

INFORMATION BOOK



INDEX	Page
Aims of our Preschool	4
All About Me Page	15
Arrival / Departure	5
BE Levy	13
Birthdays	8
Borrowing Library	11
Change of Information	13
Children's News	11
Children's Requirements	7
Clothing for children	8
Confidentiality	5
Custody	13
Emergencies	15
Excursions	11
Fees	12
Goals	15
Groups	15
Health	10
Holidays	16
Hours	5
Immunisation	10
If your Child is sick	9
Interviews	14
Lockers	6
Lost Property	8
Meals	8
Management	3
Parent/Guardian Roster	16
Parent/Staff Communication	14
Payments	13
Policy Book	21
Programming and Planning	17-18
Settling your child into Preschool	6
StoryPark	16
Sick Children	9
Staff	3
Sun Protection	10
Teachers and Educators	3
Transition to Big School	15
Welcome	3
Your Child's Day	7



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: Wed-Thurs 8.00am-1.00pm

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

Email:

mail@lennoxheadcommunitypreschool.com.au

Website:

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)

Nominated Supervisor/s:

Tara Leonard

Sophie Leonard

Educational Leader:

Tara Leonard

Sophie Leonard

(Tara is responsible person. In her absence Sophie will be responsible person. In their absence Rebecca Hardy, Tracy Collier and Felisa Early are approved Responsible Persons)

Community Support Contact List

AMBULANCE, FIRE, POLICE	000
AMBULANCE	131233
Ballina	(02) 66 862033
FIRE BRIGADE	000
Ballina	(02) 66 862038
POLICE	000
Ballina	(02) 66 818699
Family and Community Services	(02) 9377 6000
Ballina	(02) 66 861999
Keeping Them Safe	http://www.keepthemsafe.nsw.gov.au/
ACECQA (Australian Children's Education & Care Quality Authority)	1300 422 327
BALLINA HOSPITAL	(02) 66 20 64 00
Ballina Community Health	(02) 66 20 62 00
Ballina Community Dental Clinic	1300 651 625
NDIS	1800 522 679
ASPECT (Autism Spectrum Australia) – North Coast	(02) 66 28 36 60
HIV prevention and support	(02) 66 22 15 55
Brighter futures north coast	(02) 66 82 43 32
Alcoholics Anonymous	1300 222 222
Alcohol and Drug Information Service	(02) 66 207608
Domestic Violence Line	1800 656 463
Child Protection Helpline	13 21 11
Community Services Centre (Ballina)	(02) 66 86 19 99
Court Service Centre	1300 679 272
HealthDirect Australia (24hr telephone health advice from a registered nurse)	1800 022 222
Lifeline	13 11 14
Link2home Homelessness	1800 152 152
National Domestic Family and Sexual Violence Counselling	1800 RESPECT (1800 737 732)
Mental Health Line	1300 789 978
Relationships Australia	1300 364 277
Narcotics Anonymous	1300 652 820
NSW Victims Access Line	1800633063
Poisons Information Centre	13 11 26
S.E.S State Emergency Services	132 500
Translating & Interpreting Serv	131 450
Wildlife Care & Rescue	13000WIRES
Women's Refuge Lismore	66 21 2685



OUR PHILOSOPHY

We, Lennox Head Preschool Educators and Management, acknowledge the Nyangbal people of the Bundjalung nation upon which we live, learn and play. We pay our respect to the original custodians of this land and pledge to work together sharing the true history, culture and perspectives of our local and broader Australian Indigenous communities. We pledge to care for the land upon which we have been shared and pay homage to the deep history it holds.

Our service was built on the deep roots within our community. Our building, a home donated by a local family, and the preschool, the result of strength and commitment in 1982 to provide an early education service for our small town. Today, our continued passion, commitment and pride for our community and families allows our team to continue this legacy of a service that emulates our communities' values. The service continuously draws from our unique natural environment, connections to country, mother earth and our ability to harmoniously work together to create a sustained future and engage children in the process.

Our experienced educators understand that these roots form the foundation of strong, trusting partnerships with our community and families creating a robust sense of belonging. Our educators see each child's family as their first and most influential teacher throughout life. We recognise the challenges that families face and commit to working collaboratively, sharing knowledge, empowering one another, and learning together while providing an understanding and safe space to all which in turn allows us to personalise learning to embrace each child's unique needs, values and beliefs.

