carers can access Child Care Subsidy to assist with the payment of their fees. Child Care Subsidy (CCS) reduces the amount eligible families pay for childcare (your 'out of pocket' or 'Gap' fee).

To claim CCS families must apply for Customer Reference Numbers (CRNs) through Centrelink. Once you have been issued with your and your child's CRNs you need to submit a claim for Child Care Subsidy to Centrelink using your Centrelink online account (through MyGov).

If you are assessed as eligible to receive CCS, you will need to supply the CRNs, correct names and dates of birth for your child and the parent who is linked to your child in Centrelink to enable us to enter the information into the Service's software system that links to Centrelink and create an enrolment. The Service uploads child enrolment and attendance information weekly to Centrelink via the service software system. Centrelink calculates the CCS and pays your benefit to us, so the family is left to pay the gap.

Please note unfortunately due to privacy law, we are unable to change or adjust your CCS (on our management system or by calling Centrelink directly): all CCS-related issues are managed between families and Centrelink only.

#### **Free Kindy (for our service)**

1. To be eligible for QLD Free Kindy funding, which allows services to employ Early Childhood Teachers, and to reduce out-of-pocket expenses for services, please let us know if you are attending more than one childcare service.
2. If your child attends two services and you nominate the other service to attract the Kindergarten funding, we will not guarantee your child will be taught by an Early Childhood Teacher.
3. Free Kindy will pay for 6 hours (30 hours per fortnight) of our 8-hour First Session, 7 am - 3 pm for 5 days per fortnight, the year before your child starts school only.

**Contact Centrelink on 13 61 50 should you require any extra information.**

Address: 369-401 Brinsmead Road, Brinsmead QLD 4870  
Postal: PO Box 643, Redlynch, QLD 4870  
Phone: 07 4243 3602 | Centre Mobile: 0419 911 787  
E-mail: [kindy@fcc.qld.edu.au](mailto:kindy@fcc.qld.edu.au)

## Welcome to Freshwater Christian Kindergarten

---

We are happy to welcome your child into our Kindergarten and we look forward to working together with you as members of our Freshwater Christian College family.

This information book (with helpful hints and requirements) has been prepared to assist you and your child settle easily into Kindergarten life as we start (or continue) on this new adventure together.

Our Philosophy Statement provides the foundation for all activities, policies and procedures of our Service. Wherever there may be uncertainty as to the Service's policy or procedures on any issue, we apply these principles and philosophies to help resolve the issue. The written policies and procedures of the Service have been developed and will be monitored and reviewed with these values in mind.

## Service Philosophy

---

We believe all individuals have a right to a positive, rich, safe, and nurturing learning environment. Our aim here at Freshwater Christian Kindergarten is to provide every child with the opportunity to flourish and grow.

Our philosophy, programming and values are strongly based on our Christian faith. This influences our relationships and interactions with children and families, methods of teaching and programming.

We believe:

- Relationships are paramount to children feeling safe and supported to try, learn and succeed, socially, emotionally and academically.
- Each child and family have intrinsic worth and value and this must be reflected in programming, relationships, equity and access.
- Respectful and collaborative relationships with families, as the primary nurturers, and the wider community are essential.
- Children have a right to their individual and cultural identity to be recognized, respected and valued within the Kindergarten environment.
- Children have a right to be active members of the community, to express their opinions and to contribute to their own and others' learning experiences.
- Children have a right to play and learn in a safe and nurturing environment.
- Rich, engaging environments and meaningful interactions can facilitate a foundation for successful lifelong learning Goals.

Freshwater Christian Kindergarten has several goals on which our service is based. These goals are based on the outcomes for children as outlined in the 'Belonging, being and becoming' Early Years Framework.

Our goals are to encourage children to:

- Have a strong sense of identity
- Be connected with and contribute to their world
- Have a strong sense of wellbeing
- Be confident and involved learners
- Be effective communicators

## Children

---

Freshwater Christian Kindergarten caters for 60 children per day from 3 years of age until they are ready to attend Prep. We believe at Freshwater Christian Kindergarten that quality, trained staff is the key to our success; and research supports the premise that high-quality trained staff make a huge difference to the outcomes for children.



## Staff

---

We have a full roster of a non-teaching Director, at least seven staff members consisting of one Early Childhood Teacher in each room, and a trained Educator in each room; plus support staff daily.

