

Parent Handbook 2018

We Acknowledge the Dharug people as the Traditional Custodians of the land on which we live and work. We acknowledge the elders both past and present.

OUR PHILOSOPHY

In regards to the children

We believe that children are capable, competent and active learners. They are important contributors to their own learning, and they learn and develop in different ways and at different rates.

Therefore we recognise that all areas of learning and development are equally important and inter connected and offer a child centred program, based on the principles outlined in the NSW curriculum framework and the Early Years Learning Framework (EYLF)- Belonging, Being and Becoming. We strive to empower children, by using their thoughts and ideas to develop our program and encourage each child to reach their full potential in accordance with their individual ability.

In regards to the program

We believe that each child needs to be supported in developing a sense of identify and becoming confident and involved learners, that children find out about themselves, their capabilities and their place in the world through their experiences with others.

We recognise that children need opportunities to practise and consolidate their skills in all areas of learning. We believe in respecting and celebrating the diversity between our families, staff and the wider community and providing an environment where rights and views are respected.

Therefore we work towards learning outcomes as expressed in the Early Years Learning Framework, implement a flexible program that is responsive to the evolving nature of the early childhood environment and that provides for different learning styles and introduces the children to a wide range of social and cultural experiences, family types and different ways of doing things so they will learn diversity, learn to accept challenges they may face and become fully realised members of society

In regards to the family

We believe families are our greatest resource and we strive to provide a collaboration of trust and respect to form strong partnerships with all our families at the preschool. We believe family involvement is integral to a high quality program.

Therefore we are committed to open and constructive communication between families which include discussions, child's portfolio's, newsletters and daily diaries. We strive to have empathy and be responsive to family needs, and provide support when needed, and we encourage families to engage in meaningful participation within the program.

OUR PHILOSOPHY

In regards to the staff

We believe we foster a team approach where staff are respected as individuals, and each has their own fundamental and personal qualities they bring to the Preschool environment.

We strive towards providing an environment that works towards the best interests of the children and their families and acknowledge the necessity for ongoing professional development.

We believe we must strive to be a preschool of excellence, an environment where rights and views are respected, where children feel they belong and feel safe.

Therefore our educators are involved in ongoing learning, professional development and reflective practises to gain insights that support, inform and enrich decision-making about Children's learning. *In regards to the environment*

We believe in a sustainable environment and work towards embedding the principles of sustainability in each child and awaken in them an appreciation of their natural surroundings and its resources. We believe children are connected to the natural world through the program we provide, and the outdoor environment enhances and encourages their learning.

Therefore we provide an environment, both indoors and outdoors that is natural, inviting, inclusive and rich in possibilities.

In regards to the Community

We believe in acknowledging the original custodians of this land, the Dharug people and their language and all Aboriginal and Torres Strait Islander people in the community.

We believe children are resourceful and valued members of the community, and that they are a valuable contribution to the community and the world.

Therefore we provide a program that strives to provide opportunities for children to learn about their community and the impact they have in it, as well as opening their eyes to the wider community and the many differing customs and cultures and religious beliefs.

MEET YOUR EDUCATORS

North Rocks Preschool has a team of dedicated, experienced and well qualified staff.

The majority of our staff are long serving, with many years service at the Preschool. Most work with us part time so that they can balance work with their own families. Their working days coincide with the different classes so that each class has its own regular staff.

Our teachers have university qualifications in Early Childhood Education and many years of teaching experience in early childhood centres. Our educators are experienced Child Care Workers and parents some with Diplomas and some their Certificate 3.

Primary Contact Staff have undergone first aid training, child protection training, and employment screening (Working with Children Check).

All staff participate in ongoing professional development to keep up to date with current trends in Early Childhood Education.

Our preschool is fortunate to have such a qualified and experienced staff, who work extremely hard to ensure that your children have a positive and educational preschool experience.



