



# IPSWICH ADVENTIST SCHOOL

*Christian Education Now and For Eternity*

# Kindy Handbook 2020





Our Motto

## Everything with God

**PRINCIPAL/**

**NOMINATED SUPERVISOR:** Mrs Yola Lieder

**KINDERGARTEN TEACHER:** Mrs Cara Lewandowski

**ASSISTANT EDUCATOR:** Mrs Rosie Shaw

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The Spirit of IAS...

# Our Vision

*Our school vision is to strive for excellence in holistic learning, finding favour with God and our community.*

# Our Mission

*The mission of Ipswich Adventist School is to work with staff, parents and the community to prepare each student for life by...*

- *encouraging development of a personal relationship with Christ*
- *providing holistic and balanced learning opportunities*
- *developing personal respect and responsibility*

The Spirit of IAS...

# Our **8** Core Values

**1** **Faith in God - Spend time getting to know God through prayer and reading His Word.**  
*"So then faith comes by hearing, and hearing by the Word of God." Romans 10:17*

**2** **Respect - Treat others with consideration and regard, respect another's point of view.**  
*"Show respect for all people, love the brothers and sisters of God's family, respect God, honour the King." 1 Peter 2:17*

**3** **Responsibility - Be accountable for your own actions, resolve differences in peaceful ways, contribute to society and take care of the environment.**  
*"His lord said to him, well done good and faithful servant; you were faithful over a few things, I will make you ruler over many things..." Matthew 25:21*

**4** **Honesty and Truthfulness - Be honest, sincere and seek the truth.**  
*"You should do that which is honest." 2 Corinthians 13:7*

**5** **Care and Compassion - Always be thoughtful and care for others.**  
*"Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you." Ephesians 4:32*

**6** **Doing Your Best - Seek to accomplish something worthy and admirable, try hard and pursue excellence.**  
*"Whatever your hand finds to do, do it with all your might." Ecclesiastes 9:10.*

**7** **Tolerance and Inclusion - Be aware of others and their cultures, accept diversity, and always include others.**  
*"Honour one another above yourselves." Romans 12:10*

**8** **Integrity - Act according to moral and ethical principles and ensure consistency between what you say and what you do.**  
*"I have set the Lord always before me, because He is at my right hand I shall not be moved." Psalm 16:8*

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## **IMPORTANT INFORMATION ABOUT IAS KINDY**

### **Location:**

Ipswich Adventist School  
56 Hunter Street  
Brassall QLD 4305  
Ph: 3201 6233  
E: admin@ias.qld.edu.au

### **Contact Details:**

Approved Provider:	Seventh-day Adventist Schools South Queensland Conference
IAS Office:	Ph: 3201 6233 / E: admin@ias.qld.edu.au
Principal:	Mrs Yola Lieder
Kindergarten Teacher:	Mrs Cara Lewandowski
Assistant Educator:	Mrs Rosemary Shaw

### **Hours of Operation:**

IAS Kindy:	8:45am – 3:00pm
IAS Office hours:	8:30 am – 4:00 pm

### **Management of IAS Kindy:**

Ipswich Adventist School is a co-educational school, which caters for students from Kindy to Year 6. It is owned and operated by Seventh-day Adventist Schools (South Queensland) Ltd, and is the registered licensee of IAS Kindy. The Educators of IAS Kindy, in consultation with other staff, parents and the Principal, is responsible for the day-to-day management of IAS Kindy. Major decisions about IAS Kindy, as well as financial management, is the responsibility of the Board of Directors of the Seventh-day Adventist Schools (South Queensland) Ltd.

## **PHILOSOPHY**

Seventh-day Adventist education is based upon a worldview derived from the Christian faith. This view begins with an eternal loving and personal God who has always existed, is all powerful and is the source of all life, truth, beauty and Christian values.

At IAS Kindy we believe:

- In making children the focus of our program.
- Children's right to play and be active participants in all matters affecting their lives.
- Each child is an individual who develops at his or her own pace and comes from a unique family environment.
- Learning and development will best be promoted when children become actively involved in the learning process in an environment which is rich in open-ended experiences.
- Children are competent thinkers and learners.
- That the role of adults is to support and extend learning and development in ways that recognise this competence.
- Children will grow and develop to their greatest potential in an environment which is emotionally warm and secure.
- Children learn from interacting with one another.
- That families have the right to be involved in their children's learning and are the single biggest influence in the lives of children.
- All children have the right to learn and develop to their fullest potential.

