

# GUMNUT

*Kindergarten*



## PARENT HANDBOOK







# OUR PHILOSOPHY

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At Gumnut Kindergarten we believe that all children are loved by God and equal in His eyes. By valuing each child's heritage and cultural background we aspire to lead them to a greater understanding of God's love for them and help them develop a strong sense of identity. Gumnut Kindergarten aims to provide a nurturing Christian atmosphere with a stimulating learning environment, where sharing and co-operation with other children is encouraged.



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Gumnut Kindergarten is an inclusive centre, friendly and welcoming of families and staff from all cultures and backgrounds. At Gumnut we strive to be a kindy that feels like a home away from home, building trusting and secure relationships between children, parents and staff, upholding the theory of Attachment\ - John Bowlby. We are a strong team of highly qualified, caring and passionate educators who create a warm and inviting environment for our children and families. Kindness is our key strength as a service. Each child is loved and nurtured as we partner with families who are active participants in the education process.



Gumnut Kindergarten provides a high-quality curriculum, based on the fundamentals of the Early Learning Framework.

We believe children thrive when they are happy, healthy, safe and engaged in learning and we make space for the meaningful and deep learning which comes from a play-based and inquiry -based curriculum. We also believe children have the right to enjoy being children and the creativity, wonder and joy that they bring to their discoveries are deeply valued by staff who actively listen to children's voices, documenting their thoughts, ideas and questions.





# WELCOME

## OUR DAY

### OPENING HOURS

The centre is open from 8.30am to 4.30 pm and your child may attend anytime within these hours e.g. 9.30am-3.30pm. All children must leave by 4.30 pm as our licence stops at 4.30pm and staff finish for the day.

Recurring late collection of children may jeopardise your child's position at the kindy. You will be charged a late fee each time your child is collected after 4.30 pm.



## HOW TO ENROL

To go on the waiting list, simply go via our website <https://gumnutkindy.org.au> and click on the link.

When a position becomes available our Director will telephone the family and explain the enrolment process inviting the family in for an orientation.

A deposit of \$250 (\$100 admin fee, \$150 non-refundable for 6 months) needs to be paid when the enrolment form is completed. This is then deducted from the last fees when your child leaves kindy.







We provide a full preschool program in our extended hours Kindergarten. A meeting with the Director can be arranged to discuss your unique situation and help guide you in making the best choices for your child's hours of attendance.

We cater for 3-5 year olds across 5 days Monday-Friday.

StoryPark is the app we use to help you keep connected with your child and their educators. This secure and private app allows educators to post updates on your child's day complete with photos and videos, share learning and development stories and communicate important news to you in real time.





# FEEES

Fees are \$102 per day

\$250 deposit on  
enrolment  
(\$150 refund when  
leaving)

Four weeks' written  
notice of withdrawal  
from the kindy and 2  
weeks to reduce days

The fundraising levy of  
\$120 is split over two  
payments in April &  
and October.







## PAYMENT OF FEES

Fees are billed monthly in advance. They must be paid by the 15th of every month, or as otherwise discussed with the Director.

Fees can be paid via direct debit via IPay thorough Hub Hello upon request you can pay directly into our bank account:

St Faiths Gumnut Kindergarten Inc,

BSB: 032 192 Account 810177

Please ensure you indicate you child's name in the reference section.

## NOTICE OF WITHDRAWAL

Four weeks' notice is required, or payment of four weeks fees. If you remove your child from Gumnut Kindergarten mid-November or December you will be required to continue to pay kindergarten fees until the end of the year. We are a non-profit kindergarten and rely on our budgeted income (i.e. kindy fees) for the smooth running of Gumnut Kindergarten. School leavers will have their last day with the kindy when the year ends.

## CHILD CARE SUBSIDY

You might be eligible for the Child Care Subsidy (CCS) which is government assistance to help with the cost of child care. You will need to check your eligibility with Services Australia and can apply for CCS with Centrelink.

## Hubworks

When your child is enrolled you will recieve a log on to HubWorks, the system used to manage enrolment information, attendances, fees and invoicing. Signing in and out is done through the iPad at the front entrance. This is very important for the safety of your child and to ensure we meet our regulatory requirements.





## HOLIDAYS AND SICK DAYS

Payments of fees reserves your child's position at the centre, and therefore you still need to pay when they are absent for sickness, public holidays or if you are away on holidays. This enables the centre to run effectively and meet the day-to-day costs.

Please inform the staff if you are going on holidays as this will help us in planning and programming.

## REST TIME

We ensure that children who do not wish to sleep are provided with alternative quiet activities and experiences, while those children who do wish to sleep are allowed to do so, without being disrupted.

Rest and relaxation are provided for all children as part of the flow of the day. During our rest time staff provide a calm and secure environment with the aim to minimise any distress or discomfort.

