

Kindergarten Handbook 2025



kindergarten

CHILDREN HAVE A SPECIAL WAY OF PUTTING SUNSHINE INTO THE CLOUDIEST OF DAYS

Kindergarten is a cherished part of Sheldon College and for many, forms the beginning of their education at Sheldon College. Located within the beautiful grounds the College itself, our Kindergarten facilities afford children the opportunity to enjoy spacious, well equipped classroom spaces, a huge outdoor playground with sandpit, fixed play equipment and a wide, levelled, grassy space for running and bike riding.

Our location within the College grounds provides convenient access to further state of the art facilities, including athletics grounds, performance theatre, art gallery space, sporting facilities, the Junior Learning Centre, and the Interactive Learning Galaxy. These incredible facilities provide endless opportunities for Kindergarten learning and connections.



Contents

Our Kindergarten Philosophy	4
Teaching and Learning	6
Relationships	6
Partnership with Families	6
Student Health and Wellbeing	7
Learning Environment	7
Our Typical Kindergarten Day	8
Staffing Information	8
Policies and Procedures	9
Exclusions Due to Illness	14
Term Dates 2025	17
iLINQ LMS System	18
Concerns or Complaints	19



WELCOME TO KINDERGARTEN

The Sheldon College Kindergarten program is a dynamic learning environment that provides a variety of open-ended educational activities to help prepare children for entry into their Preparatory Year of schooling.

The Kindergarten program is part of Sheldon College and therefore reflects the Mission Statement of the College.

Acknowledgement of Country

Acknowledgement of Country - Yurra, Yurra, Welcome, Welcome. For thousands of years, the Quandamooka people have walked these lands as we walk now. We, of Sheldon College Early Learning Centre, thank the first caretakers of our country, the land where we live and play, the water which gives us life and food, and the skies which give us dreams. We respect our Elders, our first teachers, for their guidance and knowledge to share. We promise to care for all who live here and walk with us, hand in hand.

Phone Numbers

Main Reception: 07 3206 5555

Kindy Reception: 07 3206 5575

Student Services: 07 3206 5542

Sheldon Retail: 07 3206 5544

Finance Department: 07 3206 5554

Email Addresses

studentservices@sheldoncollege.com

finance@sheldoncollege.com

fees@sheldoncollege.com

retail@sheldoncollege.com



OUR KINDERGARTEN PHILOSOPHY

We **acknowledge** the Nunukul, Goenpul and Ngugi tribes, who together, constitute the Quandamooka Peoples, as the traditional custodians of the lands, waters and seas of southern Moreton Bay.

We respectfully **connect** to the ancient history and rich culture of Country. We teach children to **respect** this beautiful place and to know and care for the natural world. We **acknowledge** that for thousands of years, the Quandamooka people have walked these lands, as we walk now. We **thank** the first caretakers of our country, **the land where we live and play, the water which gives us life and food, and the skies which give us dreams.** We respect our Elders, our first teachers, for their guidance and knowledge to share. We promise to care for all who live here and walk with us, hand in hand. We **see** young children as capable and competent; active contributors

within our Sheldon College Early Learning Centre, and wider community. They are **curious, creative, engaged and resilient**. Through rich experiences of **collaboration**, participation, **creativity** and critical thinking, children learn, contribute and grow as valued members of Sheldon College. A Sheldon College Early Learning Centre child, is an active, whole body learner, and a decision-maker. They are joyful and kind, reaching out to the world through connections, including through developing social, cultural and environmental responsibility.

We **speak** up for the rights of children and honour their voice and potential as citizens of the world and future change leaders. We **advocate** for inquiry-based learning, the child's right to play and child agency, including through inspiring learning environments that spark wonder and curiosity.

We **ensure** an exceptional early learning experience for all children, led by committed, highly qualified and passionate teachers and co-educators, in enriching indoor and outdoor learning environments. We are **curious** in our learning with children and **collaborate** through shared perspectives of inquiry and respect. We are **researchers** alongside children, developing our practice through ongoing critical reflection, questioning and the construction of new meanings. We value the joy and deep learning of play, discovery and creativity; we seek and hold space for the **questions** that cannot wait to be answered. We engage in processes of collaborative inquiry, and hold close to our belief that all children and adults are deserving of investigating big ideas.

We **lead** from the heart, through authentic and respectful relationships and experiences of **Belonging, Being and Becoming**. We **listen** deeply, always with the intention of acknowledging and understanding each other for who we are. We believe that belonging transforms our **community**. We **celebrate** each child's individuality and identity through learning and care experiences which are meaningful and nurturing. We **engage** in dialogue, critical thinking and relationships with an open-mindedness and deep presence. We are early childhood professionals, and we work together as a strong team of teachers and co-educators.

