

PARENT HANDBOOK



Kindergarten

Welcome to Freshwater Christian Kindergarten. We are excited to have you with us and want to help you and your child/ren settle in for a fun year ahead of learning.

We are 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, 7:00 am - 3:00 pm for 5 days per fortnight if your child turns four before 30th June that year, available during the 40 weeks of Term Time Kindergarten.

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

Looking forward to having you with us.

Mrs Belinda Raine
Nominated Supervisor/Director

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 settling 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 recognised, 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 well-being
- 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 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 is also part of the College management team as OSHC Director and Educational leader. Mrs Sarah Thomas is our full-time Assistant Director. Miss Emily Raine leads our Kookaburra team, Mrs Antonette Patterson leads our Crocodiles team, and Mrs Kristie Ryan leads our Wallaby team. All teachers are University-trained and qualified Early Childhood Teachers with QLD teachers' registration, running our "Free Kindy" program with our Pre-prep children. Our Educators have either a Certificate 3 or a Diploma in children's services, and we have three educators per room.



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. If your child is tired or needs sleep, it is our role to provide for their needs.

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>Freshwater Christian Kindergarten 2025 Enrolments</i>			
Session Availability	Days of the week/fortnight	Eligible Age	"Free Kindy" Eligible
Monday, Tuesday, alternate Wednesdays, or Thursday, Friday, alternate Wednesdays	5 days per FORTNIGHT	3 years to Prep age	YES (Age appropriate)
Monday to Friday	5 days per WEEK 10 Days per Fortnight	3 years AND Prep age	5 days out of the 10 days covered by Free Kindy (Age appropriate)
Monday and Tuesday or Thursday and Friday	2 or 4 days a 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 each year will be over the Christmas break, and 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 enrollment 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 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).

Stay and Play

Before your child starts at our Kindergarten, we invite you and your child to come and spend some time with us. It is a great time for families to meet our Kindergarten educators, who will take initial observations of your child. We ask you for information about your child and family so we can prepare for a successful transition to Kindergarten. This can help to make your child's first day less daunting, particularly if they are new to formalised childcare. We run Stay and Play week in October/November for the children who will be starting kindergarten the next school year.

Dropping Off Your Child Each Day

When dropping your child off 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 via your OWINA app or the parent iPad which is found in our Crocodile Room (**this is a government regulation and it is linked to the CCS** benefits you may receive). Please notify us in advance via the sign-in/out page on the OWINA app 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. 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, our educators will send you photographs of their first day, and we will contact you if any need arises.

Medication

If your child is taking medication, please, on arrival, enter the details of your child's required medication via your OWINA app. This is found > *Child's name* > *create medication record*. 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 if 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 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 a hold 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. This is done via your OWNA app - Click on the + > *"Mark Child Not attending"*. Alternatively, if you need an extra Kindergarten day, you are welcome to call us after 8.30 to see if we have spaces available, or you can make a casual booking via the OWNA app.

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 OWNA app. Prior arrangements must be made with the Director via the OWNA app on the signing-in/out page. 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 posts via the OWNA app of authorisation can be sent to the 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 (4243 3602 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 stating 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: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines>

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 them. We have fridges in the children's rooms.

We have a limited tuck-shop menu that Kindergarten children can choose from. All orders are to be ordered via the Flexischools app for the first break. 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, plain biscuits, yogurt, crackers, rice cakes, and dried or frozen fruit. See *Appendix 1 & 2*.

Anaphylaxis and 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.

No nuts or Whole eggs (small amounts of egg in cooked food are 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. See *Appendix 2*.

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 <https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf> 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.

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 they book in advance. Vacation Kindergarten also allows parents the opportunity to vary their child's days of attendance if required.

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 taking controlled risks and engaging 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 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. 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 a 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 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 at the back of the campus, behind the tennis courts. It is open Monday, Wednesday and Friday during school terms and offers extended open hours during January.



UNIFORM SHOP *Opening Hours*

Trading Hours 2025

Back to School

Mon 13 Jan	8:00 am	1:00 pm
Tue 14 Jan	8:00 am	1:00 pm
Wed 15 Jan	1:00 pm	5:30 pm
Thu 16 Jan	8:00 am	1:00 pm
Fri 17 Jan	8:00 am	1:00 pm
Mon 20 Jan	8:00 am	1:00 pm
Tue 21 Jan	8:00 am	1:00 pm
Wed 22 Jan	1:00 pm	5:30 pm
Thu 23 Jan	8:00 am	1:00 pm
Fri 24 Jan	8:00 am	1:00 pm

Easter Holidays

Wed 16 Apr	8:00 am	12:00 pm
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Jun/Jul Holidays

Mon 14 Jul	8:00 am	12:00 pm
Wed 16 Jul	1:00 pm	5:30 pm
Thu 17 Jul	8:00 am	12:00 pm

Sep/Oct Holidays

Fri 3 Oct	8:00 am	12:00 pm
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School Term Trading Hours

Mon	7:45 am	10:00 am
Wed	2:30 pm	4:30 pm
Fri	7:45 am	10:00 am

When Mondays are Public Holidays, the Uniform Shop will open on the following Tuesdays:

Tue 28 Jan	7:45 am	10:00 am
Tue 22 Apr	7:45 am	10:00 am
Tue 7 Oct	7:45 am	10:00 am

Online Shop www.wearitto.com.au/schools/freshwater-christian-college

Scan the QR Code to view the Uniform Pricelist

Uniform Shop is located in Secondary School behind the lockers

freshwater@wearitto.com.au Tel: 0427 856 224

SCAN ME

Purchasing Second-Hand 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 reapply 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 a t-shirt, and that staff set a good example by wearing a hat.
- Minimise children'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.