Our Natural Playground is more than just a space; it's the heart of our community, a living, breathing sanctuary that inspires wonder, joy, and deep connection. It is one of our greatest treasures, offering limitless opportunities to play, explore, and truly come alive through all five senses. Here, children don't just learn; they *feel, discover, and belong*. Nature Play nurtures a profound bond with the earth, allowing our children to grow through hands-on experiences that awaken curiosity and imagination. In every leaf, stone, and breeze, they find a lesson, a story, a spark of discovery.

Our team of educators take pride in really getting to know each individual child, engaging in present and purposeful interactions that builds the foundation for all programming and planning. These authentic relationships support the children to feel safe, secure and respected while also providing an environment conducive to learning and engagement.

What truly sets our preschool apart is the gentle rhythm and intentional routine that shapes each day; creating a safe, predictable foundation from which children can confidently stretch, explore, and take meaningful risks. Our thoughtfully designed environment balances open-ended play with purposeful, structured moments, allowing children to feel both empowered and secure. Within this rhythm, children gain a deep sense of ownership over their spaces, enriching their sense of belonging and identity. Familiarity in routine doesn't limit exploration, it invites it. It provides the emotional safety children need to engage with challenges they might otherwise avoid, encouraging resilience, curiosity, and self-discovery. Whether indoors, outdoors, or out in our community, our daily flow supports each child's unique journey, fostering a joyful and enduring love of learning.

Children are supported to face their own challenges, take risks and get out of their comfort zone allowing them to experience a sense of achievement in overcoming fears or barriers they may face. Educators are passionate about sharing the pride and excitement of each journey, supporting children to see the value in making mistakes, continuing to try and taking opportunities to persist even when the path may be tricky.

Children are encouraged to celebrate each other and their unique cultures, perspectives and ideas while also creating an understanding of who they are, valuing their own self-worth. The children are supported to reflect on our actions and how these impact others and the world we live in. We believe children have the right to inherit a world that is reflective of our past in creating a better future. They deserve a life full of wonder, inclusivity and equity.

At the essence of our service, we aim to support children in knowing their value, feeling confident in who they are, and understanding that their capabilities are infinite.



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 managed not-for-profit** preschool and aim to provide a stimulating program of activate and open-ended learning environments for children aged 3 to 5 years. The preschool's approach to planning is child centred. The programming is designed to build on each individual child's strengths, developing areas and interests. Families and Carers have much to contribute to each child's development and we encourage parent collaboration in all of our preschool experiences. We encourage this collaboration using the communication procedures. Parents are encouraged to use the website and OWNA, which are updated regularly, to keep informed.

MANAGEMENT

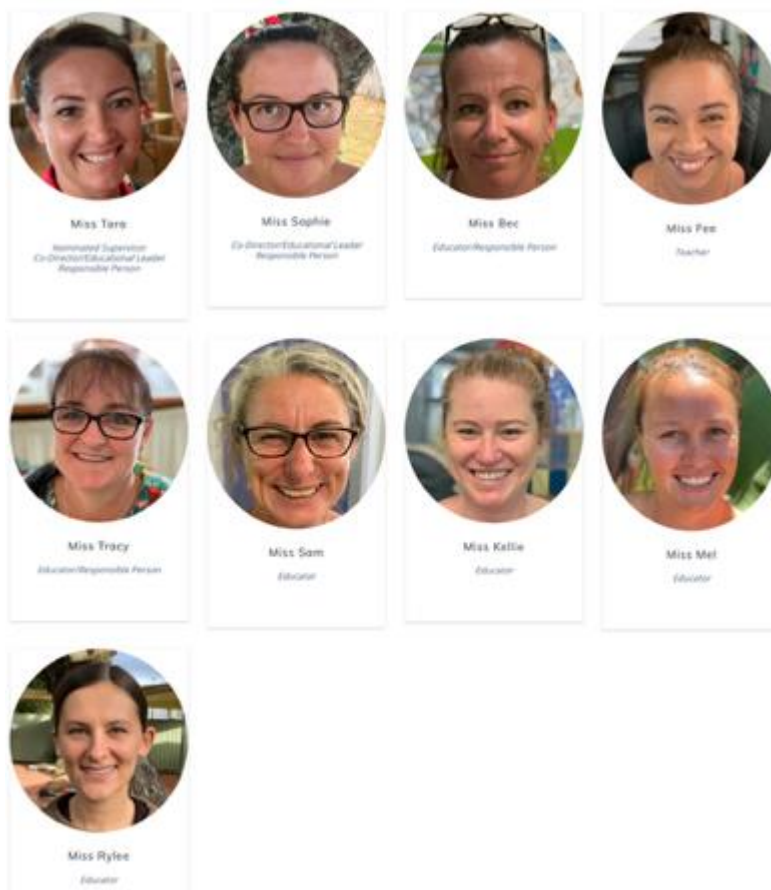
The Management, as the Approved Provider, consists of a minimum of 7 parents and/or community members. These members govern the services operations in accordance with the Department of Education and Care Laws and Regulations. They represent the preschool families in a voluntary capacity. This group is 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/s reports to the Management about 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 on the website and in the locker areas.