We **show up** for each other with respect, open hearts and curious minds. We embrace the many perspectives of our team, rejoicing in our diversity. We **seek** connections with each other, with children and families, Sheldon College and wider community. We prioritise wellbeing for all, understanding that physical, social, emotional and mental wellbeing are the foundations of the College ethos: **Love, Laughter and Learning**. We embrace new learning and opportunities for continuous growth.

We **weave** our stories of connection, with each other, with families, the school and the wider community and **embrace** the rich opportunities for learning, participation, an diverse connections and experiences that these partnerships offer. We honour and welcome families in all their diversity, through trusting and respectful relationships which support children and the parenting role. We acknowledge families as the most influential teachers of their children; we recognise and celebrate that children arrive already connected to a family, wider community, culture and way of being.

We uphold an image of family that is based on trust, respect, listening and responsiveness. We develop strong collaborative partnerships with families and see these connections as integral to the learning and care of each child. We create rhythms and rituals of comfort, security and reliability which support each child, family and team member here, to be heard, to be included, and to feel valued.

*I belong when I am
with my friends.*

WHAT CHARACTERISES A SHELDON COLLEGE KINDERGARTEN CHILD?

We see young children as **capable and competent; active contributors within our Sheldon College Early Learning Centre, and wider community.**

They are **curious, creative, engaged and resilient**. Through rich experiences of **collaboration, participation, creativity and critical thinking, children learn, contribute and grow as valued members of Sheldon College.**

A Sheldon College Early Learning Centre child, is an **active, whole body learner, and a decision-maker. They are joyful and kind, reaching out to the world through connections, including through developing social, cultural and environmental responsibility. We speak up for the rights of children and honour their voice and potential as citizens of the world and future change leaders.**

We **advocate for inquiry-based learning, the child's right to play and child agency, including through inspiring learning environments that spark wonder and curiosity.**

TEACHING AND LEARNING

We pride ourselves on the quality of education we provide with reference to the National Quality Standards.

Sheldon College Kindergarten learning programs, teamwork, vision, practice and pedagogical growth are at all times guided, informed and referenced by the Early Years Learning Framework (EYLF), the Queensland Kindergarten Learning Guidelines, the 5 Principles for Practice of the EYLF and other key documents such as the United Nations Convention of the Rights of the Child, the Early Childhood Australia – Code of Ethics and our own Kindergarten philosophy.

Our Kindergarten programs provide quality learning and wellbeing for children, where all aspects of the program maximise opportunities for each child's learning and social, emotional and physical development.

Our stimulating and supportive programs ensure the development of the whole child through active inquiry based learning and meaningful direct experiences.

Our Kindergarten indoor/outdoor learning contexts which maximise children's learning opportunities include;

- > **Play** - this is seen as the child's research. Through play children use and extend their language, literacy and numeracy. They symbolise experiences and develop their imagination and creative processes.
- > **Real-life situations** - such as gardening, cooking, and participating in school events such as Sports Day and Grandparents and Special Friends' Day.
- > **Investigations and Projects** - Children are supported to pursue lines of inquiry that are relevant and meaningful. They represent their ideas in many ways and use these representations to support their social construction of knowledge and skills.
- > **Rhythms and rituals** - are seen as important on-going learning opportunities and include transition songs and games which reinforce developing language, literacy, and numeracy.
- > **Intentional teaching and focused learning/ teaching experience** - including teachable moments and the intentional teaching within small and whole group experiences.



RELATIONSHIPS

Every moment at Kindergarten is an opportunity for Teachers and Educators to build and strengthen their relationships with children.

Getting to know each child; expressing empathy, comfort, and safety; having a positive attitude; setting expectations; encouraging and supporting; and joining in free play are all key strategies our staff utilise to create positive teacher-child relationships. Staff also adopt an active role in nurturing, supporting and promoting children's peer relationships and social skills.

PARTNERSHIP WITH FAMILIES

An effective and collaborative home/school partnership is critical to student success.

Sheldon College Kindergarten acknowledges a child's rich learning environment at home and nurtures relationships between home and the College. Effective two-way communication is ensured with families to provide specific information and seek feedback to guide our learning programs. Parents and caregivers are welcome in the classroom with many opportunities offered to engage in the day-to-day activities of the Kindergarten.

STUDENT HEALTH AND WELLBEING

At Sheldon College Kindergarten, we ensure that each child's health and physical activity is supported and promoted.

