



# Early Childhood Centre and Creek/Bush Kindy

## Parent/Carer Handbook 2025



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*“Real education leads to a pervasive sense of love and compassion for all creation.”*



We will support any low literacy or NESB families, including refugees and humanitarian entrants through the enrolment process by accessing Interpreter and Translation Services (Ph. 131 202 [www.humanservices.gov.au](http://www.humanservices.gov.au) ). Bi-Cultural Inclusion Support is available to us through a Professional Support Co-Ordinator. ([www.childaustralia.org.au](http://www.childaustralia.org.au))

# Welcome

Welcome to The River School Early Childhood Centre. We are delighted that you have chosen to become a part of the River School Family. Our service endeavours to act as an extension of the family and home environment. We aim to provide a warm and nurturing setting where children, families and staff feel a sense of belonging, respect, and community. We understand that you, the parents, and carers, are the first and foremost teachers in your child's life and naturally have beliefs, aspirations, hopes and dreams for your child. At The River School Early Childhood Centre we encourage you to share these with us, as we believe that creating wonderful partnerships between parents/carers and teachers positively scaffolds each child's growth, learning and the joy of being a child.



Please take the time to read through this handbook as one of the first steps in creating this partnership. We welcome any questions you may have, or ideas and suggestions, as we believe the sharing of these can only help gain greater understanding between parents/carers and the Centre.

We are looking forward to spending many special times with you and your child over the coming year.



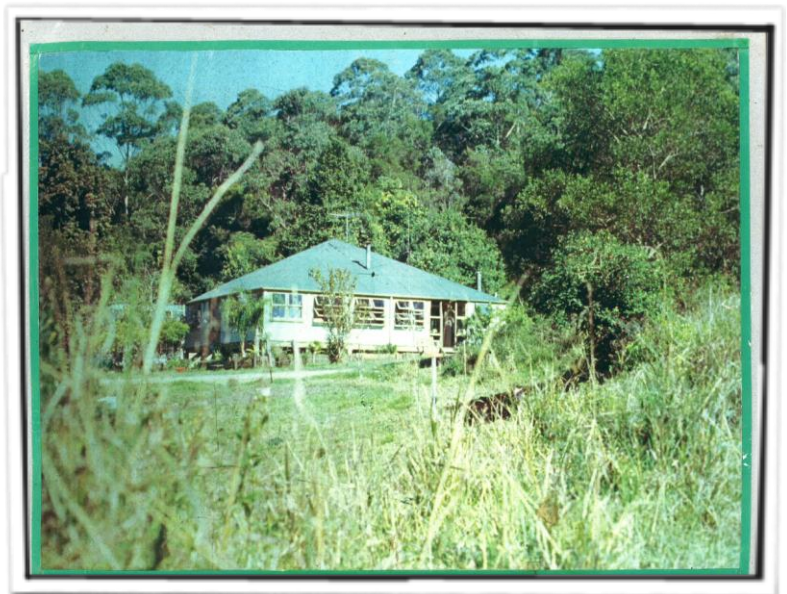
# About The River School

The River School opened in 1994 as a Preschool with 23 students and one teacher. It is located four kilometres from Maleny on 26 acres of land, 15 of which are rainforest and creek. Children came up with the name while playing in the beautiful Bridge Creek that runs through the property.

The River School is a part of a global Neohumanist Education movement which teaches love and respect for all humanity, including all living and non-living beings. Through meditation and yoga children learn to experience peace and connectedness; through play-based education they learn how to use their gifts to make a difference; and through the arts they learn how to express their creativity with joy.

Being affiliated with our Primary School brings us many benefits. Our children are offered weekly music, art, meditation, and yoga sessions by our school's specialist teachers as part of our standard program.

Our buildings and playground are built to align with an eco-friendly code of practice. This includes the provision of solar hot water, rainwater tanks with approved filters for quality drinking water, solar power generation, composting, worm farms, recycling, organic gardening, non-packaged healthy food policy and non-toxic art materials.



# Our Philosophy

The guiding philosophy of the River School and its Early Childhood Centre is Neohumanism, the practice of love for all people (regardless of race, gender, culture, orientation, or religion), animals, plants, and the entire world.

A Neohumanist Education (NHE) aims to develop the full potential of each child (physically, mentally, and spiritually), through whole child learning. The methodology of NHE is flexible, creative, and culturally sensitive, and empowers children internally (through personal development) and externally through academic subjects, creativity, and the arts (literature, art, music and drama), physical education and social and emotional skills.

