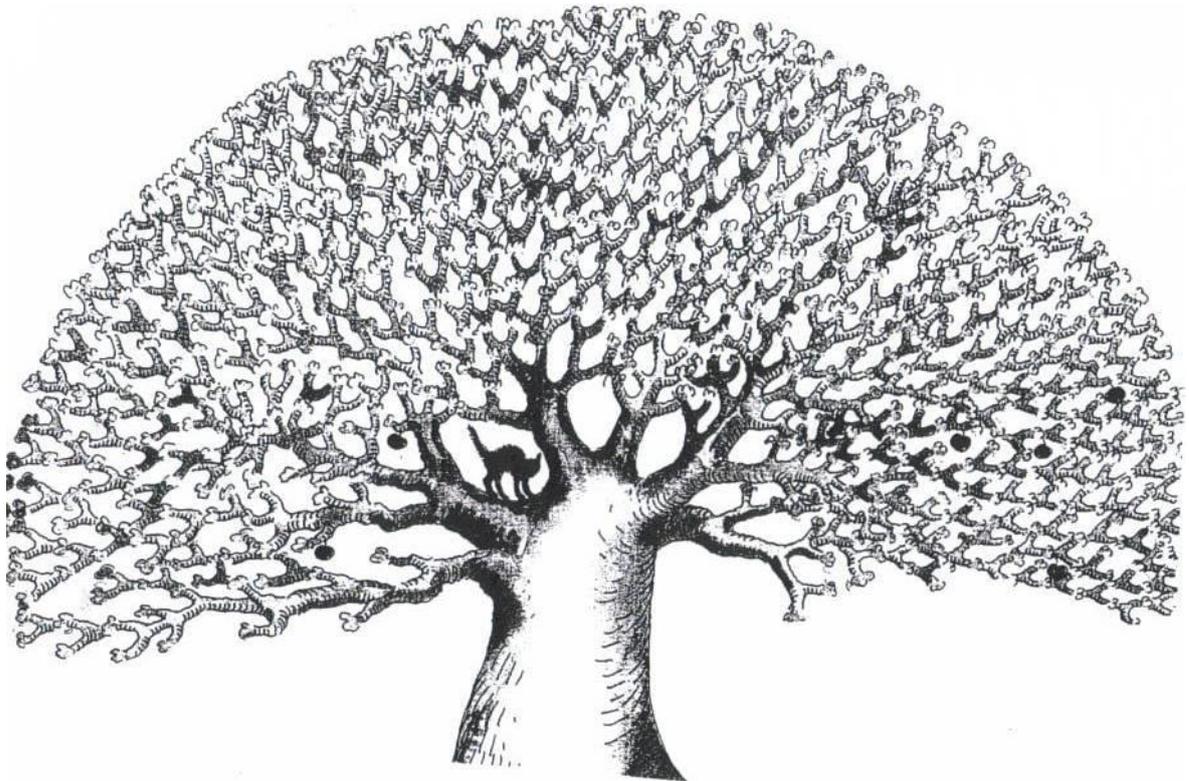


# YORKEYS KNOB COMMUNITY KINDERGARTEN & PRESCHOOL

## PARENT HANDBOOK



"OUR PLACE "

Let us remember that as  
many hands build a  
home so many hearts  
make a Kindy

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# **WELCOME TO YORKEYS KNOB COMMUNITY KINDERGARTEN & PRESCHOOL**

## **THE CENTRE**

This booklet has been prepared to introduce parents to this centre and to give you an idea of how it functions. It not only details the daily requirements of your child, but your obligations in helping run this community based centre to the benefit of all the children attending, now and in the future.

A "Community" kindergarten and preschool, is a non-profit, community-based organisation providing early childhood education for children aged 4-6 years. A publicly elected committee of parents manages the centre. The committee is solely responsible for all aspects of the centre. The Director and Assistant are responsible for teaching only. The Crèche and Kindergarten Association is the State Government approved administrative body responsible for community controlled early childhood education in Queensland. The Crèche and Kindergarten Association co-ordinates Government funding for community centres. Crèche and Kindergarten Association affiliation ensures approved standards in:-

- Constitution and Rules
- Building and Playground design
- Equipment
- Staff Qualifications
- Enrolment patterns
- Educational programs

A quarterly grant towards staff salaries helps to keep fees down.

