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### **Lennox Head Community Preschool**

**Open** 8.00 – 4.00

**Operational for children:**

Mon-Tues & Thurs-Fri 8.15-3.45

Wed 8.45am-3.15pm

**Office hours:** Tues-Thurs 8.00am-1.00pm

**Contact:** 0266877105(BH)  
0455877105(mob)-message only

**Email:**

mail@lennoxheadcommunitypreschool.com.au

**Website:**

[www.lennoxheadcommunitypreschool.com.au](http://www.lennoxheadcommunitypreschool.com.au)

**Hierarchy**

**Educational & Care Services**

**National Law and regulation**

**Service provider:**

Management Committee

(Service approval #: SE-00008134)

(Provider Approval #: P.R-00004558)

**Responsible Person & Certified Supervisor:**

Tara Leonard

**Educational Leader**

*Sophie Leonard*

(In Tara's absence Sophie will be responsible person)

# Preschool Community CONTACT List

<b>AMBULANCE, FIRE, POLICE</b>	<b>000</b>
<b>AMBULANCE</b>	<b>131233</b>
<b>Ballina</b>	<b>(02) 66 862033</b>
<b>FIRE BRIGADE</b>	<b>000</b>
<b>Ballina</b>	<b>(02) 66 862038</b>
<b>POLICE</b>	<b>000</b>
<b>Ballina</b>	<b>(02) 66 818699</b>
<b>FaCS (Family and Community Services)</b>	<b>(02) 9377 6000</b>
<b>Ballina</b>	<b>(02) 66 861999</b>
<b>Keeping Them Safe</b>	<a href="http://www.keepthemsafe.nsw.gov.au/">http://www.keepthemsafe.nsw.gov.au/</a>
<b>ACECQA (Australian Children's Education &amp; Care Quality Authority)</b>	<b>1300422327</b>
<b>Fax</b>	<b>(02) 66 835614</b>
<b>BALLINA HOSPITAL</b>	<b>(02) 66 862111</b>
<b>Ballina Community Health</b>	<b>(02) 66 868977</b>
<b>Early Intervention - Ballina</b>	<b>(02) 66 866889</b>
<b>- Byron</b>	<b>(02) 66 853023</b>
<b>ASPECT (Autism Spectrum Australia) – North Coast</b>	<b>(02) 66 283660</b>
<b>ACON (HIV prevention and support)</b>	<b>(02) 66 221555</b>
<b>BRIGHTER FUTURES North Coast (CONC - Consortium of Neighbourhood Centres)</b>	<b>(02) 66 824332</b>
<b>ALCOHOLICS ANONYMOUS 24 hours</b>	<b>(02) 66 868599</b>
<b>Alcohol and Drug Information Service</b>	<b>(02) 66 207600</b>
<b>Domestic Violence and Sexual Assault Help Line</b>	<b>1800 200 526</b>
<b>COMMUNITY WELFARE CENTRE</b>	<b>(02) 66 865538</b>
<b>CRISIS COUNSELLING 24HRS</b>	<b>13 11 14</b>
<b>DoCs Helpline</b>	<b>132 111</b>
<b>HealthDirect Australia</b> (24hr telephone health advice from a registered nurse)	<b>1800 022 222</b>
<b>Lifeline</b>	<b>131 114</b>
<b>24hr Sexual assault, family and domestic violence live</b>	<b>1800 RESPECT (1800 737 732)</b>
<b>Mental Health Line</b>	<b>1300 789 978</b>
<b>Relationships Australia</b>	<b>1300 364 277</b>
<b>NARCOTICS ANONYMOUS</b>	<b>1300 658 820</b>
<b>Poisons Information Centre</b>	<b>13 11 26</b>
<b>S.E.S State Emergency Services</b>	<b>132 500</b>
<b>TRANSLATING &amp; INTERPRETING SERV</b>	<b>131 450</b>
<b>WILDLIFE CARE &amp; RESCUE</b>	<b>(02) 66 863708</b>
<b>WOMENS REFUGE LISMORE</b>	<b>(02) 66 212685</b>

# WELCOME

The Management and staff of the Lennox Head Community Preschool extend a warm welcome to you, your child and your family. We are proud of our **Community owned** and **managed not-for-profit** preschool and provide a stimulating program of activities for children aged three to five years. The preschool's approach to planning is child-centred, which means that programming is designed to build on each individual child's strengths, developing areas and interests. Families and Carers have much to contribute to the educational process and we encourage parent participation in preschool activities and encourage feedback to the staff using the communication procedures. Parents are encouraged to use the website and School Stream, which is updated regularly, to keep informed.

## MANAGEMENT

The Management, as the Approved Provider, consists of 10 parents and/or community members who govern the services operations in accordance to the Department of Education and Care Laws and Regulations. These Management members represent the preschool families in a voluntary capacity. This group is elected annually at the Annual General Meeting (AGM), held in February, to represent the preschool families and meet monthly to review, develop and maintain the service standards. The Nominated Supervisor reports to the Management monthly and the President regularly in regard to the day to day operations, concerns and service matters.

All parents are invited to attend these meetings and support the smooth functioning of the preschool. Please check the newsletters and website for meeting times and dates. Minutes of the meetings are displayed in each sign-in area and the website.

- Term 1 – February - A.G.M (Nomination and election boards are displayed weeks 1-4)
- Term 2 & 3- Information sessions, open to the community when arises.
- Term 4 - Orientation evening for current and new parents

The format used by the Staff and Management to operate is in the best interests of each individual child and family.

