

The Tiny Tartan Kindergarten

HANDBOOK



FAITH • HONOUR • SERVICE

The
Springfield
Anglican
College





Acknowledgement of Country

For thousands of years, Indigenous people have walked in this land, on their own country.

We would like to acknowledge the Jagera, Yuggera and Ugarapul peoples of Springfield, as the keepers of ancient knowledge where the The Tiny Tartan Kindergarten has been built and whose cultures and customs continue to nurture this land.

We also pay respect to elders - past, present and future.





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From the Head of Primary



Established within the grounds of the Primary Campus, the Tiny Tartan Kindergarten offers our youngest students a safe, secure and supportive learning environment of discovery and personal development. Being part of The Springfield Anglican College's wider school community, the Kindergarten offers the children an opportunity to develop an understanding of the culture and experience of school as they become part of the wider College community.

The Kindergarten students benefit from the experience of the College specialist teachers, attending lessons in Library, Music, Mandarin Chinese and Perceptual Motor Program. This approach of integrating the Kindergarten students into the Primary school enables the children to develop supportive relationships with key staff members and become familiar and comfortable in the larger school environment which will aid them as they progress through their learning journey at the College.

Our educators recognise that learning is a lifelong journey and that Kindergarten is the foundational stepping stone. They understand that every child is an active and engaged learner and carefully shape

each learning experience through a combination of independent play opportunities, valuable teaching moments and specialist lessons. Through a shared vision of providing the highest quality kindergarten program, the students are provided learning opportunities to grow in confidence, independence, and develop a sense of self-identity. Understanding that parents are a students first and most important teacher, the staff build a collaborative and supportive relationship between families, children and the school.

The Queensland Kindergarten Learning Guidelines provides staff with a structure upon which to build a program that both supports the needs of young learners while enhancing and supporting their social and emotional development. Striving for excellence at all times is reflected through the daily interactions of staff with students to provide a safe and stimulating environment for children to learn, explore and enjoy their first year of schooling at The Springfield Anglican College.

Tania Brewer
Head of Primary
Educational Leader and Nominated Supervisor



The Tiny Tartan Kindergarten Program

Ready, Set, Go! Helping your Child Prepare for Kindergarten

Over the next few months practice the following skills with your child

- Dressing themselves (zips, buttons, putting on a hat)
- Independent toileting and washing and drying hands
- Put on their own sunscreen
- Taking shoes and socks on and off – recognizing left and right shoes
- Opening and closing their lunch box and water bottle
- Throw away their rubbish
- Pack up after play and other activities
- Play and talk with others, sharing and taking turns
- Talk about Kindy routines – what will happen when loved ones leave and re-assure them loved ones will come back and collect them

Morning Routines Build Healthy Habits

Establishing a morning routine and healthy habits prior to arriving at Kindergarten is one of the most important steps in preparing your child for Kindergarten.

Children who know their morning routine are more organized and emotionally ready to start the day. The benefits of establishing a morning routine continue through their teenage years and adulthood.

A few suggestions to help prepare your child for a great start.

- Prepare lunches, water bottle and snacks the night before.
- Lay school uniform out. Encourage your child to dress themselves.
- Establish healthy bathroom and breakfast routines.
- Be responsible for a helpful chore e.g. make their bed, help feed a pet etc.
- Get dressed and pack school bag. Either assist or have a little checklist with pictures on it on what to pack.
- Put sunscreen on each day.
- Don't leave the house without their Kindy yard hat. (If it is on their head, it can't be forgotten).

The Tiny Tartan Kindergarten Program

The Tiny Tartan Kindergarten Program is designed to foster the development of the whole child through encompassing social, physical, emotional and cultural needs in addition to academic growth and welfare.

The Kindergarten program is structured to meet the individual needs of every student through inquiry and play-based learning. The building of positive approaches to learning and developing self-regulation skills are integral elements of the program.

Students undertake learning experiences based upon the Learning and Development areas of the Queensland Kindergarten Learning Guidelines. Students have the opportunity to participate in: Mandarin Chinese, Music, Perceptual Motor Program and Library taught by a College Specialist Teacher.

Educational Philosophy

As early childhood educators, we are committed to ensuring that the rights and best interests of every child underpins our daily practice and interactions. Within a framework of Christian values, we provide an engaging, stimulating and caring play based learning environment.

All children, their families and staff are respected without discrimination or bias. We acknowledge and value the individual backgrounds and unique culture and customs of all families. In our partnership with families we will seek to nurture and maintain positive relationships that will be based on trust, respect and two-way communication. Our practice and meaningful engagement with our families and diverse community demonstrates our commitment to inclusiveness.

Australia's Aboriginal and Torres Strait Islander cultures are acknowledged, respected and valued. Embedding Aboriginal and Torres Strait Islander history, language and culture in practice plays a crucial role in the Kindergarten environment. Valuable opportunities to learn and teach about Aboriginal and Torres Strait Islander cultures are embedded in our program. We are committed to reconciliation and the part that we play in promoting equality and recognition across cultures.

Our nurturing and caring environment supports each child's individual learning, while promoting resilience, supporting wellbeing and encouraging a strong sense of belonging. Children are encouraged to contribute to their world and supported to develop positive and enriching relationships with others. All children in our care are viewed as successful and capable learners, who are encouraged to strengthen their critical thinking and have their intellectual curiosity celebrated. Each child has a voice that is respected.

We are committed to providing a program that is based on The Queensland Kindergarten Learning Guideline and the Early Years Learning Framework. Current research and theories are considered important, and used to guide our programs and planning. Children are encouraged to follow their interests, investigate and experiment as they learn and develop new skills. Through play and purposeful interactions, we aim to develop in each child an active curiosity about the world and an enthusiasm for learning. We will engage in opportunities to develop each child's understanding of their environment and we will ensure that environmental responsibility is embedded in practice and programs. Student safety, health and wellbeing are at the forefront of the Kindergarten program and practice.

As educators, we critically reflect on our practice, are committed to continuous improvement and support each other through a process of self-evaluation to improve our professional practices. Teachers, educators and College leadership are skilled and knowledgeable and are dedicated to ensuring the best possible outcomes for all children.

The Importance of Play

Play is a vital part of learning and development, with research showing that play is essential to ensure students reach their full potential in life. Play helps students learn about the world in which they live. Play encourages self-esteem and allows students to investigate and discover, test their theories, spatial relationships, explore cause and effect, societal roles and family values.







What Happens at The Tiny Tartan Kindergarten?

Classroom Organisation

Students will be allocated to a classroom prior to commencement at The Tiny Tartan Kindergarten.

Hours of Operation

The Kindergarten operates from 8:15am to 3:00pm. Classroom doors will be opened in the morning from 8:15am. There will be time to unpack and participate in some arrival activities for the first 15 minutes before our formal day begins at 8.30am. You are welcome to leave your children from 8.15am onwards. Students may be collected from the Kindergarten from 2:40pm to 3:00pm.

Arrival and Departure

The Kindergarten opens at 8:15am. To ensure your child has the best possible start to their Kindergarten day it is important that students arrive on time each day, please ensure your children arrive by 8:30am.

Students are to be walked into the Kindergarten. All Kindergarten students must be signed in by a parent or nominated adult. An authorised adult must collect the student from the classroom. Please remember to sign your child out each day from either the Kindergarten or Early Years ABCC.

All Kindergarten children must be signed in by the person who delivers them to the Kindergarten and signed out upon departure by a parent or authorised nominee.

Persons Authorised to Collect Students

On enrolment, you must provide the name, address and telephone numbers of all persons (aged 18 and over) authorised to collect your child. You are responsible to notify the Kindergarten in writing of any changes to those authorised persons. The Kindergarten staff are unable to release your child unless they have written authorisation. All persons other than parents will be required to show photographic identification.

Remember that students can become upset if they are not picked up on time. If, in an emergency you will be late, please call to advise staff so your child can be prepared.

Term dates

The Kindergarten will provide all parents with a Kindy calendar which can be attached to your refrigerator. The 12-month calendar outlines the attendance days for each Kindy group, as well as Term dates, school holidays, public holidays, and student-free days. Term dates are also available on the College website, www.tsac.qld.edu.au

Early Years ABCC (After and Before Kindergarten Care)

Term Time

Early Years ABCC for before Kindergarten care operates from 6:45am to 8:15am and students will be signed into the Kindergarten by the Early Years ABCC staff.