## **MEMBERSHIP OF ASSOCIATION**

The centre is made up of parents who are Financial Members of the Association. At least one parent per child must become a member in order to enrol that child at the centre. The membership fee is \$5.00

## **A BRIEF HISTORY**

1974 Founded by interested parents, operated part time in the old Progress Hall in Varley Street, Yorkey's Knob.

1977 Land in Best Street donated by Mulgrave Shire Council, and building began.

1981 Stage 2 completed, playroom extended, office and store room added. Crèche and Kindergarten affiliation achieved.

2004 30 year Anniversary

## YORKEYS KNOB COMMUNITY KINDERGARTEN PHILOSOPHY

Our community is warm, welcoming and inclusive where there is a strong sense of belonging for all. We place great importance on building relationships that are caring, open, collaborative, respectful and supportive.

We manage our kindergarten with an ongoing cycle of planning and review, engage parents, and the community, to create a climate for continuous improvement and promote a positive organisational culture.

We want our children to have a strong sense of identity. We are passionate about the importance and power of play and through play children will extend their understanding of language and engage with texts, symbols and numeracy concepts discover and connect with and act responsibly in the natural and built environments.

We want children to grow in confidence, resilience and independence, taking increasing responsibility for their own and others health and wellbeing, develop empathy and form trusting relationships with adults and other children. We will offer children new learning experiences and these experiences will be represented and reflected in the kindergarten program daily.

Children will also be encouraged to understand and recognise social justice and fairness, embrace diversity using their own ways of expressing themselves that will be celebrated within the group.

The development and delivery of a high quality early learning curriculum which considers and responds to the social context, interests, experiences and individuality of each child corresponds to C&K's philosophy that every child deserves access to quality early education and care within a supportive, local community. This is evident in C&K's approach to learning, which is based on:

- Rich and responsive relationships
- Competent and capable children
- Equitable and inclusive learning opportunities
- Collaborative and lifelong learning
- Partnerships with families and communities and
- Listening, dialogue and critically reflective teaching practices.

Legislation, contractual and funding conditions, obligations on C&K are reflected in this approach. This approach, upon which C&K Building Waterfalls teaching and learning guidelines is based on, contributes to and ties in with, the five key learning outcomes of Belonging, Being and Becoming: The Early Years Learning Framework for Australia.

We the staff will welcome and encourage all of our parents to be actively involved in our community, by contributing ideas and sharing information about their skills and experiences.

The staff will facilitate learning about the community and surroundings through incursions and discussions. Staff will provide a service which best meet the needs of the parents and children and provide support systems for families.

We aim for each child to feel empowered to play, work, think, and learn independently of adults. Children are the focus of the program and the teachers are seen as the facilitators available to provide support, guidance, encouragement and a stimulating variety of resources. In the time spent with us, children will be free to observe, to question, to experiment, to explore without fear of consequence.

We aim for each child to have the freedom to interact within the environment; a child-centred program will enable children to make decisions and self-select materials, equipment, and resources from a well-planned stimulating environment. A child comes to their own conclusions if they have been allowed to work things out for themselves.

We aim for the children to feel empowered with self-protection skills, including independence and self-respect, and to respect the rights and feelings of others.

There are two simple rules...

- (1) Sharing and
- (2) Caring.

A limited number of rules mean that they are easily remembered and the children encourage their peers to comply. The children are encouraged to develop skills necessary to solve their problems independently where developmentally appropriate. They shall be encouraged to verbalise their needs and feelings and think through positive solutions to their problems.

We aim for each child to have the time to initiate and develop their play, placing them in control of the program. With a flexible program to accommodate each child's needs, moods and unplanned experiences and the teacher to recognise and appreciate the need to build upon the "teachable moments".