## **GOALS**

At IAS Kindy, we aim to provide an environment where:

- Children's play is supported.
- Children are provided with large blocks of uninterrupted time to work on their projects and activities.
- Adults acknowledge children's feelings and ideas; listen responsively and give appropriate affection.
- Children have frequent opportunities to make real choices and real decisions.
- Children are involved in direct exploration and interaction with people and a range of materials.
- Our whole school adopts a Restorative Practice approach to solving conflict and supporting friendships.
- An inquiring, problem solving approach to learning is encouraged.
- Adults support and extend learning by:
  - Involving children in a range of experiences.
  - Demonstrating appropriate ways of using ideas and doing things.
  - Providing positive guidance and valuing children's best attempts.
  - Providing children with the tools with which to find the answers, rather than the answers themselves.
  - Challenging children through new ideas and ways of thinking.
- Children are involved in individual, small group and whole group experiences.
- Learning and development programs are based on observations of individual children and the group as a whole.
- A range of cultures is recognised.
- Gender equity is promoted.
- Children and families are made to feel welcome.
- Families are encouraged to provide information regarding children's learning and development and this information is used in constructing children's programs.
- Families are provided with regular feedback on their children's development and learning.

## **THE PROGRAM**

Children's daily learning experiences are to support, extend and enrich children's interests, abilities, needs and development. Children are observed by educators and these observations are called "Learning Stories". Planned learning experiences are also designed to help and support individual children achieve or extend on their learning. A portfolio is developed for each child and progress records are placed in this folder throughout the year.

A reflective journal is kept and each day educators provide written information that reflects and evaluates the daily program.

The program is designed to include a variety of learning experiences including indoor and outdoor activities, large and small group interaction and individual experiences. The program upholds Christian values. During the course of the day, children will hear Bible stories, sing gospel songs and pray. Grace will be said before meals.

We endeavour to make regular feedback and discussion with parents on the progress of their children a priority at IAS Kindy. This can be done informally or parents may wish to make an appointment to speak with staff at length. Parents are encouraged to assist staff in providing optimum care for their children by sharing information about children's needs, difficult or happy stages children or families may be going through and communicating ideas that will benefit IAS Kindy's program.

## **STAFF DEVELOPMENT**

Ipswich Adventist School encourages and supports staff to make professional development an ongoing process. Throughout each year staff will attend various seminars and workshops that are relevant to the Early Childhood industry.

## **OUR POLICIES**

All our policies are available, upon request to the Kindy Educators.

## **PARENT GUIDELINES & INFORMATION**

### **Parent Involvement**

Parents are more than welcome to visit or call the Kindy via the office at any time. Parent contribution of ideas, experiences and skills are welcomed and greatly valued at IAS Kindy. You may be able to share your skills and experiences in music, craft, cooking and storytelling etc. to enhance your child's educational program.

It is a requirement for Workplace Health & Safety as well as meeting Fire regulations that all parents and visitors of the school sign in at the office and obtain a visitor's pass before entering the school precinct.

### **Arrival and Departure**

For safety and security reasons all the children at IAS Kindy must be signed in on arrival and signed out on departure. These records of signatures and times are important for legal purposes.

It is our IAS Kindy policy for all parents to complete a Kindy Collection Authorised Persons form upon enrolment. Please note that personal identification will be required in order for an authorised person to collect your child on your behalf.

### **Attendance and Absence**

When a child is absent for any reason we must be notified. Once a child is enrolled at IAS Kindy, payment of fees must be continued during the child's absence for illness (or other reason for absence), public holidays and holidays etc. The IAS Kindy will operate during school times closing for all school holidays.

### **Grievances, Complaints and Feedback**

If for any reason you are not happy with IAS Kindy's level of care or care environment, we want to know about it immediately. You can discuss this with the Kindergarten Teacher or put something in writing and hand it in to the school office.

### **Access Policy**

IAS Kindy is available to all families regardless of religious, ethnic, cultural or social backgrounds. IAS Kindy maintains a waiting list and families are given priority of access according to the guidelines set down by the Federal Department of Families, Community Services and Indigenous Affairs.

Immediate families already attending IAS Kindy and school are given priority of placement over potential new enrolments.