Personal development includes the teaching of spiritual concepts such as universal love, meditation and yoga, morality (ethical values), integrity, intuition, and interpersonal skills such as courtesy, cooperation, communication, decision-making, conflict resolution and problem solving. As part of Neohumanism, an awareness of ecology is promoted in its broadest sense (the realisation of the inter-relatedness of all things), with active encouragement for the respect and care of all living beings and the environment. As an extension of this, children, teachers, and staff are expected to consume only sentient, vegetarian food at school. See Nutrition section for more information.



# Based on our collective belief system in Neohumanist Education, we aim to:

- Develop the full potential of each child: physically, mentally, and spiritually.
- Awaken a thirst for knowledge and love of learning.
- Facilitate personal growth in areas such as morality, integrity, self-confidence, and cooperation.
- Develop physical wellbeing and mental capabilities through meditation, yoga, and play.
- Develop a sense of aesthetics and appreciation for culture through drama, dance, music, art, and indigenous appreciation.
- Promote an awareness of ecology in its broadest sense, i.e. encourage respect and care for all living beings.
- Recognise the importance of teachers and parents as role models who set positive examples.
- Encourage a universal outlook, free from discrimination in all its forms, including, but not limited to ability, religion, race, orientation, or gender.
- Respect our health and that of the environment by asking families to provide vegetarian, sentient packed lunches with every attempt made to minimise the amount of packaging brought into the school.



# Our Vision

Driven by their intense curiosity, children are investigators and constructors of their own knowledge, learning best through experiencing for themselves. In offering a child-centred approach to learning, that caters to each child's interests, unique intelligences and learning styles, we intend to activate within each child, the desire, confidence, and great pleasure that comes from being authors of their own learning.

Children are rich thinkers, and we respect that they provide their own unique interests, skills, and knowledge.

We believe in advocating equity of opportunity, access, and outcomes for all children, including those with additional needs.

Our programs aim to value children's thoughts by:

- Allowing children to make choices with their learning and of the materials and equipment they need to access.
- Giving children time to pursue and extend on their ideas.
- Giving children freedom to explore and revisit their ideas.
- Encouraging children to reflect on and communicate their learning.
- Encouraging children to listen to, value and learn from others as co-thinkers.
- Listening to and observing children, supporting them when necessary, to extend on their ideas.
- Providing rich environments and a variety of educational choices, which empower children to direct, develop and expand their own interests and unique talents.
- Providing an environment where all children are happy, safe, and free to learn.
- Documenting children's actions and thoughts to gain greater understanding.

We believe in an environment that actively promotes great respect for children, fosters within children a deep sense of trust, greater self-esteem and an open mind to value others, ideas and worth.

***We believe that the value of play is in the doing, not in the end result.***

# Circle Time

Circle time is our daily welcoming time. Children come together and practice Dadirri, Meditation and Yoga. They may sing songs and share news. Occasionally, we may join the Primary School Afternoon Circle to begin the week with our whole River School family. You are very welcome to stay and join in this joyous part of the day.

# Virtues Program

Every week our school classes focus on a specific virtue. Topics such as Love, Responsibility and Compassion are covered. At the Early Childhood Centre, we introduce the basics of our virtues program through storytelling, role modelling, discussion, positive reinforcements, and social and emotional skill development.



# Dadirri, Meditation and Yoga

Children come together to practice Dadirri (pronounced da-did-ee). Dadirri is an aboriginal word meaning **inner deep listening, quiet still awareness and waiting**. We listen deeply and we connect. We can find peace in this silent awareness. It helps us connect with country, nature, family, community, ancestors, and our own selves. It centres spirit and stills the mind.

Dadirri means awareness of where you've come from, why you are here, where you are going and where you belong. It is a practice that has been passed down by Aboriginal people from generation to generation. To practice Dadirri it is best to find a quiet place. You can sit or go for a walk. Dadirri is a word from the Ngan'gikurunggurr and Ngen'giwumrri languages of the Aboriginal people of the Daly River region, NT

In addition, Children learn the beginnings of meditation by learning to cross legs, fold hands and close eyes. The children experience peace and quiet through visualising love and developing their inner world. You will frequently hear our beautiful mantra "Baba Nam Kevalam", which translates as "Love is all there is."