We acknowledge children's emotions and avoid using rest as a behaviour guidance strategy.

We provide quiet, well-ventilated and comfortable sleeping spaces for children who need to sleep and adequate staff supervision at all times.



## LEGAL RESPONSIBILITIES

Legally we must comply with the regulations for running a childcare centre; all the staff are "Mandatory Reporters". This means they are legally responsible to report any suspected cases of children "at risk" of abuse or neglect.





# STAFF

Our team comprises of early childhood professionals who hold a variety of qualifications.

**Director & Educational Leader:** Stephanie Reeves (Monday-Friday),  
Advanced Diploma in Children's Services

**Assistant Director/WHS:** Beverley Schultz (Monday-Friday)  
Working towards Diploma in Children's Services

**Teachers:**

Anelise Larsen (Tuesday, Wednesday)  
Bachelor of Education - Early Childhood

**Educators:**

Esterina Amoroso (Monday, Thursday, Friday) Diploma in Children's Services  
Joana Singh - (Monday-Thursday) Working Towards Diploma  
Pompy Baraua (Monday- Friday) Diploma in Children's Services  
Victoria Taylor (Wednesday-Friday) Diploma in Children's Services

**Accounts and Administration:**

Fiona Cooper (Wed) Bachelor of Business, Chartered Accountant  
Rev. Marcus Druitt- Gumnut Kindy Chaplain



# OUR DAY

GUMNUT KINDERGARTEN SUPPORTS AND NURTURES EACH CHILD INDIVIDUALLY, FOSTERING THEIR HOLISTIC DEVELOPMENT AND ALLOWING THEM TO REACH THEIR MAXIMUM POTENTIAL. WE STRIVE TO SUPPORT EACH CHILD IN DEVELOPING THEIR MILESTONES, BY PROVIDING AN ARRAY OF DIFFERENT EDUCATING RESOURCES, ACTIVITIES AND LEARNING EXPERIENCES.





# OUR DAY

As a service, we are committed to constantly reflecting on our practices, policies and procedures which enables us to improve by continually extending on our goals, aspirations, beliefs and commitments.

We believe that children are competent, capable and deeply curious, active learners, who are eager to explore, work with others and engage in the process of learning. We value this process, seeking to support them in all their investigations. Staff work alongside children to ensure they are challenged and encouraged to explore their natural curiosity, develop and test theories and think critically about their world. We provide enriching experiences to maximise opportunities for each child's learning and allow







# WHAT TO SEND TO KINDERGARTEN

Please note: There may be children at the kindy with severe allergies.  
We endeavour to maintain a nut-aware premises.

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The children need three separate containers for morning tea, lunch and afternoon tea as well as a drink bottle. These must all be clearly marked with your child's name.



We encourage healthy eating amongst the children. We have a 'munch and crunch' morning tea where only fruit/vegetables and sandwiches or crackers are eaten.

For lunch a sandwich or roll, other suggestions include sultanas, fruit, cheese, yoghurt etc.

For afternoon tea a small nutritious snack (similar to morning tea) should be provided

Please keep juice, cakes, chocolate biscuits, chips, popcorn, lollies or nuts for an after kindy treat

Children are strongly encouraged to keep precious toys at home







# WHAT TO SEND TO KINDERGARTEN

Please put a set of clearly labelled spare clothes in your child's bag for those little accidents that happen from time to time, and also for days when the children may get wet during water and sand play etc.




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Please ensure the spare clothes are appropriate according to the weather and include a jumper – just in case!

Please also send along your clearly labelled hat for your child all year, (no matter what the weather is like). We also encourage the wearing of shirts with sleeves (short is fine) and we request that you put sunscreen on your child before they leave home or on arrival at Kindy. On hot days sunscreen is reapplied before going outside in the afternoon. This is part of our Sun Protection Policy.



## Painting smocks

We provide smocks for the children to use when they are doing particularly messy activities, but we do not generally use them for every activity. Consequently, we ask that you do not send your child in their best clothes, as these can sometimes inhibit your child's enjoyment during the daily activities.





# MANAGEMENT

Gumnut Kindergarten has a Management Committee, which consists of a chairman who is a Minister of St Faith's Church, three church/parent representatives and three Kindergarten parent representatives, plus the Director. The committee looks after matters relating to the building and property, liaises with the church, sets fee levels and approves budgets for the spending of the funds on equipment and supplies. The day-to-day running is organised by the Director and Assistant Director.

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## OPENING HOURS

The centre is open for 48 weeks of the year. The centre is closed for all public holidays, and for approximately 4 weeks over the Christmas period. Please note that fees are not charged when we close over the Christmas period.

## CONTACT:

Email: [hello@gumnutkindy.org.au](mailto:hello@gumnutkindy.org.au)

Phone: 02 9971 2463

Instagram: @gumnutkindy

Facebook: Gumnut Kindergarten