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

TEACHERS and EDUCATORS

The preschool Educators and Teachers profiles are on our website with their qualifications, experience and background. Please take the time to learn about your team.



AIMS OF OUR PRESCHOOL

The aim of the preschool is to support children develop enthusiastic, independent, confident and inquisitive self-identities while encouraging and promoting their individuality. 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:

- Providing choices, encouraging conversation and responsibility
- Supporting the children to value their persistence and perseverance when things get hard.
- Providing opportunity for the children explore their own ideas and develop problem solving skills.
- Supporting children to investigate their own learning.
- Supporting emotional development through ongoing conversations and safety to discuss and explore their full range of emotions.
- Providing age-appropriate equipment for children to further develop their skills and confidence
- Supporting children to share and develop relationships with other children while maintaining their individuality.
- Encouraging children to work within routines in preparation for school.
- Creating a space for all children to belong
- Supporting values and providing an environment that is inclusive and enriched with diversity
- Providing opportunity for children to understand and engage with peers who have varied needs to their own.

Play is the base through which 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

Each group are encouraged to be at preschool between 9:00am and 3:00pm

- Wednesday groups can be dropped off from 8:45 am and must be collected by 3:15pm
- Mon/Tues & Thurs/Friday – can be dropped off from 8:15 am and must be collected by 3:45pm to have the opportunity to attend for a 7.5-hour day

We encourage the collection of children to link with collecting your other children from the local schools. Please keep pick up and drop off times short to allow 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 shared on OWINA and via direct text messages to the primary contact.

ARRIVAL AND DEPARTURE

Children are required to wash their hands on arrival. Please also apply sunscreen to your child as per our sun safety policy.

Please make sure that on arrival at preschool your child is left in the care of a staff member.

All children are required to be signed in and out by their carer.

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). Afternoon Tea is placed in the crisper at the bottom of the fridge. 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.
- Ensure you have applied sunscreen to your child. This is available at the sign in area.

When someone other than the parent or authorised nominee 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

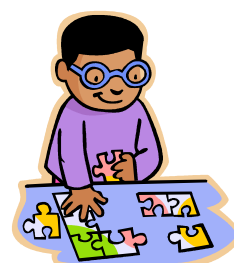
– Please respect other families right to confidentiality as you are dropping off and picking up. The small snippet you see during this time may not be an accurate representation of that family/child's day.

SETTLING YOUR CHILD INTO PRESCHOOL

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

Coming to preschool for the first time can be challenging 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. So make sure when you begin to say goodbye, you are ready to go.
- 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 they have 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 their own time. Reading the day's reflection sheet (posted daily to OWNA) 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?"
- 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 be challenged by separation. We will continue to make them feel safe as they move through this. Please talk to your teacher if you need some extra support.
- 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 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 open ended free play, intentional activities and small group times for music, story-time and investigation.

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 and through their learning journey.

A relaxation period in the afternoon is part of your child's day. It is not necessarily 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).

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 as working together will enrich each child's development. ALL families and children are a part of our community and we endeavour to enrich that diversity within the Preschool setting.

CHILDREN'S REQUIREMENTS AT PRESCHOOL

ALL ITEMS MUST BE LABELLED

Your child will need to bring:

- 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.

Please include a wet bag or alternative bag for soiled/messy clothes.

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 refer to the Preschool Food guide for further support with packing lunches.

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 at the end of this book)
- **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. You can supply a drink bottle if you wish
- Preschool children are invited to order from Lennox Head Primary School Canteen through the Spriggy App.
- **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 something special to celebrate.

Families with dietary needs are asked to provide an appropriate substitute to be kept at preschool in the freezer so they can join in the celebrations.