Early Years ABCC for after Kindergarten care commences from 3:00pm to 6:30pm and students will be signed into the Early Years ABCC by an Early Years ABCC staff member. Parents or the authorised collection person are required to sign students out upon collection.

Holiday Periods

Early Years ABCC for Vacation Care operates from 6:45am to 6:00pm during the holiday periods and on student free days. A program will be available at least two weeks prior to each holiday period and bookings will be essential.

Vacation care will not operate during the approximate two weeks the College is closed during the Christmas/New Year period. The dates of closure will be communicated to families well in advance of this time. Please ensure that all items brought to ABCC are clearly marked with your child's name.



What to bring to Kindergarten

Fruit / Vegetable Snack

Please provide a separate named small container of cut fruit/vegetable for your child to eat at morning snack time. For example

- 4 to 5 grapes
- 3 slices of apple
- 3 strawberries
- 3 slices of carrot or cucumber

Morning Tea and Lunch

At both morning tea and lunch the students will be encouraged to eat $\frac{1}{2}$ of the sandwiches / wraps provided, followed by fruit, and then other snacks. Therefore, please place the morning tea and lunch portions in separate containers in their named lunchbox. This removes the need for the use of plastic wrap.

- Please provide an insulated lunch box with an ice brick included
- Please do not send lollies or chips for morning tea or lunch as we promote wholesome nutrition and good eating habits
- Due to students having severe allergies to nuts, nut products or peanuts, please do not include nuts or nut based products
- From time to time other foods may also be excluded depending on health concerns
- Should your child have special dietary needs, please ensure you advise the teacher

Deb Blakely, a registered Dietitian – Nutritionist (B APP SC, GrDip Nut&Diet) from Kids Dig Food visits the Kindergarten during the year and has provided this information about food which helps fuel students:

Foods which help maintain kid's energy and concentration for the day at Kindergarten include:

- Breads/cereals and carbohydrate foods – preferably whole grain e.g. sandwiches, wraps and other breads, pasta and rice dishes, plain crackers
- Protein foods – cold meats, cheese, yoghurt, cream cheese
- Fats – butter and margarine spreads, avocado
- Fresh fruits
- Vegetables – e.g. carrot, celery, cucumber

Please do not send tinned foods in their lunchbox. Please transfer these foods into plastic containers. Tins can be sharp, and dangerous for children to handle.

Ideally, include something from each group in your child's lunchbox.

Drinks

All students are required to bring a named medium-size drink bottle filled with water each day. Tall drink bottles with large openings are difficult for the students to self manage. Staff will ensure that students have access to water at all times of the day. Please do not send juice poppers or flavoured milk.

Jabiru Café

In Terms 2, 3 and 4 the College tuckshop offers a special meal deal appropriate to the Kindergarten students. Parents will be notified in advance when the special meal deal is offered.

A Change of Clothes and Underwear

Please supply a named set of clothes and underwear in a small bag inside your child's Kindergarten bag. Please note that these spare clothes don't have to be the school uniform, though we would appreciate clothes that follow the school colours.

Sheets in a Named Bag

The mattress/bed size is 130 x 55 x 2.5cm and a fitted cot sheet should cover the mattress. A top sheet can be included and needs to fit inside the sheet bag. The sheet bag can be a pillow case which assists students to develop self help skills.

Please ensure your child's name is on both sheets, and on the outside of the sheet bag. Please do not send large pillows, pillow pets or sleeping bags as these items take up too much room in the lockers.

Hat

The College yard hat is required for all students. Please ensure that your child's hat is named. Hats will be worn to and from the Kindergarten each day.



What to bring to Kindergarten

Sunscreen

Please ensure that sunscreen is applied to your child each morning prior to coming to Kindergarten. This will assist with compliance with the Sun Safety guidelines. For further information, please refer to the Sun Safety section of this handbook. There will be sunscreen provided on top of the outside lockers which you are welcome to use.

Library Bag

The library bag (purchased from the College Uniform Shop) will be required for your child to borrow a book from the College Library on a weekly basis.

Message Folder

The message folder (purchased from the College Uniform Shop) will be used to send important notes and portfolios home. Please ensure this folder is clearly marked with your child's name on a key tag attached to the zip. When returning the folder please make sure it is placed in the box provided in the Kindergarten room.





College Uniform and Requirements

All students enrolled in The Tiny Tartan Kindergarten will be required to wear the College sports uniform when attending Kindergarten. Students will also be required to use the formal College school bag.

The College sports uniform consists of:

- College sports shorts
- College sports t-shirt
- College sports socks
- Good quality trainers, preferably in College colours (blue, red, white) with no flashing lights or accessories
- College yard hat
- The TSAC fleecy jumper
- The TSAC trackpants

The Kindergarten uniform can be purchased through The School Locker either online or at their store located. Appointments are not required.

The School Locker

The Zone Oxley, 2118 Ipswich Road, Oxley, Qld 4075

Alternatively, you can shop online. Visit www.theschoollocker.com.au select Shop by School, The Springfield Anglican College, and filter by Kindergarten.

For students who continue into Prep years at TSAC, the same uniform as Kindergarten is also worn in the Prep year. No additional formal uniform is required for Prep students.

Girls with hair longer than shoulder length are required to wear their hair tied up in College coloured hair bands. Boys hair is required to be neat and tidy and kept at a short length (above the collar).

For safety reasons students are not permitted to wear jewellery such as necklaces, rings or bracelets. Girls with their ears pierced may wear plain, small silver or gold sleepers or studs. Boys are not permitted to wear ear rings. Medical alert bracelets are permitted. We do not allow students to wear amber necklaces or bracelets.



Documentation

Individual Portfolios

A portfolio is used to document each student's growth and development in the Queensland Kindergarten Learning Guidelines. This portfolio is a celebration of each student's strengths, achievements and progress throughout the year.

Parents are encouraged to celebrate their child's learning when the portfolios are taken home each term. Parental input is sought at various times of the year. Sharing of valuable information relating to your child is essential to ensure a connection between the Kindergarten and home.

Documenting the Curriculum

Through careful observation, documentation and critical reflection, teachers gather information to determine potential learning experiences. The Kindergarten teachers adopt a reflective approach to planning whereby formats are open ended,

retrospective and shared. Planning documents are flexible and open to possibility.

Planning is a continuous and collaborative process occurring within the program as teachers cater for the individual and group needs of the students. Parents are invited to discuss the activities and experiences with the teachers as parent feedback also forms part of the reflective practice.

Parent Teacher Interviews

Formal Parent/Teacher interviews are scheduled once per year. Parents will be forwarded information about the Parent/Teacher interviews and booking times throughout the year.

The Kindergarten teachers are available to meet with parents either before or after the Kindergarten Day. Please arrange a suitable time with the teacher via Nexus.



Kindergarten Routine

Arrival Routine

The Kindergarten classroom doors open at 8:15am. Students are expected to arrive by 8:30am to ensure they are ready to participate positively with the morning classroom routine.

The students are encouraged to be responsible for placing their bag in their allocated locker in the foyer area. The students are to place their hats and sheet bags inside their allocated classroom locker.

Their container for morning snack (prepared fruit/vegetables) and lunch box is to be placed in the baskets provided.

Afternoon Departure Routine

The Kindergarten day officially concludes at 3:00pm. Students can be collected from 2:40pm. Students who are not enrolled in the Early Years ABCC program, will be supervised by the Kindergarten teachers until 3:00pm. Students not collected by 3:00pm will be signed into the Early Years ABCC for supervision. Please note charges will apply. In the event you will not be at the College to collect your child by 3:00pm please phone the College so that the teacher can reassure your child and sign them into the Early Years ABCC. Please remember to sign your child in and out each day from the Early Years ABCC.

An Example of a Kindergarten Day

8:15am - 8:30am	Arrival activities and organising belongings
8:30am - 9:00am	Welcome/ Sharing Session
9:00am - 10:30am	Snack and outdoor activities/ Specialist lessons
10:30am - 11:00am	Morning Tea
11:00am - 11:20am	Group Time – Literacy and Numeracy
11:20am - 12:30pm	Indoor activities/ Free play
12:30pm - 1:00pm	Lunch
1:00pm - 1:15pm	Pack up and set up for rest
1:15pm - 2:00pm	Rest/ Relax/ Quiet activities
2:00pm - 2:20pm	Quiet Activities
2:20pm - 2:40pm	Group time
2:40pm - 3:00pm	Collection of Students

Parental Involvement

Parents are most welcome to join in activities in the Kindergarten and we encourage you to do so. If you wish to help please contact your child's teacher via email. Parents helping in any way must, of course, realise the importance of keeping matters relating to any student strictly confidential. Together, we will provide opportunities for your child to develop the skills and confidence required for their schooling experience in an enthusiastic and positive way.