## PHILOSOPHY

Our Philosophy is based on the belief that we value the uniqueness of each child in our care. In accordance with the vision of the Early Years Learning Framework (EYLF) we recognise that:

- **Self-worth:** is a child's pride in **belonging** to family, community, culture and their linguistic heritage. The pre-school believe that families are a child's first educator and have much to contribute to the educational process.
- **Self-esteem and identity** are connected to your child's ability to **be** themselves (**being**). This is essential to a child's present and future happiness and success.
- **Play** is a child's way to grow and learn about the world we live in and support **becoming** their own identity.

The Management, Teachers and Educators recognise and value the EYLF and embrace the 5 principles; 8 practices and 5 outcomes, whilst ensuring a theory-based age appropriate program and practice is used to suit the needs of our families and community.

## TEACHERS and EDUCATORS

The preschool Educators and Teachers profiles are on our website with their qualifications, experience and background.

# AIMS OF OUR PRESCHOOL

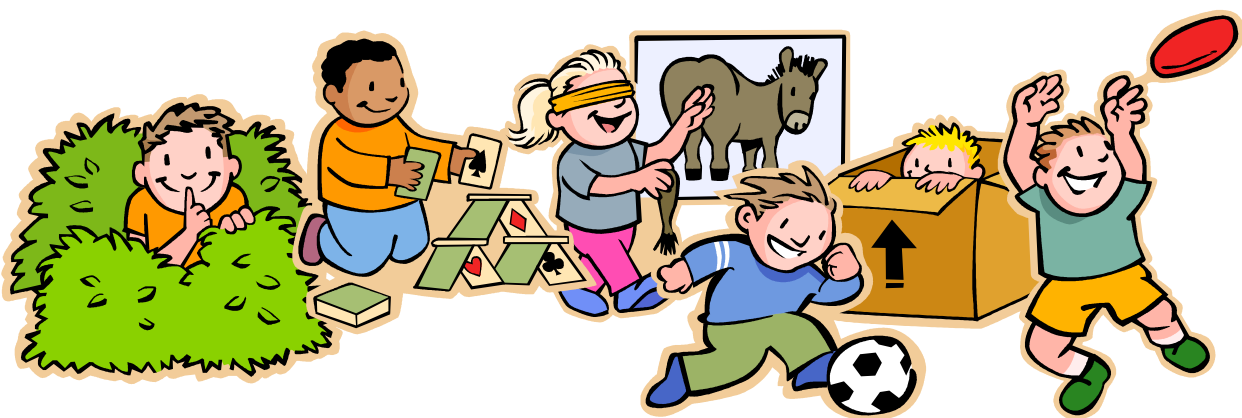
The aim of the preschool is to help children become enthusiastic, independent, self-confident and inquisitive self-identities while supporting and promoting a positive sense of self. The children are encouraged to be active and creative explorers who are not afraid to explore their thoughts and ideas. We aim to develop an understanding and respect for all people within our community. The Preschool bases its programming and planning on the Early Years Learning Framework which describes childhood as a time of:

- Belonging – knowing where and with whom you belong
- Being - living in the here and now
- Becoming – reflects the process of rapid and significant change that occurs in the early years as young children learn and grow

We do this by:

- Setting limits, providing choices, encouraging conversation and responsibility
- Valuing what the children achieve
- Letting the children explore their own ideas and develop problem solving skills
- Helping the children acquire skills such as asking questions and using words to describe ideas and feelings
- Providing age appropriate equipment for children to further develop their physical skills and confidence
- Encouraging children to share and develop relationships with other children while maintaining their individuality
- Encouraging children to work within routines in preparation for school
- Ensuring each individual has the opportunity for belonging within the Pre school
- Supporting values and providing an environment that is inclusive and enriched with diversity

Play is the base through which the children learn. Through exploration they develop an understanding about their world. Sensitive and thoughtful planning, intervention and participation by the Teachers and Educators enhances the learning potential with each child within the play environment. The preschool collaborates with the local primary schools to share formal and informal activities.



# HOURS

Preschool hours of operation vary for each group

- Wednesday children attend a 6-hour day from 8.45-3.15 (the 30 minute drop off and collection times require parents who deliver their children at 8.45 to collect at 2.45, creating a 6-hour day).
- Mon/Tues & Thurs/Friday – have a 7.5-hour day 8.15-3.45. The Preschool is providing the national requirements of 600 hrs annually, 15 hours per week the year before school.

We encourage the collection of children to link with collecting your other children from the local schools. Additionally, this needs to be short, allowing all parents the opportunity for the safe collection of their child as well as allow staff time for preparation and parent interviews. Should unforeseen delays occur please phone the preschool to notify staff in so they can reassure your child. If you have a newborn, less than 6 weeks old, or a sick child, pre-organise for the staff to bring your child to your car at the rear of the preschool.

**Outside these hours the preschool is not licensed to have children on the premises.**

*In the instance of a natural disaster or in circumstances where there would be a variation to these hours, relevant information will be broadcast on the Website, School Stream and direct text messages to the primary contact.*

## ARRIVAL AND DEPARTURE

**Children are required to wash their hands on arrival and adults use the hand sanitiser to minimise the potential spread of any infections or contamination.**

Please make sure that on arrival at preschool your child is left in the care of a staff member. **Please complete the attendance sheet located near the mailboxes. It is a legal requirement for every child to be signed in upon arrival and out upon departure.**

**Steps for arrival: Jobs for your child in the morning**

**Support your child to do this in the First Term and by Term 2 they will be able to complete this independently.**

- Your child puts their bag into their locker, removing their crunch 'n' sip, lunch and snack
- Your child places their lunch in the fridge on the shelf and their labelled snack is placed in the crisper at the bottom of the fridge or in the fridge door shelving and (2day children) their crunch 'n' sip is placed in their craft box
- (2-day children.) Library Bag goes into the Library Box, with the book enclosed, and the news goes into the group news bucket on your child's news day.
- Together check their **hat** and **footwear** are ready to use or are stored in their locker.

