

BRACKEN RIDGE KINDERGARTEN ASSOCIATION INC.

A Lady Gowrie affiliate Community Kindergarten.



2024 KINDERGARTEN PROSPECTUS



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Proudly located on Turrbal Country



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Kindergarten Introduction

Why Bracken Ridge Kindergarten (BRK)

- We are a not-for-profit community kindergarten.
- Our teaching staff are local to the area and the education of young children is our number one priority.
- Your child will be with the same group of friends and teachers each day that they attend. This provides consistency for each child to be able to develop strong relationships with their teachers, assistant educators, and friends.
- Our teachers are Bachelor of Education qualified, specialising in Early Childhood and the assistant educators hold a Diploma in Early Childhood Education. This solid foundation of expertise allows children to develop and enjoy learning within a personalised and considered educational framework that is specific to early childhood.
- We use a play-based learning program that recognises that children’s learning is ongoing, and each child will progress in different and equally meaningful ways. Our teaching staff plans with each child and their outcomes in mind.
- We have an extraordinary natural outdoor garden and play area that is solely available to the 22 children enrolled each day. We provide safe and challenging opportunities for climbing, digging, running, building, and exploring in the sand pits, playground, swings, interactive water feature, free lawn spaces, and undercover patio.
- We have a very large range of educationally appropriate and culturally diverse materials and resources for young children for indoor and outdoor play.
- Each day at BRK involves regular routines to provide predictability to help children feel secure in their surroundings and support them in preparation for school (e.g., lunch box independence, daily group time).
- Our kindergarten was rated Meeting the National Standard.



Philosophy

Bracken Ridge Kindergarten ... a place where your child will explore, learn and play, every day.

Bracken Ridge Kindergarten embraces The Gowrie (Qld) Inc Philosophy. We believe that childhood is a unique time of life, to be valued and enjoyed in its own right. We also recognise that this is the time where foundations are laid for future health, learning and wellbeing. We value children growing up with the understanding, skills and dispositions to be caring people and effective learners, able to contribute to their world and to enjoy rich and successful relationships with others.

In our work with children we:

- Create a safe, welcoming, and stimulating environment to encourage thoughtful play and self-expression.
- Promote secure attachments and warm, trusting, and respectful relationships and interactions that foster a sense of belonging.
- Regard children as capable and competent learners with the capacity and rights to initiate and lead learning and to be active participants and decision makers in matters affecting them.
- Acknowledge and accept children's individual styles of learning and their ability to actively construct their own learning and support children to reach their potential.
- Foster children's natural curiosity, critical thinking and informed risk taking.
- Promote communication and problem-solving skills, a capacity to express and acknowledge feelings, a capacity to listen to the ideas and opinions of others and a sense of wellbeing.
- Promote an appreciation of, and understanding of, cultural and linguistic identities.
- Promote an appreciation and understanding of First Nations culture and communities.
- Acknowledge the value of all children with differing abilities and the benefits that arise from supporting their inclusion.

Acknowledgement of Traditional Owners

We would like to acknowledge the Traditional Owners and Custodians of the land on which our Kindergarten is located. We honour and respect the cultural heritage, customs and beliefs of all Aboriginal and Torres Strait Islander people and pay respect to their Elders, past, present and emerging.

A Reconciliation Action Plan (“RAP”) is a formal commitment to Reconciliation and is a strategic document that includes practical actions that will drive our Kindergarten’s contribution to reconciliation, both internally and in the communities in which we operate. In 2020 we began developing a RAP by forming a RAP Working Group.

Environmental Sustainability Plan

The kindergarten has developed an Environmental Sustainability Plan. The staff and Committee of Management regularly review this plan, developing and reviewing short and long-term goals. The Sustainability Plan is linked to program goals to develop and broaden the children’s environmental understandings and actions.

The kindergarten actively promotes conservation and encourages children and families to protect the environment. Native animals and insects are treated with care and respect and can remain free while appropriate observation for children’s information is made. Together with the children, we regularly tend our vegetable garden and plant trees and shrubs to provide effective shade and a habitat for wildlife.

