



Woollahra Preschool



Parent Handbook



Woollahra Preschool

Parent Handbook 2009

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Post: 512 New South Head Road
Double Bay, NSW 2028

Location: Hugh Latimer Building
1st Floor
Cnr: New South Head Road, William Street and Sherbrooke Ave.

The preschool is open Monday to Friday between the hours of 8.45 am and 3.30pm during public school terms.

We cater for 60 children per day in three rooms of twenty. There is an Early Childhood Teacher and Trained Preschool Assistant assigned to each group.

Children attend 2 or 3 days per week

TABLE OF CONTENTS

WELCOME	4
THE HISTORY OF WOOLLAHRA PRESCHOOL	5
PHILOSOPHY	6
2009 SCHOOL CALENDAR	7
MANAGEMENT AND LICENSING	8
FUNDING	9
FEES	10
RE-ENROLMENTS AND SIBLINGS	11
THE PARENT ADVISORY COMMITTEE AND SOCIAL COMMITTEE	12
PARENT PARTICIPATION	13
PREPARING FOR THE FIRST DAY	14
WHAT TO BRING	16
ARRIVAL AND DEPARTURE TIMES	17
CLOTHING	19
CURRICULUM	20
THE DAILY ROUTINE	22
QUIET TIME	23
LUNCH	24

BIRTHDAYS	25
PARKING AND CAR PARK ACCESS	26
VISITORS	27
HEALTH AND SAFETY – ACCIDENTS	28
IMMUNISATION AND EXCLUSION	29
ABSENCES	29
MEDICATION	30
SUN PROTECTION	31
GRIEVANCES	32
CUSTODY SITUATIONS	32
POLICIES	33
EMERGENCY EVACUATION PROCEDURE	33
Appendix 1.	Department of Community Health Childhood Diseases Chart
Appendix 2.	The NSW Foundation Script
Appendix 3.	Writing and Drawing
Appendix 4.	Writing Positions
Appendix 5.	Physiotherapy for Children “W Sitting”
Appendix 6.	Development of Sounds

Welcome

We extend to you a warm welcome to Woollahra Preschool. Your child and you will become valued members of this pre-school. The staff and Parent Advisory Committee hope that this will be a happy, educational and socially expansive experience for your child and you.

We believe that a synergy of effort- mutual goals, strategies and expectations by parents and educators provides the optimum environment for growth and development of very young children. This collaborative approach fosters the community spirit of the pre-school and enhances the experience of all its members. It provides children with valuable modeling of positive social relations - sharing interests and joyful occasions, supporting those in need, mentoring, building friendships, celebrating cultural differences and enjoying similarities, resolving conflict peacefully, acknowledging effort and applauding accomplishments.

This service provides a bridge between home and school. These are your child's first steps out into the wider community as an independent individual, where the foundations for future learning are laid. We endeavor to instill a love of learning by providing a stimulating play environment with a range of learning-centres where children experiment, explore, discover and learn while they play. Meanwhile, staff engage in their play to coach children in conflict resolution strategies and other social competencies to equip them for the social challenges they will encounter at school and in life. As each child matures and their strengths, range of interests and confidence grow, we step up our programme to extend their interests and provide achievable challenges to promote further development.

We hope that this booklet will answer many of your questions, and please feel free to ask the Director, Staff and Parent Advisory Committee to provide further information. Most importantly, talk to your child's teachers about your child's interests and progress. We encourage you to embrace the vital role you play as your child's primary educator and to work closely with us to facilitate your child to build solid foundations for healthy relationships and academic success.

The History of Woollahra Preschool

Double Bay Nursery, Woollahra Preschool's forerunner, first opened its doors on August 20th 1951. It operated under the control of Sydney Day Nursery Schools Association and was accommodated in a newly completed community centre, known as the Hugh Latimer centre, built by Woollahra Council in 1956.

The provision of the Double Bay Nursery School came as a direct consequence of social changes caused by World War II when Australian women were required in the workforce to compensate for the depleted number of working men.

By mid 1954, it was resolved that Woollahra Council takes over the control of Double Bay Nursery School and decided to conduct the service as a preschool, for children aged 3 to 5 years, known as Woollahra Municipal Preschool. Admissions were confined to local children with attendance limited to 60 children per day. A Local Advisory Committee was constituted and staff comprising of a Director, First Assistant and two teaching assistants were appointed.

The new Woollahra Municipal Preschool opened its doors on January 17, 1955. Soon after, it was affiliated with the Kindergarten Union, whereby that organization supplied an advisory service, including three yearly visits.

Five years later, in May 1960, Council resolved to extend the management of the preschool to the Local Advisory Committee, giving the committee full financial control. The Committee formed a Limited company and from July 26th 1960 leased the premises from Council for one pound per annum plus any surplus after expenditure. In 2003, 43 years later, management reverted back to Woollahra Municipal Council and the Parent Management Committee became the Parent Advisory Committee.

Philosophy

Our Philosophy

The staff of Woollahra Preschool is committed to:

- Providing a nurturing, stimulating, respectful, reflective environment founded on current pedagogical knowledge, which encompasses the interests of the children – promoting inspiration, initiative, resilience, uniqueness, independence, investigation and exploration.
- Working collaboratively with families, building respectful relationships using open communication, acknowledging and incorporating strengths and cultural backgrounds to develop a sense of belonging, mutual trust and shared decision-making
- Connecting with people, services and agencies within the community that support children and families.
- Continuing professional development, mentoring, reflective, strengths-based practice and engagement with contemporary theory.

