

Gunnedah Preschool Information Booklet 2016

35 Elgin Street,
(PO Box 161)
GUNNEDAH NSW 2380

Ph: (02) 6742 1002 Fax: (02) 6742 7044
Bus Mobile: 0428 531 306

Email: info@gunnedahpreschool.org.au

Our team at Gunnedah Preschool look forward to working alongside you as partners in your child's development and education.

This booklet provides valuable information about the Preschool experience and will help you prepare for this important time in your child's life.

Please keep it in a safe place as a handy reference throughout the year.





Why choose our Preschool Education?

The first year's of a child's life are ones of enormous growth; in fact, they make up the greatest period of growth across a person's lifespan. The Preschool experience supports and enhances this natural development in children. It is offered in the year or two prior to starting school, so it is perfectly placed to build on your child's existing skills while furthering those needs for the future. Research has shown that children who participate in a high-quality preschool program are well prepared for formal education. Preschool teachers develop an education program based on their knowledge and understanding of children's development, learning styles and the Early Years Learning Framework.

The staff you will meet are:

Acting Director (Bachelor Degree): Miss Donna Austin

2IC/Teacher (Bachelor Degree): Ms Kate Chaffey

Children Services Workers:

Diploma—Ms Casey Head

Diploma—Mrs Samantha Watton

Cert III w/t Diploma— Ms Samantha Bourne

Cert III w/t Diploma—Mrs Tianna Clare

Trainee w/t Cert III— Ms Braie Divine

Trainee w/t Cert III—Ms Samantha Craig

Administration: Mrs Tabatha Smith

Aboriginal Childcare Support Worker: Patricia Davis

Aboriginal Support Worker: (bus driver, gardener and handyman): Peter Davis





The Gunnedah Preschool caters for 3-6 year old children. It receives funding through the NSW Department of Education and Communities, Early Childhood and Care Directorate (ECEC). They provide supervision of regulations and licensing of the preschool. If you have any queries you can contact them at ECEC_Northern.region@det.nsw.edu.au

The department of Education and Communities also fund additional need children through the Preschool Disability Support Program.

Our Aboriginal programme is funded by the Department of the Prime Minister and Cabinet, through the Indigenous Advancement Strategy.

Mandatory Reporting:

Staff at Gunnedah Preschool are mandatory reporters. They are required by law to report if a child in their care appears neglected or abused.

Association:

The Association includes parents/community members who pay the \$2 membership levy. A board is elected by the Association at the AGM, to manage the preschool on their behalf. The Gunnedah Preschool Board is the *approved provider*. Meetings are held monthly.

Policy Book:

The Association has developed rules which govern the day-to-day operation of the preschool. These are contained in the *Policy Book*. It can be found in the main activity room and you may read it at any time. Draft policies and the *Quality Improvement Plan* are also on display. Parents are asked to comment on these.

Gunnedah Preschool Philosophy:

We encourage you to read and comment on our Philosophy (attached).

**Complaints:**

If you would like to query a board decision or any other operational aspect of the preschool you should contact the President of the Board or the Director. The preschool has a grievance policy, *4.4 Complaints and Feedback*, which you can access in the *Policy Book*.

Work Health and Safety:

The WHS handbook is on display at the sign in desk. If you volunteer at Preschool e.g. attend excursions, you must sign in/out and be aware of WHS.

Preschool Opening Hours:

Monday to Friday: 8.30am-4pm.

Extended Hours:

The preschool provides Early Care between 8am and 8.30am Monday to Friday. The cost is \$5 for the half hour. No notification needs to be given prior to drop off.

Failure to drop off/pick up additional fees:

If your child is on premises prior to 8.30am they will be charged the Early Care Fee. If your child is on premises after 4pm, a \$15 late fee will be charged. If the child is consistently picked up late (3 times) you will be charged a \$20 fee.

Other fees:

Association Membership—\$2.00 per annum, essential to be a Board member.

Preschool Enrolment fee:

The Preschool has an enrolment fee of \$95.00 per child. Once the enrolment fee has been paid days will then be confirmed as booked. Your child will then receive a package that includes a Hat, Shirt, Library bag & Drink bottle.

This fee is non refundable



Fees (per day):

1. Aboriginal 3 or 4yr old with low income or non-aboriginal 3 or 4 year old with low income **\$10.**
2. Aboriginal with high income 3 or 4yr old **\$20.**
3. Non-Aboriginal 4yr old with high income that turns 4yrs between Jan-31st July **\$25.**
4. Non-Aboriginal 3yr old with high income (unfunded child rate) **\$35.**

Children only receive the lower fee rate for 2 enrolled days, if the child attends for more than 2 days a week then all additional days are charged at \$35 per day.

Fee Assistance:

ECEC provide funding to assist low income families. If you wish to apply for a reduced fee you will need to fill out a *Subsidy Fee Application* form and return it to us with proof of your income. If circumstances change you must notify us as soon as possible.

Centrelink Fee Rebates:

Preschool fee receipts can be claimed from Centrelink each term. You will need to keep your receipts which will be issued upon payment of fees. A replacement receipt is available from the office for a cost of \$2.00. A full receipt history is available for \$5.00.

Payment of Account:

A fee account is issued each term. Fees must always be kept up to date. Payment can be made by giving the correct change, EFTPOS or cheque to the clerical worker. Centre-pay and direct deposit can also be arranged.

If you would like to pay by internet transfer the preschool account number is

- Greater Building Society
- BSB: 637000
- Account Number: 780989513

Don't forget to put your child's name in the description bar so we know who the fees are for.