When someone other than the parent or authorised person are going to collect your child, prior notification **MUST** be given to the Nominated Supervisor or Room Leader. Emailing the information prior to the day is the most effective means of communication.

**Unauthorised persons will NOT be permitted to collect a child. NO PERSON UNDER THE AGE OF 16 YEARS IS AUTHORISED TO SIGN A CHILD IN OR OUT (unless a parent).**

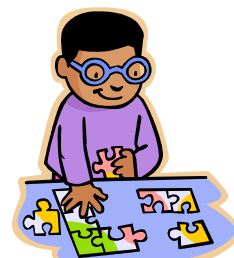
**CONFIDENTIALITY** – Please respect other families right to confidentiality as you are dropping off and picking up. The small snippet you see during this time may not be an accurate representation of that family/child's day.

# SETTLING YOUR CHILD INTO PRESCHOOL

**PARKING:** is always a challenge in the access road so please endeavour to walk or use the carpark at community centre. The alley beside the scout hall is an emergency access road and not to be parked along.

Coming to preschool for the first time can be traumatic for some children and parents. To make the adjustment between home and preschool easier, we make these suggestions.

- Take part in our orientation program or visit the preschool before your child starts.
- Stay with your child for approximately five minutes while he/she becomes familiar with the new surroundings.
- Always inform the staff that you are leaving. This is a signal for them to give your child a little extra support, if required.
- When it is time to go **DO NOT PROLONG THE FAREWELL**. Say, "I'm going now. I'll be back at... (e.g. 3 o'clock) Give your child a kiss, say goodbye and leave. Prolonging this confuses your child and elevates separation anxieties, making the separation more difficult for everyone.
- It may be tempting to sneak away but this should be avoided as this could impact on your child's trust and security.
- Be on time when you come to collect your child - a few minutes is a long time for a waiting child.
- Greet your child and show your appreciation for each masterpiece he/she has to show you. A 10 second chat to a friend can seem like "forever" to your child, make the collection time about your child, and meet your friends at another time.
- Avoid putting pressure on your child to discuss what he/she did today, let your child tell you in his/her own time. Reading the day's reflection sheet is a way to be informed and can guide some conversation. "I read you ...", "Wow was that ..." or "I read that you played with...? At...? Tell me about it?" The day sheet is also available on the School Stream App.
- Or take a look at your child's profile book – reflecting on their preschool experiences.
- It is not unusual for your child to appear to have settled and then after a couple of weeks appear to have regressed. With continued support they will overcome this.
- Each child is unique and responds in his/her own way to situations. Please follow the parent/staff communication procedures to discuss any concerns or family needs.



## LOCKERS

Each child will have a locker space for belongings and will keep the same locker for their year at preschool. At the end of each day please support your child to check their locker for all belongings and also collect all craftwork which is kept in the box at the top of the locker.

# YOUR CHILD'S DAY AT PRESCHOOL

The Preschool program has been specifically designed using the Early Years Learning Framework Outcomes as a tool for planning and assessment: These outcomes guide children towards having or demonstrating:

1. A strong sense of identity.
2. Are connected with and contribute to their world
3. A strong sense of wellbeing.
4. Are confident and involved learning
5. Are effective communicators

Each day includes periods of free exploration, discovery play, activities and small group times for music, story-time and discussion.

The activities available to the children are varied from day to day providing a holistic approach to a wide variety of challenges to enrich their experiences. Additionally, there are familiar and consistent areas that give opportunity for children to engage socially and recreate/extend on their ideas and abilities. Educators and Teachers engage a variety of pedagogies (teaching methods) including modelling, scaffolding and many, many more to support each child throughout the day.

Observation of children at play provides the basis for planning, to meet the developmental needs of individual children and promote specific interests and skills. Family collaboration is encouraged and appreciated in all forms. ALL families and children are a part of our community and we endeavour to enrich that diversity within the Preschool setting.

A relaxation period in the afternoon, especially in term 1, is part of your child's day. It is NOT a sleep time although some tired children do take the opportunity to have a nap. If your child is currently sleeping throughout the day and needs a nap, please communicate this with your Educator. We provide quiet activities (reading, relaxation music, stories, quiet play etc.).

Children in Years 5 & 6 at the Lennox Head Public School come to the preschool to play language games and read to the children as "Readers," (the games are introduced to the readers by the preschool staff and the program supports the children with their transition to school).

## CHILDREN'S REQUIREMENTS AT PRESCHOOL

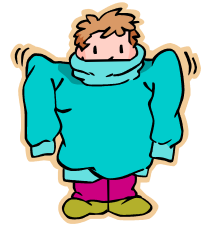
### ALL ITEMS MUST BE LABELLED

Your child will need to bring:

- A sun hat (labelled)
- Shoes or sandals (please ensure your child has a labelled pair in their bag if not worn)
- A bag to hold all belongings (labelled)
- A change of clothes and underwear. It is advisable to include a jumper, as the afternoons can sometimes turn chilly. A labelled bag with spare clothes that can be reused for wet/dirty clothes. ALL children need to be toilet trained (accidents are expected).
- Library bag for two-day groups i.e. Mon/Tues and Thurs Fri. groups (Supplied and painted at Preschool). We encourage this to be changed at least once a week.
- Two-day children provide items for news (see page 11 for further details)

# CLOTHING FOR CHILDREN

Clothing needs to be easily managed for your child's growing independence and ease of going to the toilet. **Your child will be working with messy materials during their preschool day so will need to wear clothes which are easy to launder and able to withstand wear and tear. "Good clothes" often have a way of inhibiting children's interactions within the environment. Clothes also need to allow for running, jumping, climbing and swinging so should neither restrict your child's activity nor reduce their safety.**



Please ensure your child has a variety of clothing options for changes in temperature. E.g. short and long sleeves, jumpers, long/short pants and enclosed shoes during winter All enclosed shoes should include socks. (Health and Hygiene). To ensure our children are sun safe, all clothing should cover neck and shoulders and hats need to cover face and neck.

