



Pre-Kindy Handbook



Joondalup Family Centre wishes to acknowledge and thank the traditional custodians of the land, the Whadjuk people of the Noongar nation on which we meet, work, and live. We acknowledge the Elders of the past, present and future

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PRE-KINDY PHILOSOPHY

FAMILIES & COMMUNITIES

Recognising the invaluable role of families as partners in education, the Pre-Kindy team prioritises open and regular communication to build strong, collaborative relationships. By honouring the unique backgrounds and perspectives of each family, we strive to create a welcoming environment where everyone feels heard and valued. Furthermore, we actively seek to establish connections within the broader community, recognising the importance of mutual support and collective engagement in enriching the educational experience for all.

Wellbeing

We believe that children's wellbeing is fundamental to their ability to engage, learn, and thrive within the classroom environment. Developing physical literacy skills supports their motor development, health, confidence, independence, and social interaction. Drawing on Bronfenbrenner's ecological systems theory, we recognise the importance of the dynamic relationship between children and their environments. We are committed to creating supportive and responsive settings that promote holistic growth-physically, emotionally, and socially. Prioritising wellbeing lays the foundation for positive learning experiences and lifelong resilience.

Our Role as Educators

Our foremost responsibility is to cultivate a nurturing and inclusive classroom environment where every child feels valued and respected. The Pre-Kindy team is committed to tailoring our teaching approaches to accommodate the diverse needs and interests of each child, drawing inspiration from educational theorists such as Lev Vygotsky and Howard Gardner. Acting as both facilitators and co-learners, we prioritise effective communication and active listening to collaboratively construct knowledge with our children. Embracing the philosophy of child-centred learning, particularly inspired by the Reggio Emilia approach, we are dedicated to fostering a lifelong love for learning in every child in our care.

DIVERSITY & INCLUSION

Central to our teaching philosophy is the belief that diversity enriches our classroom community and should be celebrated and embraced. The Pre-Kindy team is committed to fostering cultural competence among our children, equipping them with the skills to interact respectfully and empathetically with individuals from all backgrounds. We actively infuse Aboriginal and Torres Strait Islander perspectives into our program and practices, recognising the importance of honouring the cultures, histories, and contributions of First Nations peoples. Through differentiated learning experiences and thoughtful questioning techniques, we aim to create an inclusive environment where every child feels valued, supported, and empowered to thrive.



Pre-Kindy Philosophy

Children

The Pre-Kindy team firmly believes in the inherent uniqueness of every child and their right to a supportive environment where they can explore, learn, and grow. Encouraging autonomy and self-discovery, we advocate for the integration of play-based learning into daily activities, allowing children to engage with their surroundings in both structured and spontaneous ways. By nurturing strong relationships built on trust and empathy, we strive to create a sense of belonging and security that empowers each child to thrive within our classroom community.

Sustainability

We believe that sustainable practices are essential within our classroom and are committed to continually improving in this area. This commitment extends beyond environmental responsibility to include social and economic sustainability, ensuring that our actions support the wellbeing of our community and future generations. By integrating sustainable habits into daily routines and learning experiences, we aim to foster respect for the environment, encourage mindful resource use, and promote social equity, helping children develop a strong sense of stewardship and responsibility from an early age.

The Environment

Echoing the words of Loris Malaguzzi, the Pre-Kindy team views the classroom environment as a powerful catalyst for learning, with each space thoughtfully designed to inspire exploration and inquiry. Through co-creation with the children, our learning areas reflect their voices, interests, and cultural identities, fostering a sense of ownership and engagement. The environment is intentionally linked to the children's current interests, developmental needs, and our ongoing learning focuses, ensuring it remains dynamic and responsive. Embracing routines as a cornerstone of our classroom culture, we prioritise safety, inclusivity, and the promotion of independence, allowing children the freedom to navigate their learning environment with confidence.

Educational Program

While creating the educational program, the Pre-Kindy team places great value on acknowledging and building upon children's prior knowledge and individual experiences. Guided by methodologies such as the Reggio Emilia pedagogy, Kath Murdoch's inquiry process, and Claire Warden's floor book approach, we foster an environment where curiosity is encouraged, and learning is an active, collaborative endeavour. By aligning with established frameworks like the Early Years Learning Framework and incorporating flexibility to accommodate spontaneous learning moments, we ensure that every child's developmental needs are met holistically.