We ensure children's wellbeing and comfort is provided for, including ensuring meeting each child's need for active, physical play and development and rest and relaxation. Thorough management systems, thoughtful daily rhythms, and responsive relationships where each Kindergarten child and family are seen and heard, we consistently support, monitor and promote each child's wellbeing and comfort needs and preferences.

Our team ensure that children are learning about their own health and wellbeing through intentional teaching experiences and daily rhythms that encourage each child's agency and decision making. Each child's wellbeing and comfort needs are considered in an individualised way and are informed by information provided to us by the child and their family.



LEARNING ENVIRONMENT

INDOOR AND OUTDOOR CLASSROOMS

Our Kindergarten boasts three classrooms all with access to purpose-built outdoor learning spaces, supporting free-flowing indoor and outdoor play and learning. Resources are easily accessible by the children with furniture, equipment and materials that is at their level. Some furniture is deliberately child sized, encouraging self-selection, choice, and autonomy.

Both the indoor and outdoor environments provide spaces for small and large group experiences, including offering areas for each child to engage in solitary play or to have quiet space to rest, read etc. The open spaces outdoors also provide areas for children to engage in active play, supporting healthy gross motor skill development.

We believe that the spaces we create for children must be optimal and reflective of the maximum potential of each child. Our learning environments encourage a world of possibilities, imagination and creativity and reinforce an active, healthy lifestyle. The well-considered, intentional physical environment is imperative to supporting the safety of children and their holistic learning and development.

OUR TYPICAL KINDERGARTEN DAY

6.30am to 8.20am Before Kindy Club

Family Grouping is available at Before Kindy Club in the Wonderland environment for Kindergarten children who need to be welcomed before 8:20am

8.30am to 9.00am Welcome to the Kindy classroom

We greet our children and families, welcome them and smoothly transition the children into our care. Activities include unpacking, signing in, fine motor tasks, and play.

9.00am to 9.15am Acknowledgement of Country

We join together as a Kindergarten community for our morning ritual of Taba Naba and the Acknowledgement of Country.

9.15am to 9.45am Morning Tea

9.45am to 10.15am Morning meeting and sound work literacy session

10.15am to 12.00pm Intentional teaching and learning experiences

Together with our peers, Teachers and Education Support Officers, we explore the learning environment and engage in intentional teaching and learning experiences. Invitation for resetting the environment and group time.

12.00pm to 12.30pm Lunch

12.30pm to 1.30pm Sleep, rest and relaxation

Children are encouraged to either sleep or rest and relax with a quiet activity as suits their individual needs.

1.30pm to 2.00pm Music, movement, sharing and daily reflection

2.00pm to 3.00pm End of formal Kindergarten day

We begin to farewell our children as we communicate with our families about their child's day.

3.00pm to 5.00pm Afternoon Kindy Club

Afternoon Kindy Club is available for Kindergarten students who require care after 3:00pm. Conducted in the Kindergarten classrooms and staffed by Sheldon College Early Learning staff, children are provided with a nutritious snack and engaging activities.

5.00pm to 6.00pm Family Grouping in Wonderland for late afternoon Kindy Club

Our Teachers and Education Support Officers stay attuned to the cues of each individual child to cater to their needs, including toileting, rest, sleep, food, and water.

STAFFING INFORMATION

Sheldon College Kindergarten is staffed by qualified and experienced educators, co-ordinators and nominated and experienced supervisors who are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program.

Our Kindergarten team are a hardworking and diverse group of early childhood professionals who work to ensure the organisation of the daily rhythm is carefully considered and consistent each day to best support and enhance each child's learning, care, and development.

The focus of our staffing organisation is to ensure each child's learning programs, safety and wellbeing is maintained throughout the day.

We offer consistency of staffing to best optimise the potential for each child's learning and development by ensuring consistency of Teachers and Education Support Officers who have the necessary qualifications, experience, and confidence to lead learning and care for these groups of children.

POLICIES AND PROCEDURES

Sheldon College Kindergarten operates according to an endorsed set of policies and procedures.

All staff members and parents are required to adhere to these policies. This is a condition of enrolment. The policies cover all aspects of operation and management and full details of all policies are available via iLINQ.

ENTRY INTO SHELDON COLLEGE

The Kindergarten Program operates under its own set of policies and procedures. It is important to note that acceptance of your child into the Kindergarten Program does not mean automatic entry into Sheldon College.

To organise enrolment into the Sheldon College Preparatory year, you will need to contact the Sheldon College Enrolment's team 07 3206 5505 and arrange a Prep interview.