Extra Activities

We have several extra activities occurring throughout the year, including visits from emergency services and community leaders, sports events, performances, music lessons, library, chapel, as well as our buddies program with Year Five 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.

We also participate in College events such as Colour Run, Mothers' and Fathers' Day stalls, Athletics and Book Parade.



As a College, we also have two charities that we support through fundraising, such as Crazy Hair or Crazy Sock days. The two charities are: King of Kings School in Mozambique and Three Angels in Nepal.

You can find more information here:

www.missioneducate.org

www.3angelsnepal.com

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 'OWNA' App. 'OWNA' communication platform the Kindergarten uses to make the learning we do in class visible to parents. We put up posts on OWNA for important notices and fee statements through our OWNA app. As parents often only see the beginning and end of their child's day, 'OWNA' 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:

- Approximately eight weeks of the year are 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, you will be charged for the days you prebook, but if you do not attend during this vacation care period, you will not be charged. Free Kindy funding is not available during Vacation Care.
- We require that a \$110 enrollment fee be paid to secure a place in Kindergarten.
- All fees are payable weekly via the OWNA 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).
- A Fee statement is available at any time on the OWNA App under the three horizontal lines on the top left of your app > Statements/Invoices.
- Fees will be deducted every Thursday via OWNA. 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 OWNA and will be two weeks in advance for one week.
- Free Kindy will be added to your OWNA account as a credit if you can receive it.

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 collecting your child from session 2, you will be charged a \$25/child late fee per 10 minutes you are late.

2025

Children	Times	Price
Session One	7.00 am – 3.00 pm	\$96
Session Two	3.00 pm – 5.30 pm	\$50

Withdrawing Your Child

We require a minimum of **four weeks written/email notice**. Once notice is received, we will issue you 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 website below for more information.
<https://www.servicesaustralia.gov.au/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, or 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/gldkindergarten-funding-scheme>

Children who nominate us as their service to attend Free Kindy and are four before 30th June that year, and attend 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
 Assistant Director: Sarah Thomas
 Address: 369-401 Brinsmead Road, Brinsmead QLD 4870
 Postal: PO Box 643, Redlynch, QLD 4870
 Phone: 07 4243 3600 | Kindergarten Mobile: 0419 911 787
 E-mail: 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.*

Freshwater

COLLEGE CAFE



FRESH SANDWICHES (on multigrain bread)

Salad Sandwich with cheese and choice of protein (ham/chicken/beef)	\$5.00
Ham/Chicken/Beef with cheese	\$4.00
Egg and Lettuce	\$5.00
Simple Sandwich (vegemite/jam/honey/ham/cheese)	\$3.50

FRESH WRAPS

Salad Wrap with cheese and choice of protein (ham/chicken/beef)	\$6.00
Half Wrap	\$3.00

TOASTED SANDWICHES & WRAPS

Ham and Cheese Toastie	\$4.00
Chicken and Cheese Toastie	\$4.00
Add tomato, spinach	50c each
Beef Melt (roast beef with onion relish in a toasted turkish roll)	\$6.00
Pizza Pocket (ham and cheese with tomato relish in a toasted wrap)	\$6.00
Chicken and Cheese Toasted Wrap	\$6.00

SALADS

Boxed Salad with egg, cheese, dressing and protein (ham/chicken/beef)	\$6.00
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HOT FOOD

Beef Traveller Pie	\$4.50
Sausage Roll	\$3.50
Lasagna (pre-order only)	\$4.50
Fried Rice with bacon (pre-order only)	\$4.50
Spaghetti Bolognese (pre-order only)	\$4.50

SNACKS

Fruit (apple/orange/seasonal fruit)	\$1.50
Popcorn	\$2.00
Seaweed	\$2.00
Vege chips	\$2.00
Harvest Snaps	\$2.00
Cheese and crackers	\$2.00
Vanilla yoghurt (tub or pouch)	\$2.00
Mini muffin	\$1.50
Cookie	\$1.50
Bliss Ball (chocolate or apricot) (dairy and nut free)	\$1.00
Granola Slice with choc chips (dairy and nut free)	\$1.00

BENTO BOX

1/2 wrap (ham/vegemite/cheese) egg, carrot, cucumber, cherry tomato, dip and bliss ball	\$5.00
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FROZEN SNACKS

Frozen Apple Juice Cups	\$1.50
Quelch Icy Poles	\$1.00
Frozen Pineapple Rings	50c

DRINKS

Water (600ml)	\$2.00
Plain Sparkling Water (500ml)	\$3.00
Bubly Flavoured Sparkling Water (raspberry/lime) (375ml)	\$3.00
Plain Milk (200ml)	\$2.00



*We are a
nut and egg.
free Kindy*



Time Out



Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) 	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
See advice for these specific conditions below		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella)²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention