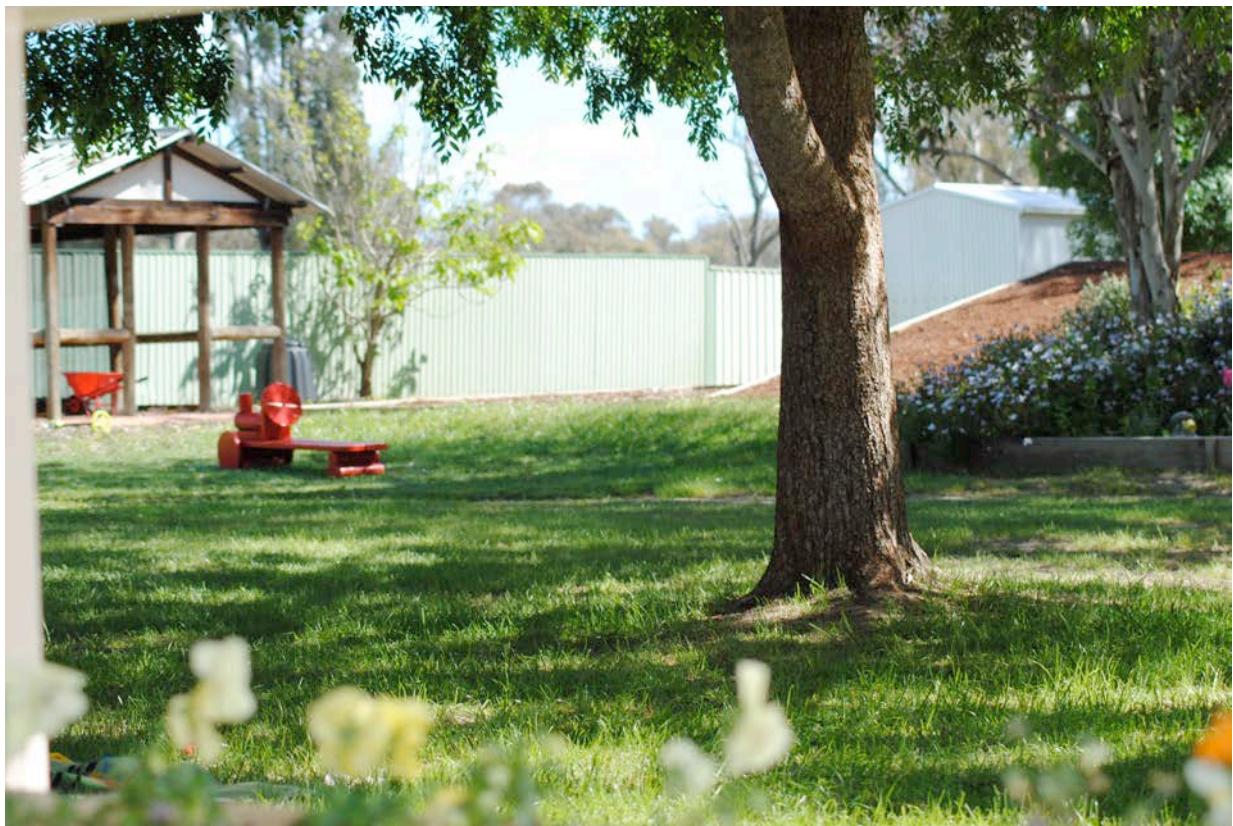




BURRUMBUTTOCK PRESCHOOL INFORMATION BOOKLET



Providing a foundation for lifelong education and learning.

Welcome to you and your family. We hope that you and your child enjoy your time with us. This information booklet is designed to answer the questions often asked by parents about the day to day running of our preschool and educational program.

Please keep this handbook in a safe, accessible place for future reference.

Staff members

| | | |
|------------------------|-----------------------|--|
| DIRECTOR: | Fleur Hall | Bachelor of Education (Early Childhood) |
| EDUCATORS: | Karen Jones | Diploma in Children's Services |
| | Lisa Trebley | Diploma in Children's Services |
| | Hannah Shipard | Studying Cert III in Children's Services |
| ADMINISTRATION: | Wendy Day | |

Preschool Contact details

Burrumbuttock Preschool Inc.
80 Howlong Road
Burrumbuttock NSW 2642
T 02 6029 3343
burrumpreschool@bigpond.com

Preschool Times

The Preschool is open Tuesdays, Thursdays and Fridays from 8.30am until 4.00pm.

Session times

| | |
|----------|-------------------------------|
| Tuesday | 9.30am to 3.00pm (4y.o) |
| Thursday | 9.30am to 3.00pm (4y.o) |
| Friday | 9.30am to 3.00pm (3 & 4 y.o.) |

Extended hours care is available

| | |
|----------|---------------------------------------|
| Tuesday | 9.00am to 9.30am and 3.00pm to 3.30pm |
| Thursday | 9.00am to 9.30am and 3.00pm to 3.30pm |
| Friday | 9.00am to 9.30am and 3.00pm to 3.30pm |



PRESCHOOL PHILOSOPHY

Burrumbuttock Preschool is a community based Preschool licensed and funded by the Department of Education and Communities. The Preschool has a constitution and is an incorporated, non-profit organization managed by volunteer parents and community members.

In our philosophy we believe in high quality education and care so that each child may reach their full potential. We value working in partnerships with families, open communication, and respect for diversity and inclusive practices. We support best practice, advocate for and respect the rights of each child and acknowledge that the family is the most important influence on the child's learning and development. We recognise that young children learn through play, supported by intentional teaching, and encourage children to have an active role in life's transitions.

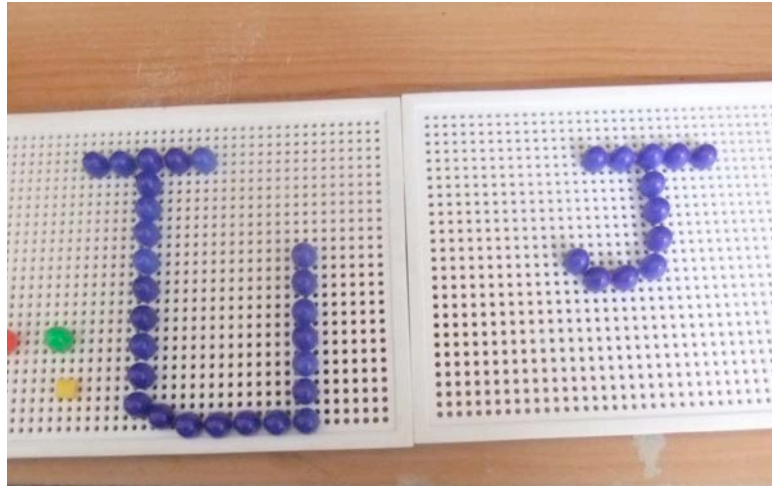
We endeavor to:

- provide a happy, safe and secure environment
- acknowledge the unique quality of each family and encourage respectful and reciprocal relationships
- be a community of learners where the curriculum incorporates the National Early Years Learning Framework
- provide stimulating play based experiences to enhance children's development, thoughts, decisions and values.
- provide an environment that models positive behavior and reflects an understanding, respect and appreciation of other people's rights, responsibilities, needs and feelings. To assist children in managing and self-regulating their own feelings and emotions
- recognize the diversity of cultures and provide opportunities for all children to learn about and respect other cultures as well as their own.
- provide equal opportunities and inclusive practices
- nurture a love of the land, be environmentally friendly and incorporate sustainable practices.
- commit to ongoing learning, professional development, self-improvement and reflective practice.

PRESCHOOL PROGRAM

The preschool program provides the children with individual and group activities that focus on their strengths and interests.

Our planning includes open ended experiences both indoors and outdoors. Both learning environments are of equal value. Language and literacy, music and movement, small and large group experiences are woven into the daily routines.



The daily routine is adjusted to reflect changes in the weather and unexpected happenings.

At Burrumbuttock Preschool the emphasis is on actually being involved, rather than always producing something to take home. Do not worry if your child does not bring home lots of paintings, they may prefer to express their creativity by building with blocks, climbing, singing, using natural materials or through dramatic play. In the program there are structured experiences and group activities as well as sufficient time for self-selection to encourage sustained, meaningful play. This enables each child to learn to be independent, self-reliant and be part of the group. The long day program becomes more structured as the year progresses so that the children gain skills and experiences to assist with their transition to school.

Observations and planning are recorded for all children, to create a child profile. This information is shared with parents through Individual Child Portfolios and through informal and formal discussions with parents. We encourage a happy, optimistic learning environment where children are encouraged to question, hypothesize, challenge themselves and take risks.

WHAT TO WEAR AT PRESCHOOL

Please dress your child in casual, practical clothes. This allows them to freely participate in all experiences including sensory play such as sand, water, finger paint and clay.

Children need to be in suitable footwear that support their feet. They feel more confident on climbing and balancing equipment if they are wearing safe footwear. Thongs, loose sandals, crocs and velcro sandals are not suitable. Runners are the most suitable.

Hats are essential; see sun safe section for more information.

In winter jackets and beanies are needed as the weather can turn cold quickly.

Please put your child's name on all their belongings.



WHAT TO BRING

Drinks: Water is required to be available for all children throughout the day.

Children need to bring a large drink bottle filled with water. This will be available for them throughout the day. Children who do not bring a drink will be provided with water in a cup.

Meal Times: Nutritious food is encouraged e.g. sandwiches, salad, fruit, crackers, cheese, yoghurt in a lunch box with your child's name. An ice brick is also required to keep food cool. The food containers are stored in the fridge if an ice brick is forgotten.

Please ensure your child can take the lids off all containers.

Towel : Each child requires a named hand towel (with a loop for hanging on a bathroom hook).

Hat: Please supply a sun safe hat with a full brim all year round for outside play and a warm hat in the cold weather (including a jacket).

Spare Clothes: A full change of clothes is required in case of messy play or accidents.

Library Bag: A draw string bag is required to protect the library book.

Sunscreen: Sunscreen is provided by the preschool for your child unless you have requested on their enrolment form that you will provide your own. We encourage parents to put on **sunscreen prior to coming to Preschool to allow time for the sunscreen to be absorbed and work to protect the skin.**

NUTRITION

Please send nutritious food for your child. At each meal time children will be encouraged to eat fruit and vegetables or sandwiches (everyday foods) before other foods. Children may wish to eat their lunch at the first meal break as they are hungry and they may do so if they wish to. This is aiming to promote healthy eating habits in children and to eat long lasting energy foods. Due to the prevalence of nut allergies, please do not send any foods containing, or contaminated by nuts e.g. peanut butter, Nutella. Foods that state "may contain traces of nuts" are permitted.

Special occasions may be celebrated with culturally appropriate foods such as birthday cakes. Small cup cakes are ideal to prevent cross infection.

TOYS AND JEWELLERY

Please do not allow toys or jewelry to be brought to preschool as they are easily lost or damaged.

CAR POOL & BUS

Preschool children who live along the normal school bus route may catch the bus to preschool, at the discretion of the bus driver. This is a privilege made possible by the Burrumbuttock Bus Service. The bus drivers Alan Ofak and Wilf Krause sign the children in and out for that day. Preschool staff are not responsible for children until they have been signed in. Alan Ofak can be contacted for more details on 60292209 or Mobile 0419699159. A bus authorization form needs to be signed by parents and both Alan and Wilf need to be authorized on your child's enrolment form to be able to collect your child.

ARRIVAL

Education and Care Service National regulations requires that **each parent/caregiver to write the time of the child's arrival, and then sign the daily attendance sheet.** We also ask that parents/caregivers note who will be collecting the child that day and the best emergency contact number for the day.

Each time you arrive at preschool, a staff must be informed. Staff would like to greet both you and your child on arrival. For further information see our arrival and departure policy.

Children are encouraged to complete their morning tasks of unpacking their lunch box/drink bottle and putting them on the trolley, putting their towel in the bathroom and their library book bag into the red cube and apply sunscreen as necessary. We encourage parents and caregivers to settle their child into the session before leaving.

DEPARTURE

The regulations require **each parent/caregiver to write the exact time of departure (at departure), and sign the attendance sheet when collecting your child from preschool.**

When collecting your child, we ask you inform staff that you are taking your child. This enables us to make sure each child is collected by the correct person.