# Centre Hours

The Centre is open from 7.30am to 5.00pm Monday to Friday and runs a holiday program during the school holidays. The Centre is closed for two weeks at the end of year and all public holidays. Parents/Carers are not charged a fee for the two-week closure however, all other weekdays are charged. This includes public holidays, school holidays and sick days.

# Sign in Procedure

Please remember to sign your child in and out every day on the iPad kiosk provided. This is an important component of our safety procedures as well as being essential for us to be able to claim the Child Care Subsidy on your behalf. If there is internet connectivity issues, we will provide a manual sign-in sheet.

# Class Families

The Early Childhood Centre encompasses two family groups. Djaa'gan Room (2yrs – 4yrs) and Wi'ra Room (3.5yrs to the Year before Prep).

Keeping consistent with our vision of creating family and homelike environments, siblings and friends are most welcome to visit between the groups as they wish.

We understand that beginning in a new Centre can be an exciting and perhaps even a daunting experience for many parents/carers and children. We encourage parents/carers to stay if they wish, for as long as they like, to create an easy and comfortable transition into the Centre. Our open-door policy welcomes our families to come and go as they please throughout the day. If you have concerns about how your child is settling in, please feel free to approach the Director or staff for support.



# Flow of the Day

The flow of our day has a regular rhythm that becomes familiar and allows children to predict what to expect next. However, our daily routine is completely flexible, and its main aim is to meet the needs of the children within the group.

A basic guide to the flow of our day is as follows.

Centre opens. Activities such as construction, reading books, painting and craft are available as children are welcomed.

Circle and Wi'ra will venture to the creek each day of term, while Djaa'gan remain at the centre.

Indoor/Outdoor planned and spontaneous experiences. Extra-Curricular activities including Art, Music and spiritual guidance with Dada take place on different days.

Morning Tea offered.

Indoor or Outdoor planned and spontaneous experiences continuation of the morning expenses.

Dadirri/ Yoga/ Meditation.

Lunch offered.

Rest time and relaxation.

Quiet manipulative and creative activities/  
sandpit play.

Children begin to depart for home.

Indoor or Outdoor quiet activities, including  
quiet reading.



# Programs

Our programs are designed to create a balance between child-initiated experiences and planned learning experiences. Programs are reflective of the Centre philosophy and use the Circle of Love (a simplified version of the yogic Cycle of Creation) as inspiration for meaningful learning journeys. Reflected in our programs you will find links to the “Learning Outcomes” as promoted by the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines.

Our program takes shape in many different forms. Learning observations are documented for individuals, small groups, and whole group experiences and culminate in summative learning stories. Often a child-initiated experience will turn into a short- or long-term group project. This approach ensures programs are interesting and meaningful to the individual child. We believe that children have “a hundred languages” as quoted by Loris Malaguzzi, founder of the Reggio Emilia approach to Early Childhood in Italy. Therefore, we strive to document a large variety of children’s “languages” or ways of expressing. These could include artistic and creative endeavours (art, music, drama, dance, etc.), physical endeavours, imaginative play, friendships and social interactions, foundational literacy and numeracy skills, verbal interactions, and sometimes, language, that could be as simple as a look, a touch or movement.

We strive to “hear” children in a hundred different languages as we believe this is how we show children that they are valued and respected. As a picture tells a thousand words, we take many photographs of our children, which enhances our documentation and gives our families a visual insight into their child’s time at Kindy. We are always respectful of our parent and carers’ preference regarding photographing their child/children, so please discuss this with us.

We are passionate about the programs we provide and would be delighted to discuss these in more detail with you at any time.



# What to Bring



Naming all belongings helps us to ensure they are returned to their right owners.



- A sunhat, which is kept at the Centre.
- A named water bottle to go home each day to wash.
- Sheets/pillow/blankets (depending on the season) to stay at the Centre for rest times. Cot sheets fit beautifully over our mattresses. Take home at the end of your child's week to wash.
- Enough food for a sentient lunch and morning/afternoon tea (i.e. no meat or eggs).
- At least two changes of spare clothes (old clothes are best as your child will likely engage in messy/wet play).
- A wet bag – not plastic, to take home wet clothing
- If your child has a "comforter" (special toy, blanket or other) they are very welcome to bring it along. Although we encourage "comforters" and any natural found treasure your child may wish to share with the group, please leave special toys at home. If these are lost or damaged, it may cause upset to your child as well as the discomfort "sharing" home items may cause.



