

# Bardo Road

K i n d e r g a r t e n

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## PARENT HANDBOOK

2021

*WE GROW HAPPY CHILDREN*

## WELCOME TO BARDO ROAD KINDERGARTEN

Bardo Road Kindergarten is privately owned and operated by Amy and Brendan Cuss. This kindergarten has been a part of the local community for many years and is very well known for its homely / nurturing environment.

Bardo Road Kindergarten has always maintained high standards of care. We believe that the early years of a child's life are their most influential. It is within these years that a child develops the foundational skills and abilities that will carry them through life. We are committed to the development of the children attending Bardo Road Kindergarten.

Our curriculum is focused on the 'Early Years Learning Framework' (EYLF) and all of the Educators at Bardo Road Kindergarten are actively involved in program development, observation, and goal setting. The Becoming, Being, and Belonging philosophy underpins our daily programs which support the children in developing a strong sense of self-worth and identity.

We look forward to having your child in our care and working in partnership with you and your family to ensure a positive experience for all. This Parent Handbook is intended to provide the information you require regarding Bardo Road Kindergarten. Please feel free to approach any member of the team at Bardo Road Kindergarten if you require any additional information.

## MISSION STATEMENT

Our mission is to protect and cherish the innocence of children by providing a safe and supportive learning environment. We will work in partnership with families to provide developmentally appropriate programs which recognise, respect, value, and appreciate the uniqueness of the children. We will actively encourage children in developing the foundational skills and abilities that will carry them through life.

## PHILOSOPHY

**Children** - We see children as unique and capable individuals, who come to Bardo Road Kindergarten with their own interests, talents, skills, and ideas. We agree that children develop a strong sense of self-worth and identity when their Educators are attuned to the children's thoughts and feelings. We therefore encourage children to express their opinions and to use their initiative to gain a better understanding of the children's perspectives. We promote interaction and mutual respect between the children whilst valuing children's autonomy. We actively promote learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills and instil a sense of Belonging, Being and Becoming in the children.

**Family** - We acknowledge that family is the most influential aspect in the lives of their children. We believe that positive and mutually respectful partnerships with families are

central to ensuring continuity and progression in a child's learning, development and future success. We will engage in ongoing consultation with families to achieve the best possible outcomes for all.

**Program** - We recognise and respect that children are individuals who develop at their own rate. Our programs will be comprised of planned and spontaneous experiences which provide enriching, meaningful and realistic opportunities for children to explore, create, discover, and imagine. We acknowledge that interactions and conversations are vitally important for learning and will engage children in worthwhile and challenging experiences that foster high-level thinking skills and learning. The children and not the curriculum will always be our focus and we will promote children's learning through play.

**Educators** - We believe that team work and effective communication are essential requirements for positive outcomes across all aspects of Bardo Road Kindergarten's functioning acknowledging that "together everyone achieves more". We will value, be responsive to, and build on children's strengths, abilities and interests to ensure their motivation and engagement in learning. We aim to create an environment of trust and respect, where we work towards achieving a shared goal. Each member of the team at Bardo Road Kindergarten is a valued resource whose experience, skills, dedication and professionalism are critical to the success of the children and the kindy. The professionalism of the Educators at Bardo Road Kindergarten will be maintained through regular and accurate evaluation and assessment and ongoing education and training.

**Community** - We value community involvement in all aspects of our programs and effectively utilise community resources to enhance the growth and development of children, families, and Educators.

**Environment** - We understand that young children develop their ideas and understandings of the world around them from the information presented to them by the significant adults in their lives, including Early Childhood Educators. We will ensure that the information provided to the children will encourage a positive attitude to the environment.

**Diversity** - We embrace diversity within Bardo Road Kindergarten and the wider community, through acknowledgement, acceptance, appreciation, and respect. We will encourage children to view diversity with a sense of appreciation and wonder rather than misunderstanding and fear. Our programs will embrace, celebrate and share traditions and cultures and will cater for different capacities and learning styles

### **BELONGING, BEING, BECOMING**

The EYLF is a key component of the National Quality Framework, which has been developed by the Council of Australian Governments (COAG) to assist Early Childhood Educators to provide children with opportunities to maximise their potential and develop a foundation for success in the future.