## LOST PROPERTY

The best way of reducing the incidence of lost property is to label every article brought to preschool. While this is a tedious task for parents, it's worth the effort in the long run.

## MEAL TIMES

Children's afternoon tea and lunches are to be kept in the fridge and their vegetable snack (Crunch 'n' sip belongs in their craft box). Remember we only need small lunch boxes. **NO INSULATED FRIDGE BAGS.** No spoons, forks or utensils are required.

Please supply:

- **Afternoon Tea- suggestions include a Fruit and/or container of yoghurt** - to be placed in a labelled small container and placed in the fridge crisper. We discourage squeeze yoghurts as we try to keep waste to a minimum please.
- **A small lunch box containing a wholesome nourishing lunch – sandwiches (or equivalent) plus a piece of fruit OR cheese OR yoghurt etc. in a small lunch box with your child's name on it.** (No lollies, chips, roll-ups, fruit sticks etc.) Scrumptious ideas for nutritious lunches are available from the NSW Health website. (refer to the Healthy Food Guide)
- Preschool has emergency food if needed.
- **Crunch 'n' sip** – We have this as a mid-morning crunch break. Preferably a crunchy VEGETABLE snack.
- **No food will be heated or cooked at preschool (WH&S)**
- **No Drinks required** - We supply iced water throughout the day.
- Preschool children are invited to order from big school (next door) see staff in regard to the process
- **Please ensure to keep all packaged foods and sometimes foods for home.**



## BIRTHDAYS

Birthdays are very important in a child's life and we like to make that day extra special. Please feel welcome to bring in cake/s or ice cream and cones or icy poles to celebrate with friends. **Families with medical dietary needs are asked to provide an appropriate substitute to be kept at preschool for these instances so they also can have their special treat.**





# A SICK CHILD

Keep your child at home in the following circumstances:

- Child has a high temperature or has been unwell during the previous 24 hours.  
**NOTE:** any child sent home from Preschool is not permitted to return for 24 hours (i.e. a child sent home Monday – unable to attend Tuesday)
- When the doctor prescribes medication or antibiotics etc. Your child will need to stay at home until he/she has been on the medication for at least 24 hours.
- Vomiting and Diarrhoea - keep child at home for 24 hours since the last episode.
- Conjunctivitis (highly infectious) - the eye is red and inflamed may have a yellow pus discharge.
- Bronchitis - this starts with a cough and slight temperature.
- Croup – starts with symptoms of the common cold and evolve to a harsh, barking cough. This loud cough, which is characteristic of croup, often sounds like the barking of a seal.
- Rashes - any skin irritation you can't identify and has not been diagnosed by a doctor.
- Impetigo - "School Sores" - starts as small dots then becomes blisters that break and have thick, sticky, yellow fluid oozes out. (highly infectious)
- A cold or runny nose (custard to green mucus)
- Head lice – hair must be treated, and all lice and eggs removed.
- Child is sick without any obvious symptoms e.g. irritable, unusually tired, pale or lethargic or has an undiagnosed persistent cough.
- Any child requiring medicine needs to stay home to be monitored. (Panadol/Nurofen are included in this)
- Any infectious disease –e.g. mumps, measles, whooping cough etc. are excluded for the period of time indicated by the Health Department Guidelines (available on request.)

**HEALTH POLICIES ARE TO PROTECT EVERYONE – PLEASE READ THE PRESCHOOL’S HEALTH POLICY available at sign in areas and on the website.**



*IF YOU ARE NOT SURE PHONE THE PRESCHOOL FIRST*



# HEALTH

The preschool has a comprehensive **Health Policy** covering such matters as exclusion of sick children, immunisation, administration of medication, provision for children with special health needs and hygiene practices within the preschool. A copy is available at sign in areas, website, or at the office on request. Some important points are listed below.

- **MEDICATION** - If a Doctor prescribes medication that is essential during the day please give the medication to a staff member and complete a Medication Authority form. Please do not leave medication in your child's bag. ONLY medicines prescribed by medical practitioners will be administered (this includes asthma medication) the child is not to attend the pre-school for at least 24 hours from the identification of the illness and the commencement of the medication.
- **DIETARY NEEDS** - If your child has any specific allergies or food intolerances, please inform staff to ensure their safety
- **THE PRESCHOOL PROMOTES A PEANUT PRODUCT FREE ZONE**



## IMMUNISATION:



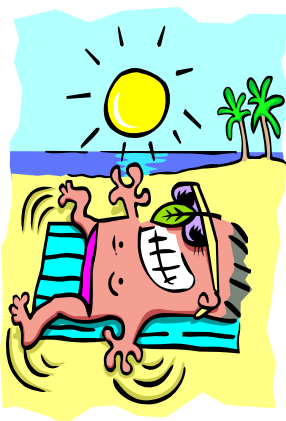
Parents/guardians are required by the public health Act to provide documentation of the enrolled child's up to date immunisation record.

Unimmunised children with a medical exemption are required to provide paperwork made in consultation with a Doctor.