We have five qualified Early Childhood Teachers, Mrs Belinda Raine ( a four-year University-trained Early Childhood Teacher with QLD teachers' registration) is our Director and Educational leader. Belinda has worked with young children and their families for over 30 years and also is part of the College management team and OSHC Director and Educational leader. Mrs Sarah Thomas is our full-time Assistant Director. Mrs Danila Natoli (who was our college's Prep coordinator for 10 years) and Mrs Gorgina Gorry lead our Kookaburra team. Mrs Antonette Patterson and Miss Emily Raine are University-trained and qualified Early Childhood Teachers with QLD teachers' registration running our "Free Kindy" program with our Pre-prep children. This exceeds the minimum requirements under the childcare regulations of 1:11, one staff member to 11 children, and one teacher per 60 children; because our Freshwater Christian Kindergarten's concern is quality education for your child.

## Hours of Operation

---

The centre has 2 sessions daily;

Session One is between 7 am to 3 pm - Monday to Friday

Session Two is between 3 pm to 5.30 pm - Monday to Friday

We require parents to arrive at **2.50 pm at the latest to collect their children from our first session** and sign them out, otherwise, they will be automatically charged for the second session.

We have about an hour rest period in the middle of the day after lunch, the rest period is supervised by at least two staff members per room. Children are not required to sleep, just rest. Quiet activities will be offered if your child does not sleep.

## Vacation Kindergarten

We operate a non-compulsory Vacation Kindergarten period during the majority of the school holidays. During this vacation Care period, parents only pay for the days their children attend. Vacation Kindergarten also allows parents the opportunity to vary their child's days of attendance if required.

## Sessions

We have three rooms operating daily. The programs will be a little different in each room as the activities set out are dependent on the individual children, although all programming follows the Early Years Curriculum. The staff program and plan around our 5 days a fortnight, or weekly attendance schedules.

<i><b>Freshwater Christian Kindergarten 2024 Enrolments</b></i>			
<b>Session Availability</b>	<b>Days of the week/fortnight</b>	<b>Eligible Age</b>	<b>"Free Kindy" Eligible</b>
Monday, Tuesday, alternate Wednesdays  Thursday, Friday, alternate Wednesdays	5 days per FORTNIGHT	3 years to Prep age	YES
Monday to Friday	5 days per WEEK  10 Days per Fortnight	3 years AND Prep age	<b>5 days out of the 10 days</b> covered by Free Kindy
Monday and Tuesday / Thursday and Friday	2 days / 4 days per WEEK	3 years AND Prep age	NO

## Holidays

---

The Kindergarten is open for forty-eight weeks per year; four terms consisting of ten weeks each, and eight weeks of Vacation Kindergarten.

The four weeks that we are closed for each year will be over the Christmas break, parents will be advised of these dates well in advance. We are closed on all normal QLD public holidays, although, we do not charge fees for public holidays.



## Enrolling Your Child

---

To secure the enrolment of your child you will need to do the following:

- Complete our online Child Enrolment Record.
- Attach copies of your child's Birth Certificate/Passport and Medicare Immunisation statement.
- Pay a non-refundable application fee of \$110 to be paid as part of our online enrolment form (if your child continues onto Freshwater Christian College Prep, this deposit covers the enrollment fee for Prep).

**Please note: Your enrolment will not be secure until you have received an acceptance email from our Kindergarten Director** with all necessary paperwork and fees completed. As our Kindergarten administrators the CCS for the Federal Government, Pre-prep children get priority of Access.

## Orientation

---

Our Orientation process will enable you to share important information on a one-to-one basis with our Educators. This is important for us from an educational perspective and also serves to ensure the smooth transition from home to Kindergarten. Areas covered will be specific to your child and may include cultural identity, nationality, religious beliefs, routines and practices followed at home. Information such as any fears held by your child, living arrangements (eg do they have a backyard) or their favourite pastimes may also be requested, as well as what goals and objectives you have for your child's education and development while under our care.

**PLEASE NOTE: All children attending should be toilet trained;** we do not have the facilities available for changing children safely; plus, this allows our staff to spend quality time with your child.

**We reserve the right to deny children entry or suspend their enrolment if we deem your child not toilet trained,** and they will go back on the waiting list. If we feel a child is not ready for kindergarten, they may not be offered the next available position (unless they have a medical diagnosis).