Our Mission Statement

“To provide inclusive preschool education in partnership with families and the community”

Our Vision Statement

“To provide stimulating play environments where children learn, in collaboration with families of the Woollahra Community”

2009 School Calendar

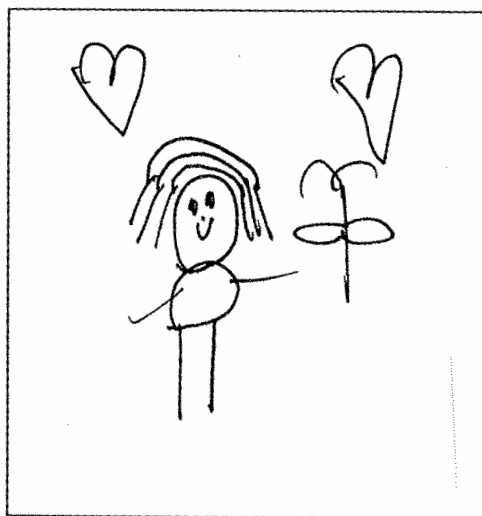
- Term 1: Tuesday 27 January to Thursday 9 April 2009
- Term 2: Monday 28 April to Friday 10 July 2009
- Term 3: Monday 27 July to Friday 2nd October 2009
- Term 4: Monday 19 October to Friday 18 December 2009

The Preschool closes for Public Holidays and NSW Public School holidays.

The Preschool does not close for pupil free days.

- Autumn Holidays: Monday 13th April to Friday 24th April 2009
- Winter Holidays: Monday 13th July to Friday 24th July 2009
- Spring Holidays: Monday 5th October to Friday 16th October 2009
- Summer Holidays: Monday 21st December to Tuesday 26th January 2010

Faith



This is a picture of me.

Funding

The Preschool is a not-for-profit organisation funded by the NSW Department of Community Services and the fees paid by the families whose children attend the centre.

Woollahra Council provides the premises rent free; financial management; IT and Human Resources support; service planning and development; links to related community services and carries out maintenance.

We are a **Registered** Childcare Provider with the Family Assistance Office.

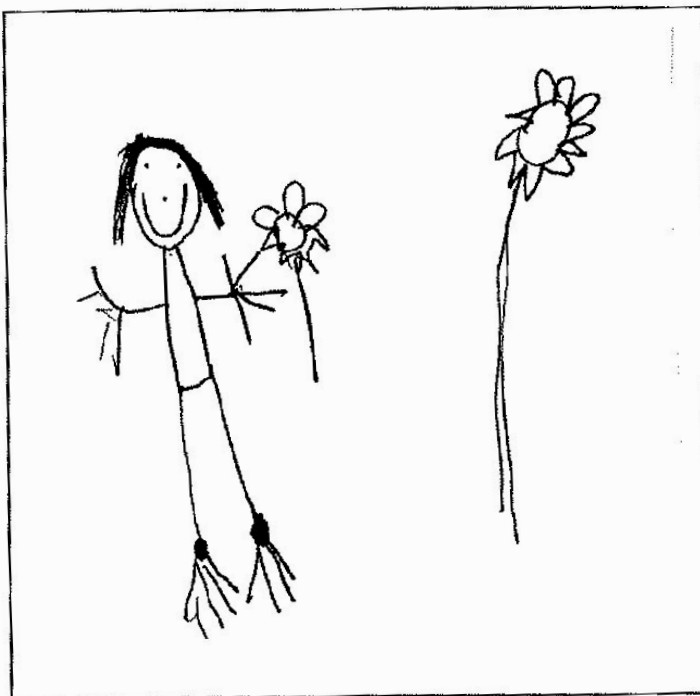
Our Carer number is 555 016 389H

Those families who are eligible to receive a rebate from Centrelink are encouraged to ask the director for a **Childcare Rebate Receipt**.

Further information about the Childcare Rebate Scheme is available from the Director or your local Family Assistance Desk within Centrelink.

It is worthwhile to find out if you are eligible.

Harriet



This is me holding a flower.

Fees

The Woollahra Council sets the budget and review fees and charges annually in consultation with the Preschool Director. Every effort is made to keep the fees at a minimum.

The fees for the year are currently **\$50 per day** plus a performance fee of \$22 per term.

On confirmation of a placement, a refundable deposit of \$400 is required to secure enrolment. This deposit is refunded after your final bill is paid in full.

An invoice for the following term is placed in your "Communication Pocket" in week 6 and is payable within one month.

Fees are to be paid by **CHEQUE** or postal order at the preschool. Alternatively, parents may fill out a form to pay by credit card. However, we cannot accept cash payments for security reasons. Please note credit card payments incur 1% processing fee.

Please ensure that your child's name is written on the back of the cheque so a receipt can be issued.

See the Director if you are experiencing financial difficulty to negotiate a suitable payment plan.

There is a Fee Payment Policy set down by the Preschool and is available in the Preschool Policy Handbook.

Affordability Assistance

Each year the Dept of Community Services provide a small subsidy for distribution between parents eligible for **Affordability Assistance**. This year your combined family income must be **under \$40,794**. If you are eligible, please ensure that you have a copy of documentary proof, such as a Centrelink statement, and complete the Affordability Assistance application form early in the term. Fee relief levels may fluctuate during the year depending on availability.

