



Welcome to Paterson Valley Community Pre-School

This booklet has been compiled to help parents understand how their Pre-School is operated. If during the year you should have any questions regarding the Pre-School, or the progress of your child, please do not hesitate to come and speak to any of the staff.

We are interested in and care about your child as an individual and can best programme for him/her if you discuss your child with us.

A brief history

In May 1982 Paterson Pre-School commenced operation as a Pre-School to provide an educational programme and quality care for children aged between 3 and 5 years. The centre was established by a group of interested parents several of whom realised a need for Pre-School education after attending mobile Pre-School sessions conducted by the Lower Hunter Children's Activity Van.

The Country Women's Association agreed to rent their hall for the purpose of using it as a Pre-School, and the centre was then licensed and partially funded through the Department of Community Services (DOCS). Staffing in the beginning was a trained Director (Dip. Teach Early Childhood) and a rostered parent for each session in order to fulfil licensing requirements.

The Centre originally conducted three half-day sessions per week from 9.30am to 12.30pm for 12 children per session. The Pre-School continued to expand and moved to the present building in 1985 increasing enrolments to 20 children per day five days per week (with two trained staff) to meet the needs of the community.

In 2016 Paterson Pre-School increased its enrolments again to 24 children a day and due to a further increase in demand in Pre-School places in 2017 it increased enrolments to 27 children a day. Due to this rapid increase in enrolments the Committee applied for a grant to extend the premises to include a second building to double our enrolments. In 2018 we were successful with this Grant and construction of our extension is to commence in 2019.

In 2018 the Committee passed a motion to change the name from Paterson Pre-School to Paterson Valley Community Pre-School to incorporate the wider communities in which the Pre-School services.

What are we about today?



As a group of experienced staff we are very proud of the curriculum we are able to offer the families of Paterson and surrounding areas. We also consider ourselves very lucky to have such wonderful grounds and facilities for the children and aim to maintain and improve this learning space for your children. It is becoming rarer and rarer for playgrounds to be so engaging and respectful of the broader environment; building value in children of the cycles of nature and an understanding of the needs of the environment to be balanced with our own needs to ensure its' preservation for future generations. We are fortunate to have a very dedicated team of staff who strongly believe in the value of a quality early childhood education provided by non-profit children's services.

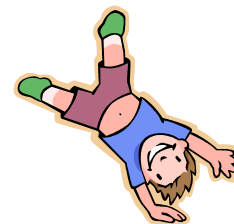
The Pre-School program now operates from 9:00am to 4:00pm and offers extended hours (at an additional fee) for families with working parents needing care for longer hours.



Today Paterson Pre-School is joined with other like-minded organisations that are passionate about the delivery of non-profit children's services as advocates for children and the importance of community owned and run infrastructure for young children and their families that invest in rather than draw a profit from the care and education of young children.

Parent involvement

Pre-School welcomes parent involvement both on a Committee level and within the daily routine of the Pre-School. Parents are welcome to visit the Centre so you can spend time sharing in your child's Pre-School day. As part of the enrolment procedure parents are asked to fill out a participation survey. This allows us to gather support for the Pre-School in a number of areas from working bees to covering books etc. Parents are also welcome to share items of interest or demonstrate unusual skills, eg. playing a musical instrument, painting and or drawing.



Paterson Pre-School Association

Paterson Pre-School is a non-profit community based organisation, provided for the children of the Paterson district whose parents wish them to have the benefits of Pre-School education. The centre is managed by a committee of representative parents. Upon enrolling your child each family become members of Paterson Pre-School Association. Each year at the Annual General Meeting (AGM) the Parent Association elects a group of its members to represent the Association and take on the role of Management Committee. This Committee consists of a President, Vice President, Secretary and Treasurer along with 4 other general Committee Members. Together the Management Committee act as the Licensee of the service and employers of all the association staff. The Committee is responsible for the overall operation of the centre, including the management of Pre-School financial accounts and maintenance. We receive partial funding from the State Government (DOCS) and the remainder comes from fees and fundraising activities. All committee positions are undertaken on a volunteer basis.

A meeting of the Management Committee is held monthly at the Pre-School. If possible, please try to attend these meetings and help in the work necessary to ensure the success of the Pre-School's future. This can only be achieved by the joint efforts of all concerned. No unreasonable demands are made, so please come along and have your say in the running of the Pre-School.

As a non-profit children's service with limited funding we also rely on families support organising and conducting our Pre-Schools fundraising/social activities, as well as help with the maintenance of the Pre-Schools grounds, building and equipment, covering books and sewing, etc. Parent involvement and participation assists us in minimising overall costs and, in turn, keeping fees down. Therefore, we need a great deal of parental support, as without such support fees would be much higher.

The Pre-School is also a Registered Charity and throughout the year we may hold functions, raffles and even outings as fundraisers. These functions, however are not only to raise money for the Pre-School but also building a stronger network for families within the Pre-School and broader communities. Your participation/assistance at these is very much appreciated and supports your family and children.

General information

- Pre-School hours are 9:00 am to 4:00 pm Monday to Friday.
- The afternoon collection period is between 3:00 pm and 4:00 pm. If children are collected after 4:00 pm extended hours fee will be charged.
- Extended hours are available from 8:30 am or after 4:00 pm. Additional fees apply and the extended hours must be organised with the Director. **Families are asked to ensure that they organise to collect their child by 4:20 pm, allowing staff ample time to convey any news of the day.** Our Pre-School is licenced to 4:30pm each day.



- Children must be signed in and out each day. There is an attendance register to sign in & out on at the entry to the classroom area. It is imperative that these are filled out accurately and staff will check and amend this record if necessary.
- Arrival and departure times must be accurately recorded for safety and legal reasons. Families not using the early starting time are asked to wait outside and must not be signed in before 9:00 am (otherwise an early extended hours fee will be charged to your account).
- If anyone other than a child's parent will be collecting the child, they must be listed as a person '*Authorised to Collect*' on the appropriate form by the parents, and the Director must be informed. Staff will not release a child into another adult's care unless we have been informed. The collecting adult will need to provide photo ID.
- The first and last day of the school year is pupil-free to allow preparation/closure time.
- We are closed during school holidays and on public holidays. Fees are not charged for these closure times.

Most children attend two days per week, some three days per week. More days are available if required by families and if sessions are vacant.

All care is taken with the children, but in the event of an accident or a sick child our policy (Accident and Illness, see policy folder) is implemented and parents are always notified.



In situations of custody dispute, staff cannot refuse a parent access to their child unless a court order document has been issued and a copy given to the centre. Parents must discuss these issues with the Director for the safety of all parties involved.



Educational program

Pre-School education is not only a preparation for school, but a complete program within itself, catering for the varied needs of the 3 to 6 year old child. Each play activity and piece of equipment has a specific purpose. Please feel free to ask staff if you wish to know more about any aspect of our curriculum.

Children's learning in Pre-School is promoted mainly through programs which emphasise what we term 'free play', where the child has a choice of a variety of activities. Through such play the children are encouraged to develop physical, intellectual, creative and manipulative skills, as well as respectful and equitable relationships within their community that allows each child to interact and engage with other in a meaning, open and supportive way that promotes skills for lifelong learning. We try to foster curiosity and expression in children. The children will learn songs and poems; listen to stories; share ideas and experiences and respond to rhythm and music.

Please talk to your child about their day at Pre-School if they wish to do so and admire what they bring home. If your child does not bring work home there is no need for concern; it is simply because they have been busily involved in learning in other activities.

Developmental records for each child are collated by educators. These may include photos, checklists work samples, observations, learning stories and/or curriculum/journal entries. These are to be kept at the Pre-School as they are part of our curriculum development and record keeping requirements. Parents are invited to arrange opportunities to communicate with educators at any stage throughout the year if ever you have questions or concerns regarding your child's development.

Paterson Pre-School's program and curriculum focuses on offering the children an environment and resources, from which they can develop, grow, learn and prosper. Included in your enrolment kit are a number of pamphlets that provide an outline of the Early Years Learning Framework and National Quality Framework Documents that guide the practices and decision making of our Educators.



