



WELCOME TO WILLIAMTOWN PRE-SCHOOL INC.

We hope that this booklet will provide you with helpful information about our Centre and how we can work as a team with parents to provide a safe and nurturing environment that promotes the physical, social, emotional and cognitive needs of each child, whilst also ensuring the children's interests are catered for and responding to the needs of families.

OUR AIMS

To work together with parents and the community to help children to:

- Be secure and happy emotionally.
- Feel confident and adequate.
- Be independent.
- Use their body skilfully.
- Communicate with other children and adults.
- Develop good relationships with others, sharing, being sensitive, show compassion, kindness and friendship.
- Express themselves through speech, play, music, movement, art and craft.
- Observe, question and organise their thinking.
- Overcome fears and welcome new experiences.
- Develop a wholesome personality.
- Control aggression and frustration while learning how to deal with these Emotions.
- Develop self-discipline, good nutrition, hygiene and exercise habits.
- Observe, value and respect differences in others.

ENROLMENT PROCEDURE

Once initial contact has been made you will be invited to come along for an informal interview with the Director so that you and your child can meet the staff, have a look at the Centre and discuss any questions you may have.

After completing an Application for Attendance form you will be placed on a waiting list (we adhere to the priority access code as stipulated by the Dept of Education & Care Services). When your child commences Pre-school please bring along their birth certificate and immunisation record.

T-Shirts with the Pre-School emblem printed on them are available to purchase for \$15.00 each. Both the hat and t-shirt promote a sense of belonging and will save their own clothes from being stained with paint etc.

PARENT AND COMMUNITY INVOLVEMENT

We are a non-profit community Pre-School run by a Management Committee and therefore, encourage parent and community involvement in all aspects of the Centre. Your involvement is most welcome and we hope to see you at the next committee meeting.

Other ways you may become involved include bringing along skills you may have, such as playing an instrument, cooking or any area where the children may become involved.

We also enjoy a Multicultural focus, so if your family can provide a cultural experience please contact the staff and arrange a date and time. Excursions and visits are another great opportunity for you to assist and become involved in your child's program.

Suggestions are most welcome and may be placed in the Suggestion Box located in the main play room. The staff are always open to hear your ideas and suggestions.

Our Newsletters provide information about happenings within the Centre and will be emailed. Please check your child's pocket for any other correspondence, account statements and receipts.

CURRICULUM – EARLY YEARS LEARNING FRAMEWORK

Our service implements the EYLF for Australia – Belonging, Being and Becoming. Our vision is for all children is to experience play based learning that is engaging and builds success for life in partnerships with families.

Our portfolio's are all electronic and can be viewed from anywhere in the world.

HOURS OF OPERATION

The Centre is open Monday to Friday each week excluding school holidays from 8.30am to 4.00pm. You are welcome to drop off and collect anytime during these hours. No children are to be in the centre outside of these hours.

STAFF

Director:	Michelle Curtin
2 nd In Charge	Miranda
Early Childhood Trained Educator:	Megan
Educators:	Erin
	Kim
	Tracy
Administration:	Katherine

SAFETY

The following precautions must be followed if the Centre is to remain a safe place for your child:

- NO smoking is permitted on the premises- indoors or outdoors.
- Gates and latches must be kept shut at all times.
- Evacuation and fire drills are held to ensure that children are aware of correct procedures in case of emergency and the plans are displayed at all entrances.
- All suspected cases of child abuse or neglect will be reported immediately to the Department of Education & Care Services.
- For your child's safety, they will not be permitted to be left or picked up by anyone under the age of 18 years or those not on the enrolment form without written permission from a parent or guardian.

WHAT YOUR CHILD NEEDS TO BRING TO PRE-SCHOOL

FOOD AND DRINK REQUIREMENTS

Water or Milk to drink only. Drinks should be sent in a suitable container (Not glass).

Soft drinks, flavoured milk, cordial, fruit juice, including Poppers ARE NOT PERMITTED.

Please place all Lunchboxes and drink bottles in the refrigerator.

Morning tea and lunch are to be packed together in one lunch box. Educators will assist children to choose the appropriate food for morning tea. Children will be encouraged to start with fruit and one other choice at morning tea time. At lunch we recommend children to eat a sandwich first.

Healthy foods familiar to the child's normal diet, such as sandwiches with nutritious fillings, salads, cold meats, cheese etc. Lunch supplements may include: fresh fruit, dried fruit, pancakes, rice cakes, scones, crisp breads, slices of fruit loaf or fruit muffins etc.

THE FOLLOWING FOODS ARE BANNED

PEANUTS / NUTS: No peanuts or nuts. Food and products containing nuts or peanuts are not to be brought to the centre.

EGGS: No whole eggs or egg sandwiches are to be brought to the Centre.

Chocolates, foods containing chocolate chips, flavouring or toppings, lollies, chips, roll ups and fruit substitutes, LCMs, iced food, donuts, 100s & 1000s, frankfurts and cakes ARE NOT PERMITTED – Exemption; Cakes for a special occasion (birthday, leaving).

SPARE CLOTHES: Please ensure that your child has a complete set of spare clothes in their bag at all times and that your child wears practical clothes to Pre-School. This is so they can enjoy a worry-free day joining in all the activities and can easily remove their clothes for toileting.

Please ensure that shoulders are covered for sun protection.

FOOTWEAR: NO THONGS OR CROCS TO BE WORN. Choose shoes or sandals with a non-slip sole so they can join in on all the climbing and running activities.

HAT: Your child will be supplied with a pre-School hat when they commence and we encourage you to keep it in their bag at all times. Your child must bring a hat along each day, as our policy is “No hat No play”. Please wash their hat during the holidays.