INCLUSION POLICY

Equity principles are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination. At Sheldon College we recognise the unique individuality of each child and their family and observe a policy of inclusion and acceptance. However, parents are required to make a full and frank disclosure regarding their child upon enrolment.

Where a child has special needs, it is in the best interests of the child that:

- > parents disclose the special need of their child on his/her enrolment form.
- > consideration is given as to whether the Centre has the appropriate level of staffing and practical resources to adequately cater for the child's needs, while providing quality care to the other children in the group.
- > the parents of the child seek enrolment elsewhere if it is deemed that adequate care cannot be provided for the child by this Centre, and additional funding cannot be obtained to employ extra staff.

Decisions regarding the child's enrolment in these circumstances will be reached through discussions between the parent, the Enrolments Manager, and with the Principal of the College.

Sheldon College invites and welcomes stakeholder feedback regarding content and implementation of Kindergarten Policies and Procedures.

UNIFORM REQUIREMENTS AND SUN PROTECTION

At Sheldon College, students, teachers and staff alike take pride in their dress and appearance. Please make sure that you check your child's uniform each day before coming to College to ensure they are meeting these uniform requirements.

SUNSCREEN

Please ensure your child applies sunscreen as part of his/her daily uniform ritual. All children must come to the College with sunscreen applied. Should your child forget to apply sunscreen a pump pack is available for application in each classroom. Reapplication will take place during the day as required.

HAIR - BOYS

Boys' hair is to be neatly styled in a short back and sides cut. No part of the hair is to be shaved or cut with a razor or a blade.

If your child's hair is touching his collar or beginning to cover his ears or eyes, it is time for a trim.

HAIR - GIRLS

Girls' hair is required to be tied back if it is longer than their collar and secured with an elastic band with either navy blue, light blue or white ribbons. Girls are to wear a maximum of two hair bands in their hair.

Fringes must be trimmed or clipped back with plain blue clips or bobby pins).

HATS

In the interests of promoting safe protection from the sun, we require students, teachers and parents on roster to wear wide brimmed hats when engaging in outdoor experiences.

Please remember our 'no hat no play' policy.

TRACKSUIT

A College Tracksuit top can be worn with the polo shirt during the cooler months. The Tracksuit is a uniform item and may only be purchased from Sheldon Retail.

FOOTWEAR

Your child is required to wear fully enclosed black leather Velcro Sports shoes to encourage independence. This shoe looks like a black runner or jogger, it has two Velcro straps and no laces. It is not a dress leather shoe. These shoes are to be kept clean and polished regularly.



It is acceptable for the shoes to display the name of the brand on the heel.

UNDERGARMENTS

During winter, children may wear as many layers of clothing under their uniform as they wish. However, no part of any undergarment should be seen at any time. Please make sure this is the case, particularly around the neckline and sleeves. Please note that tights are not part of the Kindergarten uniform and are not permitted.

JEWELLERY

Earrings may only be plain studs or sleepers. They must be plain gold or silver, with no gems of any sort. Watches are to be plain. The bands of these watches may be black, brown, white, silver or gold. No other jewellery is to be worn.

NAIL POLISH

No nail polish is to be worn. If your child had polish on their nails over the weekend, this needs to be removed before they return to College.

APRONS

Aprons will be supplied for art activities.

DAY UNIFORM

- > Polo Shirt
- > Navy Shorts (Boys)
- > Culottes (Girls)
- > Navy Socks (with the Sheldon College Logo)

All of the Day Uniform items must be purchased from Sheldon Retail.



OTHER ITEMS TO PURCHASE

DRY BAG

These bags have waterproof seams, are double stitched and are tape seam sealed. These bags will be used to store your child's soiled clothing.

STATIONERY KIT (SHELDON RETAIL ONLY)

This kit contains a:

- > College School Bag
- > College Library Bag

SPARE CLOTHES

Please provide a spare change of clothes, including underwear (these **must** be uniform items).

These items must remain in your child's bag for easy access. Please make sure these items are clearly named.

SHEETS

Please bring a set of cot sheets to College on Mondays. We will send them home on the Friday for washing. If you need to make/buy new ones, please make them 140cm long and 70cm wide, with elastic corners measuring 30cm, and they will fit our beds perfectly. These can also be purchased from Sheldon Retail.

Due to limited space for storage, we cannot accept bed linen including doonas, large pillows or sleeping bags. We thank you in advance for your support with this request.