# Fee Schedule

Our Centre offers Child Care Subsidy allowances. The daily fee is \$90.00 per child 8 hour session is \$84 and 6 hour session is \$74, minus your Child Care Subsidy, if you are entitled to it. Families whose child is enrolled in the Kindergarten program are asked to authorise River School Early Childhood Centre to claim the Queensland Kindergarten Funding for their child's position at the centre, via the enrolment form.

During the year, all weekdays are charged (including public holidays, school holidays and sick days) except for the two-week period the service is closed during the end of year break.

Fees are charged weekly, in advance and must always remain one week in advance. Statements can be found on your Xplor account. Paper statements are available on request.

Payment of weekly fees can be made by direct deposit.

The bank details for direct transfer are:

BSB: 654 000

Account Number: 4007 6637

Account Name: Ananda Marga Education Ltd

Reference: Child's first and last name



# Waiting List

If a place is not available immediately, you can complete an Expression of Interest Form which will place your child on the waiting list. When a position becomes available, parents/carers will be informed immediately. This can be filled out on our website under the Early Childhood Centre tab.

# Late Fee

In the unlikely event that a family does not collect their child by 5.00pm, then a late fee will be payable at the rate of \$10.00 per minute. Please call the centre to notify a staff member that you will be late to collect your child/ren. If you deliver or collect your child after your agreed session time, you agree to pay the early/ late charges to the River School Early Childhood Centre of \$20 per 15 minutes or part thereof for any period within

# Child Care Subsidy (CCS)

The Australian Government may provide financial assistance towards the cost of your child's care. CCS is a payment from the Government that will provide financial assistance toward the cost of your child's care and reduce the cost of your total child care fees.

If you would like to access this assistance and you meet the Family Assistance Offices criteria, you must inform the Centre Director of the following details:

- . Your Customer Reference Number (CRN – Issued to you by the Family Assistance Office).
- . Your child's Customer Reference Number.
- . Your date of birth.
- . Your child's date of birth.
- . Your name according to the Family Assistance Office records.
- . Your child's name according to the Family Assistance Office records.

If you do not have a CRN, please contact the Family Assistance Office by calling 13 61 50 or by visiting one of their offices.

There are certain requirements you need to meet to be eligible for CCS. Until your CCS has been approved, we will require full payment of fees.

Parents need to inform the Family Assistance Office of any changes that may affect their assessment including income changes.

Please let the Director know if your child has siblings attending another approved child care facility and you would like to claim the multiple child benefit percentage.



## Free Kindy

Kindergarten, known as kindy, is a part-time educational program for children in the year before Prep. Kindy is 15 hours per week, 40 weeks per year (school terms) and is free for Queensland children attending a government-approved kindergarten program.

Kindergarten programs are offered in long day care services and sessional kindergarten services. Sessional kindergartens operate during school hours each school term, whereas long day care services can provide a kindergarten program as part of their extended hours of care. If a child attends kindy in a long day care setting, additional care may be covered in part by the Australian Government Child Care Subsidy.

For more information please go to <https://earlychildhood.qld.gov.au/freekindy>

## Xplor

Our centre uses Xplor for our management system. Download the Xplor home app to access your child's sign in/sign out, your Complying Written Arrangement, your financial statement, absentees and to set up finances to pay fees.

On enrolment, you will receive an email from Xplor to activate your account and to set up a personal pin. All parents/carers and emergency contacts will need an email address to set up their own pin for sign in/sign out of children.

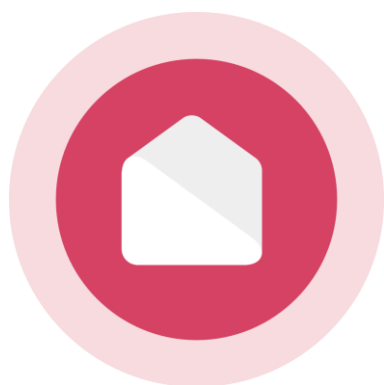
Contact Xplor

Monday to Friday 8am - 6pm AEST

(Excl Public Holidays)

Phone: (03) 8652 1963

E-mail: [support@myxplor.com](mailto:support@myxplor.com)



## Absence Days

Each financial year, the Family Assistance Office will pay your child's CCS entitlements for the first 42 absent days. For all absences after the first 42 absent days, CCS will only be paid if you are able to provide documentation. Permitted reasons for these additional allowable absences include illness/exclusion with a medical certificate, rotating shifts, school closure, local emergency, court order or exceptional circumstance.

All absences are payable.

