



Carramar Community Kindergarten encourages and promotes diversity, fairness and respect for everyone and acknowledges that Aboriginal peoples and Torres Strait Islander peoples are Australia's first peoples. We would like to acknowledge the Butchulla people as the traditional custodians of the land on which our kindergarten sits and pay our respects to the Elders past, present and future, for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

Welcome to Carramar Kindergarten

Mission Statement

Carramar Community Kindergarten's mission is to provide a quality kindergarten program that is accessible and inclusive to all families.

Offering a play-based curriculum which nurtures, supports, challenges, and celebrates all children and their families.

A curriculum that builds life skills, independence, confidence, and resilience assisting each child's natural desire to be lifelong learners

To be an active member of our community contributing both within the kindergarten and the wider community.

Philosophy



In relation to children

We believe

Children come to kindergarten with a wide range of skills, interests, and knowledge for us to explore, learn together about and extend on daily.

Every child is a unique individual who learns at their own pace and is an active contributor to their own learning

Children develop confidence and positive self-esteem through a supportive and secure environment

Children learn best through play. This play should be hands-on, stimulating, spontaneous, exciting, fun, relaxing, comforting and challenging

In relation to families

We believe

Parents and families are a child's first teacher and offer us a valuable insight to their child- their strengths, needs and interests

Families are welcome at our Kindergarten anytime to join in our program, share their knowledge and skill and be an active participant in the program

In relation to community

We believe

In the importance of nurturing existing relationships and building new relationships with community organisations, schools, and local groups.



Being an advocate for our profession sharing our knowledge and experience

We care for the environment and land on which our community grows. We show respect and thank the Butchulla people for their knowledge and legacy they have provided for us

In relation to our educators

We believe



Every educator is acknowledged for the experience they bring to the centre, and we embrace the diversity of skills, qualifications, and life experiences our educators have

in showing respect for each other, working together, valuing each other and help each other grow.

Develop collaborative partnerships with families, other professionals, members of the community and most importantly the children

In relation to our program and environment

We believe

Our environment should offer an open ended, stimulation nurturing environment where play is the central focus rich in resources, materials, and knowledge

The environment becomes the third teacher

Children should have opportunities and time to explore, experiment, discover, question, create, investigate, problem solve, trial, express ideas with the support of their peers and adults around them

Our Educators use both intentional teaching techniques as well as building on spontaneous events to enable the children to take ownership of the journey of their individual learning.

In offering an inclusive environment where all children and families feel they belong and actively participate in all aspects of the program.

In caring for our environment and instilling sustainable practices within our daily routines which then carries through to home environments



Our centre is a single unit offering education to two groups of children.

Koala Group attends on Monday, Tuesday, and alternate Wednesday



Gula

Kangaroo Group attends on the Thursday and Friday.



Guruman

Your Child will be cared for in a Pre-Prep room (3 yrs - 5.5yrs)

The educators are:

- **Teacher/Nominated Supervisor:** Katie Johannessen (Bachelor of Education Early Childhood)
- **Assistants:** Ziona Belton (Diploma in Children's Services)
Michelle Mills (Diploma in Children's Services)

Admin Officer

Operational Hours

Carramar opens at 8:30am (Koalas), 8:00am (Kangaroos) and children can arrive from that time onwards. All children must be collected by 2.30pm (Koalas) 3:30pm (Kangaroos) as staff then has non-contact time to do the following days planning and learning observations.

There is a late fee for children left after 2.30pm/3:30pm.

The late fee is \$1 per minute the child is left after 2.40/3:40pm

Children must be dropped off and collected by a responsible adult.

Carramar can accept children from their 3rd birthday, but the usual policy is to accept children for 1 year of kindergarten before Prep. This means children aged 3 ½ and older are enrolled first before returning to the waiting list. The children in both groups are aged between 3 and 5 years.

There is no fee to place children's names on our waiting list

Fees

C&K Carramar is a not for profit organisation that reinvests any surplus made back into the service and programs to assist in better outcomes for all children and the community. The ongoing viability of your child's C&K service relies on the prompt payment of fees. Fees are based on operational and financial considerations to ensure sustainability of our service. C&K Carramar aims to keep our fees affordable for families and has developed a fee system to maximise family access to available subsidies.

Please note: All families pay fees to attend Carramar.

Every family will be given a termly account itemising their child's fees.

Fees are payable as long as the child's name is on the roll. Accordingly, they are *still payable when the child is absent through public holidays, and illness or at the parent's/guardian's request.*

If fees are not paid the child's kindergarten position will be at risk.

If fees are unpaid and the services of a debt collection agency are required, these costs will be added to the outstanding monies.



Membership

Each family must pay a non-refundable fee of \$5.50 (GST inclusive) that gives you financial membership of the Association, which then allows you to vote at the Annual General Meeting. This amount is covered in your fees.

