

# Shoalhaven Community

## Preschool Inc.

A Community of Learners



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Created by staff and The Management Committee of the Shoalhaven Community Preschool Incorporated, Nowra. N.S.W.

# Shoalhaven Community Pre-School Incorporated

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## **Shoalhaven Community Preschool Service Details and History**

Shoalhaven Community Preschool is a community based centre. It is a not for profit organization which relies on State government funding, grants and fees and fundraising to operate.

The preschool is managed by a voluntary Management Committee, elected by members of the Incorporation. A parent or legal guardian for of each child attending preschool becomes a member of the Incorporation. (More details about the Management Committee on P.11)

Shoalhaven Community Preschool was assessed and rated as exceeding quality in all 7 National Quality Standard areas.

The preschool is licensed by the Department of Education and Communities (DEC) and supervised by advisors from this department in the children's services directorate. We are a 2 unit centre catering for up to 40 children per day.

The centre has been operating since 1958. The hall was originally built through voluntary contributions from members of the Nowra Sub-Branch of the R.S.S. & A.I.L.A. and was presented to the Shoalhaven Preschool Kindergarten by the Shoalhaven Ex-Serviceman's Club when it was removed from a site in lower Junction Street, Nowra to Shoalhaven St, next to the hospital.

Shoalhaven Community Preschool is a KidsMatter site, meaning that we have a strong focus on children's social and emotional wellbeing

### **Operating hours**

The preschool operates on the basis of a 4 term school year following school holidays as determined by the Department of Education and Communities. Pupil free days are at the start of Term 1 and the end of Term 4 only (not mid-year)

The two classrooms are called the **Opal Room** and the **Emerald Room**. The rooms ARE NOT age grouped and are organized to support attendance patterns.

Core Preschool operates between 9.00am – 3.00pm. Please ensure your child is not left before 9.00am or after 3.00pm if they have not been booked into extended care.

In order for staff to provide a high quality program and to have adequate preparation, administration and cleaning time please adhere to the above timetable.

**Extended Care:** Extended care is available from 8.00- 9.00am & 3.00- 4.00pm. Extended care incurs an additional cost. Please discuss your family needs for occasional or permanent extended care to ensure your child is booked in. Extended Care can be booked as a permanent or casual arrangement. Call preschool to book extended care. Children **MUST** be collected by 4pm to meet licensing and insurance obligations.

## Preschool Philosophy

### **Core Values**

Belonging, Relationships, Community, Teaching and Learning, Exceeding quality

### **Mission statement**

We aim to create a Learning Community of the highest quality where children are inspired, nurtured, supported and challenged by passionate educators so that each child can make progress and can develop to their full potential. In partnership with families we aim to create a social environment which fosters a sense of Belonging to our preschool Community and supports the overall wellbeing of each child.

### **Statement of Principles**

**1. Belonging-**Preschool values highly the development of a strong sense of Belonging for every child, family and educator.

*\*Preschool believes that all children have the right to access a high quality early childhood experience.*

*\*Respect for diversity is embedded through management, policies, curriculum and relationships.*

*\* Preschool honours the rich histories, cultures, languages, traditions, child rearing practices and lifestyle choices of families.*

**2. Relationships-** Preschool believes that the practice of relationships is key to developing the best outcomes for children.

*\*Educators, families and children engage in secure, respectful and reciprocal relationships. These relationships value collaboration and teamwork between all parties to ensure the voice of the child, family and educator are heard.*

*\* Respect is a core element at our preschool. Educators show respect for each other, families and the children. Children are supported to show respect for each other, adults, educators, their environments, nature and themselves.*

**3. Community-**Preschool is proactive in building a sense of Community within our service and forming genuine partnerships with local services and schools for the benefit of children and families.

*\*Preschool works with the wider community to advocate for children as current citizens of our community.*

*\*We value making links with the wider community through incursions and excursions.*

*\*Educators, families and support professionals engage in shared decision making.*

*\*Preschool works with the children and community to be increasingly environmentally sustainable and sensitive to the needs of our planet and to appreciate and value the natural world.*

**4. Teaching and learning-** *Preschool is a place where early childhood education and best learning outcomes for children is at the forefront of our decision making.*

*\*Transition to school is embedded into the everyday routine of preschool where children come together as a community of learners to build resilience, confidence and love of learning in a group context.*

*\*Learning environments will be carefully considered, planned and maintained to ensure they are welcoming, inclusive, aesthetically pleasing and interesting play spaces for children. Indoor and outdoor environments will provide opportunities to provoke interest, invite open ended interactions, connect with nature and challenge children.*

*\*Educational programs are designed and evaluated to develop the needs, interests and strengths of individuals in a social context. Children are offered choice within a framework of possibilities so that they gain satisfaction from their learning.*

**5. Exceeding quality-** *Preschool is passionate about providing a very high quality early childhood education service which exceeds National Quality Standards.*

*\*Educators engage in ongoing learning and reflective practices in a continuous cycle of professional improvement.*

*\*Preschool acknowledges that qualified and committed educators are a core factor in the quality of a service.*

Appendix to philosophy

**Our Program and Practice is guided by:**

- Early Years Learning Framework, Being, Belonging & Becoming (DEEWR 2009)
- National Quality standards
- Early childhood Australia code of Ethics
- Schools of Reggio Emilia
- Howard Gardner's theory of multiple intelligences
- UNICEF convention: The rights of a child
- NSW Curriculum Framework
- Piaget's cognitive development theory (refers to structured developmental milestones)
- Vygotsky's dialectical theory (refers to the important role of adult and peer mentoring in the social learning context for children to internalise new information, especially language)
- Bronfenbrenner's ecological perspective (Refers to relationship between the child and all of the social settings that influence the child)

## Our Education Team

<b>Position</b>	<b>Name</b>	<b>Qualifications</b>
Director/Nominated Supervisor Teacher (4 days a week)	Kim Stouse-Lee	Bachelor of Education (Early Childhood)
Teacher Educational Leader (5 days a week)	Catherine Marshall	Bachelor of Education (Early Childhood)
Teacher Inclusion Leader (5 days a week)	Kate Morris	Bachelor of Teaching Master of Inclusive Education
Educator (4 days a week)	Kim McCallum	Associate Diploma in Social Science (Child Studies)
Educator (3 days a week)	Kim Field	Associate Diploma in Social Science (Child Studies)
Educator (5 days a week)	Kayshan Berger	Diploma of Early Childhood Education & Care
Educator (5 days a week)	Sandra Turnell	Diploma of Early Childhood Education & Care
Educator (days vary)	Anne Suter	Certificate III in Early Childhood Education & Care
Administrative Officer	Donna Bagnall	

Please note all Educators have a current First Aid Certificate, including asthma and anaphylaxis.

Experienced/qualified casual staff may replace staff on leave.

All staff including casual staff have a Working with Children's Check completed.

### Students

Throughout the year Shoalhaven Community Preschool supports students visiting us from institutions including High School, TAFE & University. Tertiary student requirements include observing & planning for individual and groups of children. We will let you know throughout the year of upcoming students. Students contribute current research, new ideas and different skills to our learning environment to be enjoyed by both the educators and the children.

Shoalhaven Community Preschool is a University of Wollongong Mentor Centre. Parent permission will be obtained for individual observations or planning. Students are not permitted to use personal cameras to record observations.

