

BURRUMBUTTOCK PRESCHOOL INFORMATION BOOKLET



Providing a foundation for lifelong education and learning and committed to putting children first in everything we do.



We welcome your family to our Preschool. 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. This booklet can be emailed to families as well.

Assessment and Rating:

Burrumbuttock Preschool is currently rated Meeting in all 7 National Quality Standards. We were Assessed and Rated in February 2025.

Compliance History:

Burrumbuttock Preschool does not have any compliance related history to report. We have had 0 enforcement actions issued in the last 2 years.

Burrumbuttock Preschool Acknowledgement of Country

We say thankyou to the Wiradjuri people, the Traditional carers of the land on which we learn.

We promise to look after the land, the animals and the people too.

Hello Garray (land)

Hello Wir (sky)

Hello Nhal (self)

Hello Moo-g (Mudyi) (friends)

Flying the Australian, Aboriginal and Torres Strait Islander flags demonstrates Burrumbuttock Preschool's recognition of First Nation peoples, promoting a sense of community partnership and a commitment toward reconciliation.



Burrumbuttock Preschool Staff members

DIRECTOR/NOMINATED SUPERVISOR: Fleur Hall - Bachelor of Education (Early Childhood)

EDUCATORS: Karen Jones - Diploma in Children's Services

Kellie Shipard - Diploma in Children's Service

Narelle Proos - Certificate III in Children's Services

Jasmin Patrick-Beale - Working towards Certificate III in Children's Services

ADMINISTRATION: Jill Mott

Preschool Contact details

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M 0408 186 371 burrumpreschool@bigpond.com

Web Site

www.burrumbuttockpreschool.com.au



Preschool Operational Hours:

The Preschool is open Tuesdays, Thursdays and Fridays from 8.00am until 4.00pm.

Preschool Session times for Children: Tuesday, Thursday and Friday 8.30am to 3.30pm

The Burrumbuttock Preschool is a Community-based Preschool licensed and funded by the Department of Education and Communities. The NSW Early Learning Commission is the independent regulatory body for Early Childhood services in NSW. <https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/about-the-early-learning-commission> The Preschool has a constitution and is an incorporated, non-profit organization operated by a Management Committee consisting of volunteer parents and community members. The Management Committee employs the Nominated Supervisor to operate the service on a day to day basis.

BURRUMBUTTOCK PRESCHOOL PHILOSOPHY

We aim to provide a foundation for Lifelong Education and Learning and are Committed to Putting Children First in Everything We Do.

Children

- ❖ We know that young children are both competent and capable learners.
- ❖ We know that children learn through play that is supported by intentional teaching, active involvement and supportive, warm relationships with their educators.
- ❖ We are a community of learners where the curriculum incorporates the National Early Years Learning Framework v2.0.
- ❖ We support each child, advocate for, and respect the rights of each child.

Families

- ❖ We acknowledge that the family is the most important influence on a child's learning and development.
- ❖ We acknowledge the unique quality of each family and encourage respectful and reciprocal relationships.
- ❖ We value working in partnerships with families, open communication and respect for diversity and inclusive practices.

Educators

- ❖ We are committed to putting children first in all that we do to operate the service.
- ❖ We are committed to ongoing learning, professional development, self-improvement and reflective practice.
- ❖ We recognise that every child is a capable and competent learner, that children learn through play and learning is supported by intentional teaching, active involvement and supportive, warm relationships with educators.
- ❖ We support best practice including Early Childhood Australia Code of Ethics 2016.
- ❖ We are committed to the provision of an environment that promotes safety for all children (Child Safe Standards and Code of Conduct)

The Learning Environment

- ❖ We operate with the Children Come First Point of View in Mind at All Times.
- ❖ We believe in high quality education and care so that each child may reach their full potential.
- ❖ We strive to provide a happy, safe and secure learning environment.
- ❖ We strive to provide a stimulating play based experiences to enhance children's development, thoughts, decisions, values and sense of agency.
- ❖ We strive to provide an environment that models positive behaviour and reflects an understanding, respect and appreciation of other's rights, responsibilities, needs and feelings to assist children in managing and self-regulating their own feelings and emotions.

Diversity

- ❖ We recognise the diversity of cultures and beliefs and provide opportunities for all children to learn about and respect other cultures including their own Aboriginal and Torres Strait Islander heritage.
- ❖ We are committed to providing equal opportunities and inclusive practices.