Samantha Forster Bach Education Early Childhood

Director/Nominated Supervisor

Teaches Wednesday Class



Ann Groom Cert 3 Diploma EC

Administrative Officer

EARLY CHILDHOOD TEACHERS



Loretta Gardner

Educational Leader Teacher/room leader in Mon/Tue/Wed class



Jackie Wickman

Teacher/Room Leader in Mon/Tue class and Thur/Fri class

DIPLOMA OF CHILDREN'S SERVICES EDUCATORS



Jackie Maseh

Mon/Tue class Thur/Fri class



Claire Fortuano

> Mon/Tue And Thur/Fri

CERT 3 CHILDREN'S SERVICES EDUCATORS



Bev Lade

Mon/Tue Class Wed Class



Tiina Byrne

Mon/Tue/Wed Class Thur/Fri class Manuela Sammut

Wed Class

Julie Price

Mon/Tue class Wed Class



Louise Semmler

Mon/Tue/Wed class

Katherine Gray

Thur/Fri class



Carer Reference Number 555 016 379S Australian Business Number 99 142 867 470 <u>AGE GROUP</u>

Children aged 3 to 5 years

SESSION TIMES

3 year old

Wednesday

1 Day

8:00am – 3.30pm

4 year old

2 Days Monday/Tuesday 8:00am – 3.30pm OR Thursday/Friday 8:00am – 3.30pm OR

3 Days

Monday/Tuesday/Wednesday 8:00am-3.30pm

<u>HOLIDAYS</u>

The pre-school is closed during Public Holidays and State School holidays.

WEEKEND ROSTER

Parents are required to participate in a working bee job once a year. Jobs will be emailed throughout the year for your to volunteer to do.

Please remember that, as we are a non-profit organisation, we need everyone's help to enable us to keep fees to a minimum. If parents are unable to participate in a Working Bee or Garden Roster, a levy of \$55 (GST included) will be payable.

Either parent may carry out roster duties



REGISTRATION RULES AND REGULATIONS

The conduct of North Rocks Pre-School is covered by a Constitution and Regulations agreed to by the members. The rules and regulations of the pre-school are designed to ensure that the Centre is conducted in a fair and equitable manner and that everyone is aware of their obligations.

THE MANAGEMENT COMMITTEE

The management of the preschool is a community based Management Committee elected annually from and by the parent body. It ensures sound financial management of the pre-school and attends to matters relating to Government funding, regulations and licensing.

If you are interested in becoming involved in the management committee it is necessary to attend the Annual General Meeting as all further meetings are closed to the public.

INSURANCE

The Pre-School Management Committee maintains current insurance policies for the essential classes of insurance. Adequate levels of indemnity, including Public Liability, exist.

CONFIDENTIALITY

All staff employed at North Rocks Preschool understand the need for confidentiality, and respect the rights and privacy of the children and their families who attend. A copy of our Confidentiality Policy is available in our office.





Registration fees (which were paid when your child was placed on the waiting list) are considered as membership of the North Rocks Pre-School and entitle each family to one vote at all General Meetings held by the Pre-School. The Annual General Meeting date will be advised at the beginning of the year. A non-refundable deposit of \$100 is required to be paid at final enrolment and is deducted from the term 4 fees.

FEES

Payment of Term Fees

The Preschool runs on a non-profit basis and as such, it is essential that fees are paid on the **first week of attendance each term**. Fees are determined by the Management Committee.

For security reasons, our preferable way of paying term fees is direct deposit into the pre-school nominated Bank Account via the Internet. Payment via cheque may also be used.

NB: An accounting fee is charged for late payments

Fee Relief

If you have a Centrelink Health Care Card you may be eligible for fee relief. Please see the Director for further information. You will be asked to supply a copy of your Health Care Card

Child Care Benefit

Preschools are funded by the State Government and are NOT able to access the Commonwealth Accreditation System, therefore they are classified as registered care and parents are NOT able to claim the Child Care Benefit. The new 50% Child Care Tax Rebate is only applicable to families using approved services, therefore families using a preschool are not eligible to apply.

Refunds

In general, there will be no refund for fees paid unless a family leaves the district or a child is admitted to full time education during the term. If a child leaves the pre-school an application **in writing** must be made to the Director. The refund will be at the discretion of the Management Committee.