## Extra Days

Extra days are available on top of those days already booked for your child. However, this is subject to availability, so it is necessary to check with the Centre first. We do not offer make-up days.

## Swapping Days

Swapping days is not permitted unless in very extenuating circumstances and has been previously arranged with the Director.

## Changing Enrolled Days

Change will be accommodated if positions are available. Parents must sign a variation form for the Centre to make a permanent change to their booking.

## Changing or Withdrawing from Enrolment

Should you wish to withdraw from enrolment, a minimum of two weeks written notice must be given to the Centre. If you would like to change or drop a day, then one week's notice must be given.

If your child is absent for care on their first or last day, and you are entitled to CCS, your CCS entitlement will be cancelled by Centrelink, unless you have a medical certificate to cover the last day.





# Nutrition

At The River School Early Childhood Centre, all snacks and lunches are required to be vegetarian (no meat, fish, or eggs) and sentient (no onions, garlic, or mushrooms).

If more information is required, please feel free to discuss this with the Director. Lunch box ideas are also available through our parent information area.

As well as the vegetarian aspect of the school lunches, we also emphasise the importance of healthy, non-packaged food, preferably low sugar, and not highly processed foods.

Please make every attempt to minimise the amount of packaging your child brings to school. Encouraging children to be aware of packaging enables them to make choices about their involvement in the waste issues of the school and planet.

To encourage independence please ensure food and lunchbox can be easily managed by the children themselves.

Please ensure you send adequate food to provide for those extra hungry days!

Some lunch suggestions include:

- \* Fresh cut fruit
- \* Fresh salads and vegetables
- \* Vegetarian Nori rolls
- \* Salad wraps
- \* Nuts (NO Peanuts)
- \* Plain corn chips
- \* Pasta etc



Our school tuckshop provides healthy sentient meals on Tuesday and Thursday at an affordable price, during school terms only. To register and order online please go to the [FlexiSchools](#) app.

For more information on children's nutrition please visit the Australian Government [Get up and Grow](#) website

# Physical Activity

Physical activity is an important part of a child's healthy development. At The River School Early Childhood Centre, we recognise this by providing for vigorous physical activities within our programs daily. Parents are encouraged to provide for physical activity in their family life as well. Here are some ideas for fun and inexpensive activities to get physical in our local community.

- Rainforest walks at Mary Cairncross Reserve and Kondalila Falls
- Visit one of the many parks in the region including, Cooke Park in the main street of Maleny, Tesch Park in front of the library and Mary Cairncross Park
- Canoeing at Baroon Pocket Dam
- Bush walking at Conondale National Park
- Swimming at our local Maleny Swim Pool or Gardeners Falls

# Rest

Rest time is an important part of our day. During the morning, children will be actively busy, and a rest can make their afternoon more pleasurable. We provide a rest area for every child, so that those who may need a sleep can do so. For those children who are non-sleepers, a rest can be just as beneficial. This is supported by relaxing music, teacher comfort, and books, puzzles, and stories for those who are past the sleeping stage. We are happy to discuss your child's particular rest requirements and cater to them as needed.

Our policy follows the safe sleep guidelines as recommended by "SIDS and Kids". Children will be placed to rest on their backs and then allowed to move into their own comfortable sleep position. Staff will ensure the children's beds and rest areas are clear of any bags or similar objects a child can roll onto. Staff will ensure children are actively supervised whilst sleeping and that their faces remain uncovered. For more information on safe sleep practices, please visit [Red Nose](#)

# Birthdays

Birthdays are special times for children, so you are welcome to celebrate them in the Centre. You are welcome to send along a cake to share with your child's friends, so long as it is vegetarian, egg-free and contains minimal sugar and additives. We do understand that not all families celebrate birthdays and/or other religious occasions. We are more than happy to accommodate this. Communication is the key here.

# Illness

In fairness to all, children who are sick must not attend the Centre. Sooner or later, all children do get sick so please be prepared and have a plan ready if required i.e. a standby caregiver.

\* Children suffering from an infectious complaint must stay at home for the period specified by the Health Department or family doctor.

\* If your child has suffered an illness in the past 24 hours, please contact the Centre to consult with the Director or Responsible Person in Charge before leaving them in care. Just like us, children need to be well to enjoy a day away from home.

\* Please advise the Centre if your child has contracted a contagious illness so we can advise other parents to be aware of the symptoms.

\* If in the opinion of the Director or Responsible Person in Charge, your child is not well enough to be at the Centre, you will be contacted to collect your child.