Community

- ❖ We aim to grow links with the wider community including schools, local council and surrounding rural communities.

Sustainability

- ❖ We strive to nurture a love of the land, to be environmentally friendly and incorporate sustainable practices.

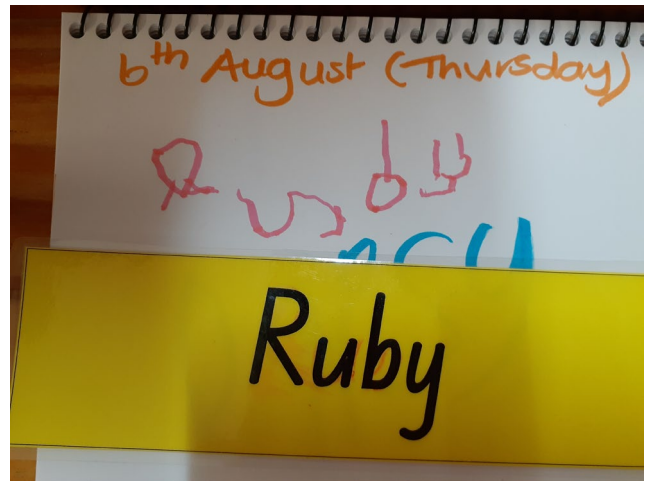
Stakeholders

- ❖ We strive for an open, honest and respectful relationship with all parties involved in the operation of the Preschool.
- ❖ We value the Committee that supports the running of the Preschool.

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 which will be recorded with photos. In the program there are structured experiences and group activities as well as substantial 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.



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. Our focus is on giving things a try so we can learn rather than getting things right the first time.



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 mud, 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 the foam/velcro sandals are not suitable. Runners are the most suitable. We welcome slippers and gumboots in winter and are happy for children to leave a pair of these (either or both) at Preschool to use when they want to.

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

In winter: jackets/coats and beanies are needed as the weather can turn cold quickly and we do endeavor to get outside no matter what the weather conditions are if at all possible.



The Preschool does have Hats, T-Shirts and Jumpers with our Logo on them at minimal cost if families wish to purchase them.

Please put your child's name on all their belongings. This allows us to be able to return them to their rightful owners if they get misplaced, especially considering there may be several hats or jumpers that are all the same colour and size in one group of children.

WHAT TO BRING

Drinks: Water is required to be available for all children throughout the day (An Operational Requirement in the Regulations). 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 bottle will be provided with water in a cup. Drink bottles are filled as needed throughout the day.

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 in lunchboxes. The food containers are stored in the fridge if an ice brick is forgotten. All children are asked to start with an everyday food to begin each meal at Preschool.

Please see separate note regarding lunch box set ups, we strongly request only 1 lunch box/bag rather than one bag with bento style lunch box inside.

Please ensure your child can take the lids off/access their food as independently as possible to foster their sense of self and independence.

Hand Towel: We ask that each child brings a named hand towel (with a loop/ring for hanging on a bathroom hook). These are used for the week and sent home for washing on your child's last day at Preschool for the week.

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). **Cap** style hats are **not** suitable for Preschool as they do not meet the requirements of our Sunsmart Registration and Policy.

Spare Clothes: A full change of clothes is required in case of messy play or accidents. Please ensure you include coat/beanie for colder weather. These can be kept at Preschool.

Library Bag: A library bag is required to protect library books if you wish your child to borrow books from the Preschool Library. This can simply be a pillow case or reusable shopping bag.

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 (an everyday food) 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 (including an awareness of what their body needs at the time) 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. If we have a child with a diagnosed allergy attending further information will be provided to every family regarding requirements to ensure a safe learning environment for all children.

Special occasions may be celebrated with culturally appropriate foods such as birthday cupcakes. Small cupcakes are required 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. We do not like being the ones that need to ask for toys to go home so we ask that families please ensure toys are left at home. This of course does not include that special toy that sometimes children need to help be separated from family and home



ARRIVAL

Education and Care Service National Regulations require that **each parent/caregiver to sign children into the service, using Smart Central electronic attendance system.** We also ask that parents/caregivers note who will be collecting the child that day **in the system.** This saves a lot of time in the event of an emergency.

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 and procedures.

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.