NUTRITION

The children are always very busy at College. Could we please ask that you pack your child a healthy morning tea and lunch, to give him/her the energy he/she needs each day to learn and play. We encourage:

- > Fresh fruit and/or dried fruits
- > Vegetables
- > Cheese and Crackers
- > Healthy sandwiches
- > Yoghurt

Please pack your child's food into one lunch box/container and ensure that your child can open all containers and packaging to promote independence. We request that you do not send lollies, cordial, chips, chocolate, or foods high in sugar, preservatives, flavouring and colouring.

Whilst we do not heat/reheat food for children, we are more than happy to assist your son/daughter to open his/her thermos containing food.

Children are required to bring a water bottle every day. All staff encourage the children to drink water throughout their day. Please be assured that we will refill your child's bottle when it runs out.

Please also ensure that you provide a spoon in your child's lunch box if they have food requiring a spoon such as yoghurt or fruit cups.

BIRTHDAYS

If you would like your child to celebrate their birthday at Kindy, please feel free to bring along something for them to share with their classmates.

Individual items such as mini cupcakes, ice blocks, muffins etc. are preferred because they allow the birthday child to independently hand out these treats to their friends.

One of our Sheldon College traditions invites the birthday child to donate a book to the Kindergarten library to celebrate the passing of another year. If you would like to do this, simply bring a book to kindergarten in the week your child/ren celebrates their birthday and hand it to your child's teacher. We will share this book as a class and then arrange for a special plaque to be placed inside the front cover of the book on your child's behalf.

Please notify your child's teacher if you do not celebrate birthdays.

ABSENCES

Please contact the College on 07 3206 5575, register the absence via your Parent Lounge portal or email your child's teacher and studentservices@sheldoncollege.com. Staff maintain records of all absences, so please ensure you notify the College explaining the reason why your child is away.

HOURS OF OPERATION

Our Kindergarten program operates as a three-unit centre during school term dates only. Our program runs from 9:00am to 3:00pm Monday to Friday. Our doors open at 8:20am in the morning and the time from 8:20am to 9:00am is used for entry and milling.

The Kindergarten program then commences at 9:00am (Before Kindergarten Care is available). Our doors close at 3:00pm.

After Kindergarten Care is available from 3:00pm onwards. If you are unsure, please see your child's teacher for further details.

COMMUNICATION

To ensure you and your child/ren are getting the most out of your Kindergarten experience, we encourage open lines of communication in many ways, including daily classroom blog updates, Kindergarten weekly updates, email communication, parent events, surveys and classroom inquiry questions.

You will receive frequent communication from your child's teacher, both in person, in writing and via iLINQ so you are constantly informed of your children's progress, achievements and daily activities.

PARENT SUPPORT

When teachers and parents support each other, educational outcomes are improved. For this reason, we offer all parents the opportunity to be involved in their child's education.



Helping out is not restricted to what you can do inside the classroom. You may be able to help by completing tasks at home or through your place of work.

You might like to share a skill such as sewing, cooking or woodwork, or offer your time to talk to your child's class in your role as a professional, such as a Police Officer, Medical Practitioner, Fire Fighter, Ambulance Officer or other community member. All help and support is greatly appreciated.

If you would like to be involved with classroom activities, please talk to your child's teacher.

ARRIVALS AND DEPARTURE

For the safety and security of the children, arrival and departure times are closely supervised. The purpose of this is to minimise any risk of someone other than those nominated, collecting the wrong child.

Children must be signed in and out of Kindergarten by an appropriately authorised person over the age of eighteen. No child will be released into the care of a person under the age of eighteen years.

No child will be released into the care of any person not known to staff. If staff are unable to identify the collecting person by appearance, they must be able to produce some form of photo identification to prove that they are authorised to collect the child.

This authorisation will be noted on the enrolment form. Parents can update this information by emailing updatedetails@sheldoncollege.com.

In the event of an emergency, parents should contact the College and provide the name of the person who will be collecting your child. Please prepare this person for the likelihood of being asked for identification.

Children are not to be released into the care of persons not authorised to collect the child, e.g. through court orders concerning custody and access. Staff should be made aware of its existence. Strict adherence to this policy must be maintained.

If a non-custodial parent refuses to abide by this policy, Police and the Department of Early Childhood Education and Care must be called. It is the custodial parent's responsibility to advise the ELC Leadership Team of such circumstances, and to provide a copy of any court orders relating to the child. This information will be kept on the child's file.

In extreme family circumstances, the ELC Leadership Team may use their discretion and allow a person under the age of eighteen years to collect a child. In this instance, they must be nominated by the parent in writing prior to them collecting the child. The person will not be able to act as an "emergency contact" for the child.