Two (2) weeks notice must be given, otherwise fees will be forfeited. Reimbursements are at the discretion of the Management Committee Stagger Start Policy for Term 1. This policy operates during the first two weeks of Term 1 and benefits all children.



TERMINATION OF ENROLMENT

In very rare cases a child's enrolment may need to be terminated. In such an event the following steps will be taken Step 1: Parents will be informed of the problem.

Step 2: Staff will try to work with parents to resolve the problem.

Step 3: Parents will be given two weeks notice to make other arrangements and a smooth transition for the child.

MONEY

Money will sometimes need to be brought to Pre-School to pay for fund raising activities.

The policy on the collection of money is:

Money is not to be handed to Staff under any circumstance.

Money is to be placed in a clearly labelled envelope (child's name, amount, purpose) securely sealed and placed in the security box in the child's classroom.

COLLECTION OF CHILD'S EQUIPMENT

The **daily collection** of your child's possessions is totally **your responsibility**. Any items left behind are placed in the Lost Property Box in the Locker room.

Your child's artwork can be collected daily from a drying rack inside your child's classroom. Don't be concerned if your child doesn't have a painting to collect - some children enjoy other activities more and develop the same skills through other activities.



Crunch and Sip

The children need to bring a piece of fruit or vegetables in a small container or bag for Crunch and sip in the morning. These will be placed in a basket ready for the children to eat at approx 10.30am.

Lunch

Children require a lunch box, labelled with the child's name in lower case letters e.g. Alison.

A healthy and nutritional lunch is vital to your child's development. Lunch should consist of one sandwich and a piece of fruit/cheese/celery/carrot sticks. The lunch box is placed in refrigerator to ensure food is kept fresh, therefore you do not need to place lunches in insulated bags.

Cakes, sweet biscuits, Nutella, sweets, energy food, "Roll Ups", chocolate muesli bars, space sticks, lollies etc. are NOT suitable. These foods will be returned home in your child's lunch box.

Our policy is for the children to place any remaining lunch in their lunch boxes so that parents will know what their child has eaten/not eaten. **Drinks**

Children require one **clear** drink bottle (can be purchased through the preschool), labelled and containing water. Please, no thermos or "Poppa" drinks. By providing a clear drink bottle, staff are able to monitor how much the children are drinking.

Please encourage your child to put his own things, (morning tea, lunch, drink bottle) into the baskets, and bag in locker. This will help their independence and encourage a pride and caring attitude for their belongings.



As a community based not for profit preschool, we welcome, appreciate and depend on your involvement. We value the family and the community as partners in your child's education and hope you and your extended family will become involved in your child's preschool experience

PARENT COMMUNICATION

We value any information you give us about your child, it all helps in providing a quality program. Please let us know about your child's current interests, exciting events or changes within the family.

We have many strategies and procedures in place to provide for regular communication with you about the day-to-day activities of the Preschool:

Emails - You will be emailed information on what the children have been involved with during the day, and there is plenty of opportunity for you to email us with questions, suggestions etc

Informal contacts - staff are available each day. We encourage you to talk to staff about your child's day

Formal discussions – we will provide opportunities for this, interviews are available mid year to discuss your child's development etc or you may wish to contact your teacher to organise this if you feel there is a need.

PARENT FEEDBACK

Your feedback is invaluable to us and is a good measure of the quality of the Preschool.

If you have a complaint or a concern about the Preschool, a member of staff, or any other grievance please inform the Preschool Director. A copy of our Complaints Policy is available in the Preschool office and the Parent Library Policy Folder.

Parents should also be aware that the Preschool is licensed by the Department of Education and Communities. They can be contacted to give advice on any issues parents may have about the service.

Contact details are:

Early Childhood Education - NSW Department of Education.

35 Bridge St, Sydney, 2000

1300 679 332

Website : www.dec.nsw.gov.au

PARENT RESOURCE LIBRARY

To support you in your role as a parent we have a parent library in the foyer area.. This will display a variety of books etc on different topics, a policy folder and a community directory. As we have so many books not all can be displayed at once, if there is a particular topic you would like information on please see a staff member.