### Transition to School

To support positive transitions to school, educators liaise with school teachers, counsellors and early intervention facilitators. As part of this process professionals may visit to observe children and plan transitions to school.

## **Preschool Rooms**

Shoalhaven Community Preschool Inc. is licensed for 40 children aged 3-6 years each day.

Our Preschool is divided into 2 rooms called the Opal room and the Emerald room. The Education team consists of a combination of full time and part time staff team working in each room. We have three educators in each room (including University trained teachers and trained educators) to allow us to support the inclusion of all children at preschool.

The team of educators in each room work collaboratively to observe and interact with each child to develop and implement long term goals that support progress towards the Early Years Learning Framework learning outcomes.

Throughout the day, the children will have the opportunity to interact in a variety of group sizes, including small groups, 1:1 opportunities and larger groups. These groups are both planned and spontaneous.

### **Our Learning Environment**

The preschool program is based on current best practice and is supported by the Australian Federal Government Early Years Learning Framework (EYLF). The principles, practice and outcomes of EYLF guide our reflective planning and practice. The EYLF has three core values Being, Belonging and Becoming, that underpins our practice at preschool

Learning Outcome 1: Children have a strong sense of identity

Learning Outcome 2: Children are connected with and contribute to their world

Learning Outcome 3: Children have a strong sense of wellbeing

Learning Outcome 4: Children are confident and involved learners

Learning outcome 5: Children are effective communicators

### **How The Rooms Are Set Up**

The learning environment is designed to promote thinking, investigation, co-collaboration and independent learning. Within each room we have an art studio, construction area, dramatic area, thinking area, library and various discovery centres dependent on the children's interest at the time.

The children are –

- Active participants in the learning process
- Given the opportunities to explore, experiment and investigate
- Extended in the own interests and peer's interest areas
- Encouraged to enquire and question
- Valued highly in the preschool community
- Constantly reflecting and self-assessing

Teachers are –

- Facilitators in the learning process
- Constantly reflecting on best practice and self evaluation
- Able to guide the learning process through an integrated curriculum
- Flexible in their planning for differing learning styles

Families are -

- Valued for their contribution to the learning process
- Eager to take an active role in their children's learning
- Keen to share their knowledge/skills and interests

## **Director – Kim Stouse-Lee**

The director is the nominated supervisor who takes on legal and day to day responsibility for managing the preschool. The director is accountable to the management committee and is directly responsible for compliance. The director also manages WHS, staffing, professional development, waiting list, funding applications, policies and the quality improvement plan. The director works cooperatively with the committee and educators to ensure the preschool philosophy is met through adequate resources, training, routines and meeting the needs of the community.

## **Educational Leader – Cathy Marshall**

The educational leader supports all educators to plan and implement a program based on the Early Years Learning Framework. This is achieved through a team approach to observing individual strengths, interests and needs, then planning experiences and opportunities of individuals within a group context. Each child's participation and progress towards the EYLF learning outcomes is reported to you through photos, emails, planned meetings and written summaries. When an educator has a concern about a child's development we work closely with parents and preschool's inclusion leader. The educational leader mentors educators in theory and educational program and practices. Each team of educators are responsible for the day to day program in each room.

## **Inclusion Leader – Kate Morris**

Preschool is funded under DEC to support the inclusion of children with additional needs. Preschool aims to provide an educational program for children with diverse needs. Preschool applies for individual child funding under the 'Preschool Disability Support Program' to assist with inclusion through the purchase of resources, training or staff. Parents of children with additional needs are required to provide documentation from medical professionals to support funding applications. Preschool has identified the need for a key contact person for families, educators and agencies to promote positive inclusion and actively support families.

Preschool collaborates with agencies such as Noah's Ark Early Intervention Unit and Bomaderry Early Intervention Unit (EIU) to develop individual educational plans (IEP) for children who also attend these services. Other Para-professionals including speech pathologists and other therapists are also consulted where necessary.

Parents are required to co-operate with educators who have a concern about a child's health or development under the 'Keep Them Safe' government initiative.

## **Environmental Leader – Kayshan Berger**

Shoalhaven Community Preschool works with the children and community to be increasingly environmentally sustainable and sensitive to the needs of our planet. Educators engage children in learning opportunities that promote a connection and appreciation of the natural world. Parents can assist by

- Sending morning tea and lunch in reusable containers
- Reducing the amount of pre-packaged food in lunch boxes
- Volunteering to work in our preschool garden

## **General Daily Routine**

### Warmer day routine

- 8-9 (extended care) inside/backyard
- 9-11 outdoor play including staggered morning tea
- 11-12 gather and group times
- 12-2 indoor play including staggered lunch
- 2-2.30 pack away and relaxation
- 2.30-3 end of day routine
- 3-4 extended care – outside

### Cooler day routine

- 8-9 (extended care) inside
- 9-11 Indoor Play – including staggered morning tea
- 11-12 gather and group times. Outdoor play if weather is fine
- 2-3 relaxation/end of day routine
- 3-4 (extended care) – inside

## **Parent Involvement**

As a community based preschool we rely on parent involvement to reduce costs and support the ideal of collaborating to meet the needs of the community and particularly our children.

Families are welcome into the preschool at all times. You are free to visit or stay for the day. Please feel free to talk to educators in the mornings and the afternoon about your child's day. Parents are welcome to call the preschool at any time to talk or check how your child is settling in. It is important for children to observe a positive relationship between families and educators to help develop trust and a sense of security.

Our preschool provides a wide variety of ways in which you can become involved according to what suits you best. You can become involved in the parent management committee, take part in fund raising, assist the preschool in maintenance, participate in working bees, help out with excursions, cut or collect craft materials, review policies, photocopy and complete surveys.

We encourage all families to contribute to their child's learning journal. This has been a very rewarding experience for many families. Educators will send home items for parents to write on or complete with photos throughout the year, however you are welcome to add anything relevant to your child.

Parents are welcome to place their name on our parent roster. You can stay for a day or whatever suits your needs. Come along and share a preschool day with us.

### Parent Library

There is a large variety of books and pamphlets available that are relevant for families with young children. Books may be borrowed for a period of 2 weeks. To borrow a book simply discuss your interest with an educator. If there is a topic you would like more information on, please ask an educator as we regularly update our reference books.

## Children's Library

To support early childhood literacy a selection of children's books are available on the front verandah. If you would like to use this service please complete a card with your child's name. Ask if you need any help. Select a book together and complete the book details on your child's card. We encourage you to use a library bag to promote respect and care for books. Sign the book back in on your child's card when you return the book within 2 weeks.

## Fundraising

Fundraising events are held throughout the year. Families are welcome to suggest and help organise fund raising events. All funds raised are used to buy equipment for the children or subsidise excursions. A fundraising co-ordinator reports back to the parent management committee who approve all fundraising ideas. Funds are used to update and purchase resources and equipment for the preschool. Preschool is a not for profit organisation.

## **The Management Committee**

The Management Committee is responsible to the Department of Community Services as the licensee of the preschool. The volunteer parent committee manages the preschool.

Management responsibilities include developing and passing an annual budget, staffing, maintenance, funding, WHS obligations, policy development and evaluation and fundraising.

The Annual General Meeting (AGM) is held in early March of each year to elect the management committee. These elections are for executive positions as well as committee members. The management meets monthly. Traditionally this has been in the evening on a day that suits the majority of the committee.