EXCURSIONS/INCURSIONS

Incursions are additional planned experiences offered each term which enrich the Kindergarten learning program. Incursions at kindergarten are free, except for the opt-in, limited place sports based programs offered in Terms 3 and 4.

Excursions are our visits within the College grounds, becoming familiar with the learning opportunities within the College and building children's confidence and connections. These visits are referred to as excursions because of our kindergarten compliance requirements.

DAILY ROUTINE

Please note, due to Workplace Health and Safety requirements, parents and children must wait outside the perimeter fence until 8:20am each morning.

Please keep all students and siblings away from the playground equipment.

In the afternoon, all parents and siblings will also need to wait outside until 2:00pm. You may collect your child any time between 2:00pm and 3:00pm.

When your child is dropped off each morning, please assist him/her by following the routine outlined below.

Please encourage your child to be independent when completing these tasks.

- > Put your child's bag and hat into his/her locker located on the verandah.
- > Put your child's lunch and water bottle inside his/her locker located inside the classroom.
- > Greet your teachers and friends, sign in and apply sunscreen and then find a quiet activity.
- > Say goodbye to Mum and Dad!

Please note: In the interests of safety, it is important that siblings are supervised at ALL times when dropping off and picking up your children. This ensures peace of mind for both parents and teachers.

LIBRARY

The students from Kindergarten will visit the Junior Learning Centre Library (JLC) once a week commencing in Term 1. Any books lost or damaged will incur a replacement fee.

BEFORE AND AFTER KINDERGARTEN CARE

- > **Before Kindergarten Care** operates from 6.30am to 8.20am in Wonderland and 8.00am to 8.20am in Kindy.
- > **Kindy Club** operates from 3.00pm to 5.00pm in the Kindergarten building.
- > **After Kindergarten Care** operates from 5.00pm to 6.00pm in Wonderland.

All families must complete an application for enrolment into these programs, even if they believe they may never need to use the program. This is to ensure the safety of all children in the event of an emergency.

To make a booking or discuss costs, please email fees@sheldoncollege.com.

We are a registered provider licensed under the Child Care Act. Our provider number is 16144.

EXCLUSION DUE TO ILLNESS

Sheldon College has a duty of care responsibility to all children, staff and volunteers who attend Kindergarten.

The health of children in care shall be maintained through the application of appropriate health and hygiene practices, positive role modelling and the safe administration of medicine. If your child needs to be sent home due to a suspected infection, we will endeavour to contact the parents first, before the nominated emergency contact person.

We cannot permit sick children to be brought into the College, or to remain, once it is discovered that they are ill. When parents are notified that their child is ill, they are expected to pick up their child within one hour. Emergency numbers need to be kept up to date, so please notify the College of any changes.

Included below are the guidelines that Sheldon College uses to determine if a child is to be sent home and how we will support your child upon his/her return to the College.

These policies have been established for the health and safety of your child, as well as the staff and other children in the Centre. These guidelines are enforced for everyone. **Please do not ask staff to make exceptions.**

If a child has a high temperature, the parent/caregiver will be called to pick up the child.

Parents are encouraged to notify the College if their child becomes acutely ill so that we can notify other families of the illness and take steps to try to limit the risk of further infection.

Parents are required to inform the College if their child is infected with or has been exposed to a reportable communicable disease (for example, COVID-19, whooping cough (pertussis), rubella, hepatitis A, mumps, TB).

We cannot admit a child who is infected with a communicable disease during the period of communicability as indicated by the 'Staying Healthy in Child Care' book. **Re-admission to the College requires a written clearance note by a licensed health practitioner, such as the child's doctor.**

When a child is diagnosed as having a contagious illness, such as strep throat, conjunctivitis, etc., the child is excluded from the College for 24 hours after antibiotics have begun.

Other symptoms of illness which require exclusion from the College include a change in bowel habits (i.e. loose, watery stools that occur more than twice or with other symptoms), vomiting that occurs more than once or with additional symptoms, undiagnosed rashes and cold symptoms that do not subside. A doctor's note indicating that the child is not contagious will be needed if the symptoms persist.

The Kindergarten staff are permitted to give medication (prescription and over the counter) only if parents have completed the medication form and the medication has a pharmacy label attached to it. Any medication must be properly labelled and in its original container. At least one dose of a prescription medicine is to be given to the child at home before the College can dispense the medication.