By facilitating safe play guidelines, educators/teachers empower children to confidently make decisions on the level of risk they are prepared to take, as well as the level of risk that is acceptable in the learning environment.

We aim to create an environment that is inclusive, promotes competence, independent exploration and learning through play and where outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both the built and natural environments.

We pay respect to the Yirrgandji people and their country, on which our kindergarten is placed. We acknowledge the important role of the Indigenous community in the life of the Yorkeys Knob Preschool

## **EDUCATIONAL PROGRAM**

When you visit Yorkeys Knob Community Kindergarten you will see many activities occurring throughout the session, though not necessarily at the same time each day. We hope to see an increase in confidence and independence where children are not afraid to try out their own ideas or have their own thoughts. They learn to ask questions and see their own answers and finally to become responsible for their own learning. Children are allowed to learn at their own pace with freedom to choose a task and complete it to their own satisfaction. We provide the opportunity for the children to experience limits and interact with concerned adults who constantly extend on children's learning respecting them as developing individuals.

"Building Waterfalls" has been created around four currents of thought - connecting, enlarging, listening, exploring. The currents are interconnected with and interdependent upon the other and carry human qualities of:

- Respect
- Trust
- Honesty
- Integrity
- Compassion
- Courage
- Resilience

## **PORTFOLIOS**

Each child has a portfolio of their time at kindergarten. These are a continuing working document as children are encouraged to add their own pieces of work with contributions and input from parents and staff throughout the year. They are on display for parents and children to share and will be sent home at the end of each year

## **SUN CARE**

At our centre, we appreciate the importance of protecting children's skin from the damaging effect of the sun and educating children about "sunsmart" behaviour. Our sun care policy recognises that both parents and staff have a shared responsibility in relation to sun care. With that in mind, it is recommended that you apply a 30+ sunscreen to your children in the morning. Should you forget sunscreen, is always available at the centre, please sign the sunscreen section of the sign in/out sheet to confirm sunscreen has been applied to your child. Our playground provides plenty of shade and staff will act as positive role models as well as actively ensuring that sun exposure is minimised throughout the day, especially during the hottest times. Children must wear a sunsmart hat and clothing that provides adequate protection from the sun and is cool, comfortable and practical for outside play.

## **REMEMBER - NO SUNSMART HAT, NO OUTDOOR PLAY**

## **REST TIMES**

Rest time is an essential part of the day's programme, giving children an opportunity to rest their bodies and be alone with their thoughts after a busy morning. The Education and Care Services Regulations 2011 requires Early Childhood Services to provide rest and relaxation times for individuals. Children who do not sleep during this time will be encouraged to rest quietly. A child who has learned to relax will become an adult who is able to deal more adequately with the stress, and strain of normal living.

## **LUNCHES**

Nutritional education is an important part of centre's philosophy.

You will be encouraged to supply your child with fruit for morning tea, and a nutritious lunch. There are many healthy choices - salads, cheese, meat, sandwiches, (wholemeal bread preferably). Leaflets are available with suggestions on healthy school lunches. Biscuits, cakes, sweets, roll ups, chips , chocolate and chewing gum will be discouraged.

For **Kookaburra Group and Gecko Group**, we ask that the child's food is sent in one lunch box containing all of your child's food for the day, morning tea, lunch and afternoon tea. We store the children's lunches in the refrigerator and this means the size of the lunch box needs to be limited. We ask that children's lunch is **NOT** supplied in an insulated lunch box. With these type of boxes the food temperature cannot be regulated, and they are too bulky for our refrigerators.

## LITTER FREE LUNCHES

Here at Yorkeys Knob Kindergarten we are teaching the children about caring for our environment. As part of our program of sustainability we are using a worm farm to recycle the fruit and vegetable scraps left over from our meals, and this in turn will fertilise our garden. We are encouraging you to use a 'Litter Free Lunch Box or brown bag (recyclable)'. This means that we will be actively discouraging the use of throw away containers, plastic wrap, zip lock bags and other disposable packaging. Thank you for your support in helping to reduce, reuse and recycle.