Birthday Celebrations

Birthdays are a very important part of a young child's life. Parents are encouraged to bring along cupcakes to share with the other students to mark this special occasion.

No extra celebratory items – lolly bags, balloons etc. – are able to be shared at Kindergarten.

Any parent who does not want their child to eat the cupcakes during the year must advise the teacher in writing, so they are aware of this requirement. Should your child have special dietary requirements/allergies it is important to provide an alternative treat that can be frozen and taken out on these special occasions.

Excursions

Visitors to the College and on-campus excursions are organised throughout the year. These experiences are designed to support and develop the student's classroom learning. On some of these occasions, we may require written permission.



Traffic Flow and Parking

Parking

Please note that the doors to the classrooms officially open for student arrival at 8:15am. Class officially commences at 8:30am. The fifteen minute transitional time allows for parents to stagger their drop off time, freeing up available car parks. To assist all families, we request that you return to your vehicle as quickly as possible and exit the car park, allowing other families to park.

Kiss and Drive

The Kiss and Drive area is marked with red paint along the gutter edge at the front of the College.

The Kiss and Drive area is a NO STANDING ZONE from 7:30am to 8:30am. Kindergarten parents may not use the Kiss and Drive area for students as parking a vehicle in this area between the allocated times creates traffic congestion.

Bus Zone

The Bus Zone is located adjacent to the Kiss and Drive area on the other side of the pedestrian crossing. Please note that parking is not permitted in this area.









Family Involvement

Your Valuable Input

In order to offer the best developmental program to our students, it is essential to have valuable input from parents. We appreciate any relevant information you can share about your child as this enables the staff to understand your child and your family needs better.

Throughout the year, there will be scheduled events for both the students and parents of the Kindergarten. You will be advised when these opportunities occur so you will be able to participate in the Kindergarten community.

Communication with Parents and Families

Communication between the teachers and parents is an essential component in fostering strong partnerships with our families. Teachers aim to communicate informally with parents regularly to share stories and experiences about their child's time with us in Kindergarten.

Regular parent/teacher discussions are also an essential part of understanding a student's development. This allows the correct learning experiences to be established for each child. Please feel free to discuss your child's progress with his/her teacher, at a time convenient to both teacher and parent.

Concerns & Complaints (Complaints Management in Anglican Schools)

The Springfield Anglican College is committed to providing a fair, safe and productive environment where grievances are dealt with in a transparent and equitable manner. An essential part of developing

that environment is ensuring that members of the College communities (staff, students, parents, carers and the public) are encouraged to come forward with their grievances in the knowledge that the College will take appropriate action to resolve those grievances.

The Complaints Management in Anglican Schools Policy is available on our College website.

If you have any concerns relating to the care of your child, a staff member, or another child please see the Nominated Supervisor.

Parents and students will not be discriminated against or suffer any repercussions if they make a complaint. The rights of all in the Kindergarten are respected and no visitors or parent/s may reprimand staff or other students.

We hope that all concerns of parents can be satisfactorily met. However, if you are unhappy with the result of the complaint handling, further assistance can be received from Mrs Tania Brewer, Head of Primary.

After discussion with the parent, the Nominated Supervisor and Head of Primary will investigate the complaint, focusing on the issue of concern, and working towards a resolution that meets the needs of everyone involved.

Parent and Friends Association

The College has an active Parents and Friends' Association. All parents, guardians and friends of the College are warmly invited to become involved with this friendly group of people, and to attend its meetings. The Annual General Meeting will be held at the commencement of the school year.

College Communication

Nexus

Nexus is the online College communication portal for the College. Information and functionalities may be accessed through Nexus such as:

- Kindergarten news pertaining to the whole Kindergarten or specific class
- Individual class information
- Staff contact information
- Reporting student absences
- Accepting and paying for tours and excursions *
- Paying student fees *
- ABCC

Parent Lounge

An online portal used for payments and permission requests / acceptances. All functionalities that require access to Parent Lounge will be automatically linked from Nexus. These are indicated in the Nexus list with a *

College App

The Springfield Anglican College App is available for Apple iOS and Android from the Apple App Store and Google Play as a free download. All information that integrates with the College App will be synced in line with the personal user settings that a parent has set in Nexus

Social Media

The College has a Facebook and Instagram page that provides another communication channel for the College community. The TSAC Facebook page provides a great opportunity to connect and share information, as well as showcase our student's achievements through photos and videos.



Inclusive Practices

The Tiny Tartan Kindergarten appreciates, respects and encourages individuality and interdependence of all students, including those from culturally and linguistically diverse backgrounds.

The Tiny Tartan Kindergarten provides an inclusive environment and program to meet the different and diverse needs of all students and their families accessing our service.

Cultural Diversity

The Tiny Tartan Kindergarten recognises and celebrates the multicultural nature of our community and aims to provide an environment and curriculum of acceptance towards all people. All parents are encouraged to communicate any concerns or considerations with staff upon enrolment and on a daily basis.

Equity

The Tiny Tartan Kindergarten is committed to and firmly believes that experiences in the early childhood period are important to each student's lifelong educational journey.

The Tiny Tartan Kindergarten is a learning environment in which all students are encouraged to engage in a range of experiences which will promote their optimal development, and the opportunity to reach their individual potential for living a contributing and fulfilling life.









Teaching and Learning

The Tiny Tartan Kindergarten provides students a curriculum program based on the Queensland Kindergarten Learning Guidelines. This guideline has links to the Early Years Learning Framework.

Procedures

The teaching staff in conjunction with other relevant College staff will provide a comprehensive program that complies with the Principles of the Queensland Kindergarten Learning Guideline:

- Identity
- Connectedness
- Wellbeing
- Active Learning
- Communicating

Practices

Staff will provide a range of experiences and resources that are suited to the needs of the students attending the Kindergarten. Staff will take into account comments and evaluation of the program from others, i.e. students, staff, families and community and make changes as and when necessary to allow for the provision of a comprehensive program best suited to the students attending the service.

Staff will ensure the learning environment will provide for and promote:

- A learning environment that promotes holistic learning and development
- Opportunities for students to pursue activities of their own choosing
- Opportunities for students to pursue activities as individuals and small groups
- Each student's ability to develop and maintain relationships
- Each student's language and literacy abilities
- Each student's problem solving and mathematical abilities
- Each student's enjoyment of and participation in the expressive arts
- Each student's physical abilities.

Staff will regularly take observations, written, pictorial and work samples to assist in profiling students and their interests and to assist in further developing the program.

Teaching staff will use the Five Learning Outcomes to assist them in evaluating the program. Teaching staff will promote knowledge, skills and disposition to provide observable behaviours from students to support teachers in planning, monitoring and assessment of the program and student's learning.

The guidelines convey the highest expectations for all student's learning through Five Learning Outcomes.

1. Students have a strong sense of identity
2. Students are connected with and contribute to their world
3. Students have a strong sense of wellbeing
4. Students are confident and involved learners
5. Students are effective communicators

More information about the Queensland Kindergarten Learning Guidelines can be accessed through: www.qcaa.qld.edu.au/parents-carers/kindergarten.





Wellbeing, Health and Safety

The Tiny Tartan Kindergarten is committed to providing a safe and secure working and learning environment. All employees and members of the Kindergarten and College community have an obligation to ensure that activities and procedures under their care or control are carried out safely and efficiently. The safety of members of the public, contractors, employees and volunteers is the responsibility of all levels of management and is to be demonstrated at all times.

The Tiny Tartan Kindergarten staff follow practices set in the Policy and Procedure Document. Please refer to Policy Area 2 – Children's Health and Safety.

For more information, a copy of the Policy and Procedure Document is located in the Kindergarten foyer and on Nexus. The following policies have been included in the Orientation Handbook for your reference – Exclusion Policy 2.3, Breaking The Chain of Infection Policy 2.8, Immunisation and Medication Policy 2.4.

Kindergarten Safety

To enable the Kindergarten to maintain the highest standards of safety, we ask parents to ensure gates and doors are closed behind them and that our 'No Smoking' policy is strictly adhered to.