Care of the children

The National Quality Framework is established under an applied law system comprising the education and Care Services National Law and Education and Care Services National Regulations and will apply to...Pre-Schools...in Australia. The purpose of Education and Care Services National Law is to create a jointly governed, uniform and

integrated national approach to the regulation and quality assessment of education and care services. The National Law sets out the objectives and guiding principles for the National Quality Framework.

The following principles apply when making decisions about education and care services, and working to achieve the national quality standard and improve quality at each service:

- the rights and best interest of the child are paramount
- children are successful, competent and capable learners
- the principles of equality, inclusion, and diversity underly the national law
- that Australia's aboriginal and Torres Strait Islander cultures are valued
- that the role of parents and families is respected and supported
- that best practice is expected in the provision of education and care services.

Staffing

All permanent teaching staff are trained and continue to attend seminars/conferences and meetings, often in their own time at night and on weekends, to develop their professional skills and keep up to date on research and changes in the field of Early Childhood Education.

As is always the case changes to staffing can often not be predicted ahead of time. As a team we do strive to ensure that consistency is a priority for the children supporting strong ongoing relationships for children and their families. Heading onto 2018 our Paterson Pre-School's team of teaching staff includes:

Karen Baloch Director/Teacher
(Mon – Fri) Bachelor of Teaching – Early Childhood & Associate Diploma Social Sciences Child Studies

Kate Anderson Teacher
(Wed – Fri) Bachelor of Teaching - Early Childhood & Associate Diploma Social Sciences Child Studies

Emma Pticek Teacher
(Wed-Fri) Graduate Diploma in Education (Early Childhood)

Grace Franks Educator - Diploma of Children Services
(Mon-Wed) Early Childhood Education & Care

Laura Harvey Educator - Certificate III in Children Services
(Mon-Fri) Apprentice Diploma in Children Services

Elly Turner & Robyn Preston Casual Support Educators
Certificate III in Children Services

From time to time we also use support staff or casual teaching staff members. These are carefully chosen and wherever possible our casuals are regular inclusions in the centre and familiar with the children and routines of our Pre-School. Photos of all staff including both support staff and regular casual are on display in the locker area of the classroom. The Pre-School also employs Amy Merchant who is our Administration Assistant and handles all of the family's fees and accounts. Amy works on Thursdays and Fridays and is available to either see at the Pre-School or chat with over the phone if you ever have any questions regarding your accounts.

On Arrival

Each morning children should be encouraged to help unpack their own bag and put their own lunch/morning tea in the fridge. This helps them develop independence, helps them learn to take responsibility for their own belongings and also assists them in becoming oriented within their Pre-School environment; eg knowing which lunch box or library bag is theirs and where it is kept. It is also very helpful if your child has a nice big backpack rather than a bag that is small to scale. The children pack their own bags each day. Staff appreciate parent's cooperation in providing a full size backpack; small bags make independence difficult and promote frustration as they are hard to fit everything in and incredibly difficult for children to use.

- Morning teas, lunches & drinks must be placed in the refrigerator.
- Hats need to be on the children's heads as we start the day outside.
- Sunscreen must be applied regardless of the season or weather
- Children's bags need to go in their lockers (locker numbers are displayed on a chart on the wall and may occasionally change throughout the year).
- Please sign the child in on the attendance register and also indicate that sunscreen has already been applied.
- Please make sure that the person dropping your child off at Pre-School leaves them with in the care of one of our educators.



Clearly labelling all personal belongings that come to Pre-School clearly (including shoes, socks, lunch boxes & morning tea bags, school bag spare cloths, jumpers, hats etc) with your child's name helps educators ensure that these things go home in the afternoon.

Separation can often be hard at first

Parents are welcome to stay with their child as long as they think is necessary, however with children that are upset we have learnt from experience that the sooner the parents leave, the more quickly the children settle. We suggest you set a limit on the length of time you stay, eg. tell the child 'we will do two puzzles or we will build a sandcastle and then I have to go' and stick to it. Please communicate strategies/plans us so that we are able to support both you and your Pre-Schooler. Always leave an upset child with one of our educators so that they are able to be comforted and monitored. A child left sad and alone in a playground is distressing for the child, their peers and educators.