\* Should your child's condition warrant emergency attention, you and an ambulance will be contacted.

\* All families will be advised via notice board and email of any illnesses that are brought to our children that have been detected in children enrolled in the service.

# Medication

Should your child require medication while attending the Centre you must complete a medication form each day the medication is required. You can obtain a form from our Responsible Person in Charge. The medication and the form must be handed to your child's teacher to be stored safely. Medication can only be given if it is in its original container bearing the pharmacist's dispensing label with your child as the prescribed person. Medication must not be left in your child's bag for safety reasons.

# Allergies/Asthma

It is essential that the Centre is made aware of any special requirements, allergies, or medical conditions before enrolment. Forms will need to be completed regarding your child's particular condition and plans of action will be developed in consultation with the family and displayed accordingly. All staff will be made aware of the condition and plan of action.

# Health and Hygiene

We follow health and hygiene procedures as advised by the National Medical and Research Council. [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

A copy of our toileting and nappy change procedure is displayed in the children's bathrooms. A copy of "[Staying Healthy](#)" is available on our desktop and can be emailed to you at any time.

# In the Event of Creek Rising

Should we experience heavy rainfall in a short period of time, there is a risk of the creek flooding over our bridge. This means that nobody can enter or exit the school until the creek subsides back below the bridge.

If flooding seems like a possibility, staff will follow these procedures:

- During heavy rainfall, the Director, School Principal and/or Responsible Person will monitor the rate of creek rising as well as BOM website to monitor how much rainfall is expected to continue.
- If the creek reaches one metre below our bridge, Principal/Director will advise on whether to begin calling families/emergency contacts for collection of children.
- If the creek reaches 30cm below bridge, gather remaining children, emergency pack and rolls ready for evacuation procedure. Await instruction from School Principal to evacuate.
- ECC children will be the first to be evacuated from the school. Director/Principal will check building for any remaining children/adults. Secure children into emergency booster seats in staff vehicle/ school bus as directed by Director/Principal.
- Gather children at emergency assembly point at the Maleny Showgrounds and account for all children and staff members. Begin to phone parents/carers/emergency contacts of remaining children for collection. Ensure each child is signed out of the register.

Your child will be supervised until we are able to contact either yourself or an emergency contact. We understand that some of you may be out of mobile phone range, so will also send updating text messages of our movements so that you are updated once you are within range of reception.

Please ensure your contact details and those of your emergency contacts are kept up to date at all times.



# Toilet Learning

For support and information around toilet training, please see your child's teacher. We have information available to assist you. Alternatively, visit the [Raising Children](#) website for more tips and ideas.

# Homeopathy

The Centre supports the use of a range of homeopathic treatments for the day-to-day occasional upset or injury, that families may wish to use. i.e., ant bites, falls, etc. We will always follow your wishes on the administration of homeopathies, and if you ask us to administer any remedy, we will ask you to complete an administration of medication form which relays the details us the process to administer the homeopathic treatment.

# Inclusion Support

We are very willing to work with parents/carers to plan for additional needs. Our Centre endeavours to integrate children with additional needs into our programs, regardless of the additional need.

Following an interview with parent/carer and child, the Director will assess the needs of the child and the appropriateness of the Centre's resources and program to best benefit the child.

# Injuries

Should an incident occur, staff will act immediately to administer first aid procedures. Incident reports are completed by the staff members present at the time of the incident and shown to parents/careers on arrival. Parents will be notified by phone or arrival, depending on the severity of the injury.

# Child Protection

As Educators in an Early Childhood setting, our staff are mandatory reporters of reportable suspicions of harm. A reportable suspicion is one where a teacher has a reasonable suspicion that a student 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/carer willing or able to protect the child from harm or neglect.

If any of our Educators have a reasonable suspicion of harm, they will immediately report it to the Centre Director and Nominated Supervisor who will then assess the situation and if necessary, begin reporting procedures to the Department of Child Safety.