## Starting Your Child

---

Before your child starts at our Kindergarten, we invite you and your child to come and spend some time with us. This can help to make your child's first day less daunting, particularly if they are new to formalised childcare. During your child's first days, it is perfectly understandable for you to want to monitor how they are transitioning into care, so we invite you to phone the Kindergarten at any time to check on your child's progress.

## Dropping Off Your Child Each Day

---

When dropping your child in each day please bring the following items in your child's bag - labelled with your child's name:

- Wide-brimmed College hat
- Water bottle
- Two labelled small containers with your child's morning tea and lunch separated. Remember **fridge space is limited so two small, non-insulated containers, please.**
- ALL CHILDREN NEED a clean change of clothes (always allow for messy play or water play) LABELLED with their name, please.

## Sign In & Out Daily

---

On arrival in the morning and departure in the afternoon it is a requirement that you sign in and out. You **MUST** sign in (sign out) your child on the iPad which is found at the entrance to our Kindergarten (**this is a government regulation and it is linked to the CCS** benefits you may receive). Please notify us in advance if a nominated authorised person other than a parent will be collecting your child on any day. We run both lockdown and fire drills every three months, and if your child isn't signed in, they may not get accounted for. **This is the legal responsibility of parents!**



The Educators will do their very best to settle your child in as quickly as possible, and you can rest assured that they are well-trained in helping new children adapt to our Kindergarten. If, however, we feel that your child is too upset to stay all day, we will call you suggesting that you come in to collect your child early.

## Medication

---

If your child is taking medication please, on arrival, enter the details of your child's required medication in our Medication Register. Medication is to be clearly labelled and handed to a staff member directly. **Please DO NOT leave your child's medication in their bag.** It is also important to note that medication can only be administered if it has been prescribed by a Doctor and is labelled with your child's name.

Over-the-counter medication cannot be administered by our staff unless it is accompanied by a letter from a Doctor confirming the child's name, the correct dosage, frequency and when the medicine is out of date.

**If your child has had Panadol, Nurofen or Cold and flu medicine, please do not send them to Kindergarten.** This medication masks symptoms of sickness **but still allows cross-infection to occur.** Please consider the health of our staff and children when considering whether or not to send your child in if they seem unwell.

If a child has a severe reaction or other illness in which timing is vital, an action plan may be developed between the Service, guardians and health professional to ensure immediate appropriate action in the case of an incident. These action plans are placed on our fridges in the rooms, so all adults are aware of actions to take in the event of a child getting sick. Please ensure the Service is aware if your child has a medical condition or you suspect your child has a medical condition.

## Safety

---

Freshwater Christian Kindergarten actively strives to avoid injuries occurring at the centre. We aim to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible. The rights and responsibilities of parents concerning injuries and illnesses of their children are acknowledged and will be taken into account in administering all procedures.

In the case of a minor injury or illness, a staff member will attend to the incident and an Incident Report will be completed advising you of the details. Upon receipt of this document, we ask that you sign the Report Form to verify that you have been advised of the incident. **Please note we will not do incident reports for very minor injuries;** if our Director feels it is an everyday childhood injury such as a scrape – we will not do an Incident Form. On the other hand, if we feel your child's incident is serious (or they have been hurt above their neck), we will call and let you know: regardless of whether you will need to collect your child early or not, just to keep you informed.

The Director will telephone a parent/guardian if a child has had a serious accident or becomes ill. Qualified staff will administer basic First Aid, and unlike most Kindergartens, all our staff have WH&S, Child Protection Senior First Aid, Anaphylaxis, Asthma and CPR training (updated yearly). The person in daily charge of our Kindergarten (Mrs Belinda Raine) will make the call if we contact an ambulance, depending on the incident. A child may be taken to the hospital with a staff member if our director deems it necessary (she is legally responsible for the children in her care), although we will call all your contacts to try to get ahold of you in the event of any serious incident. **Please ensure your emergency contacts are updated on enrolment forms regularly.**

## Absence from Kindergarten

---

Please notify us by 8.30 am if your child will be absent from Kindergarten on any scheduled day. Alternatively, if you need extra Kindergarten day you are welcome to call us after 8.30 to see if we have spaces available.