CENTRE PHILOSOPHY

Our Vision

Empower. Educate. Thrive.

To build strong, inclusive relationships and inspire positive change for generations to come. Where families and individuals are empowered, educated, supported and connected to sustain a thriving community.

Our Mission

Joondalup Family Centre will connect, inspire and support our community to grow together through the delivery of quality community and education programs that are inclusive and resilient.

Our Values

Integrity, Respect, Collaboration, Trust

At the Joondalup Family Centre, we believe that every individual should be cared for and educated in a positive, nurturing manner. We work to support families and encourage them to be active participants in our service.

CHILD SAFE COMMITMENT STATEMENT

At Joondalup Family Centre, we are fully committed to the safety, wellbeing, and rights of every child in our care. We uphold a child-safe environment where children are protected, valued, and respected. We believe all children have the right to feel safe and be safe, at all times. We understand our legal and moral obligations to act in the best interests of the children and to take action to protect them from harm.

Our commitment to child safety includes:

Zero tolerance for harm or abuse - We do not tolerate any form of abuse or neglect and take all concerns seriously.

Child-focused practices - Every decision we make prioritizes the safety, wellbeing, and development of the child.

Safe and supportive environments - Our spaces are physically safe, emotionally nurturing, and culturally inclusive.

Rigorous recruitment and training - All staff and volunteers are carefully selected, screened, and trained in child safety, including identifying signs of harm and understanding mandatory reporting duties.

Clear policies and procedures - We have strong policies in place for child protection, complaints handling, risk management, and staff conduct.

Empowering children - We help children build confidence, express themselves, and understand their right to be safe.

Family partnerships - We work closely with families and caregivers to ensure open communication, shared responsibility and mutual trust.

We regularly review and improve our policies and practices to ensure that our service remains a safe, supportive place where all children can thrive.

OUR STAFF

All our educators have either a Bachelor of Education (Early Childhood), Diploma or Certificate III in Children's Services.

At all times we have at least one staff member on duty with a First Aid Certificate, Anaphylaxis Training and Emergency Asthma Training.

Our staff regularly attend in-services and workshops to keep their knowledge and skills up to date.

All staff, including casual relief staff, have a current Working with Children Check and National Police Clearance.

1. Centre Office staff:

Chloe Scott – Centre Manager
Mel Natoli - Admin and Program Coordinator

2. Pre-Kindy staff:

Early Childhood Teacher – Holly Melling
Pre-Kindy Coordinator – Nicola Riley

Diploma Educator– Anom Ida Ayu
Diploma Educator – Kim Tapper
Diploma Educator – Mel Clayton
Diploma Educator – Alicia Looney
Diploma Educator – Julia Jagers

Certificate III Educator – Sophie William

OUR PROGRAM

The Joondalup Family Centre offers a high-quality Pre-Kindy program for children aged 2 to 4 years, with a maximum of 20 children per day. Our program focuses on providing nurturing care and early education in partnership with families and the wider community. Our Pre-Kindy classes are delivered by qualified and experienced educators who are passionate about early childhood development.

Due to educator-to-child ratio requirements in our Pre-Kindy program, we are only able to accept a limited number of children aged 2–3 years each day

We operate five days a week, from 8:00am to 4:00pm, and strive to keep our services affordable. All programs are eligible for Child Care Subsidy (CCS) to support families with the cost of care.

The Pre-Kindy team is committed to delivering a high-quality, inclusive early childhood education program that reflects the principles and practices of the National Quality Framework (NQF) and the Early Years Learning Framework (EYLF). Our philosophy underpins a nurturing environment where every child is respected, valued, and supported to develop their full potential.

We implement evidence-based pedagogical approaches, including the Reggio Emilia philosophy and educational theories by Lev Vygotsky and Howard Gardner, to tailor learning experiences that meet the diverse needs, strengths, and interests of each child. Our program fosters curiosity, creativity, and collaboration through active engagement and co-construction of knowledge.

Family and community partnerships are central to our practice. We maintain open, respectful communication and honour the unique cultural backgrounds of our children and their families. We actively infuse Aboriginal and Torres Strait Islander perspectives across our curriculum and practices, in alignment with the principles of Reconciliation and cultural competence.