## ARRIVAL AND DEPARTURE PROCEDURES

Our policy in regards to the matter is outlined below:

As a matter of safety, children must be brought into the centre and collected from the centre by a responsible adult at least 18 years of age.

The adult must sign the child "in" and "out", record the time of arrival or departure and notify the teacher that the child has arrived/is departing. Also record the name of adult picking up child (if different person), and contact phone if your child will not be at the regular number held by the centre.

Our sign in/out sheets are used for fire drills and lockdown so please ensure you child is signed in each day.

Children can only be signed in and out by custodial parents or people authorised in writing on the child's enrolment form under emergency contact. ***Staff must be informed if an adult other than the custodial parent will be collecting the child.***

## SETTLING IN

It is important to make the transition from home to kindergarten as smooth as possible. It is important to build on this initial contact with the centre by:

- Talking about the Kindergarten in a positive way.
- Spending some time with your child exploring the new environment and talking about how good it is going to be.
- Encouraging you child to engage in an enjoyable activity on arrival.
- Using the teacher and other children's names at the centre and at home to help you child become more familiar with the new people in their lives.

Saying goodbye in the early days can be hard. Often children's ways of protesting are very dramatic; leaving parents feeling emotionally drained when they leave the centre. But in most instances the protests are short

lived and often have ceased by the time the parents are out of sight. It is better for the child if you try not to prolong the farewell. Briefly explain to your child what is going to happen i.e. "I'm going now, I'll be back at 2.45 pm." Give them a kiss and a hug then follow through by going.

Please speak to the teacher and advise that you are leaving, particularly if you think your child might need some extra support. Never hesitate to ring later to find out how your child is feeling, and to put your mind at rest.

At other times throughout the year, children may show some reluctance to come to the centre in the mornings. This can happen for a wide variety of reasons including adults going to work or working away from home, a greater attraction at home, lots of changes going on in their life, not feeling too well or feeling rather tired, not wanting to leave what they are doing at home and difficulties with peers. If this occurs, please feel free to consult with staff.

## **RETURNING FOR YOUR CHILD**

Please be on time. A few minutes late can seem like a long time to a child who is waiting for you. Greet your child warmly. Say "Have you had a nice day?" rather than "What have you done today?" It is not easy for a child to tell all that has happened so they may reply "nothing", disappointing you and leaving them dissatisfied.

Because children are participating in so many things, they will often be exhausted after kindy/preschool. Allow for quiet time when arriving home.

## **EXCURSIONS**

Parents will be notified if the children are to go on an excursion or outing. Children will leave the centre only if there is one adult to every four children. Children must wear sandals, sneakers or shoes with laces (not thongs, waterproof boots or shoes with slippery soles). Permission slips for each excursion must be signed by the parent prior to departure.

## **PERSONAL BELONGINGS**

Children should wear sensible play clothes, no 'best' clothes please. We like the children to become involved in all activities, some of which are messy as well as fun. Long dresses/skirts can be dangerous. All powder paint is easily washed from clothes, but acrylic is not. (Aprons are supplied but accidents do happen). The best way to preserve your child's clothes is to have them wear our kindy and preschool t-shirts or dresses. These are available from the office.

Please discourage your child from bringing toys from home. They tend to get lost. Guns are not allowed at the centre. Children may bring a soft toy or 'cuddly' for rest time if required. Jewelry can be hazardous, e.g., long earrings can catch easily and be torn from the ear, and small rings can be swallowed.

Barefooted play is beneficial to children's safety, growth and development of sensory awareness. Bare feet can grip climbing equipment and promote more effective balance and control. Therefore, shoes will be removed for music, outdoor play and rest times.

## **MEDICATION**

All medication is to be given to the Director and will be kept in a locked cabinet. Only medically prescribed medication will be administered and all particulars are to be witnessed and signed by staff and parents in the medication book. Parents with children on nebulisers are required to sign extra forms if they are to be used during school hours.