Staff

Our teaching staff consist of two teachers (one of whom is the Nominated Supervisor) and two educators. They are supported by an Administration Manager, and a Grounds Keeper. Our teaching staff hold Early Childhood qualifications and participate in professional development each year. Each staff member holds a current First Aid and CPR qualification together with a Blue Card Positive Notice (Blue Card) for Child Related Employment.

Our Teachers

Our Teachers’ roles and responsibilities are many and varied, utmost among them being to ensure the health, safety and wellbeing of the children in their care. In addition, our Teachers:

- implement the education curriculum
- maintain child developmental records
- supervise staff and children

- develop policies in conjunction with parents, the Committee and Lady Gowrie
- provide professional advice and feedback to the Committee, and
- complete regular professional development.

Sue Dundas (Nominated Supervisor and Gold Group Teacher)

Ms Sue Dundas holds a Bachelor of Education, Diploma of Teaching (Preschool and Primary) and a Diploma of Early Childhood. Mrs Dundas is an experienced Early Childhood Teacher who has been living and working in Far North Queensland up until December 2021. Ms Sue's family have lived in the area since 1985 and she has two adult daughters. Ms Sue enjoys Yoga and Pilates Classes and enjoys being part of the dedicated team at Bracken Ridge Kindergarten.

Under designations in the Education and Care Services National Law (Queensland) Act, Ms Sue may also be referred to as the Nominated Supervisor, Educational Leader, and the Responsible Person for the Kindergarten.

Our Nominated Supervisor/Educational Leader:

- Is the Responsible Person for the Kindergarten.
- Leads policy development in conjunction with the Committee of Management and other stakeholders.
- Leads the supervision of staff and professional development of staff.

Janet Smith (Green Group Teacher)

Mrs Janet Smith is our Green Group Kindergarten Teacher and holds a Bachelor of Education (Early Childhood). Her passion is early childhood and the importance of play in developing lifelong skills for learning. In her career she has been blessed to be a part of many beautiful communities, just like Bracken Ridge, these have brought life to her pedagogy and joy to teaching. Now that Mrs Smith has two children of her own, she has been able to witness the rewards firsthand, observing them blossom during their years at community kindergarten and the benefits they have carried in the years beyond. In Mrs Smith's spare time, she loves to go camping, visit the beach and rainforest, play in the park, have barbecues in her backyard, and spend time with family and friends.

She believes it is an absolute pleasure to share the joy and wonder of childhood. Mrs Smith's career spans over 20 years, over a range of early childhood sectors from pre-kindergarten,

kindergarten, preschool to grade 3. Mrs Smith believes her experience has made her appreciate how important a solid and positive grounding in the early years is, for setting children up for success as they move up to the early years of school and beyond. Another aspect of her profession she loves is children's literature, in particular reading and engaging in storytelling with children, this is such a pleasure to behold.

Our Educators

Our Educators provide invaluable support to our teachers. They assist in:

- the implementation of the curriculum
- the preparation and supervision of activities
- fulfilling housekeeping duties related to the curriculum
- sharing their observations of the children with our Teachers
- adhering to Kindergarten policies and promoting the Kindergarten.

Patti Cole

Mrs Patti Cole has been a part of the Bracken Ridge Kindergarten since 2002 but has been affiliated with the kindergarten for much longer with her son attending prior to her employment. Mrs Cole holds an Associate Diploma in Children Education and is a wealth of knowledge to our Kindergarten. Mrs Cole takes immense pride in helping sustain our environment and teaching our children about our indigenous cultures and history.

Mrs Cole loves the space at Kindy and has a passionate interest in the environment as a whole. She enjoys working with children around seeing our world as a unified place for us all to look after and live peacefully and is invested in learning more from our First Nations people. Mrs Cole gets great satisfaction from hearing our children's views and being able to encourage and support their ideas in their play and learning. She loves to see the joy in their eyes.

In her spare time Mrs Cole enjoys pilates, yoga, sewing, embroidery and crafting of any type. Mrs Cole and her husband have done a lot of travelling and long distance hiking. Mrs Cole looks forward to meeting and working with all the new Kindy children and families and you will find Mrs Cole here at the Kindergarten in our Gold Group.