# Immunisation

If you choose to immunise your child, then we request that you keep your immunisation records up to date with our office. We do not discriminate our enrolments based on immunisation status, however in the event of an outbreak of contagious disease within the service, we will contact parents/carers of non-immunised children and ask that their child does not attend the service until the outbreak has cleared. The most current vaccination schedule is tabled below:

<b>Birth</b>	<p>Hepatitis B</p> <p>Tuberculosis (TB) or <i>Bacillus Calmette-Guérin</i> (BCG) vaccine [Note: Queensland and Northern Territory only: newborns at high risk of tuberculosis infection]</p>
<b>6 weeks to 2 months, 4 months, and 6 months</b>	<p>Hepatitis B, diphtheria, tetanus, whooping cough (pertussis), <i>Haemophilus influenzae</i> type b (Hib) and polio (poliomyelitis) combined vaccine Pneumococcal vaccine (Prevenar 13) Rotavirus</p>
<b>6 months to 5 years</b>	<p>Influenza (flu) — every year [Note: this is only given to children with a medical condition that makes them more susceptible to complications after a flu infection]</p>
<b>12 months</b>	<p><i>Haemophilus influenzae</i> type b (Hib)</p> <p>Measles, mumps and rubella (MMR)</p> <p>Meningococcal C</p> <p>Hepatitis B [Note: children who were premature babies only]</p> <p>Pneumococcal vaccine (Prevenar 13) [Note: children who are medically at risk]</p>
<b>12 to 18 months</b>	<p>Pneumococcal vaccine (Prevenar 13) [Note: Given to Aboriginal and Torres Strait Islander children living in Queensland, the Northern Territory, Western Australia and South Australia]</p> <p>Hepatitis A [Note: Aboriginal and Torres Strait Islander children living in Queensland, the Northern Territory, Western Australia and South Australia]</p>
<b>18 months</b>	<p>Measles, mumps, rubella and chickenpox (MMRV) vaccine [Note: From 1 July 2013, the measles, mumps, rubella and varicella (chickenpox) (MMRV) combination vaccine will replace the single chickenpox vaccine at 18 months AND the MMR vaccine at 4 years.]</p> <p>Pneumococcal vaccine (Prevenar 13) [Note: All Aboriginal and Torres Strait Islander children and children who have not previously had Prevenar 13]</p>
<b>18 to 24 months</b>	<p>Hepatitis A [Note: Given to Aboriginal and Torres Strait Islander children living in Queensland, the Northern Territory, Western Australia and South Australia]</p>
<b>3.5 to 4 years</b>	<p>Diphtheria, tetanus, whooping cough (pertussis) and polio combined vaccine</p> <p>Measles, mumps and rubella (MMR) [Note: from 1 July 2013 until 31 December 2015, the MMR vaccination will only be given to children who have not had the measles, mumps, rubella and varicella (chickenpox) (MMRV) combination vaccine at 18 months.]</p>
<b>4 to 5 years</b>	<p>Pneumococcal vaccine (Pneumovax 23) [Note: a booster dose for children medically at risk; not given in all states or territories — check with your doctor or your local and/or state health authorities]</p>

# Sun Protection and Insect Repellent

Families have very different beliefs on the application of sunscreen and insect repellent. Respecting this, we do not provide sunscreen or repellent within the Centre. However, if a parent/carer wishes for their child to wear sunscreen/repellent, they may provide the product and request that it be applied before outdoor play sessions. We suggest that you apply your preferred sunscreen/repellent to your child before bringing them to Kindy, to protect them during their morning play session.

We do wish to draw to your attention that the region of Maleny and its surrounds experience tick infestations at different times of the year. Parents/carers are asked to list in their enrolment papers how they would like tick bite to be treated.

# Behaviour Guidance

A proactive approach to encouraging children to develop positive social skills is implemented by all staff as children's positive self-esteem and emotional happiness are of utmost importance to us.

"Safe, Happy and Free to Learn" is our Centre and School's philosophy of children's emotional wellbeing whilst attending our facilities.

Some guidelines of our Centre include:

- Preventative methods such as developmentally appropriate expectations of behaviour and redirecting behaviours before problems occur.
- Using restorative chat as a means of talking about an incident.
- Providing an environment that meets children's emotional needs, such as the need for belonging, the need for power and autonomy, the need for freedom and the need for fun.
- Helping children explore alternatives to unacceptable behaviour.
- Separating the behaviour from the child to maintain self-esteem. Using "I feel" statements rather than "you" statements, i.e. "I feel worried that someone may get hurt when you use a stick for your game. Could we find something safer?"

# Parent/Carer Involvement

We welcome parent/carers involvement and input. We believe it is important to develop strong teacher/parent/carers bonds based on mutual respect and understanding.

Your involvement can take many forms:

- Sharing talents, hobbies, interests and skills.
- Contributing suggestions or ideas into the program.
- Attending parent/carers meetings and social events.
- Communicating your aspirations for your child as well as any observed ongoing interests and abilities your child has gained.
- Reading notice boards, children's journals and emailed communication.