## **SICK CHILDREN/INJURIES/INFECTIOUS DISEASES**

- Parents will be contacted promptly should a child be injured and the Director or person in charge will take whatever steps are necessary.
- Children with contagious illnesses will not be admitted to the centre.
- Parents must contact the centre to report contagious illnesses.
- In the event of a child taking ill in the centre, the parent will be contacted, therefore, it is imperative that the parent ensures the current phone numbers are with the person in charge at all times.
- In the event of a parent or contact not being available, the Director or person in charge will take whatever steps are considered to be necessary to ensure the child's wellbeing.
- The Director or person in charge will call an ambulance if necessary. The centre has ambulance insurance to cover all children.
- Head lice must be treated to prevent spreading.
- School sores (impetigo) must be treated and covered. Then the child can attend the centre.
- All staff hold current First Aid Certificates.
- An incident file is kept to comply with WPHS

## **EMERGENCY AND EVACUATION PROCEDURE**

The children participate in fire drills eight times a year. In case of an emergency the staff will evacuate all children to the front gate. The roll will be called and the appropriate emergency services contacted.

## STAFF

**DIRECTOR** Lisa Cornish Bach Teaching, Grad Dip  
Special Ed, Grad Cert (E.C)

**ASSISTANT** Jody Styles Cert. III Childcare

**OFFICE MANAGER** Sharron Rawlings (Mon, Wed, Fri)

**Email:** [candk\\_yorkeysknob@bigpond.com](mailto:candk_yorkeysknob@bigpond.com) **Tel No:** 07 4055 7114

All staff hold a current Senior First Aid Certificate as required by Child Care (Child Care Centres) Regulations 1991.

**Staff also hold current Blue Cards**

## EDUCATION PRACTICE ADVISOR

The Education Practice Advisor (representative of the Crèche & Kindergarten Association) provides regional support for committees, staff and parents. This advisor also handles licensing and affiliation requirements.

Name: Will Jones  
Email: will@candk.asn.au  
Mobile: 0417 735 803  
Crèche & Kindergarten Association (Brisbane) 1800 177 092

## GROUPS

All children must turn 4 by June 30th of the year they attend.



**Kookaburras (Group 1)**  
Tuesday and Wednesday  
8:25am to 4:05pm



**Geckos (Group 2)**  
Thursday and Friday  
8:25am to 4:05pm

During the Kindy contact hours (as above) the children are in the care of the educators. Before Kindy starts and when Kindy finishes is the Educators non contact time when they prepare the environment for the children, document the children's learning and complete other paper work and tasks as necessary to the provision of a quality program for your child. Once your child is signed out, your child is under **your** supervision and is **your** legal responsibility.

There will be a **\$50** late fee if you're more than 10 minutes late without a phone call.

The Centre operates 40 weeks of the year with the same holidays as the Education Department. Each group will have 2 scheduled staff professional development days; the dates of these will be advised throughout the year.

## **FEES**

Community Kindergartens are funded for 45% of the overall running costs by the Education Department. The remainder of the costs are met through fees and fundraising. Funding is received quarterly and it is important that fees are paid when due to ensure the smooth running of the centre.

Fees are invoiced at the beginning of each term.

Kookaburras	<b>\$61.00/week</b>
Geckos	<b>\$61.00/week</b>

A rebate on fees is available for some families through the Childcare Benefit Scheme, if you hold a current health care/government concession card. This rebate will be paid to the centre to offset your fees on your behalf. **If you have a Health Care Card we will need to sight and Photocopy the card for our records.** You are still required to pay the Parent Levy in full.

Families eligible for Child Care Benefit through the Families Assistance Office are "Work Tested" not "Means Tested" This is not the same benefit paid through childcare centres. To qualify you must have:-

- Both Parents Working
- One Working One Studying
- One with a Disability the other Parent Working
- One with a Disability and the other Partner caring for that person

If you are eligible you must fill out and lodge the form using registered care available forms obtained at Medicare and Centrelink offices. Health Care Card holders are eligible for a HCC subsidy.