Davina Kempnich

Miss Davina Kempnich is our Green Group Educator. Miss Davina holds a Bachelor of Educational Studies and a Diploma in Early Childhood Education and has worked in the Early childhood sector for over 8 years. Miss Davina is passionate about the education of young children and believes that learning through play is the cornerstone of early childhood development. Miss Davina believes it is important to work as a team and that parents are their child's first teachers. Miss Davina values parents' contributions and each child's learning and wellbeing, she keeps all lines of communication open so that both her and the parents can work together.

In her spare time Miss Davina enjoys listening to music, spending time with family and friends, going to the movies and reading.

In addition to this, our Kindergarten is supported by an Administration Officer - Sharna Hughesman, Inclusion Support Educators, After Kindergarten Support, and a Grounds person.

Organisation and Committee

Our Kindergarten is an incorporated association of which families with kids attending the kindergarten are required to become a member. To become a member, you are required to pay an annual association membership fee of \$10.00 per member (at least 1 parent must be a member).

Our Kindergarten is run by a management committee comprised of parents of children enrolled in the Kindergarten. You can nominate yourself for a position on this committee and its subcommittee. The election is held at the AGM. The election of a management committee is necessary for the Kindergarten to operate.

The Management Committee consists of a President, Vice-President, Secretary and Treasurer.

The committee meets regularly and is responsible for the control and management of the affairs, property, and funds of the Kindergarten.

The Committee is guided by the Bracken Ridge Kindergarten Association's Philosophy and Strategic Plan.

The committee:

- Employs the Kindergarten staff which includes a Nominated Supervisor, a Teacher, two teaching assistants, an administration officer, a financial administrator, a contracted grounds person and cleaners
- Formulates a budget and develops Centre policies

- Provides the finance for the maintenance and purchase of all educational materials used at the Kindergarten – from climbing frames to corn flour!
- Organises working bees and social events
- Collects fees from parents
- Is responsible for insurance, as well as workers' compensation, superannuation, long service leave and payment of staff wages
- Plans and implements capital alterations to the buildings and grounds
- Liaises with Lady Gowrie (Qld) Inc and the Office of Early Childhood Education and Care
- Contributes to the ongoing review of the Kindergarten's Quality Improvement Plan
- Liaises with staff to ensure compliance with the Education and Care Services National Law and Regulations
- Applies for relevant grants

The subcommittee positions are:

- Workplace Health & Safety Officer
- Newsletter Editor
- Social Coordinators (ideally two representatives from each group)
- Publicity Officer
- Grounds Coordinator
- Grants Officer
- Library Manager

Anyone holding one of the above positions is required to hold a Blue Card. We will provide you with the requisite forms and, as members are volunteers, there is no charge associated with obtaining the Blue Card.

Kindergarten Program

The kindergarten uses a play-based learning program which includes:

- Provides opportunities for children to learn as they discover, create, improvise, test theories and imagine.
- Promotes positive learning dispositions, such as curiosity and creativity.
- Enables expression of personality and uniqueness.
- Assists children to develop relationships and concepts.
- Enables children to make connections between prior experience and new learning.
- Supports a sense of wellbeing and promotes a valuing of diversity.

In line with the frameworks which the kindergarten operates, our Kindergarten has five learning outcomes:

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

Children’s learning is ongoing and each child will progress towards these outcomes in different and equally meaningful ways. Learning is not always predictable and linear. Our teaching staff plans with each child and the outcomes in mind.

Our Curriculum

The QKLG provides specificity for children’s learning across the year before starting school, recognising that children bring with them diverse identities and backgrounds. It acknowledges that parents/carers (guardians) are children’s first teachers and values the vital role families play in children’s lives and their ongoing learning.

The QKLG describes a set of five learning and development areas that align to the five broad learning outcomes identified in the EYLF, as set out in the table below (sourced from QCAA, 2022).