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
- 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 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. If your child has had any of these medicines they must remain home for 24hrs)
 - 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 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 on the 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.
- Children with **Asthma and/or Anaphylaxis** must have an up-to-date plan.
- **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:



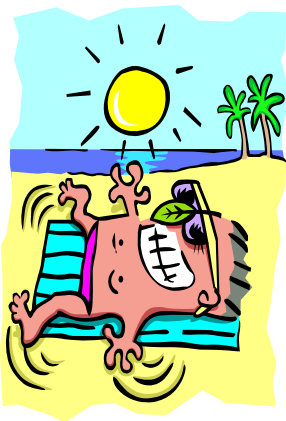
Parents/guardians are required by the public health Act to provide documentation of the enrolled child's up to date immunisation record.

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
- **To maintain your child's position at the preschool, you are required to provide an updated record within 1 month of the due date indicated on your statement and/or have booked in an appointment to update.**

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. The preschool will provide all children with an appropriate sun safe hat which will be labelled and remain theirs for their time at preschool. 30+ Sunscreen is available at the preschool for parents to apply each morning.

Educators support children to reapply sunscreen 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 Children Services Laws and Regulations. Permission for these excursions are signed as part of your enrolment form. Parents are informed via the sign in sheet and OWNA.



All other excursions - will be notified by permission at the sign in area or via OWNA. Parent/guardians helpers are sometimes required.

CHILDREN'S NEWS

Children in the 2-day groups are encouraged to bring news once a week. Each child is allocated a day based on their locker number. News items are shared 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.



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

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 will make their own library bag at preschool and are encouraged 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.

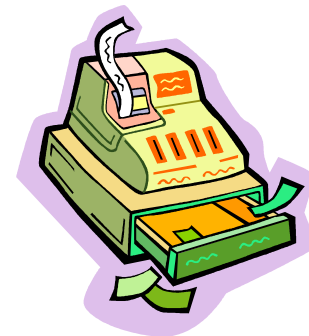


Please protect our library books by keeping them in your child's library bag when not being read and encourage your child to respect books and store them safely such as hanging their library bag on their bedroom doorknob.



FEES

ENROLMENT FEE – the registration fee is a non-refundable fee which covers administration costs to confirm your child's position annually. This will also cover the costs of their library bag and pencil case which they will make at the beginning of the year.



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

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 descent; and children with a diagnosed additional need. Please ask the staff for more information.

A discount applies if two or more 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; 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 the term that 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 PROVIDING THE OPTION FOR FEE RELIEF. IF THIS PROGRAM REMAINS ALL FAMILIES WILL BE GIVEN A FORM TO CHOOSE WHICH SERVICE THEY WISH TO RECEIVE FEE-RELIEF FROM.

(BE) LEVY

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

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.

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.

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)



CHANGE OF INFORMATION

Please notify the office if any details of contact change.

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 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.

GRIEVANCES AND COMPLAINTS

We view complaints as an opportunity to enhance the quality of our education and care practices. We reflect on each complaint and identify any issues or areas of improvement for our service. Our aim is that you will feel confident that any issues or concerns raised will be handled promptly and professionally.

All complaints can be made as per our Hierarchy displayed and the process outlined within our Grievance and Complaints Policy.

The First step would be to see your Room Leader and/or Director.

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, OWNA and Text Messages.
- Parents/Guardians are reminded to check mailboxes every preschool day.
- Parents/Guardians are asked to use the suggestion box at the sign in area or the conversations in OWNA for informal staff collaboration and all formal requests and queries of the Management or Nominated Supervisor via email. 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 and the conversations function on OWNA. Please note responses will happen within the week. If it is urgent, please see your Room Leader.
- Short/Informal chats with the Educators and Teachers regarding your child are encouraged. Emails and OWNA may be used as an alternative if staff are busy. (Communicating with staff via OWNA –tell your Room Leader that you have done so as we do not monitor these and sometimes notifications can be missed. Staff will either respond in person or reply within the week if necessary.) 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 the fortnight, corresponding with the allocated office time of the Educational Leader and Nominated Supervisor/s.

PARENT/GUARDIANS INFORMATION: Information covering a wide range of topics relevant to young children and families are available on request, on the website 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.



Term 2 & 3 is suggested for all parents to use this process to collaborate with staff if not previously organised. This will support ongoing learning and goal setting for each child as well as enhancing Transition to Big School processes.

All children transitioning to Big school the following year will receive a half yearly developmental summary and engage in a meeting with their teacher to support ongoing planning and goal setting.