Shoalhaven Community Preschool has the following positions in our committee; The executive positions of President, Vice President, Secretary/Publicity Officer and Treasurer, Publicity Officer, Fundraising Coordinator, and General Committee members. Sub committees may be formed when needed to organize events.

## **Committee Positions' Job Description**

**President** - Reviews agenda and chairs monthly meeting. Is available to assist in the general organisation of the preschool to ensure its smooth running and to aid the Director with decision making in situations that can not wait until the monthly meeting

**Vice President** - Assists the president and undertakes the role of president during presidents absence. Reads the Early Childhood News and presents issues to committee.

**Treasurer** – Assists in preparing and monitoring the budget, oversees the keeping of accurate books and financial records. Signs the Wages Book. Presents a financial report each meeting.

**Secretary/Publicity Officer** - Take minutes when administration officer is not present. Reports identified correspondence and responds to relevant correspondence.

**Fundraising Co-Ordinator** - primarily organises fundraising and also any social functions with the assistance of the committee and interested volunteers.

**Committee Members**- Attend meetings and participate in decision making. Have voting rights and help out where necessary

## **Food at Preschool**

Families are responsible for providing a nutritious morning tea and lunch in line with the preschool Nutrition Policy (see attached nutrition policy and food list)

Healthy food not only promotes good health and eating habits it ensures that meal times do not become a competition or stressful for children.

Basic food such as a variety of fruit, dairy, salad, sandwiches and crackers with a bottle of water are needed.

If your child stays for extended care you may send an extra snack

**Please do not send treats such as chips, chocolate and lollies. These are sometimes foods that cause lots of upsets between children.**

The food list and nutrition policy aims to give parents clear and helpful guidelines to pack healthy foods. Please ask educators for ideas or explain any concerns that you have around food for your child.

## **Eating Environment**

Staff aim to provide an eating environment that is relaxed, hygienic, developmentally appropriate and assists in the transmission of family and cross cultural values by implementing a regular mealtime routine that involves;

- ensuring children wash hands before eating meals or snacks
- children sit to eat at all times
- children making choices about what to eat and when
- encouraging children to be independent at all times
- recognising and accepting cross cultural differences
- celebrating special occasions with culturally appropriate foods
- inviting parents to at least one food occasion each year
- choosing food awareness activities from a variety of cultures
- emergency food will always be available
- parents will be advised if children are not eating well

## **Birthdays**

On your child's birthday you may, if you wish, supply a cake or small cakes so that it can be celebrated at the preschool. Preschool prefers small individual serves (cup cakes, muffins, pop cakes, fruit kebabs) where possible as they are easier to distribute to the children

If bringing some cakes, ensure there is enough for one for each child. There are 20 children in each group. On special occasions children may be invited to bring other foods (not nuts), however on a day to day basis we ask for your support to provide nutritious food for your child.

Children with food allergies are asked to supply an alternative treat for special occasions. These may be frozen to use when needed. There are lots of ways to celebrate. Consider bringing a fruit platter, stickers or balloons to share.

If your family does not celebrate birthdays discuss how you would like birthdays managed with your child's educator.

## **Nut Allergy Precautions – BE NUT AWARE**

At our centre we aim to care for the needs of all our children.

We have children enrolled at our centre who have an allergy to peanuts and other nuts. If exposed to foods containing nuts the children can suffer a reaction called ANAPHYLAXIS, this is a potentially life threatening allergic reaction. Safe management requires a total avoidance of 'nut products'.

Therefore, while these children are in attendance, the centre will be **NUT AWARE EVERYDAY**.

This will assist staff and committee to ensure the centre is safe for all children.

There is no prevention of this reaction other than COMPLETE AVOIDANCE OF PEANUTS AND ALL NUTS. It would be of enormous help if you could assist us in the following ways:

- **Please use alternative fillings for sandwiches avoiding peanut paste, nut pastes, and Nutella.**
- **Please ensure that any traces of peanut paste or nutella are cleaned from your child's face, hands and clothing before school.**

Other foods that most frequently cause peanut allergic reaction : satay sauces, cakes, biscuits and health bars which may contain nuts. Further information can be obtained from preschool.

- When a child with a life threatening allergy is enrolled at preschool parents will be asked not to bring a particular food to preschool. This may be on a specific day or in a room. Parents may be asked to identify when a child has a specific food so it can be stored in a separate area and eaten under close supervision.
- Other high allergen foods can be – egg, seafood, wheat and soy. Preschool will notify you of any restrictions to ensure all children are safe at preschool.

**If your child has a food allergy or another medical condition it must be identified on the enrolment form and the appropriate action plans completed prior to enrolment. If your child has any medical condition please make sure you alert an educator.**

## Shoalhaven Community Preschool Food List

**Please note:** Children require simple and nutritious foods to refuel while at preschool. Our policy promotes good health, reduces packaging, cost, risk of nut products and competition between children. If you are having any difficulties please chat to the educators.

<b>YES FOODS: Suitable for preschool</b>	<b>NO FOODS: Treats for home and special occasions</b>
Crackers: Jatz, Ritz, Rice, Water, grain and savory biscuits	No Chocolate of any form eg: NO Nutella, choc custard or biscuits
Crisp Breads: Vita Wheat, Salada, Sao, gluten free deli crisp bread, cruskits, rice cakes	Muesli Bars / Breakfast Bars
Healthy breakfast cereals - Container of Cornflakes / Weetbix / Vitabrits- we can add milk at preschool	No sugar coated / sweet breakfast cereals
Raw Veggies: cut up celery, carrot, capsicum, cucumber, tiny tomatoes or a salad (with meat and cheese)	Roll Ups, Fruit Sticks
Pieces of Cheese, chicken, ham, cold roast meat slices, chicken leg	No flavoured Dairy Desserts
Fruits of all kinds : Fresh / Dried / Tin We can cut up fruit if needed, slinky apples available	No sweet Biscuits, cream biscuits or sugar covered biscuits or iced cakes
Yoghurt – Plain or Real Fruit Only Custard-Plain	NO Lollies / Sweets / Fruit Fingers
Fruit Health Loaf, un- iced banana bread, carrot loaf	Chips, corn chips, twisties
Bread, pita bread, wraps, fruit or Raisin Bread	Nuts, peanuts, pine nuts, tree nuts NO PEANUT BUTTER
Left Overs - e.g. rice / pasta dishes (in microwave safe container for re-heating)	No Jelly
Plain Popcorn, Plain biscuits or grain biscuits	No cordial or soft drink
Pikelets, fruit, savory or vegetable muffins or fritters	
Dip- with veggie sticks or crackers	

Preschool promotes "nude food" and ask parents to avoid pre-packaged foods with the exception  
Yoghurts and Fruit tubs

## **End of Year Celebrations**

A family evening event will be held at a local venue where children participate in a disco and are invited to join us in singing favourite preschool songs.

The last week of preschool will be a 'Picnic Week'. Families are invited to join us for BYO Party Lunches.

The focus of our end of year celebrations revolves around the closing of the preschool year and the fact that many children and families will be moving on to school the following year.

## **Immunisation**

Under NSW Public Health Act parents must provide an Australian Childhood Immunisation History Statement (ACIR), Catch up Schedule or Exemption form.