## Collecting Your Child

---

Children must be signed in and out each day by an authorised person over the age of 18 on our check-in system on the iPad. Prior arrangements must be made with the Director for any person other than those stated on the enrolment form to collect children from Kindergarten. Please advise any person/s collecting children that **they will be required to provide proof of identity** (we will then sign your child out for the day, and you will confirm this next time you sign in your child). In emergencies; texts or emailed letters of authorisation can be sent to the College/Director.

## Collecting Your Child Late

---

If for some unforeseen reason, you think you will arrive after closing time, then:

- Contact the Centre as soon as possible (4055 1337 or 0419 911 787), even if you subsequently arrive on time;
- Try to arrange for another “authorised” person to collect your child.

If you are late for pick up from the first session, please notify the Director that you require the second session as we need to staff this accordingly. If you sign your child out of the first session late (after 3 pm), you will be automatically charged for session two.



We reserve the right to charge a late fee if this has not been adhered to. This will be enforced and administered by the Director of the service Belinda Raine. Please ask for a copy of our fee policy for clarification.

## Sickness

---

If your child becomes ill during the day, we will contact you to discuss the situation. If in the opinion of our staff, your child is too ill to remain at the Kindergarten that day, we will ask you to arrange for your child to be collected as soon as possible. **You may be asked to provide a medical certificate for your child to return to care after being unwell. Our Director is not a Doctor, but she has the responsibility for all 60 children in her care, plus staff; so please keep this in mind.**

If your child is sick, although this may cause some difficulty for you, we ask that you don't bring your child to Kindergarten at all until they recover. **Children with infectious diseases will be excluded from the Service and will require a letter from a Doctor to state they are no longer contagious before they can return.**

## Immunisations

---

Children who are not immunised can enrol in our Service with the understanding that they will be excluded until it is safe for them to return if there is an outbreak. This is for the safety and well-being of all children, siblings, pregnant women and staff as well as your child. Re-inclusion of your child will be considered after consultation with and recommendation from the appropriate health agencies such as the Department of Health. The government regulates immunisation in childcare services, so they have a great website at: - <http://www.nhmrc.gov.au/guidelines/publications/ch43>

In the case of your child/children requiring medication whilst in our care, please supply written authority from the parent/guardian stating the drug, dosage, dates and times to be administered. All medication must be supplied in its original container with the child's name clearly printed on the front. If there is no PHARMACEUTICAL LABEL on the medication, it will not be administered. Separate forms are to be completed for children suffering from Asthma.

## Meals

---

Parents provide morning tea and lunch. We recommend you consider a nutritionally balanced menu. Please bring morning tea and lunch separately with your child's name printed on it. We have fridges in the children's rooms.

We have a limited tuck-shop menu that Kindergarten children can choose from. All orders need the child's name, the word Kindergarten and Lunch or Morning - tea on the front of the paper bag. Only healthy/non-hot food is available to Kindergarten students; flavoured milk and food needing heating are not allowed. Children attending our second Kindergarten session between 3 pm to 5.30 pm will be provided with a snack consisting of fruit, and plain biscuits.

No whole eggs or nuts are to be provided for lunch or morning tea as we have children with **life-threatening anaphylaxis**. Please let us know if you are using a spread that looks like Nutella (that has no nuts). We will send food home if we think it contains eggs or nuts.

## Allergies

---

If your child has any allergies of any kind (**known or suspected**), you must notify us when you enrol your child, and we will take all reasonable precautions to ensure your child is not exposed to those allergens. It is also imperative that you advise us immediately if you suspect any additional allergies at any time, or if your preferred method of managing any existing allergies changes. We accept children with anaphylaxis and if we have a child who has a life-threatening allergy, we require parents to ensure they do not bring this type of food to our service, for example, eggs or nuts.

## Programming

---

Our program is built upon our philosophy, and we encourage parents to participate in the development of our program. Programming is not a "one size fits all" approach. The staff will assess your child individually, then we will observe each child and implement their observations into the program, followed by an evaluation.

We implement the Early Years Learning Framework. Please have a look at this website <http://deta.qld.gov.au/earlychildhood> or see the Kindergarten Director if you would like further information on this.

If you have any concerns about a particular aspect of your child's development, please don't hesitate to talk to your child's Teacher. If your child is experiencing behavioural problems, it is our responsibility to make sure we act upon the problem using various established behavioural techniques and resources, which can include seeking outside assistance. We will keep you informed at all times if this is the case and we seek to work closely with you to ensure the issue is handled appropriately.