- **Termination of Enrolment**

Two weeks written notice is required to terminate a child's enrolment, otherwise the appropriate fee will be charged.

- **Summary of Fees Structure**

Membership: \$5.50 per family

Fees: Koalas \$36.80 per day Kangaroos \$46.00 per day (before rebates)

Termly Amount: \$730.00 per term HCC \$280 (after rebates)
3yr olds -Not attending school the following year - \$770 per term as no rebate available

Security Deposit: \$50.00 (non-refundable) This secures your child's spot at Kindy.
\$50.00 is then deducted from your first term fees.



If you hold a current Health Care Card fees will be \$280 per term. If you don't hold a Health Care Card fees will be \$730 per term. This is due to every family receiving a rebate of \$190.00 per term because Maryborough is a low socio-economic region according to the census.



Trouble paying fees

Please do not be embarrassed to discuss any financial problems you may be experiencing. All conversations will be kept strictly confidential and it is better to address the problem early rather than waiting until it becomes a serious issue. We can set up payment plans etc to assist you

Our Committee

Carramar Community Pre-School and Kindergarten Association Incorporated is a non-profit community-controlled organisation affiliated with C&K, Queensland.

Carramar is run by a volunteer Management Committee. In line with our constitution, upon enrolment, one parent, guardian from each family is registered as a member of the Association. This member then holds the right to vote at our AGM and other general meetings.

Being a centre-based service, the committee assumes the role of Approved Provider of the service. This places certain responsibilities on the committee to ensure the operations of the kindergarten are in line with current legislation.

Amongst other things, the committee is responsible for

Staffing
Finances
Governance

Policy
Compliance
Strategic and operational direction

Fundraising
Workplace health and Safety.

Our Management committee, which is elected annually at the Annual General Meeting usually held in February. *Meetings are held monthly and all members of our association are encouraged and welcome to attend.*

Parent Committee

We encourage all parents to consider standing for a position on the committee. Without these people, our centre would be unable to run smoothly.

The committee consists of:

President:	Provides leadership to the committee and the association. Chairs monthly meetings.
Vice-President:	Ability to take president's place in his/her absence.
Secretary:	Deals with Correspondence. File maintenance. Agenda preparation for meetings.
Treasurer:	Accounting, budget, awards, supervision of finances, advice to committee.
Committee Members:	Involved and participate in decisions, actions, and activities.

Other information

Fire Evacuation

A fire drill is held monthly for each group. Fire evacuation procedures are displayed at the entrance to the office and in the kitchen. Please make yourself familiar with these procedures. Refer to Workplace Health and Safety Policy. Evacuation Policy can be located on the wall in the kitchen.

Healthy Eating

Carramar promotes healthy eating at all times.

All cooking experiences use healthy ingredients.

Some healthy foods we encourage are salads, sandwiches, fruit, yoghurt, vegetables, muffins, dried fruit, cheese, sultanas, quiche and baked beans. We will promote healthy eating throughout the year.

Water is the only fluid to be sent in drink bottles as it is the best drink for brain function. We do not encourage poppers at Carramar but do offer a juice station. Carramar owns a juicer, and all children are encouraged to bring freshly prepared fruit and vegetables to create their own juices.

Messy Play

Kindy is a place of fun and enjoyment and that often means exploring messy experiences - paint, mud, slime, gak and much more. Please understand this happens regularly within our program and we ask that you send your child in clothes that are ok to get a bit messy. We do have smocks but sometimes they can inhibit the play.



Birthdays

We encourage children to celebrate their birthday at Carramar. Parent/s, guardian/s can provide cupcakes for the group to share on the day.

Covid Guidelines

These guidelines will change through the year depending on what it is happening out in the community.

Please remember if you or your child is unwell or showing signs of illness please stay home.

If you currently have covid or someone in your family has covid please isolate at home and not attend kindy.

Do not provide your child with Panadol in the morning to mask symptoms.

On arrival –

- please beware our sign in area is only small so only one family in area at a time. Wait at bottom of ramp for family to leave.
- One person only to do drop off or pick up.
- Please wear mask at all times
- Clean hands with sanitizer on arrival or send child to bathroom to wash hands.
- We will collect child from the gate and assist them with their jobs and settling.
- If you are worried about this process particularly separation please see the team and we will put something in place.

On departure

- If no one in sign in area come on up and sign child out hand sanitiser before signing out. Please wear mask.
- We will bring child to gate.
- If you require to chat with an educator for any length of time please let us know and we will make time to see you. Feel free to ring or email also. directorcarramarkindy@outlook.com 41212115.
- We will send home via Storypark each day a what we have been doing. So please when your email comes through accept request. If no internet let us know and we can get the information to you another way.