Parents who do not have appropriate documentation will not be able to enrol their child. Call 1800 653 809 or go to Medicare online to request a statement.

## **Day to Day Issues**

### Settling Your Child Into preschool

This is as individual as your child. Parents are encouraged to stay as long as possible when you first leave your child in care. Your child may go through periods of distress even after being in the centre for a while, this is normal, children react differently in new situations if your child is not distressed, it is better if you leave more quickly. Please be honest. Don't say you will be back in a minute or sneak away you may lose their trust. When you are ready to go say goodbye and leave, once you have handed your child to a staff member don't take him/her back. Speak to an educator if you are worried or unsure of what to do. Short term strategies such as collecting a new child early may assist some families.

### **Never leave your child without saying goodbye.**

Please feel free to phone the centre and find out firsthand how your child has settled.

### What Your Child Needs to Bring Each Day

We ask that each family provide the following for their children every day;

- a bottle of water
- a bag to put their belongings in
- a hat marked with your child's name every day
- any item that may comfort your child
- a cot size sheet if your child may rest or sleep
- at least one complete change of **clothes everyday**
- in cold weather a jumper/jacket and warm hat
- separate morning tea and lunch
- the staff recommend that children wear comfortable clothes – easy for going to the toilet.

Whilst aprons are provided during art and messy experiences, the staff cannot always ensure that your child will remain clean at the end of the day.

## Clothing

Children's clothing should be practical and suitable for play. Please do not send your child in good clothing. Active play and messy activities are important aspects of the preschool program. Please be careful that your child's clothes do not restrict his/her participation. Wear comfortable, secure shoes.

\* If your child wears spare clothes from Shoalhaven Preschool please return them to the centre as soon as possible.

### **Please label everything your child brings to preschool with their name.**

## What Not To Bring

- Thongs are not allowed for safety reasons.
- Badges should not be worn by any child whilst at the centre to avoid injuries.
- Biscuits, lollies, chocolates, cordial, chips etc are not to be packed in lunch boxes.

## Lockers

Each child uses a locker. A laminated photo will identify your child's locker on the day. Please place bags in this locker. Soiled clothes will be placed in a plastic bag and placed in your child's locker. Families are asked to ensure all belongings are removed from the lockers each day.

## Excursions

Excursions are great learning experiences and are a valuable part of the preschool program. We aim to participate in several excursions around the local community during the year. Families are given written notice of the itinerary for the proposed excursion and written permission must be given before your child can attend. The Department of Education & Communities set down regulations regarding child/staff ratios which must be met before leaving the preschool. We require parents to attend excursions to meet the ratios. If you can help it would be appreciated.

## **Arrival and Departure**

Please bring your child into their room and help him/her with his/her belongings. It is the child's responsibility to place his/her bag in the locker and place his/her lunch box in the appropriate baskets, but a little guidance may be needed at the beginning of the year.

Children must be signed in and a staff member must know that they have arrived. When collecting your child, sign the book again and notify staff.

We encourage children to wash their hands on arrival when we start inside to reduce introducing germs to preschool.

## Contact Information

**Please ensure** we have a current contact **phone numbers, addresses** and **emergency contacts at all times**. In the case of an emergency it is crucial that this information is up to date. If you move, change jobs or the people indicated as emergency contacts change please inform us immediately.

## Signing In and Out

We cannot stress how important it is to sign your child in and out each day. There is a sign in/out folder in both rooms. We ask that you fill these out each and every time you walk in and out of preschool. The children have a separate sign in sheet that parents can help their child to complete. This not only gives children an appreciation of literacy, but a sense of belonging.

## Collection of children in the afternoon

Children can only be signed out by an authorized collector who will be asked for ID if the educators have not met the person previously

### DEFINITION OF AUTHORISED COLLECTORS

*a person authorised to collect a child from preschool will be:*

- The child's natural parents unless legal documents are on file determining other access arrangements
  - Legal guardian with formal documentation on file
  - Over the age of 18 years and nomination in writing on an enrolment form or authorisation form by parent or legal guardian
  - Nominated by natural parents or legal guardian by telephone in case of an emergency only. This person will be required to produce identification

*Staff will supervise the collection of children carefully to ensure only authorised people have access to children and that each child is going into safe hands. \* Staff discretion will be used*

In the case of an unauthorised person wanting to take a child, or authorised collector in unfit state, staff are to:

- Try to discourage verbally offering alternative solutions
- Other staff member to ring parents

## Returning Slips/Forms

Occasionally you will be asked to return slips/forms containing information regarding excursions, enrolments etc. To ensure their safe delivery, please hand them to staff member who will leave them in an allocated area in the office.

## **Newsletters, Notes and Communicating of Information**

Individual pockets for each family are used for the collection of newsletters and information about the preschool activities. Please check them regularly. Signs and notices will also be used so check the notice board for these.

Newsletters and Notices will be emailed to families who supply an email address. A red dot on your communication pocket indicates notices are being emailed. If you wish to receive a hard copy also, simply remove the dot.

Preschool has a public Facebook page that posts basic information about term dates, AGM and enrolments.

Preschool has a closed Facebook page that parents must request to join and be approved by administration. This is a space for sharing day to day happenings in the preschool community and sharing posts that support parenting.

Preschool has a Free School Stream App for use with your smartphone. Alerts, Events, News, Newsletters are all available on this App. Please contact administration for the download details.

## **Questions, Problems, Complaints or Suggestions**

Please feel free to discuss these with the director. Sometimes a friendly chat helps. We ask parents to understand that at times the Director may be unable to give you undivided or individual attention. However, an appointment can be made at a more convenient time. The care of your child is our **number one** priority and may at times mean that staff are unable to leave the room or playground to talk to you. We will endeavor to make sure a convenient time to talk is arranged as soon as possible. A complaint form is available for families to complete should it be required. All complaints will be dealt with in a confidential and professional manner

## **Suggestions**

Please feel free to put your suggestions down on paper and place them into the fees box. All suggestions will be taken under consideration as we aim to collaborate with parents to continue to provide our high quality service.

## **Policies**

There is a policy and procedures folder located in the parent library that contains all centre policies. This booklet contains some of these policies and some abbreviated. Please feel free to read all policies and have input in the policy making/evaluation process.

### **Guidance and Behaviour Management Policy**

#### **Aim:**

To create a policy that promotes positive behaviour management in order to develop self control and socially acceptable behaviour.

#### **Explanation:**

Behaviour Management is adult modeling and the encouragement of appropriate behaviour leading a child to an awareness of what is socially acceptable. Children need to know their limits within a group and need to develop an understanding of the consequences of inappropriate behaviour and its effects on others. Shoalhaven Community Preschool aims to assist children to make judgements about what they should / should not do, ultimately leading to co-operation throughout the centre. With adult support a child will learn to regulate their own behaviour, adults will ensure each child's self esteem is enhanced and will encourage the ability to interact with peers and adults leading to self discipline with each child.

#### **Implementation:**

When implementing this policy our aim must always be to:

- ensure the safety of every child attending the centre
- preserve and nurture each child's positive self concept
- encourage children to interact and co-operate with others through developmentally appropriate means - distraction, verbal guidance and re-direction.

Staff will

- Never physically (smack) or emotionally (humiliate publicly) abuse children.
- Acknowledge and reward desirable behaviour - giving little attention to behaviour they want to discourage
- Be persistent - realising it takes time to change behaviour.