Please advise the Director before the commencement of the year, if you require Fee Relief.

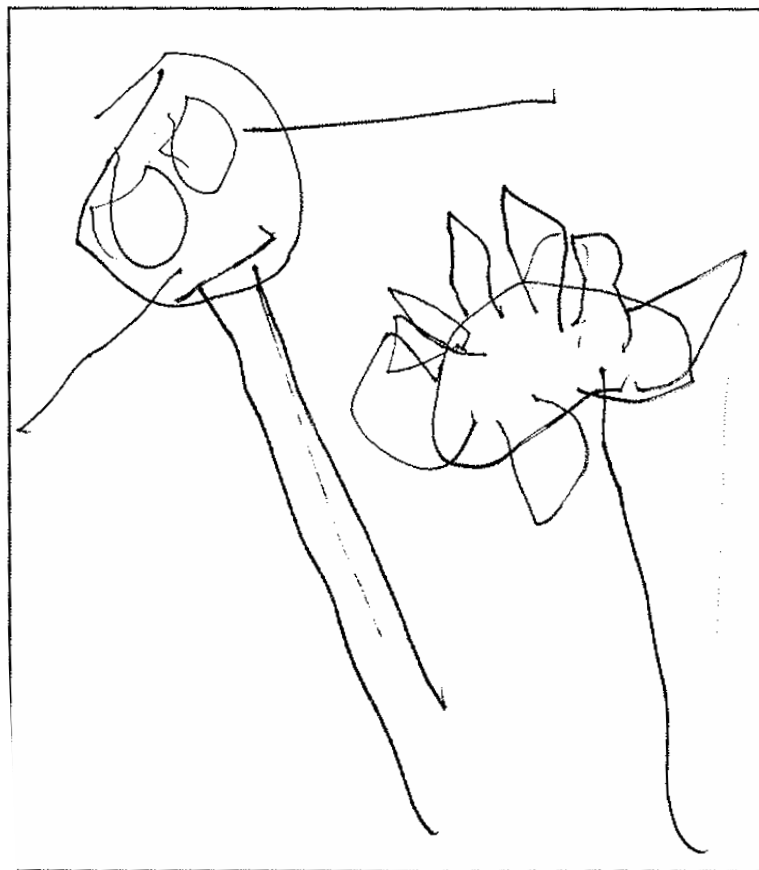
Re-Enrolments and Siblings

Re-enrolment for the following year commences in June when we ascertain which children will return the following year and who will leave to go to school.

Younger siblings of children, who will be concurrently attending, or who have attended in the prior two years, the Preschool are given priority as stipulated in the Admissions Policy. However, parents of siblings must still complete a Waitlist Application Form from when the child is 18 months of age, to be eligible.

Our sibling priority policy is designed to facilitate your longstanding involvement with the Preschool and to provide a sense of community membership for you and your children.

Alexander



A spooky guy next to a spiky plant.

The Parent Advisory Committee

There are two committees comprised of parents who volunteer their time and assistance to the Preschool.

The **Parent Advisory Committee** liaises with representatives of Woollahra Council and the Director on matters of general policy and provides an avenue of communication for the parents with both the Council and the Preschool. Parents are encouraged to approach a committee member to have suggestions or concerns with centre wide significance, raised with the Director, at the next committee meeting.

The **Committee** also arranges events that enable parents and children to meet outside Preschool hours and some that involve raising funds for the Preschool. Those events typically include a cocktail party, regular sausage sizzles in the playground, the end of year Christmas party, an Easter Egg Drive and many more activities. These events are only possible with the efforts of the Social Committee each year.

The Committee meets twice a term throughout the year, to contribute to the decisions that are made regarding all aspects of the preschool.

If you would like to find out more about participating on the Parent Advisory Committee please feel free to approach any Committee member or the Director.

Parent participation

Parent participation has long been a feature of our pre-school. Parents are encouraged to become involved in the program to the level at which they feel comfortable, working in partnership with the staff and children to enhance our daily program.

We encourage parents to share their interests and abilities with the children. New experiences can excite and interest a child and they can find a new interest and strength. Do you enjoy hobbies like model making, painting pictures, carpentry, fishing, sailing, soccer, play an instrument, cooking or football etc? Perhaps you could share your knowledge with the children. Talk to your child's teacher to arrange a suitable time.

We recommend parents make time to spend with the children - playing games, reading books and participating in discussions about the children's interests. Increased parent/family participation enriches the program.

We encourage parents to talk about their child's development with their teacher informally each day and formally twice a year. Parent / teacher discussions about the child's developmental progress are vital in providing an individualized and relevant program for the child. Please see your child's teacher to arrange a time to meet.

Parent feedback about the service we deliver is encouraged. We believe everyone should have the opportunity to contribute their views, opinions and suggestions. Please feel welcome to talk with staff about any aspect of our service. Make an appointment with the Director for an in depth discussion or write a note. Fill out and return the questionnaires we distribute regarding the quality of care, the educational program and the environment. Parent responses to these questionnaires play a vital role in the decisions that are made about the direction of the Preschool program, policy development, budgeting and planning for the future of the service.

Preparing for the First Day

All children must be toilet trained. Due to staffing levels and the absence of nappy-changing facilities, we are unable to enroll children who are not yet toilet trained.