## Bush Kindy

---

### What is Bush Kindy?

Our Bush Kindy program runs twice a week on Tuesday and Friday mornings during terms two and three outside in the bushland and creek on the edge of our College oval, and other spots around our beautiful property. It will run for 2-3 hours, in all weather conditions. These sessions are planned, but flexible. Clear expectations and boundaries will be put in place to facilitate children to take controlled risks and engage with the environment in a supervised manner. A specific Bush Kindergarten Risk-Benefit Assessment will be made available, along with the learning outcomes we are working towards for that session.

### Why implement Bush Kindy?

This approach comes out of significant international research, initially in European countries and now spreading throughout the world, highlighting the importance and value of nature play for children's health, wellbeing and development (*Faber-Taylor & Kuo, 2008; Lester & Maudsley, 2006; Munoz, 2009*).

A key element of this initiative is that children engage in regular, extended periods of unstructured play in natural environments. Research has discovered that children experiencing weather fluctuations, creating their own play with the resources of the natural environment, building and practising self-management skills and just being immersed in nature is significant to this Kindergarten approach (*Elliot & Chancellor, 2014*).

Natural environments provide a rich setting for children's play however, Bush Kindy is more than just allowing children to play outside. Research and pedagogies are critical to the effectiveness of the program.

For example, Danish Forest Preschools state the following **7 principles** that are significant in underpinning their program:

1. A holistic approach to children's learning and development
2. Each child is unique and competent
3. Children are active and interactive learners
4. Children need real-life, firsthand experiences
5. Children thrive in child-centred environments
6. Children need time to experiment and develop independent thinking
7. Learning comes from social interactions. (*Williams-Sieghfredsen, 2012, pp. 9-10*)

These principles reflect the principles embedded in the Queensland Kindergarten Learning Framework, the curriculum that informs our program at Freshwater Christian Kindergarten, and the Early Years Learning Framework. Benefits for students' well-being and learning:

**There are many benefits to implementing a Bush Kindy program including:**

- Increased confidence, motivation and concentration
- Increased social, physical and language skills
- Deeper conceptual understandings
- Increased social responsibility and respect for the natural environment
- Improved physical skills
- Increased social and imaginative play and development of positive dispositions to learning (e.g. curiosity, cooperation, confidence, creativity, persistence)
- Deeper relationships between educators and children
- Increased autonomy, resilience and agency
- Improved problem-solving, observation, inquiry, experimenting, investigating and hypothesising skills
- Children resource their learning and play
- Increased controlled risk-taking
- Enhanced relationships, respect, and group dynamics

**What will Bush Kindy look like?**

During the Bush Kindy Program, educators take on a facilitator role in children's play and learning. This means that children are encouraged to make their own play, using their imaginations, prior experiences and the resources available within the environment. While educators may prompt, question and encourage children, they maintain a delicate balance of appropriate scaffolding and safety, while also allowing children the freedom to experiment, solve problems, invent, negotiate and take risks within the boundaries. Minimal resources will be taken down to the Bush Kindy area, encouraging children to make use of what they can find and create their games. Some equipment will be taken to the site, such as safety equipment, mats, water and portable toilet facilities.

**Safety:**

Managing risks appropriately is critical for the effectiveness of the Bush Kindy Program. This involves an appropriate risk-benefit assessment and management procedures by staff but is also a valuable learning tool for children by involving them in ongoing risk assessment and management discussions and procedures. Implementing and modelling clear boundaries and expectations also assist in maintaining a safe environment. We will maintain a minimum adult/child ratio of 1:5 when near our creek. We can provide you with a copy of the Risk-Benefit assessment on request.

**What do children need for Bush Kindy?**

- Closed-in shoes, preferably reef shoes that can be worn in the creek, but are sturdy enough to protect against sharp rocks or stonefish injuries. Please bring an old pair to Kindy that can be left here throughout the term. **(Labelled - if you want them returned)** . Kindergarten cannot provide spare clothes for every child.
- Morning tea, preferably fruit and a water bottle (no refrigeration on-site).
- Kindy Hat.
- Sense of adventure.