NEVER SNEAK OUT, ALWAYS SAY GOODBYE. This builds trust and independence and helps the child feel secure knowing you will return to pick them up. Even when children do find the separation from parents difficult it is much better to be honest about leaving and allow staff to comfort them and support their integration into the group each morning.

Please always feel comfortable to ring the Pre-School to see how your child is going if you are worried. This will more than likely be reassuring and much better than you not enjoying your own day because you are worried about how your child is coping at Pre-School.

Siesta

An afternoon rest is optional if your child requires it. Please advise staff if your child does a rest as part of their usual routine or if you feel that starting Pre-School may be so tiring that they might benefit from a short nap. Vinyl mattresses are provided, so all you will need to provide is a set of cot sheets and a cot sized blanket in a pillow case. Please do not pack pillows/cushions as we discourage this for health reasons. These bed bags of those children who do sleep need to be clearly labelled and hung on the hooks by the door and must be taken home at the end of each day.

After lunch all the children are engaged in quiet activities as a group. Puzzles, board games, beading, sewing, books/stories and quiet construction opportunities are provided to allow the children time to rejuvenate energy levels it is during this period that those who do snooze will.



Toileting

Throughout the day children have free access to the children's bathroom and will learn to go to the toilet just as they do when necessary at home. When children first begin Pre-School they often need to be reminded to go to the toilet as they are in an unfamiliar environment and are often too busy to remember to use the toilets on their own. As part of the routine your child will be encouraged to go to the toilet throughout their day, however this will not always guarantee 100 % success.

Parents are always asked to always pack 2 full changes of clothes and a number of spare pairs of undies just in case.

Children that are wearing nappies and pull-ups are required to supply these each day and parents are asked to please stock them into the child's basket upon arrival. We also ask each of these children to supply a large packet of wipes. Staff will pop a note in your green pocket to let you know when you need to 'top up' our supply.

Spare clothes

Every day all children must have two complete changes of spare clothes in their bag. We often get wet or dirty outside and require changing. We will also use these when children have toileting accidents or are sick. There is a note left on the sign-in book if you need to collect dirty clothes which are always labelled and hung on the hooks in the bathroom. If a child runs out of spare clothes staff will use some of the centre's spares and then ask you to wash and return them to Pre-School the next time you come. We are always in need of spare clothes for this reason (particularly undies and pants), and are grateful for donations when you have a clean out.

We are a NUT FREE centre

As a safety precaution for children that experience life threatening allergies to nuts our centre is a nut free environment. This simply means that we are not able to have products that contain nuts on the premises. Muesli bars and other food items that have packaging declaring that they "may contain traces of nuts or nut products" or that they are "manufactured on a line that also manufactures nut products" are generally considered safe. Please be vigilant as nuts are very dangerous for some of our children.

Nutrition policy

Paterson Pre-School has an obligation to provide children and families with current information about food and nutrition. As part of our program we educate children about healthy lifestyles and good nutrition. Research indicates that a child's diet has a direct influence on their abilities to concentrate (learn) as well as their moods. Our Nutrition Policy promotes healthy eating and a copy is available from our policy folder. Please ask a staff member if you would like a copy to read.

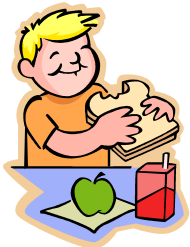
On occasion children will be given the opportunity to participate in cooking activities while at Pre-School. Cooking encourages fabulous opportunities for language acquisition, the development of health and hygiene proficiencies as well as building knowledge and experiences of foods and cultures that are both familiar and new. These are fabulous teaching opportunities and enjoyed by all.



Lunch and morning tea

Parents provide lunch and morning tea for their child. If your child is to be at the centre after 3pm (extended hours care) we ask that you also pack a small afternoon tea. Children Services' Regulations now state that all food must be refrigerated – yes, even a vegemite sandwich! Our nutrition policy promotes healthy foods and drinks. We have an outdoor bubbler and an indoor water station which children can use at any time. Remember to label all morning tea bags, lunch boxes and drink bottles.