Fundamental to the EYLF is the view that childhood is the time where a sense of Belonging, Being, and Becoming should be instilled in children. The aims of Bardo Road Kindergarten are aligned with the following aims which COAG have set out for Early Childhood Educators under the EYLF:

We aim to:

- Work as partners with parents and families of the children.
- Provide information, contacts and support for the children, parents, and families.
- Provide a high-quality care and learning environment.
- Provide a program based on the Early Years Learning Framework where all children experience learning that is engaging and builds success for life.
- Provide a safe, secure, happy and loving home like environment where children have a sense of belonging.
- Provide a place where childhood is a time to be, to seek and make meaning of the world.
- Provide an environment that has vibrant and flexible spaces that are responsive to interests and abilities of each child.
- Provide an environment rich in resources to stimulate learning and development.
- Provide Educators/Staff that are experienced in nurturing, caring and valuing children.
- Recognise, respond, to all children's strengths, abilities and interests. We value and build upon children's strengths, skills and knowledge to ensure their motivation and engagement in learning.
- Respond to children's expertise, cultural traditions and ways of knowing, the multiple languages spoken by some children, particularly Aboriginal and Torres Strait Islander children, and strategies used by children with additional needs to negotiate their everyday lives.

Source: Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments

## OUR CENTRE'S OPERATIONS

**Licensing** – Bardo Road Kindergarten is currently licensed for twenty-four (24) Children.

**Hours of Operation** – We operate between 8:00am and 4:00pm Monday through Friday, excluding NSW Public Holidays. During the Christmas/New Year period, Bardo Road kindergarten will close for four (4) weeks (closure date will be advised at the beginning of the calendar year).

We ask you to observe the hours carefully. We are not licensed to have children in our care before 8:00am and after 4:00pm as we are setting up activities or cleaning up and preparing

for the next day. In an emergency please telephone the kindy.

### **Key Features –**

- Large renovated outside play area with large, open grass area, sandpit, and cubby house;
- Homely renovated indoor environment; and
- Walking distance to Newport Public School, beach, and shops.

**Grouping** – Bardo Road Kindergarten has the following two (2) groups:

- Three (3) day group 4 – 6 years, twenty-four (24) children and three (3) staff (One (1) Diploma trained, Two (2) Certificate III trained)
- Two (2) day group 3 – 4 years, twenty-four (24) children and three (3) staff (One (1) Diploma trained, Two (2) Certificate III trained)
- **Enrolments** – Bardo Road Kindergarten only offers permanent enrolments in either the 2 day group (3-4 year old) or the 3 days group (4-5 year old) .

Bardo Road Kindergarten starts the enrolment process in August / September of each year. You can place your child on our wait list through our website. Placing your child on our wait list does not guarantee a placement at Bardo Road Kindergarten. Each wait list is dated, and placement will be offered in order of date. Priority is given to siblings.

When you confirm your placement at Bardo Road Kindergarten, you will be asked to secure your days with a holding NON-REFUNDABLE deposit of \$400 (2 weeks full fees). This holding deposit will be applied to your account on the last month of attendance of Bardo Road Kindy. You will also be charged a ONE OFF Administration fee of \$150. Description of what this covers is on page 6 of this Parent Handbook.

**Fees** - \$100.00 per day. Fees will be debited from your account fortnightly using the Debit Success system (please read terms and conditions on Debit Success Handout). Fees will remain 2 weeks in advance. Since fees are Bardo Road Kindergarten's only source of income, it is extremely important that fees are paid regularly, fortnightly in ADVANCE. Fees are charged for Public Holidays, sick days and any holidays taken during the year. Should fees be bounce for any reason, Debit Success will charge you a fee and Kindy will contact you to re-arrange re-processing.

**Child Care Subsidy (CCS)** - Bardo Road Kindergarten is approved for CCS and families attending Bardo Road Kindergarten may be eligible for that benefit.

The current eligibility basics set out in the Department of Human Services website: <http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate> are:

- **Child Care Management System (CCMS)** – As an approved CCB kindergarten, Bardo Road Kindergarten is required to maintain records on an approved CCMS. We will be using the QikKids CCMS to records your family information and to record your child’s attendance. The information will be provided electronically to the Department of Human Services, so they can calculate your entitlement to Child Care Benefit and make payment in the manner elected. Signing your child in and out is essential as these records will be used to record your child’s attendance. This is a Department of education and Communities requirement. Payment receipts and CCB statements will be provided.

## GETTING STARTED

On enrolment at Bardo Road Kindergarten, an administration fee of \$150 will be applied to your account. You will receive:

- Legionnaire Hat;
- Sheets;
- Water cup
- Blanket/bag.
- Debit Success Bank fees (not credit card fees) Bardo Road Kindy does not cover any declined transaction. This fee is direct with Debit Success.
- Photographs
- Portfolio documentation
- School Readiness Program / workbook
- Incursions and excursion (small donations may be required for certain activities)

At the end of your child’s years at Bardo Road Kindergarten, they will be given their hat, blanket bag and portfolio as mementos.