## **TERMS OF TRADE**

Yorkeys Knob Community Kindergarten & Preschool is partially funded by the State Government. We receive 45% of our **TOTAL** running costs in quarterly grants. The remainder of our costs are met by parent fees and fundraising. As funding is received at the end of each term it is important that fees are paid as soon as possible to ensure the consistent financial operation of the centre.

Any person who enters into an agreement with the Kindergarten is obliged to pay any fees owed by the specified due date.

Invoices are issued in the second week of each term and are put in your family pocket on the front door.

Fees including Parent Levy being paid in full must be received by the fourth week of term.

All fees being paid weekly, fortnightly or monthly must be in advance and the policy advised must be adhered to. All fees need to be paid in full by the second last week of each Term. Please advise Sharron if you wish to pay fees in installments.

### **ALL FEES NOT PAID BY FOURTH WEEK OF TERM WILL RECEIVE A \$50.00 LATE FEE**

In the event where the account is not paid within the above mentioned trading terms the following shall apply:

The family will be contracted in writing by Office Administrator  
And given seven (7) days to clear any outstanding debt.

In the event whereby the Customer fails to pay the whole amount due within seven (7) days of being so requested the family will be contacted by telephone. A payment plan will need to be agreed upon to ensure the placement for your child remains available.

In the event whereby the Customer falls to comply with the payment plan Yorkeys Knob Community Kindergarten & Preschool shall be at liberty to instruct a collection agency and/or solicitors to recover the monies outstanding and the Customer shall be liable for any costs, charges, commissions and expenses reasonably and properly payable by the Yorkeys Knob Community Kindergarten & Preschool to such Collection Agency and/or solicitors relating to the recovery of such sum;

### **FEES MORE THAN 2 WEEKS IN ARREARS MAY MEAN THE LOSS OF YOUR CHILDS PLACE AT THE CENTRE**

## **LEVIES**

A \$50 security bond is payable upon enrolment. This is deducted from your first invoice. This fee is non refundable unless there are exceptional circumstances. Refunds are at the discretion of the Committee.

A \$75 per term building maintenance, materials and consumables levy is payable per child.

## **ABSENTEEISM, HOLIDAYS & PUBLIC HOLIDAYS**

Parents must notify staff if the child is to be absent for the day, and the reason. Parents must also notify the staff if a mid-term holiday is planned. Fees must still be paid during your absence, to hold your place.

**There is no refund of fees for non-attendance of school for whatever reason.**

*Fees are still paid on all Public Holidays*

## **CANCELLATION**

Cancellation of a placement must be given in writing at least two weeks prior to leaving. If cancelling a child's place after week 5 of the Term fees must be still paid for the entire Term. A child's place may not be held if they are absent from the centre for longer than two weeks, without any communication from parents.

## **PARENT INVOLVEMENT**

This centre recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels, e.g., sharing skills and interest in functions and becoming involved at committee management level.

A library for parents is available with books on child related issues, for loan.

## **COMMITTEE**

The Parent Committee is elected at the Annual General Meeting, in February, and meets monthly. All parents are welcome to attend these meetings. The Executive positions to be filled are the President, Secretary, and Treasurer. The Committee is responsible for the management and administration of the centre, as well as initiating fund-raisers and social activities for parental participation. Every year a fund-raising target must be met.

***The Committee needs the support of all parents to meet this target.***

Minutes of the Committee meetings will be posted on the notice board, and additional information about what's going on at the centre can be found in the newsletter.

### **WAITING LIST PROCEDURE**

The waiting list procedure is as follows:

- Enrolment is strictly in accordance with the waiting list
- Waiting lists are open for three years in advance

### **COMMUNICATION**

Parents are encouraged to speak with their child's teacher about their child's progress, or any other concerns they may have. Open communication between parents and staff facilitates positive home/kindergarten relationships based on trust and positive co-operation.