Emergency evacuations and lockdowns are practised every three months, by staff and students at the Kindergarten. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. Parents are encouraged to familiarise themselves with this information. At the time of an emergency evacuation or lockdown drill we ask all people in the Kindergarten to join in the drill with the students and staff members. It is important that all parents and visitors cooperate with staff and follow the necessary directions to ensure a quick and safe evacuation/ lockdown.

Please see policy Emergency Lockdown and Evacuation Policy 2.11 and Drills Policy 2.12 for more information.

Workplace Health and Safety

The Tiny Tartan Kindergarten puts the safety of its students as a high priority. It follows the FSAC College Health & Safety Policy. All staff will participate in a Workplace Health and Safety induction and the College appoints Workplace Health and Safety Officers.

The safety of your child is of paramount concern to us. On a daily basis staff carry out routine procedures to ensure an optimal level of safety is maintained.

Such procedures include: raking sandpits to check for foreign objects, covering sandpits after use, emptying water trays when not in use, and checking equipment and the environment for wear and tear. Other safety procedures include:

- Ensuring all poisons and dangerous items are kept in locked cupboards
- Filling out incident report forms to document injury/ illness/ incidents
- Training staff on accident and emergency procedures
- Ensuring that safety devices are installed
- Requiring all permanent staff to hold a current senior first aid certificate including asthma and anaphylaxis training
- Ensuring staff undertake Child Protection Training

Should you have a concern about any safety issue please see the Nominated Supervisor.

Any staff or community member finding a problem relating to Workplace Health and Safety must report it to the Nominated Supervisor, who will notify The Springfield Anglican College Workplace Health and Safety Officer/s.

Hygiene

The Kindergarten is committed to protecting the general health and wellbeing of students and staff by minimising the risk of the spread of infections within the Kindergarten. Dealing with sickness and infectious diseases is very serious, especially when so many students are in contact with each other.

Preventing the spread of infectious diseases is an important part of our commitment to protecting everyone's health and wellbeing.

By limiting the attendance of sick and unwell students from the Kindergarten, we can reduce the risk of infecting other students. Students should not be brought to Kindergarten unless they are able to cope adequately with the normal daily routines and experiences within the program.

Usually, if you are in doubt, then he/she is not well enough to attend. It would be appreciated if students, who are ill at home or appear to be ill, are kept at home to recuperate. Students who become ill during the day will find a quiet location to rest.



Wellbeing, Health and Safety

The Kindergarten staff will contact the parent/guardian immediately to come and collect the child from the Kindergarten. Infection can move swiftly through a group, therefore, we ask that parents come to Kindergarten as quickly as possible to collect their child.

Injuries

While all care is taken to avoid accidents, when an accident occurs, staff will attend to the accident as a priority and the parent will be notified as soon as practical and it is to be recorded on the Incident Form, noting:

- Student name
- Date and time of accident
- Details of accident
- Supervising staff present at time of accident
- Parent (family) contacted/by who/ time/ and response
- Treatment and outcome of accident (including involvement of Queensland Ambulance)
- Whether First Aid was provided
- Reporting member of staff's signature
- Witness's signature
- Signature of parent

The parent is able to request a copy of the record and it will be given within a reasonable time. In the event of a serious injury the ambulance will be contacted immediately and then the parent/emergency contact person. In case of accidents, where a parent is required to sign documents relating to medical treatment and cannot be contacted then the staff member on duty shall be authorised to sign for the parent. In the event of a minor injury the parent will be advised of the injury and of the treatment given upon collection of their child.

Sun Safety

The Tiny Tartan Kindergarten encourages the use of sun protective clothing, hats and SPF 50+ broad-spectrum sunscreen for students and staff when outside. Staff will ensure students wear the College yard hat and that sunscreen is applied whenever they are outside. Please apply sunscreen in the morning before Kindergarten. Sunscreen is provided in the foyer on the lockers at the entrances.

This requirement will be met throughout the year and includes overcast weather. Sunscreen must be reapplied every two hours or earlier during times of increased physical activity. The Tiny Tartan Kindergarten maximizes the use of available shade for outdoor activities and plans activities which reduce time spent in the sun between 10:00am to 2:00pm.

Please note, if the school supplied generic brand is unsuitable for your child, please provide a clearly named suitable 50+ broad spectrum sunscreen, that will be stored out of reach of children. See Sun Protection Policy 2.10.

Medication

In the event that a student is required to take prescriptive medication during his/her attendance at Kindergarten, instructions from the student's Medical Practitioner or the attached pharmaceutical label must contain the following information: name of the student, name of the medication, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label, **staff can not** administer the medication. Please refer to Policy 2.5 - Administering Medication.

Prescribed Medication

Parents are asked to enter the details of medication to be given on the 'Medication Form' located in the medication folder. The medication must be brought to Kindergarten in a named zip lock bag. The dosage and time to be given must be entered on the form by the parent. Staff will not administer medication unless the parent indicates specific time/dosage. The medication must be given to the Educator on arrival. The Educator will place the medication in a storage facility that is inaccessible to all students. Please see 2.4 Immunisation and Medication Policy and 2.5 Administering Medication Policy.

Non-prescribed Medication (including alternative therapies)

Non-prescribed medication (i.e. over the counter medications and alternative therapies) will not be given to any student unless prior written permission and instructions from your child's doctor have been received by the teacher. A chemist label with the doctor's instructions must be attached to medication.



Wellbeing, Health and Safety

Administering Puffers, Spacers and Nebulisers

The Kindergarten Policy in relation to puffers, spacers and nebulisers is as follows:

- All asthma medication is to be administered as per the requirements of the Administering Medication Policy
- A letter from the doctor and instructions as per pharmacy label is required
- Parents must provide an asthma management plan for their child, which has been developed in consultation with their child's doctor, advising staff of the triggers, symptoms and appropriate management techniques
- A spacer must be used with a puffer for all students
- Nebulisers will not be administered more often than four-hourly. If more frequent use is required the student should not be attending the Kindergarten
- The doctor's letter must be renewed every twelve months if ongoing use is required
- In the case of the student having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted or the student will be transported to hospital by ambulance
- Parents are required to show the staff member the procedure for using the nebuliser so that both staff member and student feel secure in using the machine

Anaphylaxis

Anaphylaxis medication will be administered using the 2.5 Administering Medication Policy, with the following additions.

- Parents will be required to provide a letter from the student's doctor and an Anaphylaxis management plan (including photo of the student) detailing instructions for administering the medication
- The Anaphylaxis Management Plan must detail the triggers, symptoms and management techniques and this plan will be followed by Staff. EpiPen must be provided (and labeled)
- The Anaphylaxis Management Plan must be up to date in accordance with the Anaphylaxis and Other Medical Issues Management Policy

Please note: All medication must be given to a staff member on arrival. For the safety of children, under no circumstances is medication to be left in the child's bag, on top of lockers or in any other unsecured location.

If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Immunisations

The Tiny Tartan Kindergarten supports the recommendation of the National Health and Medical Research Council in Australia, that all students should be immunised, unless there is a clear medical reason as to why this should not occur.

Immunisation Policy Statement

From 1 January 2016 a new Queensland law relating to childhood immunisation came into effect. This law means that The Tiny Tartan Kindergarten can cancel, refuse or place conditions on enrolment or attendance of students whose immunisations are not up to date.

The Tiny Tartan Kindergarten supports this legislation and we are committed to the health and wellbeing of our staff, students and families. We encourage everyone to make sure their vaccinations are up to date.

To enrol a child and ensure their attendance, we require an immunisation history statement showing a child's immunisation status as being up to date:

- Upon enrolment, and
- Throughout attendance (after students pass their vaccination milestones)

For more information about the law go to www.health.qld.gov.au/public-health/topics/immunisation/default.asp

Parents can obtain an immunisation history statement from AIR for their child, free of charge at any time:

AIR – Australian Immunisation register

You can access your child's immunisation history statement by using:

- Your medicare online account through mygov or
- Express plus medicare mobile app or
- By calling AIR enquiries line on 1800 653 809 and asking them to send it

A copy of the Immunisation History Statement is required for each child's file.







Child Protection – Information for Parents

For most children, childhood is a positive time in their lives. They grow up in loving families that care for and nurture them and help them develop into healthy young adults. However, for a small proportion of children, this is not their lived experience. These children grow up in families that face one or more significant social, emotional or financial issues that impact negatively on their ability to care for and protect their children.

Because of their regular contact with children and families, staff in the Early Childhood sector play a vital role in identifying and responding to suspected child abuse and neglect or inappropriate behaviour; and helping families access support services that may build on their strengths and address issues impacting on their parenting.

