



Gunnedah Preschool

35 Elgin Street

PO Box 161

Gunnedah NSW 2380

02 6742 1002

info@gunnedahpreschool.org.au

Information Booklet



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.





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Our Philosophy

Gunnedah Preschool is committed to providing excellence in care and education for young children.

Our Philosophy weaves together the values, beliefs and goals that represent who we are and who we want to become. It is formulated with the input from staff, families, children and management and reviewed on a regular basis.

The philosophy guides all aspects of the services operations. It underpins the decisions, policies and daily practices of the preschool board, the Senior leadership team and the preschool teachers. It assists in planning, implementing and evaluating quality experiences for children. It reflects a shared understanding of the role of the preschool with children, families and the community.

Vision-

At Gunnedah Community Preschool, we have high expectations for our children. Educators consistently plan and deliver a program based on children's interests, skills and abilities. Routines are established and planning is reflected on and evaluated.

Educators collaborate respectfully with each other using their strengths, and passions to provide positive, consistent best practice for our children.



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. The Department of Education and Communities also fund children with additional learning needs through the Preschool Disability Support Program.



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What does my child need?

1. A backpack or bag (no plastic bags please).
2. A broad-brimmed hat or legionnaire cap. Pre-school hats are available for sale.
3. Some of our Preschool friends have food allergies, so do not send your child with any nuts or nut products.
4. A refillable water bottle. A bottle with screw cap or cover over the top is recommended.
5. If you think your child may need a daytime rest, bedding is required. A fitted cot sheet is ideal. This is a requirement of our regulations. A second sheet is optional. Items should be named and stored in a fabric bag or pillow case.
6. Children should wear sensible clothing. Messy activities are part of the program. Please do not dress your child in good clothes. The preschool practices sun safety. A shirt with collar and a minimum of short sleeves is required. Singlet tops are not permitted. Preschool shirts and hoodies are for sale at the office. Children need to be able to manage their clothes independently therefore overalls and belts are discouraged. Thongs, clogs, slippers, ugg boots are also not permitted at Gunnedah Preschool. A more comfortable pair of shoes or joggers are suitable. Jewellery is also discouraged.
7. Spare clothing (few pairs of undies, short/pants, T-shirts).

Please label everything
your child brings to
preschool.

please

Nappy change facilities
are available, however we
encourage children to be
toilet trained or a pull-up.





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Rest and Food requirements

Rest

Gunnedah Preschool acknowledge that children grow out of their day sleep at varying ages. Due to this we don't have mandatory sleep time at Gunnedah Preschool, but do make rest available to children who need it. Those children who do not have a rest will be engaged in quiet activities whilst the other children are resting.



Food requirements

Gunnedah Preschool provide a breakfast program where a range of spreads on toast are available (vegemite, jam or honey) as well as wheetbix. Families are asked to bring their child's lunch (sandwich) and a few other items (EG yoghurt, fruit, sultanas) for lunch. We offer a range of fresh fruit and anything we may have cooked during the day at cooking experiences for afternoon tea. When packing your child's lunch, please be mindful of allergies (no nut products) and packing the recommended daily intake for children aged 3-6 years. See your educators for healthy snacks or lunchbox ideas.

Birthday Cake

Please feel free to bring birthday cake for your child to share with their peers. All we need is a list of ingredients.





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Other things you need to know...

Incursions/Excursions:

Children are involved in various incursions/excursions during the year. There is a section on your enrolment form for parents to give written permission, and families will be notified in advance of any upcoming incursions/excursions. Parent helpers are encouraged to join us on most excursions, so please feel free to put your name down as a volunteer at Gunnedah Preschool if you're available.

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 our policy on this—*Illness, Injury, Accident & Medical Emergency*.



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. The staff at Gunnedah Preschool regularly attend professional development to provide additional assistance with children's developmental needs.

Sunscreen:

The preschool provides sunscreen and will ensure that children have 50+ water resistant, and is applied before going outdoors. Please complete relevant section on enrolment form.



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Fee and Attendance Information

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 Gunnedah Preschool hat, cultural shirt, tote bag & drink bottle.

This fee is non refundable.



Only a \$2 to join the Association, which enables you to be considered for our management board, and vote on important matters relating to our Preschool.

Fees (per day):

1. Any 3 or 4 year-old Indigenous children, or 3 or 4 year-old non-Indigenous children from families with a low income — **\$7.** (*Please provide us with your Healthcare or Pension Card details*)
2. Non-Indigenous 3 or 4 year old children **\$15.**
3. 3 year-old non-Indigenous children from families with high income **\$16.00.**
4. 3rd day and any day there after rate **\$35.00.**

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



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Fee and Attendance Information continued

Payment of Account:

A fee account is issued each term. Fees must always be kept up to date, otherwise your child's position may be cancelled. Payment can be made by cash, eftpos, direct deposit or centre-pay deductions to our Administration Staff.

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

- Acc name: Gunnedah Preschool
- Bank: Greater
- BSB: 637-000
- Acc no: 780989513

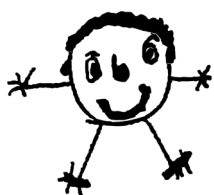
*** **Don't forget** to put your child's surname in the description bar so we know who the fees are for.



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 re-

turn it to us with your Pension or Healthcare Card. If circumstances change you must notify us as soon as possible.



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Fee and Attendance Information continued

Early Care Fee:

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 after 4:00pm, a \$15 late fee per 15 minute block will be charged. This will be added to your account. Please ensure families or emergency contacts are here to collect your child before 4:00pm.



No Pay—No Stay:

If your account is not up to date, your child will not be able to attend which could result in losing their spot. If you have trouble paying fees, please talk to the Director to organise a Payment Plan.



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Fee and Attendance Information continued

Absences:

Children suffering infectious illnesses **must not** attend Preschool. We have a list of illnesses/diseases and their exclusion periods which you can view, or if you require more information, you are welcome to phone us. The most common exclusion period we experience at our Preschool is that parents must exclude their child from the Preschool for at least 48 hours from the last time their child was sick (tummy bug). If your child contracts an infectious illness/disease, please notify the preschool immediately.

If your child is unable to attend due to illness, family holidays etc. please let the staff know as soon as possible. Fees must be paid if the child is absent, as the vacancy in the group is reserved for your child.



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.

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.



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Things you may not know...

Mandatory Reporting:

Staff at Gunnedah Preschool are mandatory reporters. All staff members have been trained on how to react to situations relating to Child Protection. They are required by law to report if they suspect a child in their care is at risk of significant harm.



Service policies and procedures:

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

Gunnedah Preschool Philosophy:

We encourage you to take some time to read our Philosophy further on the Gunnedah Preschool's website (www.gunnedahpreschool.org.au).

Complaints:

If you have feedback, concerns or queries, you can contact Room Leaders, our Educational Leader, the Director, Administrative Staff, or the President of the Gunnedah Preschool Committee. The preschool has a grievance policy, *Complaints and Feedback*, which you can access in the *Policy Folder*.

Assessment of Children:

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





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Things you may not know... continued

Parent Participation:

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 if you are available. Your contributions to the children's programme, policy/QIP development, board of management and service direction are always welcome.



Reverse Garbage:

The Preschool would love to use your recycling such as egg cartons, wool, string, material scrapes, match boxes, polystyrene trays, magazines, ice cream, yoghurt, milk, cardboard cartons etc., for art and craft activities, so please save them up and bring them in.



Find us on Facebook! 'Like' us to stay up-to-date with what's happening at Gunnedah Preschool.