Please ensure that all of your child’s belongings are clearly labelled with their name written in foundation style writing. Every attempt will be made to return named items and any unclaimed items will be placed in the lost property box.

ON ARRIVAL

Sign the in/out register, complete arrival time and let a staff member know that your child has arrived. Let staff know about any changes in routine.

SAYING GOODBYE

Children sense parent’s feelings of anxiousness and some parents may find it hard to leave. It is a good idea to say a positive “goodbye” and go, even if your child is crying. If you are concerned, you are more than welcome to phone the Centre during the day to find out how your child is settling and be reassured that the staff will contact you if there is any need.

ON DEPARTURE

Check that your child has all their belonging’s, let a staff member know that you are taking your child and sign the in/out register when leaving the centre with your child. Your child is required be collected and have vacated the premises by your nominated hours. A fee will apply for any late collection of your children.

FEES

Bond Deposit of \$120.00 must be paid at the commencement of care. This deposit is refundable at termination of care providing that two weeks’ notice has been given and your account payments are up to date. Otherwise it will be forfeited.

For **Daily Fee** charges, please ask on application. We encourage payment of the whole term upfront. Fees must be kept 2 weeks in advance. Payment of all fees is able to be done via direct deposit to the Pre School bank account. All outstanding fees must be settled prior to the end of each term or your position maybe forfeited. **Once fees are 2 weeks behind without notice a \$5.00 late fee will be added to your account weekly.** Should you be having any difficulty paying fees, please discuss the matter with the Director as soon as possible.

Each term a **Family Contribution** of \$10.00 is charged as an Administration Assistance Fee. Each term a **Fund Raising Levy** of \$10.00 is charged per child, in lieu of any fund raising activities. As a community based preschool, it is compulsory for parents to become a member of the Association. This entitles you to stand for a Committee position and attend General Meetings. The annual **Membership Fee** is \$2.00.

Fees are to be paid for every day your child is booked into the Centre irrespective of illness or personal holidays. No fees are charged during School holidays and on Public holidays.

We are a registered care service with the Family Assistance Office and our Service CRN number is 555 018 786A. You may be entitled to claim a rebate on your fees. Please contact the Family Assistance Office for further details.

To help us maintain affordable fees we ask that once per year you provide the preschool with a box of tissues and a roll of toilet paper. Thank you.

LIBRARY

The children are given a library book once per week in a library bag provided by you. When you wish to have the book changed it needs to be placed in the crate near the front door.

HEALTH MATTERS

Please inform staff if your child has been sick, is tired or upset for some reason as this may affect their participation and enjoyment of the day. Sick children should be kept at home until completely well for their own comfort and to save passing on an infection. If your child is sick while in care we will make every effort to contact you so that your child may be collected. If we are unable to reach you then we will contact the emergency contact person on your child's enrolment form.

Soiled Clothing

We are unable to wash soiled clothing. Please collect from bucket on front table. If clothing is not collected after two days, it will be disposed of.

Medication

We only administer medication prescribed for your child by a medical practitioner in the original container. If your child requires medication you will need to complete a medication Authorisation Form.

Exclusion Policy

Your child should be kept at home if they have the following:

Severe Asthma

Chicken Pox For at least seven days after spots appear or all scabs have disappeared.

Conjunctivitis Until infection and discharge has cleared and treatment has ceased.

Diarrhoea Within the past 24 hours.

Vomiting Within the past 24 hours.

Gastroenteritis Until Diarrhoea and Vomiting have ceased for 24 hours.

Hand, Foot & Mouth Until all blisters have dried.

Head Lice Until hair has been treated in anti-lice solution and nits removed.

Impetigo 5 days from onset of treatment with antibiotics.

Measles For at least 5 days from the onset of the rash.

Mumps For at least 7 days from the onset swelling and until swelling subsides.

Roseola For at least 5 days from the onset of the fever.

Severe Sunburn

To help prevent cross infection between the Centre and home please wash hands upon arrival and when leaving the Centre.

IMMUNISATION

Parents are to provide a copy of their child's immunisation status on enrolment and when updated to the Pre School. - *Either:*

- Immunisation History Statement.
- Immunisation Exemption Conscientious Objection Form.
- Immunisation Exemption Medical Contraindication Form.

For more information about the Australian Childhood Immunisation Register go to website; **humanservices.gov.au/acir** or call **1800 653 809**.

MANDATORY REPORTING

All staff is required by law to report any suspected child abuse to Department of Education & Care Services

GRIEVANCE PROCEDURES

Parents should address any concerns to the Director of the Pre School who will then refer to our Grievance Policy.

If the families are still concerned they can contact:

Department of Education & Communities Ph: 1800 619 113

We trust that both you and your child will enjoy your time with our Centre!

POLICIES

Policies are able to be emailed to you upon request and a copy is available to view in the main play room.

Philosophy

Williamtown Preschool is a safe and secure environment that is welcoming to children, parents and visitors.

The Early Years Learning Framework will reinforce our principles and practices. It is the foundation for ensuring the children's voice is heard and their developmental needs and interests are catered for, for the inclusion of all children.

Educators realise that time is best spent interacting with the children to develop relationships and to be able to cater to individual and group needs.

Environmental awareness is a part of our daily routine which encourages children to develop sustainable practices for the future.

Families will be encouraged to have input into our service and relationships will be fostered with families, promoting inclusion and equality.

Input from our local community will be encouraged and respected with sharing information and resources where possible.

Educators will provide each child with the skills required in preparation for the transition to school.