Be an active observer - try to intervene before inappropriate behaviour occurs / when inappropriate behaviour occurs - analyse situation and try to change it.

- Emphasise the positive rather than negative by giving child alternative ways of behaving.
- Be consistent with expectations, limits and routines - giving clear rules, warnings ahead of time making transitions easier.
- Arrange environment in order to encourage positive social interactions.
- Be decisive - if decide to intervene then follow through.
- Focus on behaviour rather than child - it is behaviour we don't like, not the child
- Provide adequate staff supervision.
- Demonstrate and model appropriate behaviour and language.
- Foster behaviour that is based on control of self and understanding and appreciation of other peoples needs, rights and feelings by listening to children's feelings and frustrations.
- Discourage actions and behaviour which are harmful to self / others or equipment.
- Redirect in a positive manner with a verbal explanation of why an action was inappropriate, avoiding angry demands and judgemental labels (naughty, bad, wrong).
- Encourage children to communicate concerns with other children, verbally resolve conflict and therefore develop self discipline and alleviate the need for adult intervention.

Refer to alternative professionals as need arises.

## Fees Policy

**Aim:** To have a clear procedure for paying fees so families know when and how to do this and do so enabling the centre to run efficiently.

**Explanation:** Just like any business it is important that the Preschool maintains an adequate and regular flow of fees income to ensure that our staff salaries and other bills can be paid on time.

### **Implementation:**

- For security reasons CASH CANNOT BE ACCEPTED.
- Fees are payable weekly, fortnightly - IN ADVANCE, monthly, half term or by full term rates.
- Fees must be kept 2 weeks in advance at all times as we are a non-profit organisation.
- Fees are to be paid even when your child is absent for any reason from Preschool.
- No fees are charged for public holidays, school holidays or staff development days.
- Cheques and money orders to be made payable to - Shoalhaven Community Preschool
- If cheques are cancelled - the parents will be held responsible for the extra costs that arise.
- Staff are not permitted to accept fees.
- Cheques and Money Orders to be placed in envelopes provided - write your child's name, group and amount enclosed on the envelope - post envelope in fees box at office window.
- Cash or cheques can also be paid with a deposit slip into any Commonwealth Bank - if more deposit slips are needed just ask a staff member.
- 2 weeks notice must be given if a child is going to leave, except in exceptional circumstances eg. life-threatening purposes.
- If experiencing difficulties meeting payments please see the administration officer or Director who will arrange for a confidential meeting to decide upon alternative arrangements.
- Receipts will be available in your child's pocket hangers on the walls in each room.
- Please be aware that failure to pay fees will mean refusal of re-enrolment.
- A deposit of 2 weeks fees must be paid on enrolment - this payment will be refunded at the end of the year or at the time of withdrawal providing 2 weeks notice has been given.
- Enrolment deposit also includes a membership fee, annual fee and insurance fee.

### Procedures for late fee payments

- Three written reminders, stating that their child's place will be forfeited are issued, starting from the beginning of the Term, then 1 each week.
- Teachers verbally confront parents
- Administration Officer to telephone over holidays.
- Letter from Committee - after the next Committee Meeting
- Appointment of Sheriff to collect money.
- Any families in arrears will be asked to reduce the number of days of attendance.

## Late Fee Policy

### **Aim:**

To ensure staff have sufficient time with which to set up, program, pack away, do administration, evaluate plans and conduct meetings which are all necessary in the provision of a high quality service. To ensure we operate within the terms of our DEC licensed hours of 8am - 4pm.

### **Explanation:**

Shoalhaven Community Preschool strives to provide a high quality early childhood service to our local community. To do this staff need time to complete all the above mentioned tasks. Therefore families are asked to abide by the Preschool hours of 9am - 3pm so optimal individual interaction can occur between these hours.

### **Implementation:**

All times will be identified off the preschool clock.

- Parents to sign out the exact time the parent arrived to collect the child.
- Parents will be fined \$1.00 per minute for any child not collected by 4.00pm.
- Parents will receive a late fee notice.

Parents will place money owing in the envelope provided with 'Late Fee Fine' on it and put it in the fees box.

## Extended Care Policy

### **Aim:**

To meet the needs of our current families and the wider community by providing extended hours to our preschool program.

### **Explanation:**

With our ever-changing society many of our children have their parent or parents studying and/ or working. To ensure that we provide support for these families, extended care hours will be offered to allow children to continue to be educated in centre based services such as our preschool.

### **Implementation:**

- Parents will be asked when placing their child on the waiting list whether they will need extended care.
  - Extended care will be surveyed each year on enrolment and ensure we are meeting our current family needs.
  - Extended care, if needed, will be offered from 8.00am - 9.00am and 3.00pm - 4.00pm
  - One staff member will be rostered each week to be responsible for the program.
  - The children will have a choice of activities to play with.
  - A maximum of 10 children per session will be catered for.
  - To book a child into extended care families can -
    - a) book permanently for the term/year.
    - b) book casually - phoning from 8.00am if any vacancies available, or in advance.
    - c) emergency - by 'phone during the day if vacancies available
- Staff will highlight names and times of extended care on Sign In sheet.
  - Parents will sign daily attendance sheet as usual.
  - A fee of \$3.00 per session will be charged or \$5.00 for both sessions.
  - The extended fee can be paid with fees for permanent bookings or after each session on a casual or emergency basis.

### Withdrawal

A minimum of two weeks written notice is required to withdraw a child from the preschool. This provides time for the preschool to notify families on the waiting list without losing fees. Failure to give two weeks notice will result in the forfeiture of the enrolment deposit.

<p><b><u>Name: Nutrition Policy</u></b></p>	<p><b><u>Sources:</u></b> Health and Children's safety in Children's centres Models and Practices Munch &amp; Move Resource manual , NSW Health National/NSW regs 2011 Work Health and Safety Act NSW 2011</p>
<p><b><u>Date:</u></b> 31/10/11 compiled by Cathy Marshall <b><u>Reviewed by:</u></b></p>	<p><b><u>NQS:</u></b> Area 2:Health and Safety , Area 4:Staffing Area 6: Collaborative partnerships. <b><u>EYLF:</u></b> Learning Outcomes 1-5 , Holistic approach/practice. Principle 2/partnerships. Principle 5 :ongoing learning and reflective practice. <b><u>Regs:</u></b> 4.2 Health , safety and wellbeing</p>

### **Aim:**

Shoalhaven Community Pre-School aims to provide a healthy, economical and friendly eating environment that promotes a safe and nutritious diet. We will also provide food and nutrition education that is consistent with national dietary guidelines for children, state regulations, food safety principles, and that is appropriate to their age, cultural background, religion or medical needs

### **Explanation:**

Children in their first five years of life are developing rapidly and require a nutritious and safe diet for their intellectual, behavioural and physical development. Education and fun learning experiences in relation to healthy eating is also important for children's development. Awareness of allergies contributes to strategies to provide a safe eating environment.