**Kindy Bag/Lunch Box** – Your child must have a kindy bag which is big enough to fit a Lunch Box, spare clothes, and craft. Please label all your child’s belongings. Please remember when you are purchasing your child’s Lunch Box, make sure your child can open it alone. We do help the children but as we are always encouraging independence and school readiness skills, it is important that they are able to complete this task alone.

**Food** - Bardo Road Kindergarten promotes and encourages “Healthy Eating”. We are allergy aware at Bardo Road Kindergarten. NO PEANUT BUTTER OR PEANUT PRODUCTS are to be brought to kindy. Please provide your child with the following:

- *Morning Tea* – Please provide your child with a piece of fruit and a small snack ie. Yoghurt, vegetable sticks with dip, rice crackers.

- *Lunch* – Please provide your child with a “healthy” lunch. We encourage you to minimize wrapped snacks and instead provide fresh produce. Lunch should include a sandwich and a few snacks. All lunch boxes are refrigerated to prevent food spoiling.
- *Afternoon Tea* – Bardo Road Kindergarten will supply a small healthy snack.
- *Water* – Your child has access to water throughout their day at kindy. We have regular drinking times to ensure your child is properly hydrated during the day.

Below are some helpful websites that include snack and lunch box ideas:

- **Healthy Kids** [www.healthykids.gov.au](http://www.healthykids.gov.au)
- **Better Health Chanel** [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)
- **NSW Health** [www.mhcs.health.nsw.gov.au](http://www.mhcs.health.nsw.gov.au)
- **NSW Food Authority** [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- **National Health & Medical Research Council** [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

**Clothing** - Please send your child in sensible clothing and shoes appropriate for play and activities at kindy. Please keep in mind when dressing your child for kindy that they may get wet or dirty when exploring their environment and learning through play. A spare set of clothing (season appropriate) needs to be packed every day.

## YOUR CHILD'S DAY AT BARDO ROAD KINDERGARTEN

**Arriving at kindy - Please be aware of the neighbours to Bardo Road Kindergarten and do not park across their drives.** We promote road safety and remind you **this is a busy street.** **PLEASE DO NOT PARK IN or PULL INTO TO TURN AROUND IN BARDO ROAD KINDERGARTEN'S DRIVEWAY.** Children should alight and leave from the kindergarten side of the road. **Also, other children should not be left in the car when you come in.**

We talk to the children about holding your hand outside the gate and ask that you reinforce this at home. Please note only adults are to open and shut the gate **not** siblings and **not** the kindy children.

**Signing in / out Procedure** – An authorised adult – OVER 18 and listed on your enrolment form, must sign your child in each day on arrival and departure. This is done using the iPad at the entrance for Kindy. All authorised contacts for your child will be listed on this and they will each receive their OWN PERSONAL PIN. If there is a temporary change of persons collecting your child, you need to send an email with written consent. This information has to include Name, Phone Number and relationship to child. Please note – the persons collecting will need to present a photo ID before we can allow child to leave. In an emergency a phone call will be accepted but the person collecting will still need to present identification.

**Settling in Process** – It is normal and expected that some children will take time to settle into kindy. We will consult with parents to identify any specific needs or routines their children may have and to develop strategies to make the transition as comfortable as possible for both children and parents.

**Program** - Our programs reflect planned and spontaneous experiences designed to support children's development in all domains. Educators at Bardo Road Kindergarten use intentional teaching methodologies (deliberate, purposeful and thoughtful), recognising that learning occurs in social contexts and that interactions and conversations are vitally important for learning. They actively promote children's learning through play.

Our daily routine is flexible and is adapted to the specific group of children attending. The routine is also predictable, so the children get to know what comes next.

**Additional Needs and Support** - In circumstances where the Educators at Bardo Road Kindergarten believe that a child would benefit from additional support they will consult with parents about specialist assistance that may be available to assist their child.



**Sun Smart** - We have a 'no hat no play' policy. Your child's legionnaire hat will be kept at Bardo Road Kindergarten to ensure that each child has a hat. The hat will be laundered each month. **Sunscreen is to be applied before arriving at the kindergarten and will be reapplied by staff if necessary.** Please make sure you advise a member of the Bardo Road Kindergarten team of any sunscreen allergies. Suitable clothes should be worn to minimize exposure (the "Sun Smart" policy at Bardo Road Kindergarten states that children are not to wear singlets or strapless tops). Children are educated on sun safety through stories, song, craft and play.

**Toileting** – Bardo Road kindergarten does not have nappy change facilities therefore your child must be toilet trained to attend. We have regular toilet times in the first few weeks of kindy.

