

Beacon Hill Community Kindergarten Association Limited



ABN 45 002 225 372
35 Willandra Road, Beacon Hill NSW 2100
Phone: 9452 5025
Email: samm@beaconhillcommunitykindergarten.nsw.edu.au
Website: www.beaconhillcommunitykindergarten.nsw.edu.au

Hi there

Thank you for your enquiry about Beacon Hill Community Kindergarten. You can register your child on our waiting list on or after their **second birthday**. If you are unsure about the year your child will start school, you can register for both the years they turn 4 and 5 and choose whether to accept or defer a place **if an** enrolment offer is made.

Please complete the Application for Waiting List found in the link on our website. Return it by completing all sections of the form and uploading the required documents. This will then reach us when you click the submit button.

Tours are back on... these will be short tours (approx. 15 minutes) offered on a Monday, Tuesday and Wednesday between 10.30am to 12.00noon. Please email or phone to make an appointment.

Parking for the Kindergarten is directly opposite the lights for McDonalds – adjacent to the sporting fields. Access to the Kindergarten is via the path at the rear of the building.

To finalise your application please complete all sections of the form and upload:

- Immunisation History Statement
- Your Child's Birth Certificate
- And make payment of your \$50.00 Application Fee

Bank details are as follows and please remember to use your child's name as a reference.

Beacon Hill Community Kindergarten
BSB: 032-191
Account Number: 39-2268

Enrolment offers are made in Term 3 (approximately July to September) for the following year, as per our Enrolment Policy found in the Wait List Information Pack.

THERE IS **NO GUARANTEE** OF A PLACE, SO WE RECOMMEND YOU PLACE YOUR CHILD'S NAME ON WAITING LISTS AT **OTHER EARLY CHILDHOOD CENTRES** TO PROVIDE YOU WITH MORE CHOICE.

We look forward to welcoming you. Please do not hesitate to call us if you would like further information. You can also visit our website to see what we have been up to.

Yours faithfully

Samm Williams
Administration Assistant

Beacon Hill Community Kindergarten



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Beacon Hill Community Kindergarten (BHCK) is a not for profit community based preschool. The Centre is partially funded by the NSW Department of Education and is operated on a not for profit basis with all revenue reinvested in the Kindergarten. BHCK is managed by the Teaching Director with the governance role taken by a Board of volunteer Directors from the Kindergarten community. The daily fee charged is the difference between the funding received and the amount required to meet the provisions of the annual budget.

BHCK is licensed for 42 children to attend each day. The children are divided into 4 classes and attend in either a 3 day group or a 2 day group. The classes are:

ORANGE CLASS: Monday/Tuesday/Wednesday
YELLOW CLASS: Monday/Tuesday/Wednesday
PURPLE CLASS: Thursday/Friday
GREEN CLASS: Thursday/Friday

The Centre is open from 8.15 am until 3.45pm each day and operates according to school terms. The children bring their own morning tea, lunch and drink.

The children enrolled at BHCK go on to a variety of schools in the area depending on which is their local public school. They also attend St Johns Narraweena and a range of other private and catholic schools. BHCK provides transition to school support for all children regardless of the school they will attend.



Where a lifetime love of learning begins.

Our program is based on the Early Years Learning Framework, the first ever national curriculum for early childhood. The ideals of children Being, Belonging and Becoming provide us with the framework on which to base our observations of the children. We use their knowledge, skills and interests to form the basis of our daily planning. We believe that the greatest motivation is provided by offering the children choices that are based on the things that they like doing or where they already have some skill or knowledge because they feel confident to engage and this enables them to grow and learn. It also empowers them to be co-constructors of the curriculum and to make well founded decisions and choices about their learning.



We believe that every child is an individual and as such brings a unique range of skills, knowledge, life experiences, cultural beliefs and interests to BHCK. We value and respect each contribution and work together with the children and families to achieve the best outcomes for all children. Children with additional needs are welcomed at BHCK and included in the program.

Our daily routine acts as a framework within which the children are encouraged to make choices and be responsible for the choices that they make. The day is a mixture of free play opportunities and routine times when all the children come together. There are daily language and music group times and the children all have a relaxation period after lunch. Morning tea is an informal meal but both the children and staff sit down to lunch together.



The children are encouraged to manage their own belongings and behavior. We value the building of relationships and foster the social development of the children.

We welcome and value the input of parents because they have a greater knowledge and understanding of their child than we do. Parents are involved in goal setting and actively in the program.