## Loose Parts Play

---

### What are Loose Parts?

***“As long as materials can be moved, redesigned, put together, and taken apart in a variety of ways, they are classified as loose parts.” Simon Nicholson, 1971: Founder of the idea of Loose Parts.***

“Loose parts” are any collection of natural or man-made objects that can be used to extend and further ideas in children’s play. They are open-ended materials that can be moved, combined, taken apart, redesigned, lined up and more!

There is no predetermined use or function. Loose parts offer children infinite play opportunities influencing them in ever-changing ways. The immense benefits of offering loose parts exploration are critical to the development of the next generation. Loose parts allow children to do the thinking instead of the manufactured toy that has set directions. This is beneficial because it reaches such a deep cognitive level of thinking, problem-solving, and persisting (*Loose Parts: A Start-Up Guide: © 2017 Fairy Dust Teaching*).

### Uniform Requirements

---

We require all children to wear the College Sports Uniform and hat. This adds to our children’s sense of belonging, visibility and sun safety concerns. We will use all reasonable endeavours to ensure that each child is clothed appropriately at all times. As the weather can change quickly or should your child’s clothes become too dirty/wet, we ask you to bring a clean change of named clothes in your child’s bag.

Please always name all items of clothing, including hats and shoes. Staff will dress children according to the weather and ensure that children are appropriately dressed for the rest period.

### Uniform Shop

---

The Uniform Shop is located on campus next to the Home Economics Room (E1) on the driveway side of our Secondary School. It is open Monday, Wednesday and Friday during school terms and offers extended open hours during January.

Monday – 8.00 am to 10.30 am

Wednesday – 1.30 pm to 4.00 pm

Friday – 8.00 am to 10.30 am

### Purchasing Secondhand Uniforms

---

The College has a Uniform Buy Swap Sell Group on Facebook, you can find this group on the College's Facebook Page or via this link –

<https://www.facebook.com/groups/183556751999643/>

## Sun Protection

---

To ensure the right steps are taken in the area of sun protection we will:

- Parents, please put sunscreen on your child before you leave in the Morning, and we will re-apply during the day.
- Apply sunscreen 20 minutes (if possible) before going outside and reapply every two hours.
- Make sure every child is wearing a hat and t-shirt, and that staff set a good example by wearing a hat.
- Minimise child's sun exposure on extremely hot days, particularly between 11.00 am and 3.00 pm during summer.
- Encourage the right habits in children by introducing the Sun Smart program to parents.
- Wear our sports uniform that is sun smart.



## Smoke-Free Environment

---

Our whole Freshwater Christian College Campus has a Non-Smoking policy, which covers the entire area (indoors & outdoors) of the Centre, the College playgrounds, sports fields and the car park. All Staff are made aware of the non-smoking policy on employment at the College, and parents are asked to respect and adhere to this policy.

## Confidentiality

---

All records will be kept in a secure place. Access to individual files will be limited to staff and licensing authorities unless prior permission from the child's parent(s) and/or guardian is obtained. Our staff, volunteers and students all sign a confidentiality agreement.

## Anaphylaxis

---

No nuts or Whole eggs (small amounts of egg in cooked food is ok) are allowed in Kindy. Nuts/eggs can cause some children to go into anaphylactic shock and this may result in DEATH, so please check all labels; especially muesli bars. If we have a child with other life-threatening allergies, we will inform you of other foods that may be banned.

## Extra Activities

---

We have several extra activities occurring throughout the year including visits from emergency services and community leaders, sports events, performances, music lessons, gross motor lessons (PNP), library, chapel our buddies program with year Five and Six's and special guests. During terms two and three we run "Bush Kindy" where we play within our beautiful College grounds in a natural environment for short periods of the week. All mentioned activities are included in our daily fee. Ensure you have signed our "authorised outings" section of the enrolment form so we can go out and about the college.

We run a non-compulsorily Swimming program for 8 weeks during term four for a small fee.

## Communication with Families

---

We value our communication with families, and we understand that you know your child best. We want to work with you as a team to provide the best possible care and education for your child/ren. To do this we need to communicate effectively with families.

Our main form of communication is our 'Xplor' App. 'Xplor' communication platform the Kindergarten uses to make the learning we do in class visible to parents. We email and text parents for important notices and fee statements through our Xplor system. As parents often only see the beginning and end of their child's day, 'xplor' is a direct communication tool for your child's educators to share the daily experiences your children are engaging in.