Separation from home and saying goodbye to Mum, Dad or Carer can cause real anxiety for some preschoolers. To ensure that your child experiences a happy, relaxed and confident entry into preschool, we need the cooperation and assistance of parents/carers. Make sure you take the opportunity to have at least one or more pre-entry visits with your child to become orientated.

- Ensure your child knows what to expect when starting preschool. Talk about what will happen during the day (See daily routine).
- Ensure he / she learns a direct route to the bathroom;
- Participate in the morning rituals and help to explain them;
- Be positive! Do not allow your own anxieties to be seen by your child, as he/she may mirror your feelings and become distressed unnecessarily
- Coach your child to put on his/her socks and shoes, independently. Work in stages and inform your child's teacher where your child is up to, upon entry. Ensure that she knows, in advance "where to pick up".
- Coach your child to follow a hygienic toilet routine (Tell your child's teacher if your child may need assistance to wipe his/her bottom.
- Learn the teacher's names with your child

Be prepared to stay for the entire morning of your child's first day.

After the first day, make an arrangement for the following day and stick to it. You are encouraged to spend time to settle your child into morning activities each morning until he or she builds a rapport with at least one teacher in the room.

When it is time to leave, hand over to one of your child's teachers. (Draw your child's attention to the teacher and ensure the staff member takes over from you. It is important that there is an adult to provide support and comfort while your child watches you leave.)

Maintain an air of confidence.

If your child becomes distressed, try to resist turning back.

Call us 5 minutes after you leave to ensure that your child has recovered and is settling.

Be prepared to come back if necessary. (More often than not, the new preschooler stops crying as soon as the parent/caregiver is out of view and will be fully engaged when you call.)

If you don't call and your child continues to cry after 2 minutes, we will call you to decide together what to do next.

Be assured that every effort will be made to reassure, comfort and divert your child's attention.

We never leave a crying child alone. One of us will be there.

Please avoid dragging out the good-bye.

Long good-byes (lacking in adult confidence) heighten the emotional intensity of the experience and will impede the settling process.

Have your own good-bye ritual, such as a hug or a kiss between the bars of the fence.

Make time to pass on any useful information about your child's experiences and interests.

Help your child to make connections -find out who they enjoyed playing with and invite them to play out-of -preschool hours.

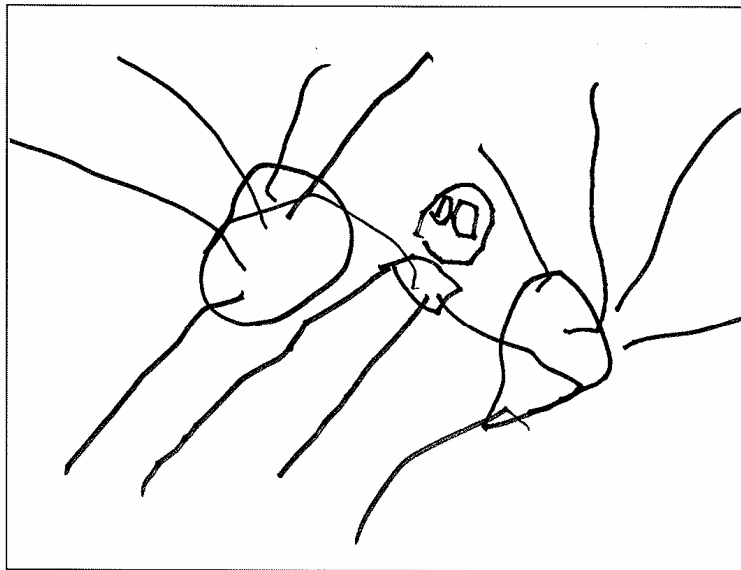
Share observations and any concerns with your child's teacher.

Stay abreast with the programme and contribute where you can.

Some children will be at ease and comfortable from the beginning (often the younger sibling of a Preschool graduate) However, most children will demonstrate anxieties in a variety of ways. Please discuss your child's way of dealing with this transition, with the staff, who are trained professionals, able and always available to help with your concerns.

What to Bring

- i. A user friendly bag or backpack. (That your preschooler can open and close by themselves.)
- ii. 1 piece of fruit for morning tea
- iii. A complete change of clothes in a plastic bag inside the preschool bag. (To suit the season)
- iv. A comforter - a soft toy or security blanket (Optional).



This is a picture of me.

Arrival and Departure Times

Remember to encourage your child to wash his/her hands on arrival and departure to reduce the risk of cross-infection.

A sign in/out sheet is located on the board at the entrance of your child's playroom. Children must be signed "in" - stating the actual time of arrival and "out" each day the child attends as required by the Child Care Regulations governing all NSW centre-based childcare facilities. Failure to comply with these regulations places our license to operate at risk.

Signing in is also an important safety measure as the sign in sheets are used as the roll in an emergency.

Parents and carers are required to giving the exact time of arrival and departure. **Please honor your obligation.**

The Preschool opens at 8:45am and closes at 3:30pm.

Please note that children must be collected by 3.30 pm, as we are not licensed to have children on the premises after this time.

We are conscious of the role this service plays as a bridge between home and school. Therefore, we are flexible about arrival and departure times. We know that it is difficult for parents with young families to adhere to a strict timetable. With toddlers and babies in tow it is often a great achievement to leave the house without discord, a tantrum or external delays. The preschool phase of your child's life is the period to learn - to get to school on time. Every child is an individual. Every family has unique circumstances and pressures. Therefore, the staff of Woollahra Preschool acknowledges that every child will adapt to "arriving on time" at their own rate and we need to be flexible.