Our learning environments are designed to be dynamic, safe, and inclusive, co-created with children to reflect their voices, developmental needs, and learning focuses. Physical literacy and wellbeing are integral to our program, recognising their impact on children's confidence, social skills, and holistic development, guided by Bronfenbrenner's ecological systems theory.

Sustainability practices are embedded in our daily routines, reflecting environmental, social, and economic responsibility. We are dedicated to continuous improvement in this area, fostering a culture of stewardship and respect for the planet and community.

The Pre-Kindy Program is licensed through the Child Care Licensing Board and follows guidelines set by State, Federal and governing regulatory offices.

PRE-KINDY DAILY FLOW

0800-0850 - Drop off procedure Free play

0850 - All parents to depart

0900-0930 - Morning Mat Session/Literacy Session - Kaya (Good Morning) roll call, Calendar board, Discuss our literacy learning

0930-0945 - Morning Tea

0945-1030 - Planned learning Experiences including art, literacy, numeracy, fine motor, role play, construction. Nappies

1030-1130 - Outdoor play, water play, Games for physical activity

1130-1150 - Numeracy mat session

1200-1215 - Lunch

1215-1245 - Quiet time Rest, optional sleep, read books, puzzles, Nappies

1245-1345 - Free Play

1345 - Pack away

1400 - Wellbeing Mat Session

1415 - Afternoon Tea

1430 - Free Play and prepare for home time. Nappies

1600 - Pre-Kindy Closes

WHAT TO BRING?

Labelling clothing, bags, Hats and shoes will help us identify each child's belongings easily. Below is a list of what to bring:

- A bag for their belongings – Please make sure this is clearly labelled with your Child name or a Bag tag to help the educators identify their bag if needed. Bags are a great introduction to teaching your child how to pack their bag and zip it up.
- Water Bottle – our staff will fill this up throughout the day if required. Filled with WATER only.
- Sunscreen applied – Please apply sunscreen before your child's Pre-Kindy session. It will be reapplied with "Banana Boat kids 50+ Sunscreen" before going outside. If your child uses special sunscreen please bring a spare bottle to Pre-Kindy to leave with their names clearly labelled on the bottle.
- Spare changes of clothes – play can get messy including underwear in case of accidents. Children should wear sun-smart clothing i.e. no singlets.
- Morning Tea - To be in a separate container to Lunch. This is to be taken out and put in the Trolley.
- Lunch it's a great time to teach your child how to open their containers. We promote healthy food choices as outlined in the daily recommended dietary intake for children. Ideas and more information found here: <https://lifeed.org.au/families/resources-for-parents-carers/>
- Pull-ups/Nappies - If your child isn't fully trained, please provide enough pull-ups or nappies for the day.
- Hats – Each time your child attends Pre-Kindy, they must bring a bucket hat and place it in the designated hat storage area in the morning.

Each child will be given a Joondalup Family Centre Pre-Kindy T-shirt on their first day as part of the application fee.

FEES

Joondalup family Centre is a not-for-profit Centre. This means that all money received from fees is used to pay staff wages and running costs. Our policy outlines the various fees endorsed within the Centre, procedures for how these fees are endorsed and procedures for when fees are outstanding. The Centre aims to provide the highest quality care for your child/children that is cost effective.

The Centre fee structure is set by the Centre's Management Committee. In the event of a fee increase, four weeks written notice must be provided to all parents. Fees are determined by the Management Committee and are charged on a daily session.

Our fees are clearly displayed on the website and in promotional material.

Payment of Fees: \$120 per day per child. Childcare subsidy is paid directly to the Centre and deducted from the daily fee leaving a gap amount to be paid.

No Fees are payable during the Christmas 4 week shut down.

If your family is not entitled to CCS Joondalup Family Centre will offer a discount off the daily fee.

Fees will be direct debited by Debt Success each week via the account you have provided on your direct debit form. Your first payment will be the current week plus a week this is to make sure account are kept one week in advance. To change your direct debit details a new form is required.

Your weekly statement will be located on your Xplor account under finances please make sure you check these weekly to make sure the correct amount is taken.

- If you are experiencing financial stress, please contact us to arrange a Payment arrangement.
- Fees will still need to be paid for children who are absent for holidays, and sickness. Parents need to notify the service of any absences via Phone or Xplor.
- A minimum of two weeks written notice is required when withdrawing your child from care. Should you take your child out of care before two weeks written notice is provided, payment will be still required.
- Credit card transaction 2.86% fee, AMEX transaction 5.23% fee & \$1.09 direct debits surcharge for each transaction.
- Dishonour fee of \$19.95 will be charged to your bank for missed payments and will be reattempted to debited again 7 days later.