EYLF	QKLG learning and development area	Key focus	Significant learnings
Children have a strong sense of identity	Identity	Building a sense of security and trust	feeling safe, accepted and supported developing a sense of belonging and confidence in others
		Acting with independence and perseverance	managing routines developing agency in decision-making being willing to keep trying
		Building a confident self-identity	developing awareness of own culture/s recognising individual strengths and achievements
Children are connected with and contribute to their world	Connectedness	Building positive relationships	connecting with and relating to others understanding rights and responsibilities
		Showing respect for diversity	responding to others with respect developing awareness of bias learning about others’ cultures
		Showing respect for environments	caring for the kindergarten exploring interactions between people and environments
Children have a strong sense of wellbeing	Wellbeing	Building a sense of autonomy	developing self-regulation developing resilience
		Exploring ways to be healthy and safe	being healthy staying safe
		Exploring ways to promote physical wellbeing	developing control and strength developing awareness of the senses
Children are confident and	Active learning	Building positive dispositions towards learning	showing curiosity and enthusiasm for learning problem-solving, investigating and reflecting on

involved learners			learning being imaginative and creative
		Showing confidence and involvement in learning	applying knowledge in different contexts sharing ideas and discoveries
		Using technologies for learning and communication	showing interest in technologies using technologies
Children are effective communicators	Communicating	Exploring and expanding language	using language/s, including signing listening and responding
		Exploring literacy in personally meaningful ways	engaging with different texts exploring sounds and letters exploring reading and writing
		Exploring numeracy in personally meaningful ways	exploring mathematical concepts in everyday life exploring counting and patterns

In the early childhood setting curriculum means ‘all the interactions, experiences, activities, routines and events, planned and unplanned that occur in an environment designed to foster children’s learning and development’. [adapted from Te Whariki]

Children are receptive to a wide range of experiences. What is included or excluded from the curriculum affects how children learn, develop, and understand the world. Accordingly, our teaching staff draw on their professional knowledge and their in-depth knowledge of each child’s strengths and interests in choosing appropriate teaching strategies and designing the learning environment.

The partnership with parents provides teaching staff with valuable knowledge about each child. They also draw on their creativity, intuition, and imagination to help them improvise and adjust their practice to suit the time, place, and context of learning. They carefully assess learning to inform further planning.

Gold Group and Green Group

The 44 children at our Centre are divided into two groups of 22. Our Green group attends Mondays and Tuesdays while the Gold group attends on Thursdays and Fridays. Each group attends on alternate Wednesdays. The Kindergarten is closed during all Queensland school and public holidays.

The Kindergarten’s Core Kindy Hours program operates as follows:

- Green group from 8.30am until 2.40pm
- Gold group from 8.30am until 2.40pm.

After kindy care operates after the core hours until 4pm and is an optional service provided to those families that would like longer hours of care.

Hours are subject to change prior to offers being made.

A calendar will be provided to families upon enrolment which lists days of attendance for each group A revised calendar is now attached which includes a correction to Term 4.

After Kindergarten Care

This program is optional, and open for a maximum of 22 children that can be enrolled in After Kindy Care on any one day, on a first come, first served basis.

This program is open for expressions of interest for the 2024 year. As noted on the enrolment form, the 2024 program will be confirmed in July and families are encouraged to submit their interest via email or via the enclosed enrolment form.

The cost for After Kindy Care is yet to be confirmed however is expected to be in the order of \$14.00 per day for permanent bookings and \$16.00 per day for casual bookings. Permanent bookings will be on a Semester-by-Semester basis and changes.

The viability of this program relies on an average of 8 children per day. If only 1 group (i.e. Green or Gold) can be filled, families wanting After Kindy Care will be allocated to that group where possible.

Daily Program

Once you have left, the program is generally as follows:

- Group Session
- Snack
- Outdoor Play
- Language Arts
- Toilet Time (supervised)
- Morning Tea
- Indoor Play
- Music Session

- Toilet Time (supervised)
- Lunch
- Rest Time
- Quiet Activities.

Storypark Manage

It is part of legislative requirement that children are signed and in out of the Service using the electronic Kiosk Portal. This is for the Kindergarten Funding Scheme purposes as well as ensuring that staff are aware that children are in attendance and have also been collected from the Service at the end of each day.