IN CASE OF EMERGENCY

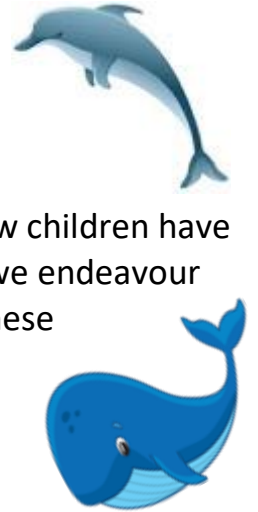


In the unlikely event of an emergency at preschool.

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's 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 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 3/4.

HOLIDAYS/PUPIL FREE DAYS

The preschool follows NSW calendar school terms. Preschool pupil free days are incorporated in the programming of the year to support staff in their ongoing professional development.

STAFF PROFESSIONAL DEVELOPMENT DAYS

In line with the NSW Department of Education School development days, the preschool provides opportunities for staff and school leaders to continually improve their knowledge, skills and professional capacity to deliver programming and planning at a high standard. These are Pupil Free Days. There are one each Term. Two of these will fall within the Monday/Tuesday group days and two will fall at the end of the week within the Thursday/Friday days. This is to be fair and considerate to both groups.

PARENT/GUARDIANS SHARING

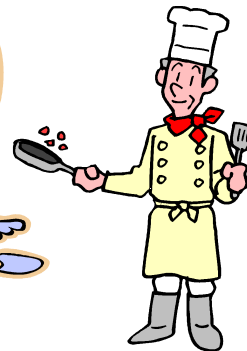
The Management welcomes the valuable contribution of volunteers to the preschool program.

PARENT/GUARDIANS SKILLS, HOBBIES & CULTURE

Each family is encouraged to share their skills, hobbies and culture with the preschool. Organise a time and discuss/plan with your room leader prior to attending. (e.g. cooking, dancing, travel, sewing, gardening, 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. 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. Or is possible use your village.



Sharing the day and information with families:

OWNA is used as our main form of communication.

This app is used to share what we have done in the day as well as reminders for upcoming events etc.

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

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, V2 2022).

The vision is that all children engage in learning that promotes confident and creative individuals and successful lifelong learners. All children are active and informed members of their communities with knowledge of Aboriginal and Torres Strait Islander perspectives.

This diagram shows the integrated connections of the vision, Principles, Practices and Learning Outcomes that centre on children's learning, development and wellbeing. Being, Belonging and Becoming overlap all these elements.



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	27 Water Safety Policy
- Medication	
- Sick child	Guide for Writing Policies
12. Inclusion policy	

We are looking forward to sharing your preschool journey. We hope you feel as much a part of our family as we intend. Your child and their wellbeing, safety and security is our priority and we will work with you to support them and their transition.