Under the Child Protection Act (1999) early childhood education and care professionals are mandatory reporters (from July 1, 2017). This positive change requires early childhood and care professionals to make a report to Child Safety, if they form a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them. Mandatory reporters should also report to Child Safety a reasonable suspicion that a child is in need of protection caused by any other form of abuse or neglect.

Changes to legislation require Early Childhood Services to consider if a referral to an appropriate service provider can offer help and support to the child or the family to stop the child becoming a child in need of protection. These changes allow for Early Childhood Services staff to share information about concerns for students physical, psychological and emotional wellbeing with other staff and with appropriate community-based support services e.g. Family & Child Connect when required with or without consent. Family & Child Connect services provides information and advice to people seeking assistance for students and families where there are concerns about their wellbeing.

Families can also initiate contact with a Family & Child Connect service for support if required.



Mrs Tania Brewer

Head of Primary
tbrewer@tsac.qld.edu.au

The Tiny Tartan Kindergarten recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the students within our Kindergarten will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards and relationships with students reflect standards of care for students, and are not unlawful. The Kindergarten will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the Kindergarten mean by harm?

Recent Queensland legislation defines harm as:

“Any detrimental effect of a significant nature on the student’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.”

Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence

How does the Kindergarten protect students from harm?

The Kindergarten, has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the Kindergarten becomes aware or reasonably suspects that harm has been done to a student of the Kindergarten by other staff, people outside the College or by other students. The policy can be accessed on the College website.



Child Protection

What should you do if you become aware or reasonably suspect that harm has been caused to a student of the Kindergarten by a member of staff, someone outside of the College or by other students?

You should report your concerns to the Nominated Supervisor or any other member of the Kindergarten staff.

What will happen next?

If you report your concerns to a member of staff other than the Nominated Supervisor, the member of staff will report it to the Nominated Supervisor immediately, or if the subject of the complaint is the Nominated Supervisor then the member of staff will report to the Department of Communities (Child Safety Services).

What will the Nominated Supervisor and the Department of Communities do?

The procedures and actions following a report will be dependent on the information provided. In all cases, where a report of suspected harm has been made, the Nominated Supervisor and the Department of Communities has guidelines to abide by and follow. The actions may include reporting the information to the Department of Child Safety, the Police or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

What happens about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Nominated Supervisor and those directly involved. It is the College's and the Kindergarten's policy that confidentiality between the Kindergarten and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their students.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the Kindergarten is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. A person would be fully informed if information you provided were to be passed on to a third party.

How will the Kindergarten help my child?

The Kindergarten will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse
- Ensure that there is an acceptable reference for each staff member engaged since the commencement of this protocol, from his or her previous employer
- Ensure that each staff member and volunteer who has contact with students has a current positive suitability notice issued by the Commissioner for Students and Young People
- If the Nominated Supervisor receives a report of harm to your child, they will support them by:
 - Responding rapidly and diligently to the report
 - Reassuring the student
 - Protecting the student's confidentiality as much as possible
 - Offering continuous support
 - Providing counselling if requested

What should I do if I require more information?

The Kindergarten's complete Student Protection Policy is available at the Kindergarten. Parents and students may have access to this policy at any time. Parents may also make an appointment to discuss the policy with the Nominated Supervisor if they wish to clarify any matters.





Staffing

Positions of Staff at The Kindergarten

All staff directly working with students at The Tiny Tartan Kindergarten are qualified with an appropriate Early Childhood qualification. Staff hold a current Senior First Aid and CPR certificate. Staff also have completed Emergency Management of Asthma, Anaphylaxis Awareness Training and Child Protection Training.

All staff working in the Kindergarten will also have a positive notice for working with young students, more commonly referred to as a Blue Card or, in the case of registered teachers, an Exemption Card.

Educational Leader

- To lead the development and implementation of education programs which are aimed at promoting the development of individual students, and reflect the multi-cultural nature of our community and the values of our College
- To provide guidance and support to the Kindergarten staff
- To support continued Professional Development of staff

Nominated Supervisor

- To ensure quality service delivery which provides young students with a secure and nurturing environment and serves to meet the needs of the community
- To be an advocate for students and student's rights
- To oversee the daily operation of the Kindergarten
- To coordinate the developmental educational programs, which are aimed at promoting the development of individual students, and reflect the multi-cultural nature of our community and the values of our College
- To ensure a safe and healthy work environment for everyone
- To lead positive team work with all staff associated with the daily operations of the Kindergarten
- To develop positive community relationships
- To ensure that all communication is conducted in a professional and courteous manner
- To oversee all regulatory and staffing requirements of the Kindergarten facility and program
- To be a point of contact for Kindergarten families in relation to policy and procedures

Early Childhood Teacher

- Kindergarten teachers hold an approved early childhood teaching qualification
- To collaboratively formulate and deliver a high quality, inclusive and educational program incorporating a play-based curriculum, which will provide students with a secure nurturing environment
- To develop an environment which is relaxed, caring, aesthetically pleasing and safe for students and staff to work in
- To build a rapport with families while encouraging the establishment of partnerships
- To attend Professional Development opportunities

Educators

- To maintain the environment and equipment in a safe, hygienic and aesthetically pleasing state
- To work as an effective team member
- To assist the Teacher in the delivery of a high quality, inclusive and educational program which will provide the students with a secure nurturing environment
- To attend Professional Development opportunities
- Approved Diploma Qualified Educators may act as Early Childhood Teacher as per regulation 135 if Early Childhood Teacher is absent because of short term illness or period of leave not exceeding twelve weeks

Volunteers and Student Visitors

Volunteers and student visitors are a valued and integral part of the staffing of our Kindergarten. All volunteers attending the Kindergarten unit will possess a current positive suitability notice under the Commission for Students and Young People and Child Guardian Act, 2000.



Staffing

Staff Professional Development

The College believes that ongoing staff professional development is essential for high quality practice.

Professional Development provides staff with the opportunity to learn new skills and to challenge current practice. The College actively promote and support the ongoing Professional Development of all staff members by encouraging their attendance at courses, seminars, workshops and conferences. Staff are encouraged to develop an ongoing approach to their own Professional Development through academic reading and discussion.





Contact Details

The Tiny Tartan Kindergarten

Address Springfield College Drive, Springfield, Queensland, 4300
Postal Address..... PO Box 4180, Springfield, Queensland, 4300
Primary Campus Reception..... (07) 3818 5777
Absentee Contact..... Contact the College before 9.00am if your child is absent
(07) 3818 5704
absentees@tsac.qld.edu.au or via College App
Kindergarten Rooms..... (07) 3818 5777 (Primary Campus Reception)
Early Years ABCC (Before & After CollegeCare)..... (07) 3818 5780
Enrolments..... (07) 3814 8100
enrolments@tsac.qld.edu.au
College Uniforms..... The School Locker
The Zone Oxley, 2118 Ipswich Road, Oxley, Qld, 4075
07 3725 2500
oxley@theschoollocker.com.au
www.theschoollocker.com.au





Contact Details

Approved Provider: FSAC Ltd.

Approved Provider No.: PR-00001192

Provider Approval Prescribed Conditions:

1. It is a condition of this approval that the approved provider must comply with the provisions of the Education and Care Services National Law and the Education and Care Services National Regulation 2011.
2. It is a condition of this approval that the approved provider must respond to any communication received from the Regulatory Authority within the reasonable period specified in that communication.