Children with special needs are welcome to attend IAS Kindy and staff will endeavour to cater for their specific needs. Staff will need information about and possibly training in appropriate skills and equipment before children with special needs begin at the school and the Kindergarten Teacher will consult closely with parents and resource people to plan an appropriate program.

## **EDUCATION, CURRICULUM AND LEARNING**

All Educators at our Kindergarten are trained and experienced in areas of Early Education and Care. Due to our high standard and commitment of our Educators, we are able to provide developmental and educational program for the class. The Educators will develop a daily program, observe the children in their care and plan their programs around the needs and interests of the children.

### **Queensland Kindergarten Learning Guidelines (EYLF) Learning Outcomes:**

#### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

#### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

#### **Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

#### **Outcome 4: Children are confident and involved learners**

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### **Outcome 5: Children are effective communicators**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

If your child's Educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g. a speech therapist. It is always your decision to follow this up. Educators are willing to discuss any aspect of development with parents.

## **DAILY ROUTINE**

We endeavor to provide a family environment at IAS Kindy where the children feel comfortable and secure at all times and our daily routines reflect this.

Throughout the day, the children will be experiencing a number of different activities that are part of the educational and developmental programs operated by our Educators.

## **DAILY TIMETABLE**

8:45 – 9:00	Inside play
9:00 – 9:30	Worship
9:30 – 9:45	Morning tea
9:45 – 10:45	Inside play continued
10:45 – 11:00	Apply sunscreen, toilet
11:00 – 11:20	Lunch
11:20 – 11:30	Transition
11:30 – 12:30	Outside play
12:30 – 1:00	Group time
1:00 – 1:30	Afternoon tea
1:30 – 2:20	Rest
2:20 – 2:45	Group time
2:45 – 3:00	Pick up time/puzzles while waiting

The daily program is flexible and reviewed by staff so as to meet the needs and interests of the class.

## **SETTLING CHILDREN IN**

### **First Weeks**

The introduction into IAS Kindy can be difficult for children and parents. The children's welfare and happiness are the priority for Educators when welcoming new students to IAS Kindy and when assisting families to settle into the school environment. It is recognised that the needs of families will vary greatly in the orientation process and individual needs will be met as best as possible.

The following outlines some helpful hints for parents on settling their child into IAS Kindy:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults).
- Provide a favourite soft toy, blanket or comforter to support your child when they are separating from you or settling to sleep. This can help your child feel more secure.
- Interactions between Educators and parents or Educators and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.
- Try to talk at home about IAS Kindy. Mention the names of the Educators and other children. Talk about the things the child will be able to do at IAS Kindy that are fun and enjoyable.
- Talk to the Educators about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike and so on. This helps Educators to get to know your child.
- When leaving your child, it is best to make sure you say goodbye and then leave. If the child is upset, hesitating and not going after you have said your goodbyes only confuses them. Reassure your child that everything is all right and you will return later. This can help them to settle.
- It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle and giving them to an Educator, or sitting down with them for a short play or reading a book together then leaving.
- At first some children protest strongly, while others may take a day or two to realise that you are leaving them and begin to protest after several days. Children soon learn that you do return and in the meantime they are well cared for.

## **WHAT TO BRING**

### **Eating times**

- We stop for three eating times; fruit break, lunch and afternoon tea. Please pack the fruit break in a separate container and place it in the fruit basket upon arrival.

### **Lunch box**

- Children need to bring all their own food in a lunch box that they can easily open themselves. Please ensure the lunchbox and other food containers are clearly labelled. Lunches are stored in a fridge in the Kindy kitchen.

### **Lunch and Snacks**

- We aim to provide children with a basic understanding of healthy eating habits, so please do not send a lot of sugary cakes, sweet biscuits, lollies, chocolates, chips, poppers etc in your child's lunch box.

### **Drink Bottles**

- Please send a bottle of water each day with your child. Please do not send poppers as they tend to spill and are not nutritionally recommended. Water is available at all times.

### **Rest and Sleep**

- Rest time routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children.
- We provide beds for the children. For your convenience, IAS Kindy has a class set of sheets that have been made to specially fit the beds and also allow them to be stacked once made. The sheet set remains the property of IAS Kindy.
- On Mondays, please bring your child's sheet set in its accompanying sheet bag. Bedding should be taken home on the last attendance day of the week (Wednesday) for washing. This is in order to comply with health practice.
- As previously stated, if you feel it will help your child settle or be more comfortable then they may bring a soft toy to cuddle, small flat pillow or special blanket to have at rest time.