Drinks: Please pack a single large one litre drink bottle for your child. We ask that this contain either plain milk or water. Cordials and fruit drinks are high in sugars and even the sugars in juice will damage young teeth unless brushing occurs immediately after consumption.



Morning/Afternoon Tea: Please pack this in a cloth morning tea bag. Please provide a nutritious snack, eg. fruit, sandwiches, cracker biscuits, cheese, raw vegetable sticks (carrot, celery, etc.), banana muffins, muesli bars, yoghurt. Morning tea bags are available from the Pre-School in a matching set with library bag as well.

Lunch: Please pack this in a regular plastic lunch box that the lid comes off. Flip top lids and cooler bags are not suitable.

Please provide a sandwich with nourishing filling or other 'healthy' lunch, eg. salad, boiled eggs, cheese, fruit, cracker biscuits, salad wraps, chicken drumstick etc. as well as a piece of fruit, and another suitable snack.

Please pack morning tea, lunch and afternoon tea separately as these are packed into the fridge separately. This allows the children to access these easily at the appropriate times without any confusion and risk for those who have allergies.

Please do not pack iced or creamed cakes, biscuits or buns (including chocolate cake), sweet snacks, chips, chocolate or chocolate flavoured products, confectionary or lollies, roll ups, fruity metres, nutella and any items containing chocolate.

Cakes for birthdays and other special celebrations

Parents are welcome to send a cake for your child to share with their friends in celebration of birthdays if they wish. We don't place any nutritional restrictions on these as they are a special occasion food. We do ask though that if you choose to send an actual cake that it is large enough to be easily cut into 26 slices (we do often drop a piece or two). A great alternative is to send along 26 cup cakes. As is the case with all foods sent to Pre-School cakes must not contain or be decorated with any nut or nut products.

Allergies - It is recommended that children who have allergies keep an appropriate cake treat at Pre-School so as to not miss out. These can be individually wrapped, labelled and frozen so they are always ready when needed and then no one misses out.



We are a SUN SMART Pre-School



Australia has the highest incident of skin cancer in the world. The main factors that contribute to this include lifestyles where work, school and recreational habits expose people to the sun for long periods, all year round exposure to ultraviolet light from the sun due to our climate & social values that have supported the "suntan is healthy and attractive" belief for many years in Australia.

Much of the damage occurs during early childhood and adolescence; therefore it is preventable if effective skin protection measures are taken. Skin damage, including skin cancer is the result of accumulative exposure to the sun.

Paterson Pre-School aims to foster positive attitudes towards active protection of your child's skin from sun damage and encourage children to begin to act responsibly when outside from a young age. All staff, children and volunteers (including parents who join Pre-School for the day or on excursions) need to wear a hat which shades their face, nose, neck, ears and the top of their head. Parents are required to supply hats for their children every day that they attend Pre-School.

All staff, children and volunteers must wear appropriate clothing with sleeves that cover the whole shoulder area. Children without hats or appropriate clothing will need to play in the shaded areas of the playground. Pre-School will not provide spare hats for hygiene reasons.

An SPF 30+ broad-spectrum water resistant sunscreen needs to be applied by parent/care giver before children enter the outdoor area (both morning and afternoon). If a child has an allergy to the sunscreen provided by the Pre-School, staff need to be made aware and an alternative SPF 30+ sun protection must be provided by the parent. This can be kept at Pre-School, however must be clearly labelled with the child's name. It is the responsibility of the person dropping your child off to indicate that sunscreen has already been applied on or prior to arrival at Pre-School by ticking the space provided on the sign-in book. Staff will check



this once all of the children have arrived.

Staff will model skin-protective behaviours including wearing appropriate hats, applying and reapplying sunscreen (both morning and afternoon), using shaded areas and wearing protective clothing.