**Rest & Relaxation** - Bardo Road Kindergarten encourages rest time at kindy. Children are given 45 mins to 1 Hour to rest. We provide an atmosphere that is quiet, calming and safe for the children to rest or sleep. We respect all children's individual need for sleep. A record of sleep will be shown in the sign in/out register. We provide relaxing music during this time; books will be offered to the non-sleepers after 20 mins. Bedding is provided, and it will be stored at kindy. Children can bring in their own comforters for rest time. Unfortunately, if your request is for your child NOT to sleep, we will endeavour to keep them awake. HOWEVER, should they fall asleep, our sleep policy states that staff will not wake until they have had 20 mins sleep.

## HEALTH AND SAFETY AT BARDO ROAD KINDERGARTEN

### **ALL STAFF HAVE TRAINING IN ASTHMA AND ANAPHALAXYIS, FIRST AID, AND HOLD A CHILD PROTECTION and WORKING WITH CHILDREN CERTIFICATE**

**Medication** - If your child requires medication, this information has to be entered in the medicine book on arrival. Medication is to be physically handed to a staff member. Do not leave medication in your child's bag (including asthma medication). Only medication that has been prescribed by a doctor for the specific child will be administered.

**Asthma** - If your child has asthma medication prescribed at any time or suffers from asthma please fill in an asthma medication form and action plan on enrolment (available from staff). All Educators are trained in Asthma. You will need to provide Kindy with a labelled box with all your child's Asthma medication and spacers. Staff will inform you when medication expiry is near and need replacement. This is always kept at kindy.

**Illness – ANY CHILD THAT HAS BEEN GIVEN “OVER THE COUNTER MEDICATION”, WE DO REQUIRE THAT YOUR CHILD REMAINS AT HOME FOR 24 HOURS (Panadol, Dimetapp, Nurofen, Pain stop).** Please keep your child home if he or she is ill, as the risk of cross infection is high in the preschool environment. Inform us if your child is recovering from an illness or needs special care. Any child or staff member that is suffering from an infectious disease must stay away for the required time. Please respect others. If you are unsure of illness exclusion periods, please visit **“Parent Resources” – “Staying Healthy in Childcare” and “Covid-19 Safe Plan” on the website**

**Accidents** - A record of any injury to a child in our care will be given to you on collection of your child. In the event of injury, first aid will be applied, and you will be notified immediately if necessary.

**Safety and Emergency Procedures** - Bardo Road Kindergarten will be conducting compulsory fire drills. This involves talking to the children about good and bad fires, about people being more important than things and belongings and what we do at kindy in an emergency. We try to make this as non-threatening as possible however some children are not comfortable with sound of the smoke detector or having to come when we blow a whistle. If your child mentions this at home, please help understand the reason we practice. Maybe you can discuss this in relation to your own home. In the event of an emergency and the evacuation of the Kindergarten, our meeting place is the oval between Bishop Street and Barrenjoey Road.

**Mandatory Reporting requirements** - All teachers, including Early Childhood Educators are mandated by law to report any concern about the safety, welfare or wellbeing of any child or any suspicion that a child is at risk of harm to the Child Protection Helpline on 132 111.

## THE TEAM AT BARDO ROAD KINDERGARTEN

### The Team –

Director:

Amy Cuss - Certified Supervisor / Bach of Education (Early Childhood)

Educators:

Sarah – Assistant Director / Certified Supervisor / Diploma Of Children’s Services

Monique Petitt - Diploma of Children’s Services

Grace Tatum - Diploma of Children’s Services

Gina – Cert III in Childcare

Mia Burlinson – Trainee Cert III in Childcare

**Privacy** - All members of the team at Bardo Road Kindergarten will aim to provide all families with the highest quality care and will ensure that all personal information provided remains confidential.

**Parent Grievances or Complaints** – The Team at Bardo Road Kindergarten will make every effort to address issues raised by parents so that these do not escalate into grievances or formal complaints. However, if the matter cannot be resolved and a formal written complaint is to be made, the NSW Department of Education and Communities and Care Directorate must be informed. Their contact details are:

Phone: 1800 619 113 (toll free)  
Fax: 02 8633 1810  
E-mail: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)  
Post to: NSW Department of Education and Communities  
Locked Bag 5107  
PARRAMATTA NSW 2124

**Withdrawal/termination of enrolment** – In the event that you wish to withdraw your child from Bardo Road Kindergarten, you are required to provide 4 weeks written notice. Withdrawals made from 1<sup>st</sup> November will require 8 weeks written notice. All fees must be up to date at the time of withdrawal.

The Director of Bardo Road Kindergarten may decide to terminate your child's enrolment in accordance with current Policies and Procedures (which can be made available to you on request). The circumstances where this may occur include:

- You fail to pay fees; and/or
- Your child is collected late on a regular basis. (5 times)

#### CONTACT DETAILS

Company Name: K 4 Kindy Pty Ltd

Trading as: Bardo Road Kindergarten

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