Only persons with written permission from parent/guardian can collect a child. If an unknown or unauthorized person arrives at the preschool without written or verbal consent from the parent/caregiver, to collect the child, **the child in care will not be released until the proper consent is given or an authorised person arrives to collect the child.** For further information please see our arrivals and departures policy.

If there is a restriction on access to a child, evidence of custody/court orders must be provided at the time of enrolment.

Late arrivals and departures - All families are required to collect their children promptly at the end of each session. **If you are going to be delayed, please ring and let staff know.** This will enable staff to inform and explain the situation to your child and stop them worrying. Please see our late collections policy for further information on our procedure in these situations.

ENROLMENT DETAILS

An enrolment form is to be completed before your child starts Pre School. The Director should be notified immediately of any change of address, phone number, emergency contacts, authorised pick-ups or custody rights.

A non-refundable ENROLMENT FEE of \$30 is payable before your child starts preschool.

HOLIDAYS AND ILLNESS

Please let the Director know if your child is going to be away. This helps with planning the program. In the event of an extended absence the management committee can be contacted for a fee reduction following the guidelines set out in the *Fees* policy. Information on Infectious diseases and exclusion times is available near the sign in area.

NOTICE BOARD

Check the Entry Area at Preschool for the parent helper rosters, daily journal, the program and Early Childhood Development information. You are also welcome to advertise any Early Childhood events on the notice board near the kitchen door.

NEWSLETTER

The Director and Management Committee regularly write newsletters to keep parents informed on the program including upcoming events. If you are interested in a particular area of education or child development, please ask for more information. Families will be given the option to have newsletters emailed or to receive a paper copy at the beginning of the year to assist us to be as sustainable as possible. We are aware that some families don't have access to the internet and are happy to provide paper copies for any family that requests them.

LIBRARY

Reading to your child encourages language and literacy development. The children have the opportunity to borrow a book each week from our selection of children's books. Library is offered Thursdays for the (Tues/Thu) children unless your child only attends the Tuesday session and Fridays for the 3 year old group. A library bag is required. The previous book needs to be returned before borrowing another book. Parenting books are available to parents and careers. Please record the book you have borrowed in the "Parent's Library" book provided.

PAINT AT PRESCHOOL

Wet paint can be washed out immediately in COLD water; but once it has dried, soak it overnight (no detergents) and wash normally the next day. DO NOT use hot water, strong detergents or spray-on stain removers (this will set the paint).

PARENT INVOLVEMENT

Parent involvement is vital to the operation of the Preschool and is a requirement of our licensing. Parents are welcome to help with the Preschool program. This enables you to be involved in your child's early childhood education and get to know the staff and other children in your child's group. The following list includes some of the other ways you can be involved in our preschool:

- Management committee: Parents can add their ideas to the future direction and policies of the preschool. Meetings are held on the first Tuesday of each month during the term.
- Contribute to the newsletter.
- Assist in the upkeep of equipment and attend working bees.
- Fundraising: Funds raised are used to purchase those items from which the children benefit.
- Volunteer to help with small maintenance jobs, such as sewing, gardening, repair etc.
- Assist with excursions.
- Manage book club.

You may have a hobby or special interest that can be shared with the children. Perhaps someone you know has an occupation which may interest the children – such as firsthand experiences really help enrich the children's world. Please let staff know so they can incorporate this into the program.

WORKING BEES

The preschool holds a working bee at the beginning of each term with dates set at the start of the year. A **one-off payment of \$50** is charged to all families and will be reimbursed to families who attend at least one working bee in the year. Our preschool relies heavily on the participation of families in its upkeep and maintenance. If you are unable to attend a working bee during the term, but can help at another time, please let the director or a committee member know and arrangements can be made for this.

MANAGEMENT COMMITTEE

The Management Committee is a vital part of the Preschool. It is responsible for the financial and business management of the Preschool. A Committee is elected each year at the Annual General Meeting held in February. One parent from each family is encouraged to attend. Committee meetings are held monthly at a time set at the AGM.

The committee consists of: President, Vice President, Secretary, Treasurer, Fund Raising coordinator, Grants Officer, WHS Officer, and Maintenance Person and General Committee Members.