Parent library

We also have a collection of resources suitable for parents to borrow. Our parent library covers a range of books and resources that address a variety of topics on parenting, health, education etc. Please ask staff if you wish to find something specific as they may be able to help you.

Library

Children are invited to participate in our library system and share these stories with their family. Early exposure and enjoyment of books is proven to have a very positive effect on later literacy skills. Books are borrowed each week and go home to be read before returning them to be swapped for another the following week. Parents are encouraged to make reading and telling stories to their children a regular and special sharing time.

Care of books is stressed and any damaged books will need to be repaired or replaced. Children must have a library bag if they wish to borrow books from Pre-School. Plastic bags are not suitable library bags. Please place your library bag in the library basket when you arrive in the morning.

Lost property

Parents are asked to check our lost property regularly. Please remember that staff can't remember what every child belongings looks like so it is very helpful if all items that come to Pre-School are labelled clearly. Hats, shoes and socks especially are often very similar or even identical.



Clothing and belongings

It is advised that children wear old clothes to Pre-School as we all participate in a range of messy activities (paint, clay, mud/dirt etc.). Parents are always asked to pack 2 changes of clothes (and a number of spare pairs of undies) just in case. If a child runs out of spare clothes staff will use some of the centre's spares and then ask you to wash and return them to Pre-School the next time you come.

It is also preferred that children wear sturdy foot wear as this makes climbing activities and bike/scooter riding much safer (we do not recommend thongs as these are unsuitable for many of our Pre-School activities). All clothing (including shoes and socks) and personal belongings should be clearly labelled with your child's name.



Sharing items from home

We ask that children not bring their own toys to Pre-School (other than a must have security item) as they are easily lost or broken and children often find it very upsetting when peers touch or use their special things.



During group times the children will be offered the opportunity to share special news or show special items however we do not hold or encourage a traditional 'show and tell' time as this often results in competitive toy bringing. We encourage children to bring special photos or items from nature to share with friends and teachers eg; shells from a beach holiday, leaves/flowers from an interesting plant in their yard.



Behaviour management

When working with young children, staff use positive techniques of guidance, re-direction and reinforcement rather than promoting competition, comparison and criticism. Consistent clear boundaries (rules) are explained to children. No form of corporal punishment is ever used or endorsed by our service. Educators will approach parents and request a time to discuss any concerns that they do have. We require the cooperation of families in designing strategies for their children that address these problems so that the most positive outcomes can be reached for each child. Communication with families allows educators and parents to provide consistency for the children and to prioritise with parents the need to introduce any specific strategies. Confidentiality is always a priority for these matters and all information regarding children and families. Please trust that your privacy will be maintained and help us by respecting the privacy of other families that use the service.



Health & wellbeing

Accidents or Illness at Pre-School



In the event that a child becomes sick or injured whilst in the care of staff either on the premises of the Paterson Pre-School or elsewhere whilst in the care of staff (eg during the course of an excursion organised and supervised by the service) first aid will be given by a member of staff who is appropriately qualified. In the event that it is deemed necessary by staff, the child will be transported to hospital by ambulance to receive the appropriate medical/dental attention as deemed fit by the relevant medical professional in accordance with the child's medical information documents as supplied by the parent and passed on by Paterson Pre-School staff.

If your child does have any medical conditions we ask parents to ensure that we have all the appropriate information and documents with their enrolment forms. Required Medical Documentation for a child may include an Asthma plan (signed by the child's doctor), anaphylaxis action plan (signed by the child's doctor), information on allergies or intolerances and non/limited medical intervention notice.

Illness and medication

In the event of contraction of any illness to a child attending Pre-School, please notify the staff promptly. If your child has been ill during the previous week, please inform a member of staff when arriving at Pre-School with your child.

Should your child require ANY medication while at Pre-School please see the Director. A doctor's written authorisation is required under our policy, plus the details of medication must be entered into the Medication Book, and signed by the parent. This applies to all types of medications. Medications must be measured by staff to be given at Pre-School including tablets. If tablets need to be $\frac{1}{4}$ or $\frac{1}{2}$ this must be done at Pre-School. All medications to be administered at Pre-School must arrive in their original packaging and must be stored in the medical cabinet or in a locked box in the fridge if necessary.