We recommend that parents endeavor to arrive before 9:30am to ensure that your child can participate in the morning rituals that foster the child's sense of membership to his or her group. Also, be aware of the dates when visiting educators and performers are scheduled and allow enough time for your child to settle in before the performances commence.

You are welcome to collect your preschooler any time that suits you, between 2:30 and 3:30pm.

Please note that a *late fee* of \$5 is charged to encourage diligent adherence to the 3.30pm cut-off. Details about the late fee and procedure for collection of children after hours are outlined in the Preschool's Policy Handbook.

Please make sure that you document names and contact details of people who you authorize to collect your child. **No child under any circumstances will be released to anyone who is not listed as a person authorized to collect.** All people authorized to collect your child must be of minimum 18 years of age. They must provide photo I.D. the first time they collect your child on your behalf, unless you introduce them in advance in person, to your child's teachers.

Ask your child's teacher for a "Change of Authorized to Collect Details" form.

If you have **access (or custody) concerns**, please inform the Director as a matter of urgency because staff are powerless to enforce wishes without legal documentation.

There is a daily information diary in each room where you may notify your child's teacher of special circumstances pertaining to your child. E.g. Margo has a play date with Scarlet and will be going home with Julie (Scarlet's mum).

If your arrangements alter during the day please call the Preschool. **If there is an emergency** and you or an authorised person is unable to pick up your child, please call the Director. Then send a fax stating who you are, your child's name, and the person who will collect your child (they must bring photo I.D.) and sign. If you are unable to speak with the director or your child's teacher before sending the fax, note a number where you can be reached to verify the authenticity of fax.

Our fax number is **02 9327 4441**

Or Email: preschool@woollahra.nsw.gov.au

No Dogs Policy

When walking to the Preschool, please leave your pet at home. Unfortunately, we cannot allow any dogs on the preschool premises because some children are fearful of "man's best friend", and it can be very distressing for them. Dogs carry a risk of an avoidable injury, which is not covered by our insurance policy.

Thank you for your cooperation to ensure our Preschool remains a safe place for children.

Clothing

Please dress your child in non-restrictive comfortable and easy to wash clothes suitable for messy and active play.

Although every effort is made to protect your preschoolers clothing, we recommend preschoolers wear clothes that are not of high emotional or monetary value because accidents do occur when children are learning and exploring with new media. It is anticipated that a little paint may escape the apron and stain your preschoolers clothing. We advocate the value of messy sensory play for emotional health and fine motor development. Therefore, ask you to encourage your preschooler's participation in these types of activities by providing appropriate clothing. Please avoid limiting your child's enjoyment of these experiences by having realistic expectations about the care of their clothing.

The manufacturers of the non-toxic paints we use recommend the following washing procedure:

- Soak the paint-stained garment in cold water overnight.
- Avoid using Oxygenated nappy soakers as these corrode zips and buttons.
- Wash in warm water in detergent or "Wonder Soap".

Avoid using stain remover agents before soaking and washing as these may "fix" the paint.

Please label every item of clothing including shoes so that discarded garments can find their way back to the rightful owner. Use a permanent marker - just as effective as commercially manufactured labels.

Staff will encourage the children to store discarded items of clothing appropriately in their Preschool bags, in lockers.

When clothing does go astray, promptly check the lost property bins provided in each room, to avoid disappointment.

Staff will display remaining lost property items towards the end of each term.

Uncollected items will be added to the centre's store of spare clothing.

Curriculum

An educational curriculum including: Language and Literature, Mathematics and Science, Music and Movement, Art, Craft, Drama and Construction, is planned with developmentally appropriate experiences to meet the interests and abilities of the children on a daily basis.

We follow an “Emergent Curriculum Approach” when planning educational experiences for the children to participate in. This means we observe each child at play as an individual and as a member of a group. We record and evaluate their achievements/strengths and interests. Then plan to extend the interest and build upon the strengths. We aim to facilitate growth in the use of expressive language - to empower the child to make meaningful connections with his or her peers; to facilitate social competence; to effectively function as a capable and contributing member of the group.

We provide young children with on-going opportunities for active learning through play - to explore, to learn at their own pace, to experience success, develop initiative, curiosity, resourcefulness, and self-confidence - to foster qualities which will serve them well throughout their lives.

We recognise that a child is capable, competent, innovative/imaginative, teacher/learner, social, thoughtful, emotional, physical/active and a communicator.

The NSW Curriculum Framework for Children’s Services states that;

“Children can only be capable and resourceful when they are actively encouraged and supported to be so. The effective professional sometimes leads children, sometimes follows, and sometimes is simply a participant in their experience, but always displays wisdom about which role is appropriate. Professionals set the stage and construct opportunities for children to think, act and create” (p 37).

Play is the most effective way for young children to learn.