CONDITION	EXCLUSION OF CASES
Amoebiasis (Entamoeba Histolytica)	Exclude until diarrhoea ceases.
Campylobacter	Exclude until diarrhoea has ceased.
Chickenpox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Cytomegalovirus Infection	Exclusion not necessary.
Cryptosporidium Infection	Exclude until there has not been a loose bowel motion for 24 hours.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

CONDITION	EXCLUSION OF CASES
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours.
Glandular Fever (Mononucleosis)	Exclusion is not necessary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.
Haemophilus Type B (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.
Headlice	Exclusion is not necessary if effective treatment is commenced prior to the next day of care.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Hepatitis C	Exclusion is not necessary.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Hookworm	Exclusion is not necessary.
Human Immunodeficiency Virus infection (HIV AIDS Virus)	Exclusion is not necessary unless the child has a secondary infection.
Hydatid Disease	Exclusion is not necessary.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza and influenza like illnesses	Exclude until well.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.
Measles	Exclude for at least four days after onset of rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningitis (viral)	Exclude until well.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Molluscum Contagiosum	Exclusion not necessary.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Parvovirus (Erythema Infectiosum Fifth disease)	Exclusion not necessary.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Respiratory Syncytial Virus	Exclusion not necessary.
Ringworm, Scabies, Pediculosis (lice), Trachoma	Re-admit the day after appropriate treatment has commenced.
Roseola	Exclusion not necessary.

CONDITION	EXCLUSION OF CASES
Ross River Virus	Exclusion not necessary.
Rotavirus	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.
Scabies	Exclude until the day after appropriate treatment has commenced.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Respiratory Syncytial Virus	Exclusion not necessary.
Ringworm, Scabies, Pediculosis (lice), Trachoma	Re-admit the day after appropriate treatment has commenced.
Roseola	Exclusion not necessary.
Ross River Virus	Exclusion not necessary.
Rotavirus	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.
Scabies	Exclude until the day after appropriate treatment has commenced.
Streptococcal infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Typhoid Fever (including Paratyphoid Fever)	Exclude until approval to return has been given by an appropriate health authority.
Viral Gastroenteritis	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment or from 21 days after the onset of coughing.
Worms (intestinal)	Exclusion not necessary if treatment has occurred.

For further information on the management of sick children at the College and for exclusion guidelines, please refer to the Policies and Procedures Manual on iLINQ.



2025

SHELDON COLLEGE CALENDAR DATES

JANUARY

#	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
1	27	28	29	30	31		

FEBRUARY

#	M	T	W	T	F	S	S
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28		

MARCH

#	M	T	W	T	F	S	S
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	29	30
10	31						

APRIL

#	M	T	W	T	F	S	S
10		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
1	21	22	23	24	25	26	27
2	28	29	30				

MAY

#	M	T	W	T	F	S	S
2				1	2	3	4
3	5	6	7	8	9	10	11
4	12	13	14	15	16	17	18
5	19	20	21	22	23	24	25
6	26	27	28	29	30	31	

JUNE

#	M	T	W	T	F	S	S
6							1
7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15
9	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

JULY

#	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
3	27	28	29	30	31		

AUGUST

#	M	T	W	T	F	S	S
3						1	2
4	3	4	5	6	7	8	9
5	10	11	12	13	14	15	16
6	17	18	19	20	21	22	23
7	24	25	26	27	28	29	30
	31						

SEPTEMBER

#	M	T	W	T	F	S	S
8	1	2	3	4	5	6	7
9	8	9	10	11	12	13	14
10	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

OCTOBER

#	M	T	W	T	F	S	S
			1	2	3	4	5
1	6	7	8	9	10	11	12
2	13	14	15	16	17	18	19
3	20	21	22	23	24	25	26
4	27	28	29	30	31		

NOVEMBER

#	M	T	W	T	F	S	S
4						1	2
5	3	4	5	6	7	8	9
6	10	11	12	13	14	15	16
7	17	18	19	20	21	22	23
8	24	25	26	27	28	29	30

DECEMBER

#	M	T	W	T	F	S	S
9	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Public Holiday School Holidays Staff Planning Day (Student Free) # Week Number of Term

2025 KEY DATES

Term Dates

- Term 1: Tuesday 28 January to Thursday 3 April
- Term 2: Tuesday 22 April to Friday 20 June
- Term 3: Tuesday 15 July to Friday 19 September
- Term 4: Tuesday 7 October to Friday 5 December

Staff Planning Days (Student Free)

- Term 1: Monday 20 January (New Staff Induction)
- Term 1: Tuesday 21 to Friday 24 January
- Term 1: Friday 4 April
- Term 3: Monday 14 July
- Term 3: Friday 5 September (QCAA)
- Term 4: Monday 8 to Tuesday 9 December