The progress made by the children is reflected in a portfolio which is available at all times for parent access. Parents are verbally updated as soon as staff observe the attainment of a skill or notice an area that may require further intervention.

The children's engagement with the program is reflected in a daily diary which is available every afternoon and online through the Parents Page on our website.



Where a lifetime love of learning begins.

ENROLMENT AND ORIENTATION

Quality Area 6: Collaborative Partnerships with Families and Communities

AIM

Beacon Hill Community Kindergarten (BHCK) aims to provide fair and equitable entry to children from the local community. BHCK believes that all children have the right to access an Early Childhood experience prior to the commencement of school and aims to give a preschool experience to as many children as possible.

RATIONALE

This policy outlines the procedures for offering enrolments, sending out the enrolment form for completion including: bond deposit, information relating to the child and family, privacy statement and consent forms, and orientation session information.

GOALS

Enrolment and orientation procedures form the foundation for strong relationships between families and Beacon Hill Community Kindergarten (BHCK) and promote a quality experience of education and care for children.

IMPLEMENTATION

Families are offered a place for their child in order of their position on the waiting list for that year, in accordance with the *Priority of Access Policy*.

Waiting List

Families can register their children on the Waiting List on or after their child's second (2nd) birthday by completing an *Application for Waiting List* form.

A copy of the Enrolment Policy is provided with the *Application for Waiting List* form together with an information document *About Beacon Hill Community Kindergarten* and the *Priority of Access Policy*.

A child's name is entered on the waiting list in date order of receipt of a completed and signed *Application for Waiting List*, a non-refundable administration fee, the sighting of an original or a photocopy of the child's Birth Certificate and the child's Immunisation History Statement.

A computer-generated receipt is issued and forwarded by email to confirm the place on the Waiting List.

Being placed on the waiting list **does not guarantee an enrolment offer**. Therefore, parents are advised to place their child's name on waiting lists at other Centres in the community.

The family is responsible for ensuring BHCK is notified of any changes to phone numbers, email or address contact details.

When a clear decision cannot be made about when school entry will occur a child may be entered on the waiting list for both the year they turn 4 and the year they turn 5.

Application for Waiting List Form

The *Application for Waiting List* form collects all relevant information regarding additional needs, gender, Aboriginal or Torres Strait Islander, family structure, economic status and linguistic backgrounds to enable us to apply for State Government funding and to best meet the needs of individual families.

Staff Children

Children of centre staff have the right to be registered on the waiting list and are subject to the same criteria as all other children. Hours of attendance will be the same as for other enrolled children. The child will not be assigned to the same class in which their parent is a teacher.

Enrolment Offers

BHCK is licensed to offer places to 84 children with 42 in attendance each day. All enrolments are subject to the Director's discretion, in accordance with priority of access guidelines.

The Director and Administrator are responsible for offers of enrolment. These will be made by the end of Term 3 each year and are offered in chronological order of the wait list applications received and in accordance with the priority of access guidelines. Successful applicants will be forwarded an Enrolment Pack.

Applicants must return the completed Enrolment Pack and non-refundable deposit to BHCK by the due date to secure their place.

Children on the waiting list not offered a place (including those who meet the priority of access guidelines) will remain on the waiting list for future enrolment as vacancies arise, should they request to do so.

Siblings of children in attendance at the kindergarten will be registered on the waiting list and are subject to the same criteria as all other children.

Enrolment Form

The enrolment form must be completed by each enrolling family before the child commences at BHCK. At enrolment, parents are encouraged to provide any further information about their child that will support continuity of care between home and BHCK.

The enrolment record will collect data about the child and family relevant to the child's enrolment, safety whilst at the service, special considerations, authorisations and medical information.

Consent forms need to be completed by families and will be collected providing BHCK with consent to pass on relevant information to NSW Dept of Education as part of our Funding agreement terms and conditions.

Immunisation Documentation

In order to complete enrolment parents/guardians **MUST** provide an approved immunisation form that shows that the child:

- Is fully immunised for their age; or
- Has a medical reason not to be vaccinated; or
- Is on a recognised catch-up schedule if the child has fallen behind with their immunisations.

NB. Overseas immunisation records will NOT be accepted. Overseas records must be assessed by an immunisation provider who will transfer the information to the Australian Immunisation Register (AIR). Parents can then request an Immunisation History Statement.

Outstanding Fees

Wait List applications will not be accepted if a family has outstanding fees from a previously enrolled child at the Kindergarten. Once outstanding debts are cleared, the application for Wait List will be accepted.

Information for Parents

If a parent wishes to discuss their child's needs with the Director, they should contact the BHCK office to arrange an appointment with the Director before their Orientation Session.