Immunisation – Regulations 1994

In accordance with a directive from the Minister of Health regarding changes to the Public Health Act Pre-School now requires information regarding your child's immunisation status. All children enrolling at Pre-School will be required to present official proof of immunisation from Medicare otherwise they will be considered unimmunised.

In the event of an outbreak of a vaccine-preventable disease at the Pre-School, all unimmunised children will be required to remain at home for the duration of the outbreak for their own protection. Please note that fees will be payable for any absence.

Bookclub

Pre-School is a member of Scholastic Bookclub. This takes place two to three times each term and orders are made through the Pre-School. This is a valuable fundraising venture that sees our Pre-School collect points to spend on new books for the staff to use with your children.

Washing

Our Pre-School asks families to please help us out with our washing. By having a system in place where each family takes a turn we are able to share it out so that families are asked only once or twice a term. This also helps the Pre-School keep expenses down and fees as low as possible.



Notes & newsletters

At Pre-School there are noticeboards and note pockets where your receipts and notes will be put for you. You will also receive letters from time to time and a newsletter. Please remember to empty your pocket each time you come to Pre-School so that you always have up to date information about what we are doing at Pre-School.



Pre-School can be a very busy place and so each term you will receive a Term Planner. This is a calendar of all the planned events for that term and is a great reminder of what's on and when. Whack it on your fridge or with your family calendar and you will always be well organised.

We also use e-mail to distribute our newsletters and notices to families. We find that this is sometimes easier for families as it lessens the paper trail and also supports the services goals of minimising our use of resources' like paper in an ongoing effort to be as '*green*' and environmentally aware as possible.

Excursions

We do have excursions from time to time. Excursions help children learn about their environment and society. Often, these are walking excursions to local places in Paterson. Occasionally we will organise an excursion that requires a bus and be hired to transport the children and staff to a specific venue. When this occurs the cost of the bus is shared as part of the expense of the excursion amongst the individual children attending.



We carefully plan our excursions which are subject to Department of Community Services Regulations (see our Excursion Policy re: Adult/Child ratio, First Aid requirements, Safety Rules). Prior to the excursion we introduce the subject to the children and send out permission notes and details.

For excursions we usually require the assistance of at least 4 adults and they must be willing to sign a 'working with children check' and be able to supervise the excursion to its duration. Unfortunately we are not able to count adults who have other children in their care as a supervisory adult. There can be no consumption of alcohol or cigarettes, or use of mobile phones during the course of an excursion.

Car parking

The driveway is staff parking only. Parents are asked to park on the roadside. Please do not park in the Rural Fire Brigades car park as this area is reserved for members and is to ensure space enough to get out the fire truck in case of an emergency. This is for the safety of the community and children.



Policies

Pre-School has written policies on most issues relating to its management, practices and the quality of child care that we aim to provide to our children, families and staff. These cover a variety of subjects from Program and Curriculum, Grievance procedures, Confidentiality, Interactions with the Children, Rolls & Responsibilities within the

Assoc. as well as Health & Safety matters. Policies are reviewed regularly and parents are invited to provide feedback. Policy reviews or the development of new policies is included in the Parent/Committee Meeting Minutes and will be available for parents to read.

Casual care

The casual care scheme will operate as follows:

- a) When permanent children are absent, these spaces can be offered at short notice as casual care places, charged at the normal daily rate. Please let Pre-School know as soon as possible if your child will be absent for the day/week.
- b) Casual spaces are offered to:
 - ~ Children currently enrolled at the Pre-School on days that are not his/her usual days
 - ~ Children on the waiting list as a temporary measure until a permanent place becomes available.

Fees

Fees due upon enrolment

A bond equivalent to 4 weeks' normal fees is due before your child starts Pre-School in order to secure a position. This amount is held separately and will be credited back in the last weeks of your child's attendance (ie on leaving Pre-School or to start Kindergarten).

If a child is withdrawn from Pre-School, two weeks' written notice during school term is required; otherwise fees in lieu of notice will be withheld from the bond.