Service Approval: THE TINY TARTAN KINDERGARTEN

Service Approval No.: SE- 00013968

Educational Leader: Mrs Tania Brewer

Grievance Procedure: Mrs Tania Brewer

Kindergarten Hours: 8:15am to 3:00pm

Early Years ABCC Hours: **Term** 6:45am to 8:15am and 3:00pm to 6:30pm

Vacation Care 6:45am to 6:00pm

Regulatory Authority:

Early Childhood Education and Care

Department of Education

www.qed.qld.gov.au/programs-initiatives/early-childhood-education-and-care

Metropolitan Region (Metro West)

Department of Education, Early Childhood Education and Care

PMP2 Ipswich, QLD, 4305

Telephone: 07 3436 6204

E-mail: MetroWest.ECEC@qed.qld.gov.au



National Immunisation Program Schedule

Childhood vaccination

(also see vaccination for people with medical risk conditions)

Age	Disease	Vaccine Brand	Notes
Birth	<ul style="list-style-type: none"> Hepatitis B (usually offered in hospital) 	Hi-B/Vaxx B Paediatric or Engerya B ¹ Paediatric	Should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours and must be given within 7 days.
2 months (to be given from 6 weeks of age)	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough, hepatitis B, polio, Haemophilus influenzae type b (Hib)) Rotavirus Pneumococcal Meningococcal B (indigenous strains) 	Infanrix [®] Hexa or Vaxelis [®] Rotarix [®] Prevenar 13 [®] Bexsero [®]	Rotavirus vaccine: First dose must be given by 14 weeks of age. Meningococcal B vaccine: Prophylactic paracetamol recommended.
4 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough, hepatitis B, polio, Haemophilus influenzae type b (Hib)) Rotavirus Pneumococcal Meningococcal B (indigenous strains) 	Infanrix [®] Hexa or Vaxelis [®] Rotarix [®] Prevenar 13 [®] Bexsero [®]	Rotavirus vaccine: The second dose must be given by 24 weeks of age. Meningococcal B vaccine: Prophylactic paracetamol recommended.
6 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough, hepatitis B, polio, Haemophilus influenzae type b (Hib)) Pneumococcal (children with specified medical risk conditions) Pneumococcal (indigenous children in WA, NT, SA, Qld) Meningococcal B (indigenous children with specified medical risk conditions) 	Infanrix [®] Hexa or Vaxelis [®] Prevenar 13 [®] Bexsero [®]	Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required for indigenous children in WA, NT, SA, Qld, and all children with specified medical risk conditions for pneumococcal disease. Refer to the Immunisation Handbook. Meningococcal B vaccine: Prophylactic paracetamol recommended.
6 months to <5 years (annually)	<ul style="list-style-type: none"> Influenza 	Age appropriate	Administer annually. In children aged 6 months to less than 9 years of age in the first year of administration, give 2 doses a minimum of 1 month apart. One dose annually in subsequent years. Information on age appropriate vaccines is available in the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines.
12 months	<ul style="list-style-type: none"> Meningococcal ACWY Measles, mumps, rubella Pneumococcal Meningococcal B (indigenous children) 	Nimene [®] M M Ph II or Phine [®] Prevenar 13 [®] Bexsero [®]	Meningococcal B vaccine: Prophylactic paracetamol recommended.
18 months	<ul style="list-style-type: none"> Haemophilus influenzae type b (Hib) Measles, mumps, rubella, varicella (chickenpox) Diphtheria, tetanus, pertussis (whooping cough) Hepatitis A (indigenous children in WA, NT, SA, Qld) 	Autism [®] Phine Totax [®] or ProQuad [®] Infanrix [®] or Triptac [®] Vaxelis [®] Paediatric	Hepatitis A vaccine: First dose of the 2-dose hepatitis A vaccination schedule if not previously received a dose.
4 years	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough, Hib) Pneumococcal (children with specified medical risk conditions) Pneumococcal (indigenous children in WA, NT, SA, Qld) Hepatitis A (indigenous children in WA, NT, SA, Qld) 	Infanrix [®] IPV or Quaxiva [®] Prevenar 23 [®] Pneumovax 23 [®] Vaxelis [®] Paediatric	Pneumococcal vaccine: Administer first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Immunisation Handbook for specified medical risk conditions. Hepatitis A vaccine: Not required if previously received 2 doses (first dose at age 24 months) at least 6 months apart.
≥ 5 years (annually)	<ul style="list-style-type: none"> Influenza (children with specified medical risk conditions) Influenza (indigenous children) 	Age appropriate Age appropriate	Administer annually. In children aged 5 months to less than 9 years of age in the first year of administration, give 2 doses a minimum of 1 month apart. One dose annually in subsequent years. Information on age appropriate vaccines is available in the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines.

Adolescent vaccination

(also see vaccination for people with medical risk conditions)

Age	Disease	Vaccine Brand	Notes
All ages	<ul style="list-style-type: none"> Influenza (adolescents with specified medical risk conditions) Influenza (indigenous adolescents) Pneumococcal (adolescents with specified medical risk conditions) 	Age appropriate Age appropriate Prevenar 13 [®] and Pneumovax 23 [®]	Influenza vaccine: Administer annually. For information on age appropriate vaccines or specified medical risk conditions refer to the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines. Pneumococcal vaccine: For people with specified medical risk conditions administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Immunisation Handbook for dose intervals.
12–13 years (Year 7 or age equivalent)	<ul style="list-style-type: none"> Human papillomavirus (HPV) 	Gardasil [®]	HPV vaccine: Single dose recommended. Not required if previously received. If dose was initiated and not previously received, a catch-up is available up to and including 25 years of age.
14–16 years (Year 10 or age equivalent)	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough) 	Boostrix [®] or Adacel [®]	
14–16 years (Year 10 or age equivalent)	<ul style="list-style-type: none"> Meningococcal ACWY 	Nimene [®]	

National Immunisation Program Schedule (continued)

Adult vaccination

(also see vaccination for people with medical risk conditions)

Age	Diseases	Vaccine Brand	Notes
All ages	<ul style="list-style-type: none"> Influenza (adults with specified medical risk conditions) Influenza (immunocompromising adults) Pneumococcal (adults with specified medical risk conditions) 	Age appropriate Prevenar 13 [®] and Pneumovax 23 [®]	Influenza vaccine: Administer annually. For information on age appropriate vaccines or specified medical risk conditions refer to the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines. Pneumococcal vaccine: For people with specified medical risk conditions administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Immunisation Handbook for dose intervals.
50 years & over	<ul style="list-style-type: none"> Pneumococcal (Indigenous adults) 	Prevenar 13 [®] and Pneumovax 23 [®]	Administer a dose of 13vPCV, followed by first dose of 23vPPV 12 months later (2–12 months acceptable), then second dose of 23vPPV at least 5 years later.
65 years and over (non-Indigenous)	<ul style="list-style-type: none"> Influenza 	Age appropriate	Administer annually. The adjuvanted influenza vaccine is recommended in preference to standard influenza vaccines. For information on age appropriate vaccines refer to the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines.
70 years and over	<ul style="list-style-type: none"> Pneumococcal (non-Indigenous adults) 	Prevenar 13 [®]	
70–79 years	<ul style="list-style-type: none"> Shingles (herpes zoster) 	Zostavax [®]	
Pregnant women	<ul style="list-style-type: none"> Pertussis (whooping cough) Influenza 	Boostrix [®] or Adacel [®] Age appropriate	For all immunocompetent people aged 30 years old with a five-year catch-up program for people aged 71–79 years old until 31 October 2023. Not to be used in people with compromised immune function. Refer to the Immunisation Handbook. Pertussis vaccine: Single dose recommended each pregnancy, ideally between 20–32 weeks, but may be given up until delivery Influenza vaccine: In each pregnancy, at any stage of pregnancy.

Additional vaccination for people with medical risk conditions

Age	Diseases	Vaccine Brand	Notes
All ages	<ul style="list-style-type: none"> Meningococcal ACWY Meningococcal B 	Menomax [®] Baxxero [®]	For people with asplenia, hyposplenism, complement deficiency and those undergoing treatment with eculizumab. Refer to the Immunisation Handbook for dosing schedule. The number of doses required varies with age.
≥ 6 months (termally)	<ul style="list-style-type: none"> Influenza 	Age appropriate	For people with specified medical risk conditions that increase their risk of complications from influenza. Refer to the Immunisation Handbook for information on age appropriate vaccines.
< 12 months	<ul style="list-style-type: none"> Pneumococcal 	Prevenar 13 [®] and Pneumovax 23 [®]	For people with specified medical risk conditions that increase their risk of pneumococcal disease, an additional (3rd) dose of 13vPCV in infancy, followed by a routine booster dose at age 12 months (as with other healthy children), then followed by 2 doses of 23vPPV. Refer to the Immunisation Handbook.
≥ 12 months	<ul style="list-style-type: none"> Pneumococcal 	Prevenar 13 [®] and Pneumovax 23 [®]	For people with specified medical risk conditions that increase their risk of pneumococcal disease, administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Immunisation Handbook for dose intervals.
≥ 5 years	<ul style="list-style-type: none"> Macrophilic influenzae type B (H1b) 	Act-Hib [®]	For people with asplenia or hyposplenism, a single dose is required if the person was not vaccinated in infancy or incompletely vaccinated. (Note that all children aged < 5 years are recommended to complete Hib vaccination regardless of asplenia or hyposplenism).