### **Implementation:**

#### Nutrition Requirements

- At Shoalhaven Community Pre-School parents are required to provide morning tea and lunch for their child
- Shoalhaven community Preschool is a nut aware preschool. It is essential that products containing any sort of nut, peanut, pine nut or tree nut are not included in lunches. Common sources of nuts that must be avoided include peanut butter, nut bars and loafs ,satay sauces.
- Morning tea and lunch should consist of nutritious foods sufficient for each child's appetite including: sandwiches - fruit - yogurt- cheese- dip - crackers- meat - salads (see list in Appendix)
- Lollies, chocolate, sweet biscuits, chips and those foods listed on the information sheet are not allowed at pre-school as these types of foods are of poor nutritional value and are discouraged as everyday foods.
- A list of everyday foods that are suitable at preschools is provided along with treats for home or special occasions at preschool.
- Shoalhaven Community Pre-School will provide drinks for the children. Cows milk will be provided with one meal with an option of water. Parents can provide a plain non diary milk alternative if they prefer. Water will be available at all times.
- Parents are asked to provide a water bottle each day and be responsible for washing it.

- We ask that all food be in a container with a lid or reusable wrap or paper bag to reduce food packaging waste. We ask parents to take up the "nude food" challenge that embraces mostly unprocessed foods and limited packaging.
- Birthdays are an important social occasion for many children. Birthdays can be celebrated in a variety of ways, including parents providing a traditional birthday cake, cup cakes, muffins, fruit platter or a non food treat such as balloons or stickers to share.
- Children who have food allergies or special dietary needs should be provided with a suitable alternative treat provided by their parents. Shelf stable or baked goods that can be frozen and defrosted in single portions as needed are best. (eg Gluten or dairy free cup cake).

## **Parent/ Educator Communication**

Shoalhaven community Preschool is a "munch and move" service supported by NSW Health. Staff will promote the importance of a healthy diet by providing parents with direction on suitable food to pack for their children and also by providing information on enrolment and throughout the year through the use of:

- Newsletters
- Centre information book
- Posters and leaflets
- Discussing issues with parents
- Food lists of appropriate choices

### **Educators will educate children about food and nutrition through –**

- exposure and familiarity with healthy food experiences
- social modelling by peers and adult role models
- involvement of parents and families in food experiences
- a positive social environment where children eat mostly in small groups
- providing activity-based teaching strategies eg "The food cycle" \*growing food \* processing food \* buying food \* preparing food \* eating food \* recycling food
- a cross curricula approach eg maths concepts - measuring, dramatic play - restaurant, Language - very hungry caterpillar, Fine and gross motor skills - food prep and gardening
- discussing everyday and sometimes foods
- storing and serving food at safe temperatures, utilising refrigerators in each room as well as eskys while in the out door environment.
- providing clean cups for each child
- clearly identifying individual drink bottles and lunch boxes
- having food allergies and action plans posted on the fridge in each room and kitchen
- having all educators hold a first aid certificate to act in case of choking or allergic reaction, including epipin training.

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- a cross curricula approach eg. math concepts - measuring, dramatic play - restaurant, Language - very hungry caterpillar, Fine and gross motor skills - food prep and gardening
- discussing everyday and sometimes foods

## **Educators will plan for food allergies by**

- checking enrolment forms
- printing food allergy lists to be displayed in rooms, kitchen and in roll books
- being aware of allergies when planning cooking experiences
- working with families to provide alternatives when necessary
- ensuring that children do not share food

<p><b><u>Name: Infectious diseases policy</u></b></p>	<p><b><u>Sources: Sources:</u></b> Education and Care services National/NSW Regs 2011  <a href="http://www.immunise.health.gov.au/handbook.htm">www.immunise.health.gov.au/handbook.htm</a>; Staying Healthy in Childcare, NHMRC, 2011  <a href="http://www.health.gov.au/pubhlth/immunise/schedule_n2.htm">www.health.gov.au/pubhlth/immunise/schedule_n2.htm</a>  <b>9<sup>th</sup> Edition of the Immunisation Handbook 08</b></p>
<p><b><u>Date:</u></b> Dec 2011 compiled by Cathy Marshall  <b><u>Reviewed by:</u></b></p>	<p><b><u>NQS: Area 2 , Children's health and safety 2.1.4</u></b>  <b><u>EYLF: L/O 3 Wellbeing</u></b>  <b><u>Regs 4.2 childrens health and safety,Div 2.88</u></b></p>

## **Infectious Diseases**

### **Aim:**

Shoalhaven Community Preschool aims to minimise the spread of infectious diseases through effective communication and practices.

### **Implementation:**

Shoalhaven Community Preschool aims to minimise the spread of infectious diseases . This is done by

- Advising parents to keep their children at home if they are suspected of having an infectious disease. (See Description of Notifiable Diseases in Appendix)Staff can also refer to the current edition of Staying Healthy in childcare for a list of infectious diseases.
- Requesting that parents notify the Director if their child is diagnosed with an infectious disease.
- Contacting the Public Health Unit when the centre is aware that a child has a Notifiable Disease (See Description of Notifiable Diseases in this Policy)
- Implementing the exclusion periods for Notifiable diseases as directed by the NSW Department of Health.
- Educators will notify parents of the occurrence of infectious diseases in a manner that is not prejudicial to the rights of the individual
- Educators will be trained and support each other to maintain a clean environment which minimises the spread of germs.
- Educators should ensure that a sick child should not return to preschool within the first 24 hours of beginning antibiotics or within 24 hours of vomiting due to illness or diarrhoea. It is essential the sick child is recovered enough to cope with the demands of preschool and to minimise spread of illness.
- Educators will keep a register of children's immunisation status (see immunisation policy) and in the event of an outbreak of vaccine managed illness will adhere to the immunisation policy and current regulations in relation to exclusion and notification.

<p><b><u>Name: Incidents , Injury , Trauma or Illness policy</u></b></p>	<p><b><u>Sources:</u></b> Education and Care services National/NSW Regs 2011 Staying Healthy in Child Care,4<sup>th</sup> edition , 2011 www.workcover.nsw.gov.au</p>
<p><b><u>Date:</u></b> 13/11/11 compiled by Cathy Marshall <b><u>Reviewed by:</u></b></p>	<p><b><u>NQS:</u></b> Area 2: Children's health and safety , 2.1 <b><u>EYLF:</u></b> L/O 3 Wellbeing <b><u>Regs: Div 4 , reg 168 , 95 , 96</u></b></p>

**Aim:**

Staff at Shoalhaven Community Preschool aim to safeguard the health and well being of children and adults in the centre.

**Explanation:**

Comprehensive and consistent illness and infection measures are fundamental to the provision of quality care. Children who are physically unwell should not attend preschool. In the event of an accident or injury Shoalhaven Community Preschool will ensure immediate action, appropriate services and care are provided . Injuries and incidents can be classified as minor or Trauma. Trauma incidents require outside medical assistance.

1. Infectious diseases
2. Infection control
3. Illness
4. Injury and trauma

**Implementation:**

**Infectious Diseases**

Shoalhaven Community Preschool will aim to minimise the spread of infectious diseases.(See infectious diseases policy)

Illness

If a child is displaying symptoms of illness educators will take the Childs temperature to assist them in assessing the situation.( Defn of a fever is greater than 37.5 , according to Staying Healthy in childcare) Educators will collaborate with the room supervisor to decide on a course of action which is best for the child and can include

- A period of observation
- Notifying parents of any concerns
- Deciding to send a child home. Preschool is not the best place for sick children to be.
- If a child is ill a parent will be called to collect the child and an Incident , Injury , Trauma or Illness form will be completed and signed by parents within 24 hours and filed in the IITI Register. If a child's parents cannot pick the child up an alternate authorised collector can be arranged in consultation with the parents.