Child Custody Orders

If a child is subject to a custody order, the necessary documentation needs to be supplied to the Director, including methods of how to identify the person involved.

Class Groups

Children attending the Kindergarten will be allocated one of four classes. Each class has a maximum of 20 children with a child to educator ratio of 1:7. The Room Leader in each class is a university trained teacher, supported by 2 other qualified staff.

Orientation

As part of the enrolment process all families are invited to attend an Orientation Session at the Kindergarten which will take place during Term 4 of the year prior to commencement. Attendance is highly recommended as it means that families and children can begin to form relationships with the Educators who will work with their children and also learn more about participation in the Beacon Hill Kindergarten community.

As well as families learning more about the Kindergarten, the children will begin to build familiarity with the environment, other children and teachers. They will be provided with a hat, t-shirt and morning tea bag for their first year of attendance.

Additional orientation sessions may be offered to children and families with additional needs that may impact on the families ability to settle, feel comfortable and have a smooth transition into BHCK.

A social story will be sent to each child along with their start time letter. This will generally occur in January or prior to their commencement at BHCK.

LINKS TO POLICIES

Confidentiality

Philosophy

Retention of Records

Priority of Access

Privacy Statement

LINKS TO

Education and Care Services National Law Act 2010

Education and Law Care Service National Regulations: Regulations 168(2)(k), 160, 161, 162, 177, 183

Privacy Act 1988 (Cth)

Public Health Act 2010 NO 127: Part 5 Division 4, Section 87

Health records and Information Privacy Act 2002 (NSW)

Family Assistance Law www.dss.gov.au

SOURCES

Start Strong Guide lines for Community Preschools- Priority of access

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong/start-strong-guidelines>

Public Health Act 2010 no 127

www.legislation.nsw.gov.au/#/view/act/2010/127/full

CELA

www.cela.org.au

VACCINATION REQUIREMENTS IN EARLY CHILDHOOD SERVICES

AIM

The aim of this policy is to clearly outline the legal requirements with regard to vaccination and enrolments for children in Early Childhood Services.

RATIONALE:

It is a requirement in law that all children enrolled in Early Childhood Services in Australia must be vaccinated as per the National Immunisation Program Schedule in order to prevent the spread of infectious diseases.

In 14 September 2017 Parliament passed an amendment to the Public Health Act 2010 to strengthen vaccination requirements in early childhood education and care services. The changes means that from 1 January 2018:

- Children who are unvaccinated due to their parents conscientious objection will no longer be able to be enrolled in ECES
- It will be an offence for an approved provider to fail to comply with this requirement
- It will be an offence for a person to forge or falsify a certificate that is required to be provided under these requirements

IMPLEMENTATION:

As part of the enrolment process families will be asked to provide evidence from the Australian Immunisation Register (AIR) that their child is immunised to the appropriate stage for their age in an acceptable format. They are provided with the links and information necessary to obtain this information.

The acceptable documents are:

- AIR Immunisation History Statement (fully immunised for age)
- Medicare Immunisation History Form (is on a recognised catch-up schedule)
- Medicare Immunisation Medical Exemption Form (has a medical reason not to be vaccinated)

Parents will automatically receive their child's AIR Immunisation History Statement in the mail after they complete their immunisation schedule. This usually occurs after 4 years of age. If the statement has not been received and is required for enrolment it may be obtained at any time:

- By calling the Australian Childhood Immunisation Register on 1800 653 809
- Through Medicare Online Services
- By emailing acir@medicareaustralia.gov.au
- By visiting your local Medicare Office

Overseas immunisation records cannot be accepted by BHCK. Children who are vaccinated overseas need to have their immunisation records assessed by an immunisation provider who will transfer their immunisation records to AIR and an updated AIR statement will then be issued.