- Play is freely chosen
- There is no 'correct way' to play. The process is important, not the result thus an emotionally "safe" manner in which to explore and learn
- Play is functional as it allows children to work out anxieties and conflicts, and to practice roles they will assume in later life
- Play allows the child to practice his competencies and acquire new skills in a relaxed and pleasurable way
- Play serves as a means where a child can safely explore and seek out new information
- Play promotes this exploratory behaviour by offering the child the possibilities of novelty, complexity, uncertainty, surprise and incongruity
- Supports the development of the whole child – socially, emotionally, intellectually and physically
- Allows for the recognition of each child's unique learning style, abilities and developmental level
- Allows for hands on learning, where the curriculum can emerge from the children's interests, needs and desires, making learning concrete and meaningful
- Repetitive play helps children to master skills and concepts so they can progress to the next level, adding their own level of complexity to their play and thus contributing to their development and learning
- Children can contribute to decisions about their own curriculum – children self diagnose what they know and what they can or want to learn next
- Play provides the ultimate curriculum for social, physical, and cognitive advancement
- Play allows children to develop a sense of control over their environment and a feeling of competence and enjoyment that they can learn
- Play is a very effective way for children to accumulate a huge amount of basic knowledge about the world around them

The Daily Routine

(Times are approximate)

08:45 to 10.00	Free play - Morning activities (Indoor or Outdoor) Please arrive by 9.30am
10:00 to 10.30	Morning tea
10:30 to 11.00	Music and Movement Session
11.00 to 12.30	Free play (Indoor or Outdoor activities)
12:30 to 1:30	Lunch
1:30 to 2.00	Language and Literature Session
2:00 to 3.30	Indoor activities or Outdoor Activities
2.30 to 3:30pm	Preschool Day concludes

Quiet Time

Quiet time at Preschool is a period for relaxation, reflection and a break from social interactions for all the children. We encourage the children to engage in activities such as reading, listening to music, and imaging while listening to told stories, meditate or play alone. The younger children have the opportunity to sleep; however, no one is expected remain on their beds.

Children may bring a comfort toy or ‘security’ blanket to use at this time. Please name these items and keep them in your child’s bag or backpack until needed.

Interest/Nature table

While trying to discourage children from bringing toys to preschool, we recommend you encourage your child to bring photographs or postcards and interesting natural objects instead. (Things that have potential as “conversation starters”, that may be of interest to the group.) Please check with staff to ensure items of interest are safe (particularly if they're alive and some plants and flowers are poisonous or may cause allergic reactions.)

When handling/collecting tiny creatures for scientific study, please encourage your preschoolers to respect all living creatures by coaching them to ensure the creature has adequate air, food, water and a reasonable habitat for the duration of the study. We encourage children to return creatures to their natural habitat by day's end.

Well chosen **Show and Tell** items have educational value and provide the opportunity for the child to “hold the floor” which nourishes self-esteem and confidence, fosters topic maintenance, improves expressive language skills and extends vocabulary. It is also an efficient means for children to reveal their interests, which are the building blocks for an emergent curriculum. (We endeavor to extend the interests of children through all curriculum areas including music, songs, dance, literature, art, dramatic play and construction.)

Please avoid bringing toys, jewelry, dress-up costumes, money or sweets, because these items will become the focus of discord and exclusion amongst the group. The preschool is well resourced with equipment designed to promote cooperative play and pro-social behaviour. Private property in the form of toys from home detracts from the non-competitive and inclusive nature of the program.

Lunch

Chrissie, our chef, provides nutritious meals. Chrissie follows the Australian Nutritional Standards for young children when planning our menus to ensure children's daily nutritional needs are met. The menu for the week is posted on your Room's notice board. The menus are rotated and recipes modified, to ensure children's preferences are catered for. Chrissie, is an exceptional cook, with a warm and generous spirit who offers variety and flavorsome food.

The fruit provided by you each day, is prepared and well presented for selection by the children in your child's group. Make sure you place your piece of fruit, on your child's room trolley in the corridor outside the kitchen.

Any special dietary requirements should be discussed with the Director. If your child has a special diet or allergies to particular foods, you may need to provide a suitable lunch in a lunch box for your child.

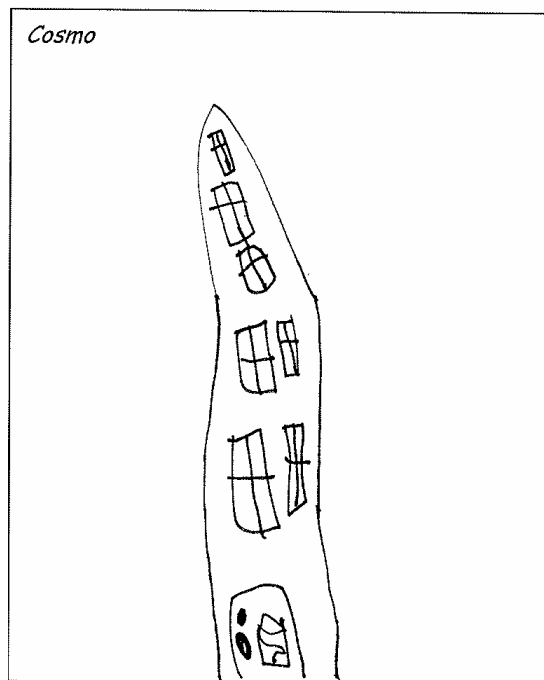
Peanut Free Zone

In recognition of the increased incidence of Anaphylaxis -a severe, life-threatening allergy to peanuts, the Preschool is a peanut free zone.

Peanuts or nut products are included in the meals provided at Preschool or at family social functions held by the Parent Advisory Committee.