Families need to pay an annual Joondalup Family Centre membership fee of \$15 in January this will be added to your account.

1. Child Care Subsidy (CCS)

The service will comply with the Australian Government requirements to be an approved education and care service for the purpose of the Child Care Subsidy (CCS). The on-line Child Care Management System (CCMS) reporting requirements and any other requirements for claiming and administering CCS

will be maintained by the service. It is the parent/guardian's responsibility to complete and lodge their CCS application with the Department of Human Services via your Mygov account.

To get Child Care Subsidy (CCS) you must:

- Care for a child 13 or younger who's not attending secondary school, unless an exemption applies
- use an approved child care service
- be responsible for paying the child care fees
- meet residency and immunisation requirements

The Child Care Subsidy will be deducted from your weekly fees based on your approved percentage you have received from Centre link the child care subsidy payment is paid directly to us and take off your daily fee leaving a daily gap amount to be taken. To check you are eligible to receive CCS visit www.servicesaustralia.gov.au.

- Families are entitled to claim 52 absences per financial year with CCS and an additional 45 days with medical certificate without losing their CCS entitlement.
- Children must attend the first and last day of Pre-Kindy to access CCS and may be charge full daily fee if they do not attend.

2. Enrolment Fee

When enrolling your child into the Pre-Kindy Program we require an \$80 enrolment fee which covers your 1st year of Joondalup Family Centre membership, Resource fee and Pre-Kindy T-shirt.

3. Late Fee

Our Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.

It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$2.00 per minute will occur.

Families need to contact the service if they will be running late.

4. Joondalup Family Centre Membership

People who participate in the activities provided by the Centre or at the Centre's premises are asked to become members of the organisation. This membership provides vital support to the Centre so we can continue to provide services to the community.

Eligibility

The following are eligible members, provided that they are aged 18 years or over and not employed by the Centre:

- any person who participates in any program or service in the Centre; or
- any person that runs a program or service in the centre; or
- any person that hires our venue for a program and/or party hire; or

a parent or guardian of a child attending any program at the Centre or whose child is enrolled to attend at the Centre, or
any other person, association, corporation or other body corporate who is interested in the well-being of families.

Types of Membership

Ordinary Members	Benefits	Cost
Individuals using the Centre including families participating in Playgroup and Pre-Kindy programs. Organisations using the Centre to run programs and services. Party Hire Committee Members	Priority placing in programs and services Priority invitation to member events 10% discount on future party hire ** Input into services at the Centre via surveys Quarterly newsletter Invitation and voting rights at our AGM Listed on our website with link to yours Advertising on the Centre Facebook page	\$15 per annum

**Discount does not apply on first party booking when membership is not yet formalised by the committee.

All members must support the Joondalup Family Centre philosophy and abide by Joondalup Family Centre Constitution and any by-laws of the Association as provided to members on joining and as updated from time to time.

5. Bookings and Cancellations

Two weeks written notice is required for any change to bookings or cancellations of Pre-Kindy. This is necessary so that staff rosters and timetables can be amended. Any changes to bookings are dependent on vacancies being available.

XPLOR

The Pre-Kindy program uses a software called Xplor to communicate with you. Through this platform we:

- Send out information and reminders.
- Share information on children's individual learning
- Share the curriculum.

You will sign your child in upon arrival, and out after pick-up at the end of the day via QR code. It is a legal requirement to sign your child in and out daily to receive your childcare subsidy. Staff will not allow a child to be collected from the centre by a person unless they are listed on the enrolment form and photo ID is identified on collection.

PRE-KINDY JOURNALS

We create daily learning journals and take photos to showcase the experiences offered during each session. These journals are located on the shelf in the Pre-Kindy Reception.

- Daily reflections of the children's learning are shared after each session.
- Weekly learning reflections are also displayed on this shelf for your viewing.

IMMUNISATION REQUIREMENTS

The Western Australian Government has amended the Public Health Act 2016 (WA) and the School Education Act 1999 (WA) introduced immunisation requirements for enrolment into child care services, community kindergartens and schools.