Each year, some members of the committee are unable to continue their involvement, as their children move on to school. Therefore, new members are eagerly sought. It is a great way to learn new skills, meet new people, be directly involved in your child's education, and make a very valuable contribution to our preschool community. Please consider how you could be involved!

COMPLAINTS

If you have a complaint about any aspect of Preschool, please approach the Director or the President. An attempt will be made to resolve the issue internally following the guidelines set out in the *Grievance Procedures* policy.

If you are not satisfied refer to:

Information and Enquiries Team of

Department of Education and Communities
Early Childhood Directorate
1800 619 113

CONFIDENTIALITY

All information about your child and your financial situation are kept in the strictest confidence following the guidelines set out in the *Confidentiality* policy. Only educators have access to a child's personal information. Only the Director, President, Treasurer and the Administration Officer have access to financial information.

POLICIES

The Management Committee and Staff have developed a folder of policies covering all aspects of management and procedures relating to the operating of the Burrumbuttock Preschool. These form a part of the licensing requirements set out by Department of Education and Communities. The Preschool Policies are available in our 7 policy folders to parents so please take the opportunity to become familiar with these. Any queries or ideas that you have, please put in writing to the President. Please do not remove the policy folders from the Preschool. Copies of policies are available on request. We are in a continuous cycle of policy review to ensure that our policies

are current and reflect the National Children's Services Regulations. Parents will be given input into these, via policies to review and comment on, displayed near the sign in/out area.

CHILD PROTECTION

The Preschool has a policy on child protection. Staff are required by law to make a report to Community Services if they have concerns about the safety, welfare or wellbeing of a child as they are Mandatory Reporters under Australian Law. Protective Behaviours is included in the children's program. Parents are informed as to what is to be included in the program before it is implemented.

CHILDREN WITH ADDITIONAL NEEDS

The policy of the Preschool is to promote the inclusion of all children regardless of gender, religion, culture, family structure, ability or economic status. Enrolment of a child with additional needs will be dependent on the preschool having adequate physical and human resources available.

SUN SAFE

The Preschool *Sun Protection Policy* states that "parents are to apply water resistant broad-spectrum SPF 30+ sunscreen before their arrival at the center". Staff are to be informed if this is not done, so that sunscreen can be applied at Preschool. Please fill in Sunscreen application list next to the sign in/out folder.

If parents do not wish to use this sunscreen, or your child has an allergy to the sunscreen, parents will need to provide their own sunscreen, or the child will remain in shaded areas.

When playing outside children are required to wear a hat, which protects the face, neck and ears. Children not wearing hats must remain in shaded areas. Winter hats may be worn for warmth during cold days.

Parents are asked to dress their children in clothing made of closely woven material **with sleeves**, so that their shoulders are covered.

Parents are encouraged to adopt sun smart behaviour themselves as positive role models for their children. Please make yourself familiar with our sun smart policy.

WORKPLACE HEALTH AND SAFETY

The Preschool has **NO** ambulance cover for the children while at Preschool. Parents are required to have their own ambulance cover. If an ambulance is called in an emergency the parents of the child will be responsible for the cost of the ambulance.

Parents are encouraged to read the policies on *Illness, Accident and Medication; Hygiene; Infectious disease; Nutrition; Asthma; Immunisation; Safety*.

In all situations of illness or accident, parents will be contacted first. If parents are unable to be contacted, then an emergency contact person will be contacted.

If a child is in need of urgent medical attention, then an ambulance will be called. No child will be taken to hospital unless in an ambulance.

Only prescription medication will be administered. Medication will only be administered at preschool if relevant details are entered onto a Medication Form by the parent. Any medication must be in the original bottle, bearing the child's name and dosage, and must be given to a staff member on arrival for safe storage in the kitchen first aid box or fridge if required. Children who are taking antibiotics may attend Preschool providing they have passed the infectious period of their illness.

The Preschool premises are a smoke free zone.

Staff and parents should actively promote hygiene by example, as well as reminding children to wash their hands before eating, preparing food, after toileting, blowing their nose and handling animals. Children will be encouraged with personal hygiene. Tissues will be provided and disposed of in the designated bin. Children are not to use handkerchiefs.