Staff require time each day to Prepare for the day including discussions related to children and their individual needs and we ask that families are respectful of the session starting times. We are happy for families to have a few minutes to settle children in. We do ask that families do not come into Preschool **until at least 8.30am each day** please. Many other Preschools and Early Childhood Services keep doors and gates locked until sessions start to keep children/families out. We do not do this and would prefer that we do not need to get to the point of doing this.

DEPARTURE

The regulations require **each parent/caregiver to sign out children via Smart Central digital attendance system (at departure) when collecting your child from preschool.**

We do ask again that families respect the end of session times, sessions finish at 3.30pm which means children need to be collected **by 3.30pm. A \$50 late fee will be charged for late pick ups after 3.30pm.**

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 Arrival 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.

Please ensure that on arrival and departure from the service that you are prompt in entering and exiting the gate and ensure that only the child/ren that are with you leave via the gate. We wish to ensure that all children are safe at all times and your cooperation with this request is greatly appreciated. We ask that families ensure children stay with them when exiting the premises to ensure they are safe (which includes not allowing your child to make their way to the gate without an adult). We use red line for waving in the morning and for ensuring safe departures from our service. Families will be provided with Arrivals and Departures procedure upon enrolment and as needed including when updates occur.

ENROLMENT DETAILS

An enrolment form is to be completed via Smart Central link https://www.smartcentral.net/service_profile/show/1222 before your child starts Preschool . The Nominated Supervisor/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 Nominated Supervisor know if your child is going to be away. This helps with planning the program.

NOTICE BOARD

Check the Entry Area at Preschool for the Daily Journal, the Program and Early Childhood Development information. Lots of relevant and interesting information may be found on the notice board near the kitchen door for families to access. You are also welcome to advertise any Early Childhood events on the notice board near the kitchen door.

NEWSLETTERS/EMAIL UPDATES

The Nominated Supervisor/Director regularly writes newsletters/emails 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 good 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 everyday. A library bag is required for each child. 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). Unfortunately blue and purple are really hard to get out at times. Again this is a good reason to send children in casual clothes and not their best ones.

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 usually held on the Tuesday once a 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.

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 Term 1. One parent from each family is encouraged to attend. Committee meetings are held monthly at a time set at the AGM. The Nominated Supervisor is employed by the Committee to Manage the Service on a day to day basis.

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/Nominated Supervisor 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 concerned about the health, safety or wellbeing of a child while attending an ECEC service you should contact the Nominated Supervisor at any time on 0480186371. The Preschool mobile will be monitored regularly after hours.

Families can directly contact the NSW Early Learning Commission.

If you are concerned about the health, safety or wellbeing of a child while attending an ECEC service, you should contact the NSW Early Learning Commission (the Commission) as soon as possible on 1800 619 113 or via email information@earlylearningcommission.nsw.gov.au and we will investigate the matter.

For more Information: <https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/how-to-give-feedback-or-make-a-complaint>

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 Nominated Supervisor, President, Treasurer and the Administration Officer have access to financial information.

POLICIES

The Management Committee and Staff have developed 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 to view at the Preschool or to be sent to parents via email so please take the opportunity to become familiar with these. Any queries or ideas that you have, please put in writing to the President. We are in a continuous cycle of policy review to ensure that our policies are current and reflect the National Education and Care Regulations. Parents are welcome to have input into policy reviews with any family wishing to have input being able to request a copy to be emailed or a printed copy to be reviewed. Families are also welcome to attend Committee meetings to discuss policy reviews.

CHILD PROTECTION and CHILD SAFETY

The Preschool has a policy on child protection and works within the Child Safe Standards at all times. Staff are required by law to make a report 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 can review resources and borrow them as well.

The Preschool is committed to ensuring that we put children first and foremost in regards the operation of the service. "The Child First Paramountcy Principle - Children's safety, welfare and wellbeing come before financial or business interests" is part of ongoing reforms being implemented from September 2025 via National Law and Regulations changes aimed at keeping children safe. We are committed to meeting all the new requirements as they come into effect and keeping our families informed of these ongoing positive improvements to our service that will ensure children are kept safe at Burrumbuttock Preschool.

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 section of the sign in/out page each day.

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. Shoe string straps are not suitable.

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.