Birthdays

Birthdays are always a special event for children, and everyone's birthday is celebrated at Preschool. If your child's birthday falls on a school day, you are very welcome to bring a cake and serviettes to the Preschool for morning tea. If your child's birthday falls on a day they are not at Preschool or over the weekend, you are welcome to bring in a cake or cupcakes the next school day if you wish. Please ensure the cake you provide does not contain alcohol, rich cream, heavy chocolate, nuts or small choking items such as edible hard lollies. 20 iced cup cakes are the preferred "birthday cake" option because they require minimal handling and therefore a reduced risk of cross-infection. In summer, a whole watermelon may serve as a "birthday cake" or a bowl of strawberries. Be inventive and make it easy on yourself. It really doesn't matter what we place the candles in. Your child will enjoy being the centre of attention while we sing "Happy Birthday". You are welcome to use parent communication pockets to distribute invitations to birthday parties held out of hours, invitations for other special events and play dates.



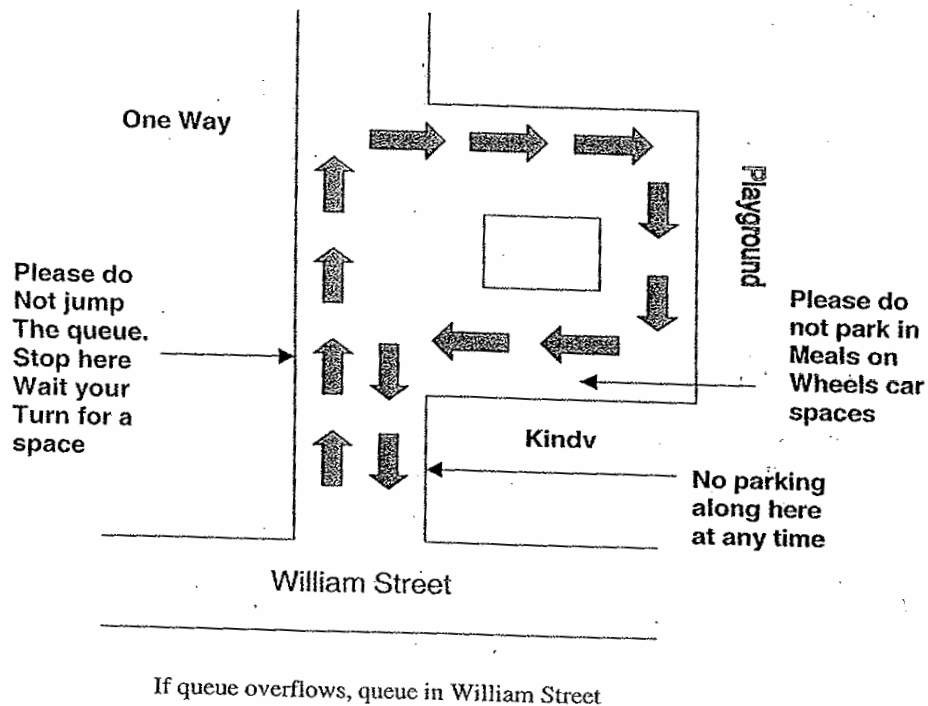
This is my Dad's building.

Parking and Car Park Access

Limited available parking space is an issue for all who live and work in the eastern suburbs. We are fortunate to have a relatively large car park at our disposal right outside our door. However, we need to be aware that we share our building and the car park with three other Woollahra services that are our neighbours.

Please park in the designated spaces and not in the Meals on Wheels or Disabled spaces. You may park legally for 5 minutes without incurring a fine; however, you risk a \$68 fine when you exceed the time limit. (Council parking rangers are our neighbours and are frequently about.)

The parking area becomes very busy at drop-off and pick up times, which is one of the reasons why we are flexible about time. To avoid long periods in the car queue consider picking up your preschooler at 3.00pm if you do not have an older child to collect from school at that time.



Visitors

From time to time the Preschool invites artists and educators to perform for the children. The cost of these is included in the fees charged to you each term. It is \$22 per term.

Visits by student teachers, work experience students and professionals providing health and education services are anticipated. Parents will be informed by the newsletter or on the weekly white board.

Librarians from Woollahra Council Library visit regularly to read stories to each group of children and to introduce new books purchased by the library. Watch the whiteboard for notice of librarian visits.

Excursions

Staff will capitalize on the wealth of opportunities available in our immediate vicinity, for educational excursions on foot. Please make suggestions to your child's teacher.

We use charter buses for all excursions requiring transport. Parents will be required to pay \$15 for transport and sign a consent form in advance of the excursion date.

Parent volunteers will be required to meet regulations pertaining to adult to child ratios on all excursions. Your child will enjoy sharing the excursion experience with you, so please make the time to participate at least once per year, if you can.

Health and safety – Accidents

Although every care is taken to prevent mishaps, accidents may occur which involve your child. When a child is injured a staff member will administer first aid immediately, comfort the child and notify you. All full-time staff hold current first aid certificates and are experienced in managing the minor injuries which may occur.

If the injury is to the head, the child will need close monitoring, therefore we will ask you to come to collect your child. If we are unable to contact you or your chosen emergency contacts, we will continue to monitor your child closely until you can be reached.

An ambulance will be called in case of a serious injury requiring urgent medical attention. The Director will remain the child at the hospital and await your arrival.

All injuries are recorded and parents are requested to read it, give a response and sign it. A copy of the accident form will be placed in your communication pocket and copies are kept on your child's file and in the accident records folder.