At enrolment, the parent/guardian of the child is required to give the immunisation status of the child.

The only acceptable documentation are:

- An AIR immunisation history statement no more than two months old; or
- A valid immunisation certificate issued or declared by the Chief Health Officer. including Special Circumstance letter or Medical Exemption letter.
- Eligible because of a particular family circumstances.

GENERAL INFORMATION

1. Court Orders

If there are court orders regarding custody, a copy must be provided to the centre for the orders to be enforced. If a situation arises where a non-custodial parent/guardian attempts to collect a child, the Supervising Officer or Centre Manager will contact the custodial parent and inform them as well as the police.

2. Medication

Any medication to be given to the children must be handed to staff at the commencement of the program. Medication must be in the original bottle or packet with the guidelines for administration clearly visible. An authorisation of Medication Form must be completed by the parent / guardian and staff will administer the medication according to the authorisation form. Do not leave any medication in your child's bag.

3. Child's Health/Illness

If your child becomes ill or injured during a session, we will contact you, or an authorised contact, to come and collect your child. In the case of an emergency, the Supervising Officer has the authority to call an ambulance and the cost will be the responsibility of the parent / guardian.

We pride ourselves on keeping high standards of hygiene and our staff will educate the children on personal hygiene such as covering our mouth when we sneeze, catching our coughs and washing our hands.

Please **DO NOT** send your child to the Joondalup Family Centre if he/she is unwell. Many illnesses are highly contagious and easily spread amongst children under 6 years of age. We follow the Exclusion Guidelines set out by Staying Healthy (5th Edition)

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

Joondalup Family Centre reserves the right to exclude a child from care if they are showing signs or symptoms of illness and request a Doctor's Certificate to confirm your child is free from illness. A child with a temperature of 38 degrees or above must also be excluded. Please ensure your Emergency Contact details are kept up to date.

4. Food, Beverages and Dietary Requirement

We are an "Allergy Aware" service and ask all parents not to bring any food into the Centre that contains nuts or nut products.

In the case of a child being enrolled who is at risk of anaphylaxis of other foods e.g. fish, we will notify families.

Parents of children who suffer severe allergies and require medication must supply a current Action Plan that clearly indicates child details, a current photograph of the child, and appropriate steps of action to be taken, and signed and dated by the child's Doctor. Parents are required to complete the medication authority form for any medication brought into the service. It is also the responsibility of the parents to ensure medication has not expired.

Children can only bring Water in their water bottle. No Fruit juice, milk or other beverages can be brought into Pre-Kindy.

We ask Parents to cut up fruit and veggies for young children who many not be able to manage whole Fruits and Veggies, halved grapes and spiralised cucumber and carrots can still be a good option and easier for them to chew and swallow.

Joondalup Family Centre offers Afternoon tea each day for Pre-Kindy and we encourage parents to pack healthy food options for their children's lunch and morning tea.

Children are to bring separate containers for morning Tea and Lunch. Both placed on the trolleys.

5. Birthdays

We love to celebrate your child's special day. If you would like to send in a cake or special healthy treat, please do so. Individual items are great such as cupcakes etc and a list of the ingredients is required to assist staff with ensuring no child with an allergy is given the wrong food. Please remember the treats must be NUT FREE.

6. Parent Grievance

In order to offer the best possible care for your child and to keep communication lines open, please do not hesitate to speak with your child's educator if you have any grievances. If no satisfaction has been reached, then please speak with the Centre Manager or email manager@joondalupfamilycentre.com.au.

The Joondalup Family Centre Pre-kindy program is governed by regulations from the Department of Communities, Education and Care Regulatory Unit. Information about the regulations can be obtained as below:

Department for Communities, Education and Care Regulatory Unit
130 Stirling St
PERTH WA, 6000
Ph: (08) 6277 3889
Website: www.communities.wa.gov.au

7. Centre Policies

Joondalup Family Centre has a range of policies available relating to our Pre-Kindy program. These are developed by staff and the Management Committee and reviewed annually. Parents enrolled in the Pre-Kindy service are consulted on any changes to policies applicable to this service. Full policies are located on the Pre-Kindy Reception desk.

CONTACT US

Centre Manager:

manager@joondalupfamilycentre.com.au

General Enquiries:

admin@joondalupfamilycentre.com.au

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(08) 9300 3036

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