NSW Immunisation Schedule				
Funded July 2020				
CHILDHOOD VACCINES				
AGE	DISEASE	VACCINE	INFORMATION	
Birth	Hepatitis B	H-B-VAX II OR ENGERIX B (IM)	Within 7 days of birth (ideally within 24 hours)	
6 weeks	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	ROTARIX: Dose 1 limited to 6-14 weeks of age	
	Pneumococcal	PREVENAR 13 (IM)	BEXSERO: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023	
	Rotavirus	ROTARIX (Oral)		
	Meningococcal B (Aboriginal ¹ children only)	BEXSERO (IM)		
4 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	ROTARIX: Dose 2 limited to 10-24 weeks	
	Pneumococcal	PREVENAR 13 (IM)	BEXSERO: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023	
	Rotavirus	ROTARIX (Oral)		
	Meningococcal B (Aboriginal children only)	BEXSERO (IM)		
6 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	Children ≥6 months with at risk conditions for IPD [†] are recommended to receive an additional dose of PREVENAR 13 – see AIH*	
			Aboriginal children ≥6 months with certain at risk conditions may require an additional dose of Bexsero – see AIH*	
12 months	Meningococcal ACWY	NIMENRIX (IM)		
	Pneumococcal	PREVENAR 13 (IM)	Bexsero: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023	
	Measles, mumps, rubella	MMR II OR PRIORIX (IM or SC)		
	Meningococcal B (Aboriginal children only)	BEXSERO (IM)		
18 months	Diphtheria, tetanus, pertussis	INFANRIX OR TRIPACEL (IM)		
	Measles, mumps, rubella, varicella	PRIORIX TETRA OR PROQUAD (IM or SC)		
	<i>Haemophilus influenzae</i> type b	ACT-HIB (IM OR SC)		
4 years	Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV OR QUADRACEL (IM)	Children with at risk conditions for IPD [†] are recommended to receive an additional dose of PNEUMOVAX 23 – see AIH*	
AT RISK GROUPS, ADOLESCENTS AND ADULTS				
AGE/GROUP	DISEASE	VACCINE	INFORMATION	
All people with asplenia, hyposplenia, complement deficiency and treatment with eculizumab	Meningococcal ACWY	NIMENRIX (IM)	See AIH* for required doses and timing	
	Meningococcal B	BEXSERO (IM)	Additional groups are recommended to receive these vaccines but these are not funded	
>5 years with asplenia or hyposplenia	<i>Haemophilus influenzae</i> type b	ACT-HIB (IM or SC)	If incompletely vaccinated or not vaccinated in childhood	
Year 7	Diphtheria, tetanus, pertussis	BOOSTRIX (IM)		
	Human papillomavirus	GARDASIL 9 (IM)		
Year 10	Meningococcal ACWY	NIMENRIX (IM)		
	Influenza	INFLUENZA	Influenza: Any trimester	
Pregnant	Pertussis	BOOSTRIX OR ADACEL (IM)	Pertussis: each pregnancy between 20-32 weeks	
Aboriginal people ≥50 years	Pneumococcal	PREVENAR 13 (IM) then PNEUMOVAX 23 (IM)	Prevenar 13: ≥50 years Pneumovax 23: 2-12 months later Pneumovax 23: at least 5 years later	
70 years	Pneumococcal	PREVENAR 13 (IM)	Pneumococcal funded for people ≥70	
	Zoster	ZOSTAVAX (SC)	Zoster: Catch up available for 71-79 year olds until 31/10/2021	
People with at risk conditions for IPD [†]	See the online AIH* for conditions recommended to receive PREVENAR 13 and PNEUMOVAX 23			
INFLUENZA				
AGE/AT RISK CONDITION	RECOMMENDATION		INFORMATION	
All children 6 months <5 years	ANNUAL INFLUENZA VACCINATION		For vaccine brands and eligibility see: www.health.nsw.gov.au/immunisation/Pages/flu.aspx	
Aboriginal people ≥6 months				
People with at risk conditions ≥6 months				
Pregnant women				

¹ The term Aboriginal is inclusive of Aboriginal and Torres Strait Islander people. [†] IPD: Invasive pneumococcal disease. *AIH: Online Australian Immunisation Handbook.

PRIORITY OF ACCESS

AIM

Beacon Hill Community Kindergarten (BHCK) aims to provide fair and equitable entry to children from the local community. This priority of access document reflects the access guidelines for state funded preschools as defined by the NSW State Government Funding Agreement that provides funds to our service.

- Children in their year before school (being at least 4 years old on or before 31 July in the year of pre-school enrolment) in order of their registration on the wait list
- Aboriginal and Torres Strait Island children (being at least 3 years old on or before 31 July in the year of preschool enrolment)
- Children from Low Income families (being at least 3 years old on or before 31 July in the year of preschool enrolment)
- Children with a diagnosed additional need (being at least 3 years old on or before 31 July in the year of preschool enrolment)
- Children from a culturally and linguistically diverse background
- Children with additional needs
- Children who are at risk
- Children who are not of preschool age but whose parents wish to access 2 years of preschool attendance and they turn 4 after 31 July

EXPLANATIONS

Places in the final category are only offered if the wait list is exhausted of all children who meet the Priority of Access Guidelines under Start Strong, with priority given to children in the year before school and children in greatest need. Fees for children in this category will be higher than those of eligible children. To support the ongoing prioritisation of this category, under the 2019 funding arrangement subsidies for children who are not of preschool age but whose parents wish to access 2 years of preschool and they turn 4 after 31 July will be set at a proportion of the equivalent year before school base rate. This funding will be escalated over 4 years.