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

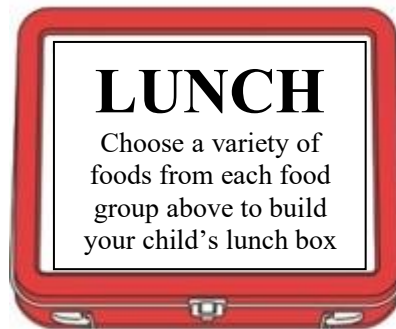
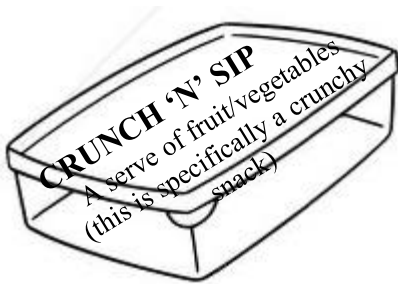
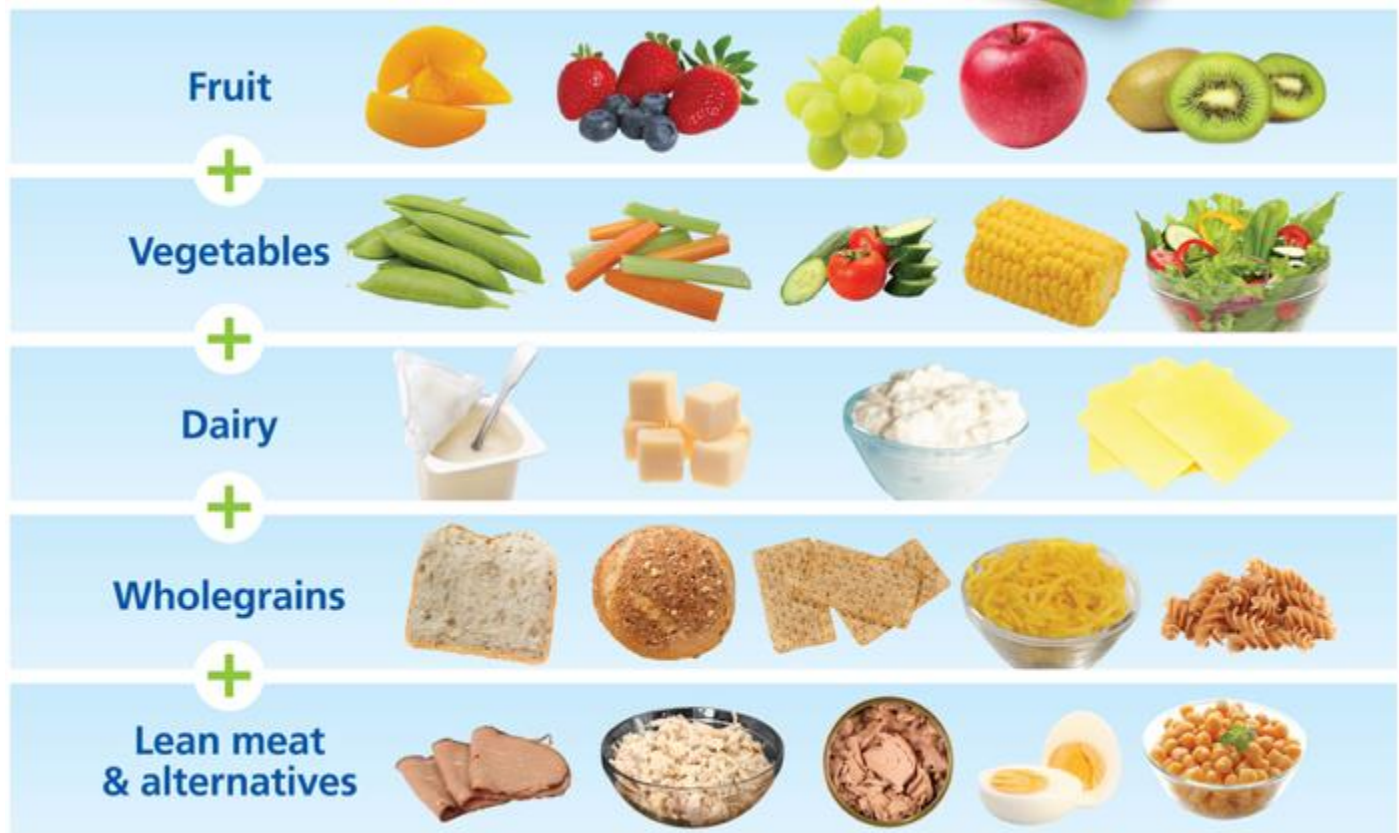
0 1 2 3 4 5 6 7 8 9

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.

Preschool Food Guide

Choose a variety of foods from each food group to build your child's lunch box



- When packing lunch boxes... think rainbow foods
- NO PEANUT OR PEANUT PRODUCTS ARE TO BE INCLUDED AT PRESCHOOL
- The preschool is working towards being a plastic free environment.
- Please use non-insulated lunch boxes to keep things fresh.
- Fresh water (both cold and room temperature) are available at all time. 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 encouraged 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).
- Any canned foods need to be de-canned from a tin as a safety measure.
- All Preschool recommendations are based on guidelines from NSW Health and the Munch and Move Program

What is Preschool Food?

SUSTAINED ENERGY FOOD CHOICES

- ✓ Pikelets
- ✓ Fruit bread
- ✓ Plain rice cakes
- ✓ Air-popped popcorn
- ✓ Wholegrain crackers
- ✓ Reduced fat yoghurt
- ✓ Reduced fat cheese
- ✓ Vegetable sticks eg celery, carrot, capsicum
- ✓ Cherry tomatoes
- ✓ Corn cob
- ✓ Cucumber
- ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana



SWAP!

FOODS BEST LEFT OUT OF THE LUNCHBOX

- ✗ Muffins and cakes
- ✗ Sweet biscuits
- ✗ Savoury biscuits
- ✗ Muesli bars
- ✗ Sweet rice bars
- ✗ Fruit straps
- ✗ Chocolate
- ✗ Lollies
- ✗ Potato chips
- ✗ Corn chips
- ✗ Processed cheese & biscuits
- ✗ Soft drink
- ✗ Flavoured milk
- ✗ Fruit drinks



Preschool is a peanut product free zone! Thank you for supporting each other and their health.