Last Days 2025

- Year 12: Friday 21 November
- Kindy to Year 11: Friday 5 December

Public Holidays QLD

- New Year's Day: Wednesday 1 January
- Australia Day Holiday: Monday 27 January
- Good Friday: Friday 18 April
- Easter Monday: Monday 21 April
- ANZAC Day: Friday 25 April
- Labour Day: Monday 5 May
- Redlands Ekka Holiday: Monday 11 August
- King's Birthday: Monday 6 October
- Christmas Day: Thursday 25 December
- Boxing Day: Friday 26 December

DAILY START & FINISH TIMES

Kindergarten:	8.20am to 3.00pm *
Preparatory:	8.40am to 3.00pm **
Years 1 and 2:	8.30am to 3.00pm ***
Years 3 and 4:	8.30am to 3.10pm ***
Years 5 to 12:	8.20am to 3.30pm

DAILY TIMETABLE (YEARS 5 TO 12)

Home Group:	8.20am to 8.30am
Period 1:	8.30am to 9.40am
Period 2:	9.40am to 10.50am
Morning Tea:	10.50am to 11.20am
Period 3:	11.20am to 12.30pm
Lunch:	12.30pm to 1.10pm
Period 4:	1.10pm to 2.20pm
Period 5:	2.20pm to 3.30pm

* Kindergarten program concludes at 2.30pm

** Preparatory doors open at 8.20am & program concludes at 2.45pm

*** Years 1 to 4 Doors open at 8.15am

iLINQ COMMUNICATION SYSTEM

iLINQ is the College's main online environment providing you with easy access to information relevant and personalised to you and your family. This includes College communication, access to the College calendar and class and group information. iLINQ provides the tools for you to take part in your child's learning journey and our College Community.

COLLEGE NEWS AND MESSAGES

The News section of iLINQ contains messages for parents. These can be accessed either by logging into iLINQ or via the Mobile App. By default, a daily digest email summarises your messages and is sent home each afternoon to you and your family. Notifications from iLINQ can be tailored and personalised to the user's preference.

UPCOMING EVENTS AND ACTIVITIES

The 'Upcoming Events' area serves as a platform to share detailed information and communication regarding key events and activities from all faculties and areas of the College. Visit this page regularly to find out more about 'What's-On' at Sheldon College.

CLASS COMMUNICATION PAGES

In Kindergarten, parents have access to a Communication page where Teachers post regular updates relevant to each specific class.

Photographs and videos will also be posted to the page along with shortcuts to important areas within the system.



iLINQ MESSAGES APP

The iLINQ App is designed to provide a seamless environment with easy access to information regarding events and activities at the College, as well as key contact details and College Calendar. The iLINQ App provides an easy way to receive News (via a push notification), system notifications and access personalised content via your mobile device.

OTHER FEATURES

- > Personalised Notification Settings
- > Full College Calendar
- > College Highlights and Newsletters
- > Co-Curricular Sign-on Information
- > Student ePortfolio and Early Learning Records
- > Update Family Details (via Parent Lounge™)
- > Online Fee Payments (via Parent Lounge™)

*A Bridge of Communication
Between the Home and the College*

Parent Lounge™ Portal

Parent Lounge™ is a parent portal within iLINQ providing online access to your child's personal school information with a single log-in. Parents can keep their child's details up to date, including address and medical information. The portal is also an online tool for families to provide permission and payment for College activities, Co-Curricular sign-on registrations, incursions and excursions.

CONCERNS OR COMPLAINTS

Nature of Concern	Direct your concern to	Contact details
General concerns about the day to day running of the program	Your child's classroom Teacher	07 3206 5525 PO Box 1188, Capalaba SC Q 4157
Concerns regarding bookings and enrolments	Enrolments Manager	07 3206 5505 enrolments@sheldoncollege.com PO Box 1188, Capalaba SC Q 4157
Financial matters	Finance Department	07 3206 5554 finance@sheldoncollege.com PO Box 1188, Capalaba SC Q 4157
Concerns about the nature of learning experiences being implemented for the children	Ms Bronwyn Thomson Early Learning Educational Leader	07 3206 5525 b.thomson@sheldoncollege.com PO Box 1188, Capalaba SC Q 4157
If you have any concerns that your complaints or grievances made to the preceding people were not handled effectively	The College Principal	07 3206 5555 PO Box 1188, Capalaba SC Q 4157
If you have any concerns about the Service whatsoever, you are entitled to contact the Department of Education, Early Childhood Education and Care	Regulatory Authority Department of Education, Early Childhood Education and Care	07 5656 6688 southeastregion.ecec@qed.qld.gov.au South East Region



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VIRTUAL TOUR



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