A Low Income Health Care/Concession Card is provided by the Commonwealth Government to those with incomes below a certain level. If needed other proof of income (such as a tax return) can be assessed for eligibility. Not all Health Care Cards are evidence of low income.



NSW Foundation Style writing guide

a b c d e f

g h i j k l m

n o p q r s t

u v w x y z

A B C D E F

G H I J K L M

N O P Q R S T

U V W X Y Z

0 1 2 3 4 5 6 7 8 9

The NSW Foundation Style writing guide and activities have been included as things you can do with your child before they start school.

There are no specific skills your child needs to have before starting Kindergarten.

Why a community-based preschool?



“Community-owned preschools: for children, not for profit”

One of the great things about preschools is that they are almost always community based, managed and owned.

Community-based services are not-for-profit services, where the profit (or surplus) is re invested in the service, while for-profit and corporate services are operated with the intention of profits being returned to the owners or shareholders.

There are two major types of community-based not-for-profit preschools:

1. **Stand alone**, where the service is managed by a committee comprising parents and community members. The licensee of the service is the incorporated body, represented by the management committee which is elected each year. The committee makes all major legal, financial, employment, planning and policy making decisions. The preschool is usually incorporated as a company limited by guarantee, an association or a co-operative.
2. **Sponsored**, where a number of preschools are managed by an organisation, sometimes with advisory committees comprised of parents and community members. The licensee is the sponsor body which makes all major legal, financial, employment, planning and policy making decisions and is guided by the elected advisory committees. Examples of sponsor bodies include: Children’s Services Community Management (CSCM), Big Fat Smile, SDN Children’s Services, KU Children’s Services, UnitingCare Children’s Services and local councils.

The beauty of community-based preschools is that they are generally managed by the parents whose children are attending the preschool at that time, which emphasises the community investment in the service. NSW preschools employ professional teachers and educators to run the program and manage the preschool, in collaboration with parents on the management committee to meets the needs of the community.

In NSW, some preschools are operated by the Department of Education as part of the public school system. These preschools are funded differently to community-based preschools and they are managed by the Department of Education rather than the community.

Some independent schools operate early entry or preschool classes which align with the school curriculum. These services are managed by the school in most cases and usually don’t attract NSW Government funding as preschools.

Long Day Care services, some of which are community based, also offer preschool education programs and are funded differently to community-based preschools.

Community-based not-for-profit preschools offer a quality educational program and a unique opportunity for community involvement.

Start Strong – funded by the NSW Department of Education.

Contact: Community Child Care Co-operative Ph: 1800 157 818 | email: info@cccensw.org.au

Contact: Community Connections Solutions Australia (CCSA) Ph: 1800 991 602 | email: office@ccsa.org.au



what we do for **your child**

At our service we

- Provide educational play-based learning
- Safeguard health and safety
- Offer welcoming indoor and outdoor spaces
- Employ qualified and responsive educators
- Listen, engage and respond
- Partner with families and the community
- Ensure effective leadership and management

We operate and are assessed in line with the National Quality Standard for early childhood education and care.

For more information about the NQS and ratings, visit startingblocks.gov.au

National Quality Standard

The National Quality Standard (NQS) sets a benchmark for the quality of all education and care services across Australia.

The NQS is made up of seven quality areas.

Services are assessed and rated by their regulatory authority to determine the level of quality.

seven quality areas

1 Educational program and practice

2 Children's health and safety

3 Physical environment

4 Staffing arrangements

5 Relationships with children

6 Collaborative partnerships with families and communities

7 Governance and leadership

quality ratings

Service promotes **exceptional** education and care, demonstrates sector leadership, and is committed to continually improving.

Rated
EXCELLENT
by ACECQA



Service **goes beyond** the requirements of the National Quality Standard in at least four of the seven quality areas.



Service **meets** the National Quality Standard. Service provides quality education and care in all seven quality areas.



Service provides a **safe** education and care program, but there are one or more areas identified for improvement.



There is an identified significant risk to the safety, health and wellbeing of children. Immediate action will be taken to address issues.

**SIGNIFICANT
IMPROVEMENT
REQUIRED**