## **Clothing**

- Please provide two spare sets of clothing and underwear for storage at IAS Kindy. The spare set of clothing does not need to be the IAS Kindy uniform. Children may need to be changed after messy play or in the case of an accident.

## **Footwear**

In order to promote balance and to provide comfort, Kindy students may choose to take their shoes off during the day. As part of promoting independence, the Educators will encourage the children to put their own shoes back on. Practice at home will assist in developing this skill.

- In the warmer months - your child might like to wear sandals.
- In the cooler months - joggers with a Velcro fastening would be appropriate. Please avoid laces if possible until your child is independent in tying them. Your child can wear any type of socks. Please ensure socks are labelled with your child's name.
- Students who catch the bus need to always have enclosed shoes, as part of their bus safety policies.

### **Belongings**

Please ensure all belongings are clearly labelled, such as uniforms, hats, shoes, socks, lunchboxes etc. Lost property will be displayed for parent collection. Parent co-operation in labelling assists the Educators in keeping your child's belongings together.

### **Possessions**

A soft toy or security item is acceptable for rest time if you feel it helps your child settle. It is appreciated that any other personal possessions are not brought to the classroom e.g. toys. Any possessions brought must come entirely at the parent's own risk with regards to breakage or loss. We will not hold responsibility for any personal belongings.

### **School bags**

Children are required to have an appropriate sized school bag to carry their lunch box, drink bottle, sheet bag and art work made at Kindy. After the school bag has been unpacked in the morning (lunch box in the fridge, fruit in the fruit basket, water bottle and sheet bag in the allocated boxes) it is to be stored in one of the lockers. It will then be packed after lunch ready to take home.

The uniform shop sells an IAS school bag. If your child is going to continue with IAS for future years then it is advised to purchase the bag for Kindy. It is the perfect size to hold all of your child's belongings.

## **KINDERGARTEN SPECIAL EVENTS**

### **Excursions**

Occasionally, as part of the program, excursions are planned for the children. Parents are notified well in advance of these outings with details of the nature of the excursion, transport details, times for departure and return, and names of those who will be in charge of the children. Written permission is obtained from parents before children are taken on excursions.

Regulations require extra adults to supervise children when they are on excursions. Parents and volunteers are enlisted to supplement the staff.

### **Walking Excursions (On IAS grounds)**

At IAS Kindy we endeavour to utilise the grounds of Ipswich Adventist School. At times, children will visit facilities within the school grounds to enhance their learning experience. Examples of walking excursions include visits to the library, church, playground or visiting exhibitions that may occur on school grounds.

### **Birthdays**

We acknowledge that birthday celebrations are very important. If you would like your child to bring cupcakes to share with the rest of the children on his or her birthday, you are most welcome.

Please check with your child's teacher prior to the birthday, in case other children have special dietary requirements.

### **Concerts and Special Events**

IAS Kindy organises special events throughout the year. We will aim to give plenty of notice so parents may have the opportunity to make arrangements to be present on those days.

Parents - we believe the best way to work with you and your child is by building a partnership of care.

## **COMMUNICATION**

### **What is the best way to communicate with you?**

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child. We will create a Kindy Parents email group and correspondence will be sent regularly. Please inform the educators if you are not appearing to receive the emails.

### **Confidentiality and Discretion**

Information received through written and spoken communication with families will be treated with discretion.

### **Ways we will be communicating the events of IAS Kindy:**

- Face to face verbal interactions at arrival and departure times.
- Regular newsletters that will be sent home via your child's individual communication pocket.
- Email
- IAS Facebook page
- A communication box is provided for the parents to leave more detailed written messages, for the purpose of expressing concerns, positive or evaluative input. These can be anonymous if so desired.

At any time if you require a **private discussion with our Educators**, please inform us. This can happen face to face or by phone.

### **Suggestions**

If you have any other suggestion or idea on how we can work together, please let us know.

### **What can you expect from Educators?**

Educators will make efforts to communicate effectively with families.

- Educators will inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- Educators will share with children's families some of the specific interactions they had with the children during the day.