Parents/guardians are required to-

- Provide documented proof upon enrolment to confirm enrolment.
- In the case of an outbreak of an infectious disease unimmunised children will be excluded from attendance to the pre-school in accordance with the department of health guidelines. Fees will be charged during this period of exclusion
- An immunisation register will be kept and updated regularly.
- **To maintain your child's position at the preschool, you are required to provide an updated record within 3 months of the due date (due date is indicated at the bottom of your immunisation records).**

## SUN PROTECTION



Research has shown that most skin damage occurs in early childhood and that proper protection at this time will significantly reduce the incidence of skin cancer in later life. Therefore, the preschool has a policy of encouraging all children to wear a wide brim hat when playing outside. Our program has been arranged so that outdoor activities are planned to meet the day's weather conditions and shade areas. We ask all parents to make sure their child brings a labelled hat every day they attend preschool. 30+ Sunscreen is available at the preschool for parents to apply if required.

A UV reader is used to monitor the rays when concerned throughout the day.

**All Children are required to have covered shoulders (no strap or singlet tops)**

## EXCURSIONS

**Routine excursions** – Staff may take children on walks to the Lennox Head Public School and/or Lennox Head Library as part of the children’s program, within the regulations set down by the Department of Community Services. Permission for these excursions are signed as part of your enrolment form. Parents are informed via the reflection sheet.



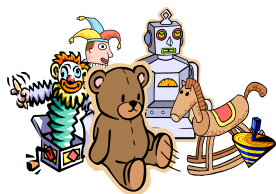
**All other excursions** - will be notified by individual permission notes in mail boxes or group permission sheets to sign at the sign in area. Parent/guardians helpers are sometimes required.

## CHILDREN’S NEWS

News items are shared daily (2-day groups) to help children gain confidence in speaking, listening and asking questions. Children are encouraged to share experiences and family outings, books, photos, drawings and nature items. It is great if you can encourage your child to participate in this once a week on their allocated day. **NO GLASS please**



**Toys and toy magazines are discouraged (except following a birthday).**



**Parents/Guardians are requested to discourage children** from bringing toys to school as it causes upsets particularly if toys become lost or damaged. If this creates any situations, please speak to staff and we will support the situation in a positive manner.

## BORROWING LIBRARY

Mem Fox – the celebrated Australian author of ‘Reading Magic’ and ‘Possum Magic’ claims that ‘reading one to three books to your child at bedtime kindles your child’s interest in books, creates a great bonding time and stimulates your child’s brain for a restful and fruitful sleep.’ The preschool agrees with this belief. The 2-day children (Mon/Tues and Thurs/Fri Groups) are urged to make use of our preschool library. Children can borrow one book at a time and must return previously borrowed books before taking another, each day or at least once a week.



Please protect our library books by keeping them in your child’s library bag when not being read and encourage your child to respect books and store them safely such as hanging their library bag on their bedroom doorknob.



# FEES

ENROLMENT FEE – the registration fee is a non-refundable fee which covers administration costs to confirm your child’s position annually. For all other queries it is the discretion of the Nominated Supervisor and President.

**Please note ALL levies must be paid by the end of week 1 of each term unless otherwise organised. If you are to become in arrears with your levies without an agreed payment plan, your child will be unable to commence the next term.**



Please note there is no cash left on the premises. All payments are to be done by internet banking. Please see next page for details.

The N.S.W. Department of Education provides funding to assist eligible families. Eligible families include families who hold a current Health Care or Pension Card; families of Aboriginal and Torres Strait Islander decent; and children with a diagnosed additional need. Please ask the staff for more information.

A 10% discount applies if two children from the same family attend preschool simultaneously.

Accounts for fees will be issued during the first week of each term or the last week of the preceding term. Failure to pay fees ON TIME will result in the implementation of the preschool’s procedures for the collection of outstanding fees as set out in the Fees Policy.

The fees are paid for the period your child is enrolled, whether they attend or not. This includes public holidays; natural disasters; the scheduled pupil free days; and where the children’s safety would be compromised. (for more information please refer to our fees policy)

If you wish to withdraw your child from Preschool for any reason, two week’s notice needs to be given. The levy fees are per term. It will be presumed that if your child commences term hat his/her enrolment is for the whole of term and fees must be paid accordingly.

Fee income is vital for the survival of the preschool.

**PLEASE NOTE NSW DEPT OF EDUCATION IS FUNDING PRESCHOOL FOR 2023 YOU WILL ONLY BE CHARGED A LEVY FEE EACH TERM AS PER THE BELOW INFORMATION.**

## **(BE) LEVY**

The BE (building & excursion/shows etc.) levy was introduced to be fair and equitable to all families. (Replacing raffle tickets and fund raising)

This income is to pay for all excursions, incursions and special events/activities that occur throughout the year. This is to minimise the need for ongoing invoices/costs.

The BE Levy is itemised on your invoice. Currently \$50 / term for 1-day children and \$100/ term for 2-day children.

## PAYMENTS

Payments are to be made via online banking transfers.

When paying please enter the enrolled child's name with day and group as reference e.g. Ruby Brian MTD (Monday/Tuesday Dolphins)



## PRESCHOOL BANKING DETAILS

### COMMONWEALTH BANK

**BSB:** 062-502

**ACCOUNT:** 1029 6489

**REFERENCE:** Your child's name and day of attendance (e.g. Fred Smith MTW)

**Please notify the office if any details of contact change.**

## CHANGE OF INFORMATION

It is very important that Parents/Guardians notify the preschool of any change of address, phone number, place of work, health issues etc. This is vital for contact in case of an emergency. Email or written information is to be provided to the office.