- The National Immunisation Program (NIP) provides the above routine vaccinations free to infants, children, adolescents and adults who have, or are eligible for, a Medicare card.
- All Aboriginal and Torres Strait Islander children aged 6 months to less than 2 years of age are eligible for meningococcal B vaccines if missed at the recommended schedule points. Refer to the Immunisation Handbook for timing of doses.
- All people (including refugees and humanitarian entrants) less than 20 years of age are eligible for the NIP vaccines missed in childhood, except for HPV which is available free up to and including age 25. The number and range of vaccines and doses that are eligible for the NIP funded catch-up is different for people aged less than 10 years and those aged 10–19 years. Refer to the Immunisation Handbook for timing of doses.
- Refugees and humanitarian entrants aged 20 years and over are eligible for the following vaccines if they were missed: diphtheria-tetanus-pertussis, chickenpox, poliovaccine, measles-mumps-rubella and hepatitis B, as well as HPV (up to and including age 25). Refer to the Immunisation Handbook for timing of doses.
- National Immunisation Program Schedule current from 1 July 2023.

MORE INFORMATION: health.gov.au/immunisation • immunisationhandbook.health.gov.au

State and territory health departments may also fund additional vaccine. Check the immunisation schedule for your area.

State/Territory	Contact Information
Australian Capital Territory	(02) 5124 9800
New South Wales	1300 066 055
Northern Territory	(08) 8922 8044
Queensland	13 HEALTH (13 4325 84)
South Australia	1300 332 272
Tasmania	1800 671 728
Victoria	immunisation@health.vic.gov.au
Western Australia	(08) 9321 1312



Appendices

2.3 EXCLUSION POLICY

In order to ensure the wellbeing of all children and staff, The Tiny Tartan Kindergarten requires exclusion of children and staff with infectious diseases to reduce the risk of the spread of diseases to others. Exclusion periods are recommended by the NHRMC based on the time that the person is infectious to others.

Relevant Laws and other Provision

The laws and other provisions affecting this policy include:

- Education and Care Services National Regulations (85,86,88)
- Staying Healthy 5th Ed
- National Quality Area 2

Procedures

Children and staff with infectious diseases will be excluded from the service in accordance with National Health and Medical Research Guidelines. These guidelines can be found in *Staying Healthy 5th Edition*, (pg. 17).

Appendix 1

Table 1.1 Recommended Minimum Exclusion Periods.

Practices

- A medical certificate may be required for a child or adult to be readmitted to the service. Please refer to table 1.1
- If a child is unwell at home, parents are asked not to send the child to the service, but to make alternative arrangements for their care
- If a staff member is unwell, they should not report to work. Staff members should contact the Nominated Supervisor for staff absentees at the earliest possible time to advise of their inability to report to work
- In the case of serious illness or hospitalisation, a child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service
- Establish a diagnosis by way of a medical opinion
- Read exclusion guidelines as set out in table 1.1
- Act upon the minimum exclusion periods outlined in table 1.1
- Notify families of any common diseases identified by posting notices at the Kindergarten and provide relevant information to families about the disease
- Notify the relevant authorities of an outbreak of a notifiable infectious disease as per regulations
- An excluded individual may return when the time specified by the exclusion guidelines has expired AND the individual is well enough to undertake normal activities
- The person's general practitioner or other doctors **DO NOT HAVE THE AUTHORITY TO OVERRIDE EXCLUSION DECISIONS MADE BY THE SERVICE BASED ON NATIONAL HEALTH AND RESEARCH COUNCIL**
- Exclusion is often a source of confusion because not every disease which is contagious requires exclusion. Please refer to table 1.1



Appendices

2.4 IMMUNISATION AND MEDICATION POLICY

Relevant Laws and other Provision

The laws and other provisions affecting this policy include:

- Education and Care Services National Regulations (85 - 88, 92 - 96)
- Staying Healthy 5th Ed
- National Quality Area 2

Procedures

Immunisations

- The Tiny Tartan Kindergarten supports the recommendation of the National Health and Medical Research Council in Australia, that all children should be immunised.

Immunised Children

- Parents are required to provide information regarding the immunisation status of their child upon enrolment. A copy of the Immunisation History Statement (Medicare) is required for each child's file

Schedule of Immunisation

- It is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation

All immunisation information for the following diseases must be kept up to date for school records:

- Diphtheria / Tetanus / Whooping Cough (Triple Antigen)
- Haemophilus Influenzae Type B
- Poliomyelitis (Oral Polio Vaccine)
- Measles / Mumps / Rubella
- Hepatitis B
- Boosters as required
- Further information about immunisation can be located on the Immunise Australia Programme website at www.immunise.health.gov.au or by contacting the infoline on 1800 671 811

Non-immunised children

- It is policy of The Tiny Tartan Kindergarten that a non-immunised child is withdrawn from the Kindergarten in the event of an outbreak of a vaccine preventable disease until the outbreak has cleared
- If a child is non-immunised, parents will be required to complete an agreement to "Withdraw a Non-Immunised Child" form stating that they will comply with this policy in the event of an outbreak of a vaccine preventable disease
- Please see **Appendix 2** for the routine schedule of vaccines provided under the National Immunisation Programme (NIP) is as follows. Further information regarding immunisation and vaccination can be found at: www.immunise.health.gov.au

Medication

- In the event that a child is required to take prescriptive medication during his/her attendance at Kindergarten, instructions from the child's Medical Practitioner or the attached pharmaceutical label must contain the following information: name of the child, name of the medication, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label, **staff will not** administer the medication
- Parents are asked to enter the details of medication to be given on the 'Medication Form' located in the Medical file
- The medication that is kept will include the following details: the name of the child, the authorisation to administer medication signed by the parent or a person named in the enrolment form as having authority to do so, the name



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of the medication to be administered, the time and date the medication was last administered, the time or date it should next be administered, the manner in which it is to be administered

- If the medication is administered to the child – staff will record: the dosage that was administered, the manner in which the medication was administered, the time and date medication was administered, the name and signature of the person who administered the medication and the name and signature of a witness
- The approved provider will ensure that medication will not be administered to a child at The Tiny Tartan Kindergarten unless the administration is authorised, and that procedures are carried out in accordance with regulation 95
- The medication must be brought to Kindergarten in a named zip lock bag
- The dosage and time to be given must be entered on the form by the parent. Staff will not administer medication unless the parent indicates specific time/dosage
- The medication must be given to a staff member on arrival
- The staff member will place the medication in a storage facility that is inaccessible to all children

Non-prescribed Medication (including alternative therapies)

- Non-prescribed medication (i.e. over the counter medications and alternative therapies) will not be given to any child unless prior written permission and instructions from the child's doctor have been received by the Nominated Supervisor or teacher
- A chemist label with the doctor's instructions must be attached to medication

Administering Puffers, Spacers and Nebulisers

- All asthma medication is to be administered as per the requirements of the Administering Medication policy
- A letter from the doctor or instructions as per pharmacy label is required
- Parents must provide an asthma management plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques
- A spacer must be used with a puffer for all children
- Nebulisers will not be administered more often than four-hourly. If more frequent use is required the child should not be attending the Kindergarten
- The doctor's letter must be renewed every twelve months if ongoing use is required.
- In the case of the child having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted or the child will be transported to hospital by ambulance
- You are required to show the staff member the procedure for using the nebuliser so that both staff member and child feel secure in using the machine

Anaphylaxis

- Anaphylaxis medication will be administered using the Administering Medication policy, with the following additions
- Parents will be required to provide a letter from the child's doctor and an Anaphylaxis management plan (including photo of the child) detailing instructions for administering
- The Anaphylaxis Management Plan must detail the triggers, symptoms and management techniques and this plan will be followed by Staff. EpiPen must be provided (and labeled)
- The Anaphylaxis Management Plan must be up to date in accordance with the Anaphylaxis and Other Medical Issues Management Policy
- All medication must be given to a staff member on arrival. For the safety of children, under no circumstances will medication be left in the child's bag, on top of lockers or in any other unsecured location

Recommended minimum exclusion periods

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Condition	Exclusion of case	Exclusion of contacts ^a
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein Barr virus (EBV) infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

^a The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

^b If the cause is unknown, possible exclusion for 48 hours until cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours.

Adapted from SA Health Communicable Disease Control Branch: <http://www.dh.sa.gov.au/pehs/branches/branch-communicable.htm>. Note that exclusion advice is consistent with Series of National Guidelines (SoNGs) where available.