**Please feel free at any time to discuss your child's progress, relationship, interest and experiences. You may speak to the Educators in person, by phone or email.**

## **HEALTH AND SAFETY**

The Kindergarten provides a healthy and safe environment for children to grow and develop in – as such IAS Kindy has a health and safety and hygiene policy regarding illnesses and medications. Children with contagious illnesses are required to be kept at home and a doctor's certificate must be presented to show that the infection cannot be passed when the child returns to IAS Kindy.

### **Food Allergies**

We are an allergy aware Kindy. Please inform the Educators if your child has an allergy.

### **Illness**

NO CHILD will be admitted with obvious signs of any highly contagious infection or illness. Our policy states the incubation period, symptoms and exclusion periods of such diseases. If there is a case of a vaccine preventable disease, and your child has not been fully immunised for that disease, they may be excluded from Kindy for a period of time.

### **Children must not attend IAS Kindy if they are suffering from:**

- ***Diarrhoea***. Please exclude children for 24 hours after children have diarrhoea. Children should have at least one normal bowel motion before returning.
- ***Vomiting***. Please exclude children for 24 hours after vomiting. Children should have eaten and retained at least one meal before returning.
- ***Fever***. Please exclude children for 24 hours after temperature returns to normal without the aid of medications.
- ***Conjunctivitis***. A doctor needs to provide a written diagnosis of bacterial or allergic conjunctivitis as each has different exclusion requirements.
- ***Unusual spots or rashes***. These will be treated as infectious until written clearance is provided by a doctor.
- ***Severe, persistent or prolonged coughing***
- ***Any infectious condition***

### **Medication**

Educators will be able to administer medication to children who are recovering from illness.

A medication form must be completed and signed by parents before any medication will be given. All prescription medication must be prescribed for your child and not another family member - unless stated otherwise by a doctor's certificate.

Medication must be in date and in its original packaging.

The medication must be handed to an Educator to store at Kindy. Please DO NOT leave medication in your child's bag.

Medication includes tablets, mixture or creams. Any child who has commenced an antibiotic must not attend the Service for 24 hours from commencement.

### **Asthma and Anaphylaxis**

IAS Kindy aims to provide a safe environment for children who have Asthma or Anaphylaxis. It is an IAS Kindy policy that an "Asthma Record Plan" or Anaphylaxis Plan be completed by parents/guardians in consultation with the family doctor. It is also a requirement that your family doctor review the record plan annually or as circumstances change. This must be completed and returned before enrolment commences.

### **Sun Protection**

Our IAS Kindy policy is "**no hat, no sun play**". This policy will be enforced. Parents are asked to provide an IAS Kindy hat to wear during outside activities. Please write your child's name on the inside of the hat with a permanent black fabric pen. Children will also be taught how to apply sunscreen at Kindy. Please provide a roll-on sunscreen for your child's own personal use.

### **Accidents**

In case of an accident or illness occurring at IAS Kindy, parents will be contacted if deemed necessary. As a matter of extreme importance, parents must ensure that the office has up to date emergency contact numbers. An incident report will be completed, outlining the accident and signed by the Educators who observed and administered first aid, as well as any witnesses.

### **Emergency Drills**

Throughout the year IAS Kindy will hold emergency drills that occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. An emergency escape plan is located at every door.

### **Using the Service Safely**

- Cars parks are dangerous places for children, always hold your child's hand when arriving and leaving IAS Kindy.
- Never leave a door or Kindy gate open.

### **Car Park**

Car spaces in the school car park or the shopping centre car park next door are available for parent use. Please walk your child up to IAS Kindy and sign them in.

### **Workplace Health and Safety (WHS) Feedback**

We welcome all feedback regarding the safety of IAS Kindy. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general WHS, please contact the Principal immediately.

## **FAMILY SKILLS, INTERESTS AND TALENTS**

We welcome all family members to IAS Kindy and we encourage when possible for families to be involved in the Kindy program. There are many ways for your family to be involved. Any contribution no matter how big or small is much appreciated. Here are just a few ideas:

### **Your Occupation**

Your child loves you and when they get to Kindy all they talk about is you. You are the most important person in their world. We welcome all parents to IAS Kindy to talk about their occupation or hobby. Everything parents do interest children and these talks are the best educational resources you can provide. After occupational discussions, we use the information in our programming and the ideas explored from parent presentations can last for weeks.

### **Your Home Culture**

Your home culture is most welcomed at IAS Kindy. We would greatly appreciate if you were able to share aspects of your culture and family life. This would assist us to enrich the lives of the children.