No Pay—No Stay:

If your account is not up to date, your child may not be able to attend and may lose their spot. If you have trouble paying fees, please talk to the Director to organise a Payment Plan.

Absences:

Children suffering infectious illnesses **must not** attend Preschool. We have a list of diseases and exclusion periods which you may look at, or phone us about, if you require more information. Please notify the preschool if your child contracts an infectious disease. If your child is unable to attend due to illness, family holidays etc please let the staff know. Fees must be paid if the child is absent, as the vacancy in the group is reserved for your child.

The most common exclusion is 24 hours from the last time a child has vomited.

Notice of Withdrawal:

To terminate a child's enrolment, at least 2 weeks **term time** notice must be given at the office. Failure to do this will mean that parents are liable for 2 weeks fees. If a child fails to attend for 2 weeks without notifying staff, their position may be given away.

Sunscreen:

The preschool provides sunscreen and will ensure that children have 50+ water resistant, 3 hour sunscreen applied every 3 hours if going outdoors.

Photographs and Videos:

Staff take photos and videos of children doing activities each day. Photographs are used in children's individual profiles and are displayed on the Smartboard and Daily Journal. These photos are not distributed and are only viewed by parents and children. Videos are used in a similar way, but are also shared with additional needs workers if required.



Website and Facebook:

The preschool maintains both of these social media. We welcome parents to gain immediate access to information about the Preschool by liking our Facebook page—Gunnedah Preschool.

Excursions:

Children are taken on various excursions during the year. Notes are given to parents in advance. It is your responsibility to return permission slips and money by the due date and ensure that your child wears appropriate clothing or **the child will not be able to participate**. Parent helpers are required on most excursions, so please volunteer.

Allergies:

Please ensure you inform staff, as well as noting on your child's enrolment form, if they suffer from any allergy.

Medication & Illness:

There are strict regulations governing what medication staff can give to preschool children and how they can give it. If your child requires medication please see a staff member. Medicines are never to be left in a child's bag (including asthma puffers). The preschool is not able to care for sick children. Please take time to read *3.26 Illness, Injury, Accident & Medical Emergency* policy.

Additional Needs:

Children with additional needs are welcomed at the preschool, however time must be taken to ensure that appropriate and adequate supports are in place. Staff is well trained to provide additional assistance with children's developmental needs.

**Birthday Cakes:**

We encourage parents to send cupcakes (or a cake for staff to cut) to preschool for their child's birthday. The cakes are shared with all of the children who attend that day.

Children with allergies will have their own frozen cupcakes but it is great if you are aware of any allergy alerts when bringing in cakes.

Occasional Care:

Enrolled children may attend an extra or occasional care day. You will need to ask at the office to make sure a vacancy exists on the day you require. Occasional care is charged according to the fee policy and the number of days your child attends.

Assessment of Children:

Staff continually assess children and records are kept on each individual's progress. If additional assistance is sought by professionals outside preschool, parents are approached before the assistance is sought.

Parent Participation:

There is no compulsory parent roster. Parents are encouraged to visit the preschool as often as they like. If you have a particular skill, talent or interest e.g. craft activity or play a musical instrument, please share it with us. You may choose to assist with excursions and take washing home as the preschool does not have a washing machine. Your contributions to the children's programme, policy/QIP development, board of management and service direction are also welcomed.

Reverse Garbage:

The Preschool would love your egg cartons, wool, string, material scrapes, match boxes, polystyrene trays, magazines, ice cream, yoghurt, milk, cardboard cartons etc so save them up and bring them in.



Security Items:

These are welcome at preschool, especially for rest time. Parents will need to ensure that the child takes the item home with them, as staff cannot be held responsible.

Toilet Training:

Children do not need to be toilet trained. The preschool has nappy change facilities and are able to toilet train children.

What Children Need to Bring:

Please label everything your child brings to preschool.

1. A backpack or bag (no plastic bags please).
2. A broad-brimmed hat or legionnaire cap. Preschool hats are available for \$20 at the office.
3. Lunch. The preschool encourages healthy eating. Lunch must meet current standards and recommendations in relations to nutritional requirements (see details on back page).
4. The preschool is a *Nut Free Zone*, please do not send your child with any nuts or nut products.
5. A refillable water bottle with screw cap or cover over the top is recommended.
6. Rest time bedding is required. A fitted cot sheet is ideal. This is a requirement of our regulations. A second sheet and small cushion are optional. Items should be named and stored in a fabric bag or pillow case.
7. Children should wear sensible clothing. Messy activities are part of the programme. Please do not dress your child in party or good clothes. The preschool practices skin protective behaviour. A top with collar and a minimum of short sleeves is required., no singlet tops please. Shirts and hoodies are for sale at the office. Children need to be able to manage their clothes unaided. Overalls, braces and belts are discouraged. Remember safety: no thongs, clogs, slippers, ugg boots, shoes without tread or platform shoes. Wearing jewellery is discouraged.



Gunnedah Preschool Food Requirements:

These foods should **not** be eaten by children while in care.

Fat:

Food: more than 20g per 100g total fat or more than 5g per 100g of saturated fat.

Drinks: more than 10g per 100g total fat or more than 2.5g per 100g of saturated fat.

Sugar:

Food: more than 15g per 100g.

Drinks: more than 7.5g per 100g.

Sodium:

Food: more than 600mg per 100g.

Drinks: more than 300mg per 100g.

Gunnedah Preschool is a *Nut Free Zone*, please do not send your child with any nuts or nut products.

No tiny jellies, frankfurts with skin on or popcorn as they are a choking hazards.

Home made items such as cupcakes, cake, banana bread etc is fine so long as it does not have any icing.

Water or Milk are the preferred drink choices.