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Australian Government
National Health and Medical Research Council

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WORKING TO BUILD A HEALTHY AUSTRALIA



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2.9 BREAKING THE CHAIN OF INFECTION POLICY

(Including Hand Hygiene and Cough & Sneeze Etiquette Policies)

In order to ensure the wellbeing of all children and staff, The Tiny Tartan Kindergarten tries to limit the spread of disease to keep the children and staff healthy.

Relevant Laws and other Provision

The laws and other provisions affecting this policy include:

- Education and Care Services National Regulations (77)
- National Quality Area 2
- Staying Healthy 5th Ed

The most important way to break the chain of infection and stop the spread of diseases are

- Effective hand hygiene
- Exclusion of ill children, educators and other staff
- Immunisation

Other strategies to prevent infection include:

- Cough and sneeze etiquette
- Appropriate use of gloves
- Effective environmental cleaning

Hand Hygiene Procedures

Hand Hygiene

- *Hand hygiene is one very effective way to control the spread of infection. Hand hygiene is a general term that refers to washing hands with soap and water or using an alcohol based hand rub*

Soap and water

- The most effective method of hand hygiene is using soap and water. Washing your hands with soap and running water loosens, dilutes and flushes off dirt and germs. Soap alone cannot remove dirt or kill germs—it is the combination of running water, rubbing your hands and the detergent in the soap that helps loosen the dirt, remove the germs and rinse them off your skin

Alcohol-based hand rubs

- It is important to remember that soap and water are the best option when your hands are visibly dirty. However, alcohol-based hand rubs have been proven to increase hand hygiene in healthcare settings, and it makes sense to have them in education and care services
- Alcohol-based hand rubs are also known as antiseptic hand rubs, waterless hand cleaners, gels or hand sanitisers. They can be a fast and effective way to remove germs that may have been picked up by touching contaminated surfaces
- Alcohol-based hand rubs reduce the number of germs on your hands; they do not remove dirt from your hands
- Alcohol-based hand rubs are useful when performing multiple tasks in which hands can potentially become contaminated; for example, when assisting children with eating, when on excursions, in the playground, or in other situations where soap and water are not always available
- It is a good idea to place an alcohol-based hand rub at the entrance to the education and care service. This can help remind parents, carers and children (as well as educators and other staff) to have clean hands when they enter the service. If you have visible dirt, grease or food on your hands, it is preferable to wash your hands with soap and water, rather than use an alcohol-based hand rub. However, even if your hands are visibly dirty, using an alcohol-based hand rub is better than not cleaning your hands at all
- Alcohol-based hand rubs are safe to use as directed, but children may be



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at risk if they eat or drink the hand cleaner, inhale it, or splash it into their eyes or mouth. Alcohol-based hand rubs should be kept well out of reach of children and only used with adult supervision

Antibacterial soap

- Antibacterial soaps kill some (but not all) bacteria, and do not kill viruses. There is no place for the routine use of antibacterial soap in education and care services

Hand drying

- Effective hand drying is just as important as thorough hand washing. Damp hands pick up and transfer up to 1000 times more bacteria than dry hands
- Drying your hands thoroughly also helps remove any germs that may not have been rinsed off. Using disposable paper towel is the preferred option in education and care services

How to wash hands with soap and water

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds.

There are five steps to washing hands:

1. Wet hands with running water (preferably warm water, for comfort).
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy birthday' once).
4. Rinse thoroughly under running water.
5. Dry thoroughly.
6. Hands will be dried in the Kindergarten with paper towel. Supervise children when washing their hands, and help them get into the habit of hand hygiene. If you wear rings or other jewellery on your hands, move the jewellery around your finger while you lather the soap to ensure that the area underneath the jewellery is clean. Always wet hands first before applying soap. This helps the soap to lather more and prevents the skin from drying.

How to clean hands with alcohol-based hand rub

Only use an alcohol-based hand rub if your hands are not visibly dirty. The hand rub should contain 60–80% alcohol

There are three steps to using alcohol-based hand rub:

1. Apply the amount of hand rub recommended by the manufacturer to palms of dry hands.
2. Rub hands together, making sure you cover in between fingers, around thumbs and under nails.
3. Rub until hands are dry.

Using gloves

If there is a chance that you may come in contact with faeces, urine, saliva, vomit or blood, you should wear disposable gloves.

If you are not likely to come in contact with these body fluids, there is no need to wear gloves. If you do come in contact with body fluids but gloves are not available, it is important to thoroughly wash your hands with soap and water as soon as you finish the activity.



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Disposable gloves

- Disposable gloves should never be reused or washed for reuse. They must be thrown away as soon as you have finished the activity that requires gloves
- Always wash your hands before and after wearing disposable gloves. Wear gloves on both hands:
 - When changing nappies - there are billions of germs in faeces and sometimes in urine
 - When cleaning up faeces, urine, blood, saliva or vomit, including when it is on clothes. However, note that overuse of gloves can cause skin reactions and sensitivity. It is important to remember that the outside of the glove is dirty and the inside of the glove is clean. Avoid touching the inside of a glove with the outside of another glove, and avoid touching bare skin or clean surfaces while wearing contaminated gloves

How to remove disposable gloves

- Pinch the outside of one glove near the wrist and peel the glove off so it ends up inside out
- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove - put one or two fingers of your ungloved hand inside the wrist of the other glove. Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other
- Put the gloves in a plastic-lined, hands-free lidded rubbish bin, and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin

Many germs can be spread through the air by droplets. By covering your mouth and nose when you cough or sneeze, you reduce how far the droplets can travel and stop them from contaminating other surfaces. In the past, people were encouraged to cover their coughs and sneezes with their hands. But if you do not clean your hands immediately, germs stay on your hands and can be transferred to other surfaces.

Remember: cover your cough and sneeze to stop the spread of germs

The correct way to prevent the spread of germs that are carried in droplets is by coughing or sneezing into your inner elbow, or by using a tissue to cover your mouth and nose. Put all tissues in the rubbish bin straight away, and clean your hands with either soap and water or an alcohol-based rub.

Educators will teach the Kindergarten children to use good cough and sneeze etiquette to avoid spreading germs.



Quick Reference Guide

What to pack for the Kindy day

Fresh Fruit Snack

A small portion of fruit in a small, sealed container. Two or three strawberries or half a banana is plenty.

Remember to clearly name the container.

Lunch Box for Morning Tea and Lunch

A single layer lunch bag with one zip that opens completely is most successful for small hands and fingers.

Small, separate containers inside the lunch box helps your child select the items for each break.

Remember to clearly name the outside of the Lunch Box so your child can identify their items.



Water Bottle

We encourage students to drink water frequently throughout the day and children are able to refill their water bottle frequently.



Sheets

Students will have a short, quiet rest time after lunch. Please ensure you pack the following rest time items:

- A fitted and top cot sheet set.
- Sheet set bag. A pillowcase is ideal.
- Remember to clearly name all items.

Spare clothing items

While your child is toilet trained, accidents can happen. Please keep a change of clothes and pair of underwear in your child's bag. The spare clothes do not have to be the Kindy uniform. Clothing in a similar style and colour can help your child not feel different.

Arriving at your child's Kindy room

As you become familiar with the different routines, ensure you include your child in the process as well. Each week ask them to take responsibility for one or two of the arrival routines. Within a few short weeks, they will be able to do it alone and be very proud of their independence.

Classroom doors open to the classrooms at 8:15am and students and parents are welcome to enter the rooms when the bell rings.

A few easy steps to help:

- Sign your child in on the form located on top of the lockers outside the classroom.
- Have your child help unpack their bag and place the following items in their locker or on the trolley.
- Sheets and hat are placed in the inside classroom locker. Look for your child's name.
- Fruit snack and water bottle on the trolley
- Lunch box in the baskets
- TSAC school bag to be taken out to the foyer locker and placed in your child's named locker
- Enjoy some quiet table activities with your child until the 8:30am bell rings for the commencement of the day.

At the end of the day

Kindergarten students can be collected from the classroom between 2:40pm and 3:00pm. Staff will open the doors at 2:40pm.

Remember to sign your child out on the signing sheet.

If your child is booked into After and Before College Care (ABCC), the Kindergarten teachers will sign them into ABCC to a staff member.

Give your child a big cuddle and talk about how amazing their day was.

The Tiny Tartan Kindergarten

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