## CUSTODY

In the case of custody disputes, staff cannot refuse access to a child unless the preschool has on record documentation of guardianship and/or access arrangements. Please provide this at the time of enrolment and update as necessary. All court orders must be provided to the preschool. In the case of a shared parenting agreement, one primary contact person needs to be identified by both parents prior to the child's commencement. All preschool correspondence is to be shared between the parents through the nominated primary contact.

# PARENT/GUARDIAN COMMUNICATION with Staff



- As there are many of you and only a few staff members, our means of notifying you of important events and activities will be by notes, newsletters, online format, Text Messages and the day-sheet.
- Parents/Guardians are reminded to check mailboxes every preschool day.
- Parents/Guardians are asked to use the suggestion box at the sign in area for informal staff collaboration and all formal requests and queries of the Management or Nominated Supervisor through the Fees box in the Office Door. All formal requests will be addressed within a fortnightly period and for all informal sharing please notify your group leader when using the suggestion box at your sign in area.
- Short/Informal chats with the Educators and Teachers regarding your child are encouraged. Notebooks (kept at your child's sign in area) may be used as an alternative if staff are busy. (Communicating with staff via notebooks – write your note to the staff and place it in the communication box at the sign in area and tell the staff that you have done so. Staff will either respond in person or reply placing a note in your Pidgeon hole.) Alternatively, you can text or email the preschool.
- We encourage children and families to share and promote their beliefs, customs, cultural knowledge and interests. Emails are the best form for sharing information related to the family that may influence a child's day.
- Emails requiring a response will be attended to within a fortnight, corresponding with the allocated office time of the Educational Leader and Nominated Supervisor.

**PARENT/GUARDIANS INFORMATION:** Information covering a wide range of topics relevant to young children and families are available on request or the staff will source the required up to date information and share with families.

## INTERVIEWS

Parents/Guardians are invited to make an appointment with the staff to discuss their child's progress or any relevant concerns. The staff are passionate about providing individualised support for the children and can best meet their needs through collaboration with families. Interviews are by appointment requiring at least 1 week notice with the child in attendance.



The child's profile book is sent home midway through each term and require feedback in the book or on the attached form. This can instigate an interview with your room leader. Ask staff to support you in organising the meeting.

Term 2 and 3 is suggested for all parents to use this process to link with staff if not previously organised. This will support the collaboration between school and preschool and enhance transition to school procedures.

## IN CASE OF EMERGENCY

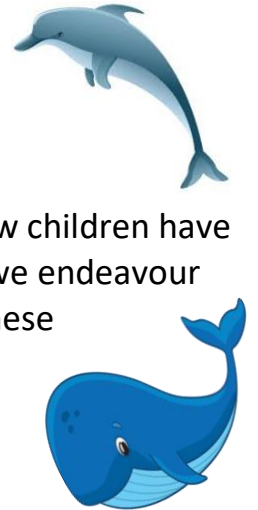


In the unlikely event of an emergency at preschool.

We request all parents to remain away from the preschool. We have a one road access for emergency vehicles and professionals and need to ensure they have access to the preschool. We need you to trust that we have all your children safe and we will contact you through the communication procedures when it is safe to collect your children and where to collect them from. (please understand this has never happened, however if it were to happen, we need to be prepared and we all need to work together).

## GROUPS

There are two locker areas and groups at preschool. The Whales group (entrance via the western side of the building) and the Dolphin group (entrance on the eastern side of the building). There are many (many!) considerations when creating these groups. We endeavour to have a balance of boys and girls (where possible); If we are made aware of or know children have established friendships we will try and keep them in the same group; and we endeavour to keep children who are attending the same 'big' school together. All of these decisions support children transition both into preschool and further into big school through building and strengthening relationships. (This is one of the reasons we ask within the enrolment package which school you will be attending. If your decision changes, please let us know and we can support your child to build relationships they will be able to take with them to school).



## ALL ABOUT ME

In the enrolment process the preschool requests all families complete an "All about me" information page. This information is used to plan for your child's smooth and successful transition into preschool. It provides the Teachers and Educators with a foundation to begin to build relationships with your children and also suggestions as to what play areas will help them feel comfortable.

## SETTING AND REVIEWING GOALS

On your 'all about me' page you establish goals for your child. These goals are supported through program design from all Educators and Teachers. Throughout the year as our children evolve and grow these goals are reviewed with you. Through a collaborative approach we can create new goals and support your children along their journey to achieving them.

## TRANSITION TO BIG SCHOOL

The preschool work very closely with the local schools and engage in a fluent and in-depth transition to school process. This creates opportunity for continuity of learning and can support our children to have the best start possible. This is another reason we need to know which school your child will be attending. Please inform us of any changes to your plans as soon as possible. The families, child, and staff complete forms to share with your child's pending school during term 3.

# HOLIDAYS

The preschool follows school holidays with fees calculated on a term basis. Preschool pupil free day, paid by parents/guardians, is incorporated in the programming of the year. **The last day and/or the first day of the year are pupil free days embedded in the fees for the two-day children.** This tends to have minimal impact on the year and is fair to all groups

# PARENT/GUARDIANS SKILL SHARING

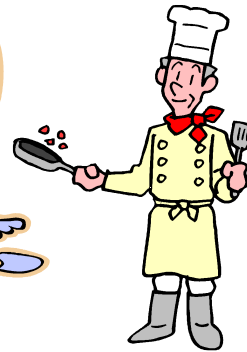
The Management welcomes the valuable contribution of volunteers to the preschool program.

## PARENT/GUARDIANS SKILLS AND HOBBIES

As part of being a member of the preschool family, each family is encouraged to share skills with your child. Organise a time and discuss/plan your skills to be shared with the room leader prior to attending. (e.g. cooking, dancing, travel, languages or culture. The list is endless). Remember your attendance is a special event for your child.