Please note that if you would like to have an extended conversation/discussion with any of our staff, it is often best to make an appointment. While our staff are working in the rooms, their priority is looking after the children, so long and focused discussions with parents/carers may not be appropriate.

## The Settling in Process

As each family's journey into the schooling experience is unique, everyone's transition into the Kindy setting will also be highly individual. Parent and carer beliefs vary greatly when it comes to settling their child into Kindy, and we aim to honour each individual's process, making it as comfortable and relaxing as possible. For some families, this means multiple visits leading up to enrolment, for others staying for a while as their child settles in. Again, there are some children who are flat out finding time to say their farewells and are off and playing immediately.

There are many strategies we can use to assist in the settling in process. Please keep communication open with your Teachers and Director as to your thoughts and feelings around this.





# Policies and Procedures

An extensive handbook of Centre Policies is available at the centre for your perusal at any time. Your feedback will be encouraged when amending or reviewing policy change and you will be given sufficient notice, via email and/ or paper copy, if any change is implemented. Some of these policies include but are not limited to:

Acceptance and Refusal and Authorisation Policy

Child Enrolment Policy

Child Protection Policy

Child Risk Management Policy

Child Safe Environment Policy

Fee Payment Policy

Governance & Management Policy

Health & Hygiene Policy

Illness Policy

Immunisation Policy

Incident, Injury, & Trauma Policy

Infectious Diseases Policy

Medical Conditions Management Policy

Nappy Change & Toileting Policy

Respectful Relationships with Children Policy

Water Safety Policy

Work Health & Safety Policy



# Community Resources

At The River School Early Childhood Centre, we endeavour to support our families in any way that we can. Please know that you are welcome to speak to us at any time to seek resources or support, and that any conversation you may have with us will be treated respectfully and kept confidential.

**Caloundra Child Safety Service 5420 9090**

**Maleny Soldiers Memorial Hospital 5420 5000**

- Accident and Emergency, Dietetics, Occupational therapy, Physiotherapy. Speech Therapy, Child Health

**Maleny Neighbourhood Centre 5499 9345**

- "A welcoming multifunctional community space that provides..." opportunities for emergency relief, access to counsellors, community connection, shared lunches and access to a range of health, legal and support services.

**The Parenting Centre Maleny 5435 2504**

- Separation and Co-Parenting Services, Parenting Workshops, Counselling, Mediation

**Lions Emergency Accommodation 5441 3837**

**Translation and Interpreter Services 131 450**

**Maleny Library 5475 8989**

**Range Taxi 0418 711 989**

**Domestic Violence Hotline 1800 811 811 (for women) 1800 600 636 (for men)**

**North Coast Aboriginal Corporation for Community Health 5346 9800**

Please visit [www.mycommunitydirectory.com.au/Queensland/Sunshine\\_Coast](http://www.mycommunitydirectory.com.au/Queensland/Sunshine_Coast) for an extensive list of community resources available on the Sunshine Coast.

# Questions or Concerns

If you have any questions or concerns about your child's time at our Centre, please approach your child's teacher. Your queries will assist the teacher in understanding your perspectives and vice versa. This can only increase our mutual understanding.

Should you feel your concerns or questions have not been met, or you feel uncomfortable discussing them, please do not hesitate to discuss any issues with our Centre Director:

Emily Nemeth

[rsecc@riverschool.com.au](mailto:rsecc@riverschool.com.au)

[emily@riverschool.com.au](mailto:emily@riverschool.com.au)

Phone 5499 9359

Alternatively, if you still require further assistance, you can contact our School Principal:

Anne Donoghoe

[admin@riverschool.com.au](mailto:admin@riverschool.com.au)

Phone 5494 3559

For general Early Childhood related enquiries, you can call the Early Childhood Information line on 13 75 68

Thank you for reading our handbook. A compliance history logbook is also available to all families at your request. This is a service's record of its compliance history as part of its licensing responsibilities under the Child Care Regulations.

We know your child is going to enjoy their exciting journey at The River School ECC. We look forward to getting to know you and your family, and developing a partnership based on the mutual goal of your child's happiness.

# The River School

## Early Childhood Centre

(Long Day Care & Kindy Programs)



251 Bridge Creek Road

PO Box 411

Maleny QLD 4552

Phone (07) 5499 9359

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