What your child needs to bring

Your child will need the following items:

- A school bag. The most practical type is the "back pack" as this allows ample room for paintings, books, clothes, etc.
- A hat (wide brim or legionnaire style) to ensure it is sun safe, we sell some great ones here at the preschool.
- A library bag approximately 30 cm x 45 cm with a draw-string
- Lunch box and drink bottles (some great designs are provided right here at the preschool)

ALL ITEMS MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

SUITABLE CLOTHING

Dress your child in suitable, comfortable "play clothes", i.e. clothes in which they are allowed to explore and "get dirty".

Footwear

Footwear should be comfortable and non-slip as many activities include climbing. Sandals and sneakers are acceptable. Thongs, crocs, party shoes and slip-ons are not acceptable footwear.

At pre-school, children are encouraged to put on their own socks and shoes. Your support would be appreciated by encouraging children to do this at home. **Hats**

All children are expected to bring a sun hat to pre-school. The hat should provide full coverage from the sun, such as a wide brimmed or legionnaire style hat, baseball caps are NOT suitable. Children will not be allowed to play outdoors without a hat. We have some spare hats which can be used by children who have forgotten to bring their own.

Hats, which meet safety standards are available from the pre school. When parents are on roster they are required to bring a sun hat for when they are outside during outdoor play.

Label clearly all articles of clothing that are likely to be removed, e.g. socks, shoes, jumpers, etc.

ARRIVAL AND DEPARTURE

IMPORTANT : Please sign your child in and out of pre-school each day. This is a Community Services regulation and the sign in/out form is used in our Fire Drills.

到校及離校的規定

您的孩子到校及離校時,請您務必在<u>簽到簿上登記</u>。這是政府社區服務部的規定。 也是本校用來消防演習統計人數的依据。

Bring your child into his/her room everyday and encourage him/her to greet the teachers. Staff like the opportunity of having daily contact with parents. In the interest of your child's safety, children are not to be left at the gate under any circumstance nor are they allowed to enter pre-school unaccompanied.

Staff are not responsible for children outside the attendance hours and there will be a late fee of \$20 per 10 minutes after 3.30pm. Constant disregard of the finishing time may result in the child's attendance at pre-school being re-examined.

Important Note: Staff must be informed if your child is being picked up by any person other than yourself. If this person is unknown to staff they must show photo identification, i.e. a Driver's Licence. **Please Note**: Children under 18 years of age are not permitted to pick up children from the preschool.

Please refer to our Arrival and Departure Policy

CELEBRATIONS AND SPECIAL EVENTS

At North Rocks Preschool we value the opportunity to celebrate special events during the year with children and their families. This may include birthdays, the birth of a new baby or cultural and religious celebrations. We appreciate and welcome your ideas and suggestions on how this can then be incorporated into the program.

On the child's birthday, or the closest day to it, your child can bring along cup cakes or doughnuts. The candles are lit and blown out on an artificial cake. The cakes are shared equally amongst the children. Please no cream-filled cakes or cakes containing any form of nuts. Please consult with your teacher prior to bringing cakes to pre-school.

Birthday Invitations

It is suggested that the parent hands the invitation to other parents on the verandah or place in the newsletter pockets at the end of the day and before the children have been dismissed. Consequently, children who are not invited will not be disappointed.



At North Rocks Preschool we pride ourselves on being a 'sun smart' centre. Please ensure that your child's clothing adheres to our sun protection policy

Sun Protection

- shirts/dresses which cover your children's shoulders, no singlet tops.

-A wide brimmed bucket hat, with the brim size being 6-8cms and a deep crown.

-Sun screen is provided outside each of the rooms and YOU are responsible for making sure they have their sunscreen applied.



Immunisation

Families must have all children's immunisations up-to-date and to contact the Director immediately should their child contract an infectious disease. Parents are required to download a copy of their child's current immunisation certificate onto their enrolment link. Immunisation is NOW compulsory and children are NOT permitted to attend North Rocks Preschool unless they are up to date with the vaccinations.

See Child Health – Immunisation Policy

Illness of a child

Children must not be brought to the Preschool unless they are able to cope adequately with the routines of the day. If your child is found unwell during the day, you will be contacted and asked to take them home.