The enrolment fee is currently \$95 and includes a number of costs previously invoiced individually throughout the year, such as Association Membership, craft and maintenance levies. It also includes the contribution to sunblock and consumables, as well as the charge individually applied to a number of activity and cooking days held throughout the year. This fee does not include any charge associated with external excursions or where an outside performance is scheduled at the Pre-School.

The decision to incorporate the individual charges into an enrolment fee has been made by the Management Committee and it will contribute greatly to the reduction in administration associated with processing numerous fees and costs.

Daily fees

Fees are to be paid in advance, either weekly, monthly or by the term. Full term payment would be greatly appreciated if possible to ease receipting.

- If paying fees in block payments please pay at beginning of term/month.
- If paying weekly please keep your fees up to date (2 weeks in advance with enrolment fee). Continual late payers may, at the Committee's discretion, be asked to pay balance of the term in advance.

Invoices will be issued each term and updated invoices monthly. Accounts may be paid by direct deposit, cheque or cash. All money sent to Pre-School, preferably by cheque, must be placed in a fees envelope (near office door) and clearly marked with your child's name, purpose of payment (fees, book club etc) and amount enclosed. This should be deposited in the mail slot on the office door. No responsibility will be accepted by the Pre-School for any cash payments.

Your child's position at Pre-School may be forfeited if fees are more than 2 weeks in arrears. Any cost incurred by the Pre-School in recovery of an account will be included on an overdue account. This will also include interest charged at the current bank overdraft rate. If you are having problems meeting your Pre-School payments, please approach the Director immediately, so that arrangements can be made before the problem escalates. You will find the Staff and Committee very approachable.

Fees are payable when your child is absent from Pre-School for whatever reason. Currently our fees are **\$52.00 per day (one day enrolment)** or **\$37.00 per day (two or more day enrolment for 3 year olds)** and **\$31.00 per day for 4-6 year olds** for Pre-School sessions. There is an extra charge for extended hour care. Fees may rise at any time. This is at the discretion of the Committee and as recommended by the Auditor. Any rise in fees will be advised via the newsletter and/or memo to parents.

Pre-School reserves the right to give your details to officers assigned to recovering any monies owing (please see authorisation form attached to enrolment form, re: agreement to abide to Policies of Paterson Pre-School Assoc.)

Direct deposit & internet banking option details



The following details will allow you to set up direct deposit from your account to pay your fees or to allow you to pay your fees by internet banking. Families need to use their surname and the word fees as the reference for each transaction so that these are traceable and credited to the correct account without any confusion. **Please note: this account is for fees only** - any fundraising deposits made into this account will automatically be deducted from your Pre-School fee account. The necessary details of Pre-Schools bank accounts are:

BSB No: 646 000

Account No: 1000 50918

Account Name: Paterson Pre-School Inc

Ref: Child's name and what payment is for eg fees

Alternatively, fees may be paid by cheque made out to Paterson Pre-School Inc and placed in the fees box. Please note that no responsibility can be taken by the Pre-School for cash left in the fees box on the office door.

Fee subsidy

A fee subsidy is available to families of lower income or indigenous heritage for 3-6 year olds. Please see the Director for the application form and further information. To qualify for fee subsidy, forms must be lodged during the first week of each term; otherwise full fees will be charged. This subsidy is subject to government funding as noted in the section on daily fees may rise at any time as part of an overall review. Pre-School fees apply between 9:00am – 4:00pm. The fee subsidy is available to low income earners and is based on each family's combined annual income.

Total combined annual income of household

Pre-School Fees

Subsidised Fees

Daily fee 4-6yr olds

\$31.00

\$16.00

Daily fee 3yr olds

\$52.00 /\$37.00

\$16.00

Please note: an application and regular proof of income is required in order to provide subsidised fees. This proof can take the form of a Low Income Card.

For more information

If you have any questions about Paterson Pre-School or if you wish to enrol please contact Karen, Monday through to Friday.

Phone: 4938 5454 Fax: 4938 5434 Email: learnandplay@patersonpreschool.com