Sorry, but non-enrolled children are NOT permitted to attend with rostered volunteers. This is to avoid distractions, for the safety of the younger child and the children enrolled in Pre School.

Suggestion - If you have a toddler, organise to “swap a sibling” with another family on the phone tree so you can both attend roster on different days – AND your toddler has a special day too.



## Sharing the day and information with families:

StoryPark is used as our main form of communication.

This app is used to share what we have don't in a day as well as reminders for upcoming events etc.

Please refer to the website for newsletters, minutes of management meetings and the calendar.

Upon your child's enrolment, the email address provided on your enrolment form will be added to the system. Admins on the account can share the access within their family.



# PROGRAMMING and PLANNING

The Service philosophy and policies are guided by the National Laws and Regulations in accordance with the National Quality Standards.

The National Quality Standards are used by Staff, Management, Parents and Compliance Officers to rate the service in the 7 quality areas.

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with families and communities
7. Leadership and Service Management

Ratings are displayed at the entrances of the service. The Teachers, Educators and Management continually reflect to maintain and/or improve the service in each quality area.

Programming and planning are guided by the Early Years Learning Framework (EYLF, 2009).

The vision is that children will develop their identity through their experiences and is characterised by their sense of **belonging**, who they are **being** and who they are **becoming**.

One of the goals of the framework is to build partnerships between families, communities and services to work together to create programs related to the children's ideas, interests, strengths and abilities.

The EYLF aims to achieve high expectations in the 5 learning outcomes designed to capture the integrated and complex learning and development of all children.

## Learning Outcomes: -

1. **Children have a strong sense of identity** – Children feel safe secure and supported; develop autonomy and resilience; develop a knowledgeable and confident self-identity; learn to interact with others with care, empathy and respect.
2. **Children are connected and contribute to the world** (community) – Children develop a sense of belonging to groups and communities; develop an understanding of the rights and responsibilities for active community participation; recognise and value the importance of diversity; become aware of fairness; recognise and respect their environment.
3. **Children have a strong sense of wellbeing** – Children become strong in their social and emotional wellbeing (self-regulate and manage their emotions); develop an increasing responsibility for their own health and physical wellbeing.
4. **Children are confident and involved learners** (learning) – Children develop curiosity, persistence, creativity, imagination and reflexivity; skills such as problem solving, inquiry, experimenting and researching; transfer and adapt learning from one context to another; resource their learning through connecting with people, places, technologies and natural and processed materials
5. **Children are effective communicators** – Children interact verbally and non-verbally with others; engage with a range of text and gain meaning from these; express ideas and make meaning using a range of media; begin to understand how symbols and pattern systems work.

These learning outcomes are broad and observable. They acknowledge that children learn in a variety of ways and vary in their abilities and pace of learning.

The outcomes are interconnected with the principles and practices to make up the three main elements of the EYLF. These are used to guide curriculum decisions and assessment to promote children's learning.

### **Principles:**

- 1. Secure, respectful and reciprocal relationships** – supporting each child to feel safe and secure while ensuring their respect themselves and others as well as the environment they live in.
- 2. Partnerships with families** – Building relationships with families and professionals to have open communication about the child's learning and development.
- 3. High expectations and equity** – All children are given equal opportunity in our programs and are challenged to achieve success.
- 4. Respect for Diversity** – Recognising and supporting each child's culture supports the child's being as well as providing rich and wonderful learning opportunities.
- 5. Ongoing learning and reflective practice** – As educators we need to continually build our own knowledge and understanding to share new learning with our peers.

### **The Eight aspects of Practice that underpin the principles are:**

- 1. Holistic Approach** – cognitive, physical, social, emotional, spiritual and personal wellbeing of the child.
- 2. Responsiveness to children** – sharing ideas and responding to interests, strengths and abilities
- 3. Learning through play** – learning together and sharing responsibilities of decision making
- 4. Intentional teaching** – deliberate, purposeful and thoughtful. Educators demonstrate, model, explain and problem solve together.
- 5. Learning environment** – the environment plan supports the developmental need of each child.
- 6. Cultural competence** – support a positive view and knowledge of diverse cultural practices and implement this in daily practice.
- 7. Continuity of learning and transitions** – home and preschool and school share knowledge to support each child's journey.
- 8. Assessment of learning** – using a variety of strategies to support the child's learning and to develop an understanding of themselves.

These are displayed and linked with the planning program of children within the group.

The Teachers guide Educators through a reflective cycle. This reflective cycle reviews observations through the EYLF and Child Development Theory lenses. From this, plans are created and implemented to support the holistic development of all children within the preschool.

# POLICY BOOK

The preschool is continually developing and upgrading its policies covering a wide range of procedures and practices within the preschool. A Policy Book is kept on the sign in bench or available on the preschool website, and you are encouraged to read through it at a convenient time. Your input or queries regarding policies or the running of the preschool are encouraged using the preschool format.

Our current preschool policies include.