Contagious conditions such as head lice, conjunctivitis etc must be cleared up completely before the before your child returns to Preschool. Staff will advise parents of any serious infectious diseases via notices or letters.

If there is uncertainty regarding the diagnosis of a sick child, the child will be allowed to remain at the Centre if a letter is obtained from a doctor nominated by the Director indicating that the child's attendance would not put other children at the Centre at risk.

It is very important that you telephone the Preschool if your child is absent for any reason.

Medication

If required, medication will be administered to children while they are attending the Preschool.

Medication forms are available and must be completed by parents each day their child requires medication. The forms and relevant medication must be given to the teacher to ensure safe storage and refrigeration if necessary. **Under no circumstances** are any medications to be left in your child's bag or locker. Medication must be in the original packaging and will only be administered according to the label.



Hygiene

Hand Washing

For hygiene and anaphylaxis awareness, children are encouraged to wash their hands using soap and water: On arrival at the Preschool

Before and after eating

Before and after handling food, such as participating in cooking experiences

After outdoor play, participating in messy activities or handling animals

After going to the toilet

After wiping their nose, coughing or sneezing

健康,安全和個人衛生

為了個人的衛生和預防過敏反應,兒童,工作人員和家屬必須用肥皂勤加洗手。

什麼時候該洗手 到達學校及離開學校時 吃東西前後 處理食物之前和之後 在戶外遊玩或摸完動物後 上廁所後 擦鼻子,咳嗽或打噴嚏後

Refer to Child's Health Policy

ANAPHYLAXIS

Anaphylaxis is a life threatening reaction to certain foods. Please be aware that for the safety and health of all children, North Rocks Preschool EXCLUDE nuts from the Preschool. No PEANUT BUTTER, nuts of any kind or nut products such as satay, nutella are allowed. Please speak with the Director if you need further clarification.

有些孩子對某些食物會產生過敏反應. 過敏反應(Anaphylaxis)是一個對生命有危險的反應. 為了孩子們的安全和健康,本校是一個花生和果仁的禁區. 請不要帶任何花生或是花生產品(比如沙爹)和果仁或是果仁產品(Nutella)到學校。 如果你有任何疑問,請你跟本校的負責人討論。

Medical Emergency Plan

If a child suffers from a condition which may escalate into a medical emergency (eg, Asthma, food allergy, Anaphylaxis, epilepsy, diabetes), you need to fully inform the Director about the illness and its management. A management plan for the child will be developed in consultation with the relevant health workers and with, your permission, it will be clearly displayed to ensure all staff are familiar with the symptoms and management.

Accident Procedure

All staff at the Preschool have their current First Aid Certificate. Although every care is taken to prevent accidents involving your child, in the case of an accident occurring the following procedures take place:

- In the case of a minor accident, staff will assess the injury and administer the appropriate first aid.
- If the situation requires further medical treatment you will be contacted. If you cannot be contacted, staff will ring your emergency contacts and an ambulance to transport your child to Westmead Children's Hospital if deemed necessary.

All accidents are recorded on accident forms. Details of how the accident happened, the injury occurred and treatment provided are recorded by the staff who witnessed the incident. You will be required to sign the accident form after the staff member has discussed the incident with you.

EMERGENCY EVACUATION PROCEDURES

We have evacuation procedures in all rooms of the Preschool, and practice these with the children each term. Please become familiar with our procedures.

Staff take the sign in sheet as a form of the children's attendance on the day, so please sign in and out each day.

Although specifically aimed at fire evacuation, we also practice procedures for other emergencies.

No smoking / No Alcohol Environment

It is our policy that the Preschool is kept smoke free at all times and at no time will alcohol be consumed on the Preschool premises or grounds. Whilst children are present.