These records are used to monitor the frequency of accidents and evaluate our practices to maintain an optimum level of safety.

Immunisation and Exclusion

Parents are asked to:

1. Provide proof of Immunisation. If your child is not immunised, you will be requested to keep your child at home during outbreaks of certain diseases and infections.
2. Keep your child at home when suffering from a heavy cold or possible infectious disease or virus.
3. Notify the director immediately if your child contacts a contagious illness, (including head-lice)
4. Observe the recommended exclusion periods as set down by the N.S.W. Department of Health.

Absences

If your child is unable to attend preschool due to illness or on holidays, please notify the staff as soon as possible. Please inform us of the nature of your child's illness, especially when it is a contagious illness that others may have been exposed to. We ask that you consider the health of other children and staff within the Preschool. Please do not send your child, even when he or she insists that they want to attend, when there is any chance of passing on a contagious condition to others.

Unfortunately, fees cannot be refunded as a result of your child's absence. Costs are the same whether your child attends for the day or not.

If a child becomes ill at preschool, we will contact the parent most likely to be at home to come to collect the child as soon as possible. If we cannot contact the parents / primary carer to come, we will contact the first emergency contact and proceed through the list until a delegated person is reached. We believe that rest at home will give the child the opportunity to make a swift and effective recovery.

Medication

Parents who wish staff to administer medication will be required to complete a Medication Form. Please speak with your child's teacher, who will provide the form, which you both will sign.

Two staff will administer the medication after checking the dosage and expiry date. After administering the medication each of the staff will sign the form.

Staff are not permitted to administer over the counter drugs unless prescribed by a doctor. Written documentation of instructions from the doctor will be required.

To ensure the safety of all the children in our care and visiting, **please do not leave medication in your child's bag**. Even cough lollies pose a hazard. All medication must be handed to a staff member for safe storage. Please remember to collect medication before departing.

If your child develops a temperature during the day, we can only administer Paracetamol when there is signed permission on file. When necessary we will administer first aid and call you immediately.

A current supply of the prescribed medication for on-going medical conditions, such as Asthma, should be kept at the centre.

Sun Protection

To meet recommendations by the Cancer Council and D.o.C.S. Regulations , we issue each child with a broad rimmed hat which is stored in an individual slot of the class hat locker. Your child will wear the hat whenever he or she is outdoors every day, throughout the year.

At the beginning of the year, your account will be charged a \$20 hat fee.

In accord with Cancer Council Guidelines, we ask you to apply sunscreen at home before departing for the preschool (to ensure the sunscreen is most effective by arrival) If you forget SP30+ is available in the bathrooms and in the playground shed.

If your child has a skin condition or sensitive skin, please advise staff and provide an appropriate alternative sun protection product. Please hand it to a staff member and do not leave it in your child's bag.

Although the Cancer Council has recommended that children be protected from exposure to direct sunlight between 11am and 3pm. our garden provides plenty of shade, which means we don't need to restrict the hours of outdoor play at the preschool.

Child Protection

The N.S.W. Department of Community Services gives clear and specific guidelines regarding Child Protection Issues. In accord with the guidelines the staff are trained to recognize the signs of possible child abuse and are obligated as Early Childhood Professionals to report any incidents suspected abuse to the Department of Community Services.

Call **Child Protection and Family Crisis Service - Ph. 13 2111** if you have doubts about the safety or well being of any child.

If you need support to prevent abuse, contact **CAPS - Child Abuse Prevention Service**, which is a 24 hour telephone counselling service, on **02 9716 8000**.

Grievances

Woollahra Municipal Council, the staff and Parent Advisory Committee are committed to the fair and effective resolution of family concerns or complaints, in order to cater for individual needs and to improve service quality.

Please read and become familiar with our feedback policy and promptly make an appointment with the director, if you have any concerns so that these may be mutually resolved. Formal complaints may be lodged with the Director or directly to the Manager – Community Development at Woollahra Council – Susan Turner Ph. 02 9391 7176.

After which you may wish to lodge a written complaint addressed to:

Kylie Walshe
Director, Community Services
Woollahra Council
PO Box 61,
Double Bay 1360

Custody Situations

In the event of a separation in the family where one parent has custody of the child, and where restrictions may be in place, relevant Court documents must be given to the Director as this is the only way we can ensure your child is picked up by an authorized adult.

Also in these situations, it is necessary to inform your teacher and the Director of any changes that may have occurred, so they can help accommodate your child's individual needs.

Policies

Please refer to the comprehensive Policy Manuals located in the locker rooms to familiarize you with our policies and procedures. These policies cover many of the underlying principles in providing high quality education and care. Please ask your child's teacher if you would like to borrow the manual over night. These policies will be reviewed every 2 years or when required.

Emergency Evacuation Procedure

We have an emergency drill with our two day and three day groups, each term, at various times of the day, as required by D.o.C.S. Regulations. Everyone who is in the centre at the time must take part, listening and responding to staff directions while assisting us with the children. These drills are vital to ensure that staff and children are prepared to take appropriate action in the event of a genuine emergency.

Our designated safe area is at the end of the Water board Storm Water Canal (across Sherbrooke Ave.)

Children and staff will gather to wait for parents and carers to collect them, at the end of the canal (near Castra Place).

The drills are evaluated each time to enable us to continuously improve our procedure and practices.