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| Philosophy                            | 13 Infection Control                  |
| General Aims                          | 14 Governance and Management          |
| Long Term Objectives                  | 15 Nutrition                          |
| 1 Accident/Emergency Policy           | 16 Occ. Health and Safety Policy      |
| 2 Child Protection Policy             | 17 Physical Activity Policy           |
| 3 Child Supervision and Safety Policy | 18 Positive Behaviour Guidance Policy |
| 4 Communication Policy                | 19 Program Policy                     |
| 5 Confidentiality and Custody Policy  | 20 Road Safety Policy                 |
| 6 Emergency Evacuation Procedure      | 21 Staff Policy                       |
| 7 Enrolment Policy                    | 22 Student/Volunteer Policy           |
| 8 Excursion Policy                    | 23 Sun Safety Policy                  |
| 9 Fees Policy                         | 24 Sustainability and Environmental   |
| 10 Grievances and Complaints Policy   | 25 Transition to School Policy        |
| 11 Health Policy- Dental              | 26 Waiting List Policy                |
| - Immunisation                        |                                       |
| - Medication                          | Guide for Writing Policies            |
| - Sick child                          |                                       |
| 12. Inclusion policy                  |                                       |

***We hope you and your child find  
preschool a rewarding and satisfying  
experience and we look forward to  
including you in our preschool family.***

# What is preschool food

## Preschool lunchbox

Sandwiches/Wraps

Vegetables/ salad

Left over meals (cannot be heated)

Plain Crackers

Plain Rice Cakes

Plain corn Thins

\*Tinned fish

Cheese

Fruit yogurt (no squeezy yoghurts)

Fresh nuts (no peanuts)

Fresh fruit

Fresh Fruit/ vege Sticks

Tinned fruit (no added sugar)

Dried fruit

Homemade fruit or savoury muffins

## Home food

("sometimes foods")

Dried fruit bars

Muesli Bars

Chips

Oven baked biscuits

Two-minute noodles

Chocolates and lollies

Cordial and soft drinks

Dip Biscuits

Flavoured dairy desserts

Sweet Biscuits

Fruit Juices

Chocolate/sweetened muffin

### Packaged Foods

No Packaged foods removed from packaging

- \*Tuna, spaghetti etc. needs to be de-canned from a tin for a safety measure.
- We encourage all families to try to minimise their waste, opting for re-usable containers, buying in bulk is also much more cost effective. Please refer to our food display for ideas.

# LENNOX HEAD PRESCHOOL HEALTHY FOOD GUIDE

## PROTEIN (LEAN MEAT AND POULTRY, FISH, EGGS, TOFU, SEEDS AND LEGUMES)

(Daily Req - 1 ½ serves)

1 serve = 65g red meat (90-100g raw)

OR 80g poultry (100g raw)

OR 100g cooked fish (115g raw)

OR 1 cup cooked legumes

(lentils, chickpeas or split peas),

OR 2 large eggs

OR 170g Tofu

OR 30g nuts, seeds or nut

butter/seed spread

## VEGETABLES AND LEGUMES/BEANS

(Daily req - 4 ½ serves)

1 serve = approx. 75g

vegetables /salad

e.g. ½ cup of green or

orange vegetables

(broccoli, spinach,

pumpkin, carrot)

½ cup beans, peas

1 cup green leafy or raw

salad vegetables

## WHOLEGRAIN CEREAL FOODS AND BREADS

(Daily Req - 4 serves)

1 serve = 1 slice bread

OR ½ medium roll or flat bread

OR 3 crisp breads

OR 1/2 to cup cooked rice,

pasta, noodles, buckwheat,

polenta, quinoa

OR ½ cup porridge

OR ¼ cup muesli

## DAIRY (MILK, YOGHURT, CHEESE AND ALTERNATIVES)

(Daily Req – 1 ½ - 2 serves)

1 serve = 1 cup milk

OR 40g cheese

or ¾ cup yoghurt

OR ½ cup of ricotta cheese

OR 1 cup soy, rice or milk

alternative with added calcium

## FRUIT

(Daily Req – 1 ½ serves)

1 serve = 150 g

1 medium apple, pear,

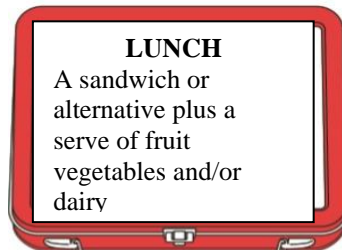
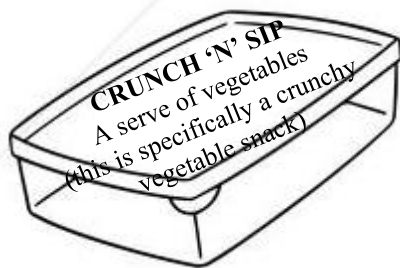
banana or orange

OR 1 cup tinned fruit

(no added sugar)

OR 2 small apricots,

plums or kiwis



- The preschool is working towards being a plastic free environment. Please use non-insulated lunch boxes to keep things fresh.
- Food is eaten as it would be at mealtimes at home – the main meal first followed by dairy, fruit and vegetables
- Items that require cold storage are usually encouraged to be eaten before other items.
- Fresh water (both cold and room temperature) is available at all times. Therefore, there is no need to provide a drink bottle
- Please refer to the 'what is preschool food' guide for suitable foods for preschool.
- Foods that are high in sugar are not good 'always' food choices as they increase the risk of tooth decay. Please keep high sugar food for a sometimes food.
- The preschool provides food for children if they need a little extra. This will be identified with the family if there is a need to provide extra food. (there is fruit, crisp breads and yoghurt available)
- Birthday cakes are exempt for special occasions. If your child has specific dietary requirements, please discuss this with the staff.
- Please organise a meeting with your room leader to discuss any concerns. (Please refer to the communication policy for the communication processes and procedures.

When your child is beginning to write their name, please refer to the below style. Capital letter for their first letter only. Write it this way on everything they own so they begin to learn their name and do not need to re-learn later : )



## NSW Foundation Style writing guide

a b c d e f

g h i j k l m

n o p q r s t

u v w x y z

A B C D E F

G H I J K L M

N O P Q R S T

U V W X Y Z

0 1 2 3 4 5 6 7 8 9

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

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