**Caring for an ill child**

- Whilst the ill child is in our care we will ensure an educator with first aid training tends to their needs , assists the child to rest and be apart from the remainder of the children. Current First Aid procedures for the management of fever will be followed.
- The parents of the ill child will be called to collect their child and asked to sign an incidence , injury , trauma or illness form. This will be recorded and filed in the IITI register.
- Panadol will be kept on the premises and available to parents of children with fevers for them to administer if they wish.

- If the collection of the child is delayed and the child has a high fever verbal permission from parents , a medical practitioner or an emergency service may be given so that the Certified supervisor only , may authorise a dose of panadol to assist with bringing down the fever.

## **Injury**

### **Minor**

Shoalhaven Community preschool requires that:

- Certified supervisors and at least 1 staff member in each room have current first aid certificates.
- Current first Aid procedures will be followed by an educator trained in first Aid. A suitably stocked first Aid kit will be accessible at all times.
- An incidence , injury , trauma or illness report will be completed , witnessed , and signed by parents within 24 hours of the occurrence.( see Appendix). This will be kept in the IITI register.
- Educators will collaborate with the Certified Supervisor to determine whether the injury warrants a phone call to parents to notify them of the injury. This doesn't mean a child has to go home but that decision can be made at the parents discretion.

### **Trauma/Major**

- In the event of a child needing emergency dental or medical treatment a parent or emergency contact person should accompany the child either independently or by ambulance in emergency situations. If an ambulance is needed and the parent or emergency contact cannot be reached a primary educator will accompany the child until such time as the care of the child can be transferred back to the parent or emergency contact. An IITI report will be completed , witnessed and signed by parents then kept in the IITI register and a copy kept in the child's individual enrolment file. A notification of serious injury form will be completed and lodged with ACEQA within 24 hours
- In the event of hospitalisation or death of a child whilst in care the Nominated Supervisor and committee president will be notified as per current regulations. The Nominated Supervisor is required to ensure that the family of the child, a police officer and ACEQA are informed within 24 hours by completing a notification of serious injury form.
- In the event of an accident considered to be a work environment related event the Certified Supervisor will notify NSW Workcover. Notification must be given if a person is unable to work for 7 continuous days as a result of injury , a work related death or if an employee is exposed to body fluids that presents a risk of transmission of blood borne disease, any incidence of violence or an uncontrolled explosion, fire or escape of gas.

### **Serious incident**

- A serious incident includes death as a result of attending a service , injury or illness where medical aid is sought , an incident where emergency services are requested and if a child...
- Appears to be missing or can't be found
- Appears to be taken or removed in a way that breaches regulations
- Is mistakenly locked in or out of any part of the premises.
- Serious incidents must be reported to ACEQA using the Notification of serious injury form and within 24 hours.

<p><b>Name:</b> Sun Protection Policy</p>	<p><b>Sources:</b> Education and Care services National/NSW Regs2011 Sun Smart Child Care, A policy guide for service providers. Cancer Council NSW (2009)</p>
<p><b>Date:</b> 9/01/12 compiled by Cathy Marshall <b>Reviewed by:</b></p>	<p><b>NQS:</b> Area 2: Health and safety. Area 3: Physical environment. Area 6: Collaborative Partnerships <b>EYLF:</b> L/O 3 Wellbeing. L/O 2 Connected to our world L/O 4 Confident and involved learners. <b>Regs:</b> 4.3 , div2 shade , 4.2 Health and safety.</p>

**Aim:** To promote and implement Sun Smart practices to ensure the health and safety of the children and staff of Shoalhaven community Preschool are protected from harmful UV exposure.

**Explanation:** Unprotected exposure to UV radiation from the sun causes skin cell damage that can result in sun burn, skin aging, skin cancer and eye damage. Shoalhaven Community Preschool has a duty of care, WH&S responsibilities and licensing requirements to provide for sun protection. Children particularly have sensitive skin and exposure in the early years can increase the risk of skin damage and cancer in later life, even if it is not obvious at the time. Preschool has committed to support families in sun smart practices and establish life long sun protection habits for children. This is essential as Australia continues to have the highest rates of skin cancer in the world. We recognise that Early childhood services play a major role in minimising a child's UV exposure as children attend services at the times of day when UV radiation levels are highest.

### Implementation:

#### Planned outdoor times

- From October to March outdoor play will be minimised between 11.00am and 3:00pm. Minimising outdoor activity includes reducing the number and length of time the children are outside. The director will ensure all sun protection procedures are implemented, including hats, sun screen and sun safe clothing.
- From April to September outdoor play can take place at any time during the day. Sunscreen will be applied every time children are outside. Hats will always be worn, together with a warm hat if necessary.
- During all planned outdoor activities, including excursions, the staff will always consider the sun safe implications for themselves and the children.

#### Hats

- All staff and children are required to wear a sun hat outdoors that completely covers the head to protect the face, neck, crown of the head and ears.
- Hats are to be provided by the parents. A spare hat will be provided by preschool and washed after each use, if a parent does not supply a suitable hat. Staff are to provide their own suitable hat to wear whenever outdoors.
- Suitable hats include broad brimmed hats (brim at least 6cm for children and 7.5cm for adults), deep bucket style hats (brim at least 5cm) or a legionnaire style hat (flap at the back of cap). Caps or visors are not recommended as they do not provide sufficient sun protection.
- Sun hats are to be worn at all times through out the year when the children are outdoors.

#### Sunscreen

- Sunscreen (SPF 30+ Water resistant broad spectrum) will be provided by the Preschool. Parents are encouraged to apply sunscreen to exposed areas of their child (face, arms, legs)

in the morning before outdoor play. It is further recommended that sunscreen be applied 20 minutes prior to going outside.

- Sunscreen will be reapplied as necessary if it has been washed off or if children are outside more than two hours after the first application.
- Staff are encouraged to apply sunscreen each morning at home or at preschool if required.
- Sunscreen will be provided to the children who will be guided to apply to exposed skin prior to outdoor play in the afternoons if required. Independent application reduces the risk of cross infection.
- Written consent to apply sunscreen will be obtained from parents as a part of enrolment procedures.
- Parents will be encouraged to test for a possible allergy in a small area of their child's skin. If a child seems to have an allergy to the sunscreen provided by the preschool the parents will be asked to supply a suitable sunscreen to be used for their child at preschool.
- Sunscreen will be taken on all excursions and children will be supported to reapply after 2 hours since the previous application.

### **Clothing**

- Staff and children are required to wear appropriate sun protective clothing. Clothing should cover as much skin as possible. Loose fitting clothes in closely woven fabrics are ideal. All tops and shirts should cover the shoulders, back and chest.
- Singlet tops are discouraged, children will be changed into a shirt that covers the shoulders for outdoor play and excursions.
- Staff and children are able to wear UV protection sunglasses

### **Shade**

- Activities and outdoor morning tea will be set up in shaded areas whenever possible and moved as the sun moves if needed.
- Permanent shade structures, temporary shade structures and shade from trees will be used to provide adequate shade in outdoor spaces.
- Shade will never be used as the only method of sun protection as UV exposure can reflect off other surfaces.
- The preschool will conduct a shade audit annually in each yard to ensure adequate shade is provided in the yard children are playing in.