Where discussion is needed, it is important to make an appointment to speak with the teacher outside of session times, rather than take the teacher's attention away from the children. This also gives the teacher the opportunity to refer to developmental records and observations in discussing any concerns.

Email communication is also welcomed.

It is the parents' responsibility to:-

- notify the child's teacher regarding changes in information recorded about the child.
- read all the information pertaining to the centre in order to be familiar with policy information.
- comply with relevant health and hygiene policies of the centre and to participate in the centre's activities.

We are always consciously aware of our environmental footprint here at the Kindergarten. To insure that we are 'doing our bit' for the environment we are working towards becoming a paperless Kindergarten, this means most of our communication will be done electronically, you will receive account statements, newsletters, and any other general information via email. If you would prefer a hard copy please advise the Directors and this can be organized otherwise the email address you have provided will be our first point of contact. **Please note that it is your responsibility to let admin know if your email address changes, the**

kindergarten will take no responsibility for loss of account statements etc due to a defunct email address.

## **COMPLAINTS PROCEDURE**

Where a parent has any concern relating to the program, the waiting list or roll, this Association advocates that the parent make direct contact with the teacher responsible for that group of children.

Where a parent has any query relating to the payment of fees or any matter relating to Committee management or administration, this Association advocates discussion with the Office Manager and/or the appropriate committee member.

If the matter cannot be resolved, the C&K Early Education Consultant (see page 11), or the Department of Family Youth & Community Care, may be asked to assist.

Office for Early Childhood Education & Care  
Cairns Service Centre  
Department of Education & Training  
PO Box 1682  
Cairns Qld 4870

Address: Level 2, 17-19 Sheridan Street, Cairns  
Phone: 07 4042 5301  
Fax: 07 4042 5300

## **TAFE STUDENT PLACEMENT, WORK EXPERIENCE AND OTHER STUDENTS, VOLUNTEERS**

This centre recognises the importance of student placements as being consistent with the long term training of staff in the provision of quality education and care for children. Students are supervised both by the centre staff and by University/TAFE staff. However, acceptance of placement of students must be determined upon consideration of the children's needs at the time.

This centre supports the inclusion of work experience school students, as part of their educational program. This can be implemented on a limited basis upon request from the school Liaison Officer and in consultation with the teacher.

This centre may accept placement of volunteers, but only after the commitment to students has been met, and after full investigation of the person concerned. Volunteers work under the guidance of qualified staff.

### **EVERY DAY YOUR CHILD NEEDS:**

- Large bag
- Fitted bottom sheet (mattress size 123 X 60cm should you wish to make a fitted one) & a flat top sheet
- Bed bag with draw string
- Sun hat. Hats must be worn at all times by children when outside. C&K regulations state that hats must be wide brimmed or legionnaire style for maximum protection. **NO HAT = NO OUTSIDE PLAY.**
- Roll-on sun screen SPF15+ or higher (roll-ons are much easier for children to apply themselves).
- Roll-on mozzie repellent
- Spare change of clothes and underwear in case of accidents or wet play.
- Lunch box (Please adhere to the food policy choices).

Sheet Sets and Cups will be available for purchase at the Open Day and the beginning of the year.

### **PLEASE ENSURE ALL ITEMS ARE LABELED WITH YOUR CHILD NAME**

**It is a requirement that your Child is toilet trained. Yorkeys Knob Kindergarten has a policy in place stating "NO NAPPIES" to be worn whilst at kindergarten.**

Please sign this form advising that you have read and accept the conditions stated and return to the Kindergarten with your Enrolment Booklet

I have read the Parent Handbook and agree to the Terms and Conditions as stated.

Child's Name:.....

Parent's Signature:..... Date:.....

I will be paying: **Weekly** **Fortnightly** **Monthly** **Paying in Full**

Please indicate if you requires CCB Receipts: **I DO / DO NOT**

CCB Receipts will be given to those who require them at the end of each term and will be placed in your child's pocket on the front door.

Please indicate if you have a Health Care Card: **YES** **NO**

Health Care No:.....