Staff will encourage children not to:

1. Eat food that has been handled by other children
2. Eat food or use utensils which have been dropped on the floor.
3. Use drinking cups or eating utensils which have been used by another child.
4. Eat other children's food.

The parent/guardian of the child attending preschool must inform the Director as soon as possible if their child or a family member is infected with an infectious disease as listed in the *N.S.W.*

Health Guidelines for Infectious Disease.

The Director will be responsible for informing parents of an outbreak of an infectious disease, as soon as is practicable.

Special occasions may be celebrated with culturally appropriate food, such as birthday cakes.

Asthma /Anaphylaxis & Medical Conditions

Parents are to provide staff with the required medical information and documentation on their child's asthma/anaphylaxis. This includes Emergency Action or Asthma Plan that is signed by a Medical Practitioner.

Birth Certificate/ Immunisation Details

On enrolment, parents are to provide documentation of their child's immunisation status. If children are not immunised families are required to provide a certified Australian Childhood Immunisation Register Exemption Form. A copy of your child's Birth Certificate and Immunisation Details must be attached to their enrolment form in the form of an Australian Immunisation Register Statement or Exemption form.

BEHAVIOUR MANAGEMENT

Behaviour management aims to assist children self-manage and regulate behaviours and have an understanding of how their actions affect others.

Expectations and guidelines support each child in their social and emotional development including social interactions with children and adults.

At preschool we have guidelines that relate to caring about ourselves and others. These provide a feeling of security, support and protection.

The 6 main guidelines are:

1. We care about others and ourselves.
2. We are careful about our own and other peoples work and belongings.
3. We are respectful of our environment including insects, animals, plants and equipment.
4. We move safely and considerately in our work spaces indoors and outdoors.
5. We take care of our health and the health of others.
6. We all have the right to feel safe all the time.

Staff will help children to stop, think about their behaviour (and its impact on others), and promote problem solving to resolve the conflict.

Staff and parents will model positive language and behaviour at all times.

EXCURSIONS

Non routine excursions may be arranged during the year. Children **not participating** in excursions will be asked **not to** attend preschool on the day of the excursion. All excursions will be arranged in accordance with the Education and Care Services National Regulations.

FEES

The Burrumbuttock Preschool is reliant on the prompt payment of term fees and parental involvement in fundraising to effectively finance the operation of the preschool. Fees for the next preschool year are determined in Term 4 by the Management Committee, when the next year's budget is formulated.

The preschool is managed along business (not for profit) lines. The Management Committee will make every effort to ensure running expenses of the preschool are kept to a minimum.

Fees are paid in advance.

Invoices will be issued in 3 separate invoices in Terms 1, 2 and 3 to cover the whole years fees. Fees are to be paid by Week 3 of each term.

Payment options are as follows

- Cheque – this is our preferred method of payment as cash cannot be verified. Please place cheques in a sealed envelope, clearly marked with child's name and either placed in the fee's box at preschool or sent by mail.
- Direct deposit – Direct deposit can be made to Burrumbuttock Preschool, BSB: 640 000 Acc: 321541510. Please include your child's name as the reference.

If a family is unable to pay the full amount of term fees in advance, they may arrange to pay in instalments by negotiation with the Administration Officer. However, fees must be paid in full by the end of term.

Payment of fees is necessary for a child to retain a place at preschool. Parents who fall behind with their payments are given an opportunity to rectify this situation. However, continued non-payment will result in the child's place being forfeited.

There is an additional one-off enrolment fee of \$30. This is required before your child starts Preschool.

There is an additional one-off maintenance levy of \$50. This will be reimbursed in term 4, to those families who attend a working bee throughout the year.

Extended hours care must be pre-booked and fees for extended hours of care are **in addition** to session fees.

COMMONWEALTH CHILDCARE CASH REBATE SCHEME. Information is available.

We look forward to working with your child and your family at Burrumbuttock Preschool. It is a very exciting, creative time in their journey of learning. We believe that children are successful and capable contributors to their own learning. They are encouraged to assist educators with planning and reflection.

Please do not hesitate to discuss with us any concerns or queries you may have. We encourage your feedback, contribution and partnership in all aspects of decision making and planning.

Fleur, Karen, Lisa, Hannah and Wendy.