### **Sun protection education**

- Sun protection awareness will be included in the program to allow the children to gain an understanding of sun protection strategies. Making sun protection meaningful to the children will help them to take some responsibility for their own sun protection (such as keeping their hat on outside).
- Parents will receive information about sun protection in our parent library and from newsletter items that promote sun protection awareness.
- Staff and management will continue to monitor current research to ensure our policy reflects best practice guidelines.
- Staff and visitors (including students) will role model sun smart practices at preschool. This includes wearing suitable hats and sunscreen.
- The sun protection policy will be included in the parent information booklet received prior to enrolment.
- The sun protection policy will be reviewed annually prior to the commencement of the new school year in consultation with the Cancer Council of NSW Sunsmart guidelines.

## **Administration Procedures**

### The Office

The office operates for administrative enquires during the following hours

Tuesday	8.30am – 1.30pm
Thursday	8.30am – 12.30pm
Friday	8.30am - 1.30pm

The director has office time on Mondays and Wednesdays and is available for meetings by appointment

A message for the office can be left outside these times by asking staff to note it down in the office communication book, or by placing a note into the fees box. Messages can also be left on the answering machine outside normal preschool hours. Regular payments are accepted by cheque, internet or Centrepay.

### Fees

You will receive a statement in your child's communication pocket at the beginning of each term outlining your child's fees for the whole term. All fees must be paid by the end of each term.

**Regular payments are accepted by cheque, internet or centrepay.**

### Administration Fees

**There is no waiting list fee.**

There is an Enrolment Fee of \$50.00 which includes an administration fee of \$30.00 for the 1<sup>st</sup> child and \$5.00 for each additional child and is charged on enrolment. This payment secures your child's position and is non-refundable. The administration fee covers the cost of membership, insurance and general administration of accounts. \$20.00 is held and refunded at the end of the year.

### Membership

It is compulsory for at least one parent of each child attending the preschool to be a member of the Incorporation. An application form for membership must be completed. Payment is included in the administration fee.

### Insurance

Accident insurance is compulsory for all children. Payment is included in the administration fee.

### Fee Reductions

Fees are reduced following DEC guidelines for Health Care Card holders.

You must provide a copy of a current Health Care Card at the time your child starts preschool or as soon as possible when issued.

## PRIVACY COLLECTION STATEMENT

**This service is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our Privacy Policy and the Australian Privacy Principles.**

Each family, staff, volunteers and student and committee member is provided with a privacy collection statement upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by this service and how information is acquired, used and shared. We will not sell personal information to any third parties. Contact us on (02) 4421 2963 or shoalhavenpreschool@bigpond.com

### **What is personal information? How is it collected and why?**

<b>What information is collected?</b>	<b>How we collect information?</b>	<b>Why we collect this?</b>
<b>Medical information, health and immunisation</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Immunisation history statement</li> <li>• Health care cards – Medicare and health fund information</li> <li>• Accident, Illness and Injury forms</li> </ul>	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
<b>Income and financial details, includes credit card and banking information</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Fee payment and purchases</li> <li>• Tax File Number</li> </ul>	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education and Communities
<b>Contact details of family and emergency contact information</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Updated details form</li> </ul>	Required under the Education and Care Services Regulation
<b>Children’s developmental records</b>	<ul style="list-style-type: none"> <li>• Observations</li> <li>• Assessment of children’s learning</li> <li>• Programming documents</li> <li>• Communications with families</li> </ul>	Required under the Education and Care Services Regulation and to provide a high quality education and care service.

<b>Family Assistance information</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• CCMS</li> </ul>	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
<b>Legal information</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Court orders or AVOs</li> </ul>	Required under the Education and Care Services Regulation.
<b>Employment, marital status and nationality</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> </ul>	Required under employment legislation and to provide priority of access under Commonwealth and State legislation
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Employment record</li> <li>• Certified copies of documents</li> </ul>	Required under the Education and Care Services Regulation.
<b>WWCC, criminal history checks</b>	<ul style="list-style-type: none"> <li>• Employment record</li> <li>• Originals of documents</li> </ul>	Required under the Education and Care Services Regulation.
<b>Staff entitlements</b>	<ul style="list-style-type: none"> <li>• Payroll records</li> <li>• Tax File Number</li> </ul>	Provision of entitlements.
<b>Any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child</b>	<ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Employment record</li> <li>• Complaints records</li> </ul>	Required under appropriate legislation

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development, and recorded information regarding complaints.

Publicly available information, such as information on a public website profile is not considered personal information.

This service only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees or subscriptions, and provide health or family information to support the inclusion of a child.

This service complies with the Payment Card Industry Data Security Standards (PCIDSS)

when handling credit card transactions and securely stores all credit card information for Direct Debit or credit card payment/eftpos payments in accordance with the Fees policy.

### **Direct communications**

This service uses individual's personal information to send information by post, email or telephone. Individuals are provided with an opportunity to elect not to receive such information upon enrolment or through written notification to the service.

If individuals do not wish to receive direct communications, contact our preschool directly on (02) 4421 2963 or [shoalhavenpreschool@bigpond.com](mailto:shoalhavenpreschool@bigpond.com)

### **What happens with personal information?**

This service will strive to let individuals know how any personal information will be used at the time of collection.

Individuals will be asked if personal information can be used to establish contact with them regarding other aspects of organisational business. This service will not sell or trade individuals' personal information to other third parties.

This service collects and uses personal information generally to provide individuals with the information and the services they request, to provide appropriate and relevant information pertaining to the education and care of a child/ren, and to continue to improve service quality.

### **Where is personal information stored?**

Personal information is stored in a safe and secure manner, using locked filing cabinets or a password protected database and computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at the service, which is secured to prevent entry by unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements.

Personal information will remain on the service database indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

### **Access and updating personal information**

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If a individual wishes to make a complaint, please refer to the Complaints Policy.

Individuals requiring access to, or wanting to update personal information, can contact the preschool on (02) 4421 2963 or [shoalhavenpreschool@bigpond.com](mailto:shoalhavenpreschool@bigpond.com)



## Quick Checklist for enrolment

Parents please bring:

1. Birth certificate to photocopy
2. Immunisation History Statement from "Australian Immunisation Register" to photocopy
3. Completed enrolment and membership form
4. Photo of child/ children for locker (we will laminate)
5. Framed family photo (small) optional
6. Health Care Card (if eligible)

Children please bring:

1. Bag
2. Sun hat with name
3. Spare clothes with name
4. Morning tea and lunch (one container with morning tea and a second box for lunch)
5. Water Bottle

**Note:** Lunch boxes – if you send lunch in an insulated lunch box please include an ice pack. Plastic lunch boxes and containers may be placed in the fridge.

### SUMMARY

Your child's Educators .....

Your Child's Room.....**OPAL / EMERALD**.....

Days of attendance.....

Commencement Date.....

**Enrolment Fee \$50.00** (which includes a non-refundable Administration Fee of \$30 and \$20 holding fee which is refundable)

**Your Weekly Fee \$.....**

Please feel free to call us or visit again before your child begin their journey at preschool.

We look forward to getting to know you and your child.  
Thank you for choosing Shoalhaven Community Preschool