Enrolment Information

It is vital that you keep all details relevant to your child up to date on their enrolment form. These include:

- Contact details
- Emergency contact numbers
- Change of address and any court orders
- Medical details

Evacuation Procedure 1. Whistle is blown and location of fire identified – fire will be extinguished if









- practical.
 - 2. Staff member goes to red evacuation bag in class room and instructs children to line up each taking an evacuation ring, second staff member assists in getting the children evacuated safely and calmly. . Staff member takes sign in sheet.
- Staff walk with children and exit via front door and gate to exit preschool 3. grounds and check sign in sheets at assembly point.
- 4. Staff member in office : calls 000, takes evacuation backpack, located in office, along with preschool ventolin and epipen and mobile phone. Where appropriate office staff member will check preschool and close doors upon leaving.
- 5. If fire is in kitchen then both classes exit via the rear doors of each room room at the rear of the building and proceed through the playground to the exit gate and meet at assembly point.
- If fire has occurred at the preschool and we need to evacuate, roll call 6. will be taken at assembly point and then we will proceed up to the park area and go inside the closed gate.
- 7. If fire has occurred in the senior citizens hall or the community centre or front of our building and we need to evacuate. Staff and children will walk down to North Rocks Park on Farnell Dr.



North Rocks Preschools curriculum reflects current early childhood theory and practise as recommended by the 'Early Years Learning Framework for Australia – Belonging, Being and Becoming, by the Australian Government Department of Education, Employment and Workplace.

The children's interests are the basis for our program. By observing children, finding out what they want to learn and extending their knowledge, we aim to show children what they want to learn is important and respected. Our long term goal for each child is to develop a love of learning. We observe children on a regular basis and ensure that we document any special achievements or interests, we then use these observations to formulate a curriculum for your child that builds on their strengths and interests as well as promoting any areas of development that may need assistance.

You will receive the electronic version of your child's 'portfolio' at the end of the year but are welcome to view it at any time just by asking your child's teacher. The portfolio is based on the Learning Frameworks 5 learning goals:

- 1. A strong sense of identity
- 2. Connections with their world
- 3. A strong sense of well being
- 4. Confidence and involvement in their learning; and
- 5. Effective communication skills

Young children learn by doing, touching, experimenting, choosing, talking and negotiating. The whole world is a potential curriculum for the young child. Our curriculum acknowledges and supports the interests that emerge from the daily lives of the children. Our children's curious appetites are filled with experiences that quench their natural desire to learn. At North Rocks Preschool, the children provide the ideas that form the foundation for the curriculum that is prepared, organised, coordinated and facilitated by educators.



Your child's first day at North Rocks Preschool

•Try not to show anxiety about your child's first day as they will sense this

•Talk to your child about what exciting things they might do at Preschool, e.g painting, stories, music, meeting new friends

•If you can leave your child somewhere else for short periods of time prior to commencing preschool, i.e occasional care, so that they will get used to the separation from you

Your child's first day

The children's first day at Preschool is staggered over the first 2 days of term1, this gives staff the opportunity to greet new children and parents in a more personal way and allows your child's teacher to explain the procedure of the morning routine.

When your child first attended, they may feel a little insecure and may shed a few tears. This is only natural and they just need a little time to settle in. stay with your child for a short time and when you decide to leave, tell a staff member, say goodbye to your child, and tell them when you will be picking them up.

Never sneak away from your child when they are not watching. Say goodbye with confidence and go - even if

your child is crying. Do not prolong your goodbyes.

If you are left feeling unhappy, tearful and concerned, we invite you to ring the preschool to see how your child is coping.

All children are different. We treat every child's first day individually. Please don't despair if your child takes longer than others to settle in.



We have developed numerous policies to ensure high quality care for the children and families of the Preschool.

There are copies of each of the policies in our policy folders, one folder is kept in the office and another in the foyer. Please feel free to have a look and make suggestions.

Mandatory Reporters

All staff at North Rocks Preschool are Mandatory Reporters – *individuals required by law to report to the Department of Human Services – Community Services when they have reasonable grounds to suspect that a child, or a group of children, is at risk of harm from abuse or neglect and those grounds arise during the course of or from the person's work.*

In conclusion

Preschool years are very important in a child's life. They are designed to prepare the child for more formal education. The prime objective of North Rocks Preschool is to make the transition from family and home to formal schooling as pleasant and beneficial as possible.

Should you require further information, please ask – you will always find us most willing to assist.

We trust that you and your child will thoroughly enjoy being part of North Rocks Preschool.