**Useful Junk** - We are always on the lookout for recyclable items for the Kindergarten. Empty food containers, ribbons, wrapping paper, paper towel tubes (not toilet rolls) paper or anything interesting from your work is much appreciated.

## **FINANCE INFORMATION**

### **Fee Schedule**

<b>KINDY</b>				
<b>Class</b>	<b>Tuition Fees</b>	<b>Activity Fee</b>	<b>=</b>	<b>Per Term</b>
<b>Standard Fee per student</b>	<b>\$1,004.30</b>	<b>\$36.00</b>		<b>\$1,080.30</b>
<b>Reduced Fee per student for eligible families (see Business Manager for details)</b>	<b>\$445.48</b>	<b>\$36.00</b>		<b>\$481.48</b>

### **Fee Information**

Fee statements are sent out to families quarterly. Eftpos, internet banking, direct deposits and payroll deduction facilities are available upon request. If paying by internet banking, be sure to place your 'family name' and 'payment reason' in the space provided (eg. Smith – Fees). This is so the school can ensure correct placement of payments.

Should you have any difficulties regarding fee payment, an appointment to discuss this with the Business Manager must be arranged. Enrolment may be terminated without the development of a sustainable repayment plan.

### **Notice of Withdrawal**

If you are planning to cease your child's enrolment with IAS Kindy you will be required to give notice in writing to the school office or payment of one term's fees in lieu of notice is required.

## **ENROLMENT PROCEDURE**

Thank you for considering our school.

If you are reading this document you have either contacted us by phone, fax, email or personally called at the office for a prospectus. Having read the prospectus, you will probably have more questions.

**Step 1:**           **Phone the school office and the secretary will make an appointment with the Principal for you. Ph. 07 3201 6233**

At this appointment you will:

- be able to get clarifications and any other questions answered
- be given a tour of the school
- meet the grade teacher/s who may teach your child/children

**Step 2:**           **If you feel our school is the right choice for your family, complete an enrolment form/s and submit with a non-refundable \$100 deposit. Then arrange an appointment with our Business Manager to discuss your Fee Payment options.**

Once you have met with the Principal and Business Manager your enrolment form is then forwarded to our Enrolment Committee. The Enrolment Committee will process your application and within five working days of receiving your enrolment form you will be notified of the outcome.

*Please note, Enrolment forms must be complete and all relevant documentation supplied, to avoid any delays. Your \$100 deposit will be credited to your fee account upon acceptance.*

**Step 3:**           **Contact the school office and make an appointment to have an interview with your child's new Teacher.**

At this meeting you will get more detail about classroom procedures and be given the opportunity to ask specific questions of the classroom teacher/s. You may want to ask about classroom discipline, stationery use etc, or simply get to know the teacher/s.

**Step 4:**           **Be welcomed as part of our school family**

All students enrolling at Ipswich Adventist School are on a three-month probationary period. Continuation of the student's enrolment is dependent on them abiding by the School's Code of Conduct and consistency with financial commitments.

## **IMPORTANT CONTACTS AND INFORMATION FOR FAMILIES**

IAS Kindy provides families with current information on child and family resources and services available.

**ACECQA** is the national body ensuring high quality early childhood education and care across Australia.

Address: Level 15, 255 Elizabeth Street, Sydney, NSW, 2000

Postal Address: PO Box A292, Sydney, NSW 2000

Email: [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

Phone: 1800 181 088

### **Family Assistance Office**

Phone: 13 6150

### **Australian Childhood Immunisation Register**

Phone: 1800 653 809

### **Emergency Services**

Police, Fire, Ambulance

Phone: 000

## **Informative Websites For Parents**

### **Raising Children Network**

The Australian parenting website: comprehensive, practical, expert child health and parenting information and activities covering **children** aged 0-8 years.

<http://raisingchildren.net.au>

<http://www.kidspot.com.au>

<http://www.brisbanekids.com.au>

## **CONCLUSION**

We aim for your child to have a happy, safe and secure relationship with IAS Kindy and its Educators.

When your family becomes involved with IAS Kindy, no matter how small or big your involvement, your child will be experiencing the connection between home and our school.

*Please read this handbook carefully so you fully understand the commitment that you are undertaking and your responsibilities to IAS Kindy. If you have any questions or concerns, please do not hesitate to discuss these with IAS Principal Yola Lieder.*