TOILETING

Children are not expected to be fully toilet trained to attend. We are happy to work with families to start with where their children are in terms of toileting and support the child and family to move forward towards independence. To help us in our ongoing commitment to the implementation of the Child Safe Standards, including considering the physical position of our toilets compared to the rest of our facilities, we prefer children to wear pull-ups if not fully trained as they are easier to change without needing to use a nappy change table. In regards to helping children in the toilet we will help them if they ask, we will offer to help but we can not make them accept our help. Families can support this by encouraging your child to ask for help if needed and saying it is okay for us to help and that their child can ask whichever educator that they would like to help them. Educators will also identify which educator a child may be bonded best with at any time to offer and/or assist children as we respect that a child might prefer a particular educator to support them. We will work with families to support the needs of any child at any time.

DIGITAL DEVICES

From August 2025 the use of Personal Devices that can take, store or transmit images and videos of children by any staff member whilst the Preschool is providing an Education and Care service has been stopped. Staff members may only use personal devices whilst not working with the children and this only be done in areas that children are not allowed into ie Office area whilst on a break.

The Child Safe Code of Conduct that staff must sign includes details regarding the appropriate use of digital devices and includes agreement to the National Model Code for Digital devices in Early Childhood. Staff sign in/out with pin numbers (not QR code). Visitors, Volunteers and Students will also be required to store personal devices and not use them as Policy and Model Code.

Families can use devices to sign in/out and access QR codes in sign in area of verandah and are asked not to use them when in the classroom or yard. Visitors, including tradespeople, are requested to sign in with QR code then store devices in non child accessible area ie back room and to not use them when children are in attendance.

Personal Digital Devices are permitted only for use in accessing QR codes at the signing /out area . This applies to all parents/families and visitors whilst children are being educated and cared for. Please do not use in the classroom or yard.

COMPLIANCE HISTORY

From September 2025 we are required to provide transparency for families including our compliance history for the past 2 years. This is displayed on noticeboards at sign in/out area, inside the classroom and at the front of this booklet. It will also be available on our Facebook and website pages. Families can also access information via the following link:

<https://startingblocks.gov.au/find-child-care/01HGCPVD65YSADEND3CQRJ879A/Burrumbuttock-Preschool>

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. These plans must be **less than 12 months old** and are required to be **updated every 12 months** for the Preschool. Families will be asked to provide us with any updates to plans and children's medical conditions as soon as they occur and the Preschool will check in each term to see if any changes have occurred to the plans/information that we can including phone numbers.

Birth Certificate/ Immunisation Details

On enrolment, parents are to provide documentation of their child's immunisation status with an Australian Childhood Register Immunisation History Statement. A copy of your child's Birth Certificate and Immunisation History must be attached to their enrolment form via Smart Central. Copies of "blue books" or print outs of immunisation records from a Medical Practitioner are not able to be accepted.

Playing with Peers and Making Friends

We are very aware that our role at Preschool includes supporting children to get to know each other and build bonds at Preschool. At the start of the year we sing songs to learn each others names. We also focus on the children and building relationships with them as educators as well as supporting them to get to know each other and build bonds with each other. We do find that children do not need to know a peers name to play with them and for some children (like adults) find remembering names a challenge so they may say that they didn't play with anyone as they simply can not remember their name. We support building bonds in many ways including sitting in small groups at meal times with a educator at the table to encourage conversations and having many small group opportunities for play during free time including dramatic play and simple board games. If you have concerns please speak to us so we can share what his happening during your child's time at Preschool.

Handy Hints for Starting at Burrumbuttock Preschool

Families and Educators working together will ensure a smooth start to your child's formal education. We will begin the discussion at upon enrolment and continue to support your child as they transition to Preschool.

Some of the following ideas may help your child settle into preschool:

- Arrive on time to drop off and pick up your child. Please in particular try to be even a little early on the first few days for pick up as if another parent is early your child might think that you are late. We suggest 2.30pm for the first few days for pick up.
- If possible, organise for a consistent person to pick your child up for the first few weeks.
- Please let staff know if someone other than a parent is picking your child up so that staff can reassure your child as well as making sure your child is aware of who will pick them up.
- Remember all of your child's personal items.
- Let staff know if your child has been upset, tired, sick, had a busy day previously or if there has been a changes/situations prior to preschool that have upset your child.
- Avoid speaking about your child in their presence, especially if you have any concerns.
- When it is time to leave when dropping off always say goodbye and tell your child when you are going to return. It is important that you leave promptly as you can. By leaving this way you are letting your child know that preschool has your stamp of approval. Long goodbyes can be distressing for the child, parent/caregiver and other children. It can be hard to say goodbye when you know your child will initially get upset but it ultimately builds trust rather than trying to leave whilst they are distracted and not looking for you. Please do not try and sneak off as this does not build trust and does not help your child to settle.
- If your child becomes upset regularly then we suggest that you talk to your child and set out how many activities you will do before you go (ie one or two or three) and stick to this routine so that your child is able to predict when you will go.
- Always let staff know when you are about to leave so that they are able to be in close proximity to support your child if necessary.
- Feel free to discuss plans about settling with staff. Usually children settle within 5 – 10 minutes, even if emotionally upset. However, some can take longer and some may take a few weeks to settle. Staff will talk to you about ideas to help such as staying for only a part of a day for a few days until things settle if they feel this is beneficial for your child. Families are welcome to suggest this option if they would like to try it.
- Try not to get upset or angry if your child is upset. Remember this is a big step for children and they need to know that you feel okay too. Be calm and reassuring.
- Be prepared to put your trust in staff's judgement of the situation. If your child is coping, staff will contact you. Often staff contact parents if the child is coping, simply to reassure you.
- Be prepared for your child saying after the second or third session that they would prefer to stay home. Many confident starters follow this pattern. Your child is not bored or unhappy with preschool. They are trying a strategy.

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. The Burrumbuttock Preschool Enrolment form requires families to sign consent for trained Preschool educators to provide first aid and to seek treatment by appropriate medical personnel and to consent to their child being transported by Ambulance if required as per National Education and Care Regulation 161.

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, vape and alcohol 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 Nominated Supervisor/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 Nominated Supervisor/Director will be responsible for informing parents of an outbreak of an infectious disease, as soon as is practicable. This is done by information displayed at sign in/out area and emails.

Special occasions may be celebrated with culturally appropriate food ie birthday cupcakes.

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.

We are Bucket Fillers at Burrumbuttock Preschool. This program relates to the story Have You Filled a Bucket

Today? The concepts behind this are that we all have an imaginary bucket that we carry around and if we are helpful and do good things for others, and to others, we fill our own and others buckets up. If, on the other hand, we are not positive towards others then we are dipping into their buckets. The aim is to promote positive interactions amongst everyone at Preschool by filling up each other buckets each day at Preschool.

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.

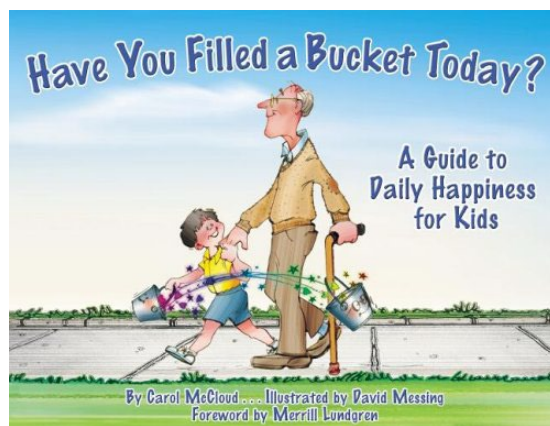
Staff will help children to stop, think about their behaviour (and its impact on others), and promote problem solving to resolve the conflict. Staff and parents will model positive language and behaviour at all times.

EXCURSIONS

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. At the beginning of each year families are asked to sign a Local Outings permission note that allows us to go on excursions within a 2km radius of the school. This note also covers us being able to conduct emergency drills outside the Preschool, and collect resources such as pine cones and wood from outside the yard.

FEES for 2026:

WE ARE ONLY CHARGING THOSE FAMILIES WHO DO NOT NOMINATE BURRUMBUTTOCK PRESCHOOL TO RECEIVE FEE RELIEF AS THEIR NOMINATED EARLY CHILDHOOD SERVICE AS PER OUR FUNDING REQUIREMENTS.



The Burrumbuttock 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. If any fees have to be charged it will only be what is required to cover the operational costs of the Preschool.

There is a one-off enrolment fee of \$30. This is required before your child starts Preschool and needs to be paid for your enrolment to be taken.

There is a one-off maintenance levy of \$200. This will be charged on your first terms invoice.

We look forward to working with your child and your family at Burrumbuttock Preschool. It is a very exciting and creative time in their learning journey. 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, contributions and partnership in all aspects of decision making and planning.

Fleur, Karen, Kellie, Narelle, Jasmin and Jill.