Bracken Ridge Kindergarten uses an online system called Storypark Manage.

Please use Storypark Manage to complete the enrolment process going forward. A separate email will be shared with you following the offer stage providing more detail on how to access and use Storypark Manage. Enrolment forms should be completed prior to COB prior the end of November.

In relation to privacy of data, Lady Gowrie and Storypark Manage have provided the following statement:

Family data is stored independently from Payment information such as Credit Cards and Bank Account information.

Family data is stored, as per Australian Federal Legislation, on Xap databases hosted on either Azure or AWS servers located in Australia and has primary and two secondary server redundancies. Data is encrypted while in use, transmission, and storage. Please read more here <https://xap.net.au/privacy-policy/>

Payment details such as Credit Cards and Bank Account details are held by our 3rd party payment provider, PayChoice. PayChoice is a PCI DSS (Payment Card Industry Data Security Standard) compliant provider. PayChoice stores credit card information for customers in accordance with PCI Compliance and PCI regulations. Please read more here <https://www.paychoice.com.au/privacy-policy/>.

Excursions/Incursions

From time to time, we organise excursions for the children to a library or a local school. At other times a visitor or show will be invited to the Centre. These excursions/incursions provide educational experiences which extend the children's knowledge and understanding of the wider community.

At least two weeks before the excursion we will give you written details about it and, if you are happy for your child to attend, we ask that you provide us with your written consent. A small fee might be required for some activities.

We can only take children on an excursion if we have a ratio of one adult to every two children. Therefore, we encourage you to come along to help if possible.

Our Kindergarten recognises the significant role you play in the education of your children. We value your involvement on a variety of levels and encourage you to actively engage in our program.

Parents help in many other aspects of the kindergarten including the executive committee, Sub-Committees, working bees, roster days, laundry roster and fundraising.

Kindergarten Procedures and Policies

Our Kindergarten, together with Lady Gowrie Community Kindergartens, is committed to the provision of a quality service for children and families. To support this quality service provision Lady Gowrie has established a clear policy framework in collaboration with community experts. As an Approved Kindergarten Program Provider, we adhere to these policies.

The Bracken Ridge Kindergarten Association Inc has developed Centre Specific Policies that relate to a range of topics, including matters relating to families and children, governance, financial matters, grievance procedures and privacy and confidentiality.

The Lady Gowrie Community Kindergartens Policies and the Kindergarten's Centre Specific Policies and Procedures are available for your perusal from the office. Please don't hesitate to ask staff where to locate these documents.

In addition to the roles available to parents in the Executive Committee and Sub-Committees:

- Parents are involved in all facets of decision making in a Community Kindergarten. Parents actively participate

in our Centre's management committee and ensure continued effective leadership and management.

- Parents, Grandparents and Caregivers work with the staff to ensure great opportunities for children and a safe and healthy environment.
- Connections with our local community provide rich experiences for the children at our Centre and encourages each child to develop their identity within the context of their local community.

Enrolment Information

Enrolment Criteria

Your child must be at least 4 years of age by 30 June in the year in which they are enrolled to participate in a Queensland Government-subsidised kindergarten program. Children who are younger than this are considered in-eligible and offers cannot be made for positions for them until approximately December. Those children will not be eligible for any subsidies.

Please use the chart below to determine when your child is eligible for kindergarten.

Child Born	2022	2023	2024	2025	2026	2027	2028	2029
1 July 2017 to 30 June 2018	KINDY AGE	PREP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
1 July 2018 to 30 June 2019		KINDY AGE	PREP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
1 July 2019 to 30 June 2020			KINDY AGE	PREP	GRADE 1	GRADE 2	GRADE 3	GRADE 4
1 July 2020 to 30 June 2021				KINDY AGE	PREP	GRADE 1	GRADE 2	GRADE 3
1 July 2021 to 30 June 2022					KINDY AGE	PREP	GRADE 1	GRADE 2
1 July 2022 to 30 June 2023						KINDY AGE	PREP	GRADE 1
1 July 2023 to 30 June 2024							KINDY AGE	PREP
1 July 2024 to 30 June 2025								KINDY AGE

Early entry is considered on a case-by-case basis however the kindergarten is expected to prioritize any eligible age children.