We believe that parents have a right to participate in the Kindergarten and contribute to all aspects of the program. Parents are encouraged to visit, and we invite all parents to contribute to our program. If you have any talents or resources to share, we would appreciate your help. We will have Term open mornings to encourage parents to observe their children at work and to look at the children's portfolios (a document of their child's participation in the program) and make suggestions towards the Kindergarten program and goals for their children. We are available for you to talk to us during pick-up and drop-off. If you would like to discuss your child's process or any concerns you may have, please contact Belinda Raine and we can organise a time to meet privately.

Parents with any concerns are asked to speak with the Director; it is our policy that any issues that may be distressing are not discussed in the hearing of the children. Every attempt will be made to achieve an outcome that is satisfactory to all parties, should you feel that your concerns have not been adequately addressed at a service level please contact the Principal of the College.

## Fee Policy

---

Our Fee Policy is as follows:

- We do not charge for public holidays when the centre is closed.
- Approximately eight weeks of the year is Vacation Kindergarten. Vacation Kindergarten is outside the 40 weeks of our yearly program and we try to align with public school holidays. During this time if you attend you will be charged, if not, you will not be charged.
- We require that a \$110 enrollment fee be paid to secure a place with Kindergarten.

- All fees are payable fortnightly via the Xplor App.
- Any day/s your child misses due to illness or absence must still be paid for (this does not apply when the Kindergarten is closed or during Vacation Kindergarten).
- A Fee statement is available at any time on the Xplor App.
- Fees will be deducted every Friday fortnight via Xplor; Please note on your statement that you are paying for the two weeks of Kindergarten attendance before the payment date, and any CCS changes that you may have had during this period.
- Free Kindy fees are administered Via Xplor and will be in arrears.

### Payment Of Fees

---

- A Late Fee of \$25.00 will be charged for each week that your fees are overdue, at the discretion of the Director and Licensee. If you fall two weeks behind concerning the due date, we will assess your child's position at the Centre, and reserve the right to require you to withdraw your child.
- If you fail to sign your child out of session one, you will be charged for the second session.
- If you are late to collect your child from session 2, you will be charged a \$25 late fee per 15 minutes you are late.

2024

Children	Times	Price
Session One	7.00 am – 3.00 pm	\$90
Session Two	3.00 pm – 5.30 pm	\$40

### Withdrawing Your Child

---

We require a minimum of **four weeks written/email notice**. Once notice is received, we will issue you with a final fee statement and if you have paid in advance then any money owing to you will be refunded. These four weeks are to allow us to finish all observations, children's journals, fee statements and government paperwork.

**Please Note:** If your child does not attend on the last day they are enrolled at Kindergarten you will not receive CCS for this last week of care.

### Government Assistance – CCS

---

Our Kindergarten Session Fees are CCS-eligible visit the below website for more information.

<https://www.dese.gov.au/child-care-package/child-care-subsidy>



## Kindergarten Funding Further Incentives

The QLD and Federal Governments will give additional discounts to families who fall under the following categories:

- Families that identify as Aboriginal and or Torres Strait Islander
- Parents with triplets or larger multiple births

Please bring a copy of your Health care card, Veterans Affairs card, or on your child's enrolment form, please mark them as identifying as Aboriginal and/or Torres Strait Islander to receive a further quarterly discount.

Website information with further information:

<https://www.business.qld.gov.au/industry/service-industries/child-care/qldkindergarten-funding-scheme>

Children who nominate us as their service to attend Free Kindy and are going to Prep the following year attending a minimum of 30 hours per Fortnight will be included in our Pre-Prep classroom and be taught by an Early Childhood Teacher.

## Key Contact Details

---

Administered by Cairns Christian College Ltd | ABN: 43 010 555 478

Director: Belinda Raine  
Address: 369-401 Brinsmead Road, Brinsmead QLD 4870  
Postal: PO Box 643, Redlynch, QLD 4870

Phone: 07 4055 1337 | Kindergarten Mobile: 0419 911 787  
E-mail: [kindy@fcc.qld.edu.au](mailto:kindy@fcc.qld.edu.au)

*Office for Early Childhood Education and Care [QKFS.LDC@deta.qld.gov.au]: 1800 637 711*

*We are licensed under the Child Care Act and comply with the Child Care Regulations.*