Enrolment Process

The process for applying to enrol your child at Bracken Ridge Kindergarten is as follows:

- **Step 1** – Complete the attached Waitlist Form (as attached).
- **Step 2** – Mid-Year the year prior to the application year, we will assess the applications and make offers to parents.
- **Step 3** – By August of the year prior to enrolment, your deposit must be paid to hold your position.

Fee Structure

The Queensland government recently announced an update for kindergarten funding for 2024 and beyond. More information can be found at <https://earlychildhood.qld.gov.au/early-years/kindergarten/free-kindy>

Subject to more information being made available and assessed by the Bracken Ridge Kindergarten Association and Lady Gowrie, the kindergarten program will likely be free in 2024. Some levies may still apply and the cost of After Kindergarten Care will be at the cost of families.

Any fee's are payable in advance (at the beginning of each term).

Example Fee Structure (Based on 2023 Year)

Eligibility of Children	<p>A child must be at least four years of age by 30 June in the year they commence kindergarten to receive Kindy Funding. All children who are younger than this are considered in-eligible.</p> <p>Further, a kindergarten-age child is only entitled to one subsidised kindergarten program (600 hours) each year – this equates to attendance in one of our programs, either Green Group or Gold Group and one Kindergarten Service (i.e. only at BRK and no additional services). An application to attend Kindergarten for the full week by additionally participating in a second group can be made to the Kindergarten Management Committee. When considering enrolments, the Kindergarten will in the first instance prioritise new eligible aged children. At this stage, BRK has no places available. Please contact the kindergarten immediately if you have any concerns.</p>
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Waitlist Form

Please return this form to admin@brackenridgekindergarten.org.au. This form is also available to be completed virtually using the QR code above (please do not complete this again if you have done so already).

Date of Application:

Childs First Name: Childs Surname:

Childs Date of Birth:

Parent 1 First Name: Parent 1 Surname:

Parent 1 Phone: Parent 1 Email:

Parent 2 First Name: Parent 2 Surname:

Parent 2 Phone: Parent 2 Email:

Family Address:

Additional Needs:

Note: Are there any additional needs of which you are aware that your child may require during his/her enrolment at our Centre? If for any reason your child may need special assistance eg: special facilities, special equipment, or additional staff, please notify the Centre as soon as possible so that the Centre can plan for facilities or funding can be applied for to best meet the needs of your child.

This information is requested to assist the Centre in long term planning for the successful inclusion of children with special needs. The information obtained WILL NOT be used to deny or delay enrolment of the child involved. At the same time there is no guarantee of enrolment.

During their kindergarten year, will your child also attend another early childhood program? YES

NO

Kindergarten Child Care Centre Family Day Care Other

If your child gains a placement in our Kindergarten program, will you acknowledge this as your only access to a minimum of 15 hours of an Approved Kindergarten Program? YES

NO

Note: Priority of offer of placement MAY BE given to those families who acknowledge this Service as their provider of an Approved Kindergarten Program for 15 hours due to funding eligibility.

Preferred Group: Green Group – Beginning of week.

Please note, offers may still be given for the alternative days. Gold Group – End of week.

Either.

Would you like to include your submission of interest for the 2023 After Kindergarten Care opportunities? Yes - Permanent Booking for 1 day.

Please Note: This program is optional, and open for a maximum of 22 children can be enrolled in After Kindy Care on any Yes - Permanent Booking for 2

one day, on a first come, first served basis.

This program is open for expressions of interest for the 2023 year. As noted on the enrolment form, the 2023 program will be confirmed in July and families are encouraged to submit their interest via email or via the enclosed enrolment form.

days.

Yes - Permanent Booking for 3 days (on the long week for your group).

Yes - Casual Bookings.

No.

Waitlist Fee Paid:

Our waitlist fee is \$15 and can be paid by Direct Deposit to the following BOQ account:

BSB: 124-039

Account #: 22160445

Please use your family name waitlist in the reference.

YES

NO