



# *Parent Handbook*



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## *General Information*

Our play based programs are guided by the Early Years Learning Framework and delivered by qualified and experienced Teachers and Educators.

We are open during the NSW School Terms.  
Monday to Friday  
8.30am to 4.00pm.

Extended care from 4.00-4.30pm is also available for families who require it at an additional cost.

## **Contact Information**

ABN: 80 250 372 075

Webbers Creek Road, Paterson NSW 2421

Ph: (02) 4938 5454 Fax: (02) 4938 5434

Email: [admin@patersonpreschool.com](mailto:admin@patersonpreschool.com)

Website: [www.patersonvalleypreschool.com](http://www.patersonvalleypreschool.com)

Find us on Facebook & Instagram





***Artwork created by  
Alana Handsaker - Miriam Dreaming***

# The NSW Department of Education Education and Care Quality Ratings

## Paterson Valley Community Pre-School

goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.



The National Quality Standard is made up of seven quality areas

|  |                                  |   |                                   |                                     |
|--|----------------------------------|---|-----------------------------------|-------------------------------------|
| 1 Educational program and practice                         |                                  |   |                                   |                                     |
| 2 Children's health and safety                             |                                  |   |                                   |                                     |
| 3 Physical environment                                     |                                  |   |                                   |                                     |
| 4 Staffing arrangements                                    |                                  |   |                                   |                                     |
| 5 Relationships with children                              |                                  |   |                                   |                                     |
| 6 Collaborative partnerships with families and communities |                                  |   |                                   |                                     |
| 7 Governance and Leadership                                |                                  |   |                                   |                                     |
|  | Significant Improvement Required | Working Towards National Quality Standard | Meeting National Quality Standard | Exceeding National Quality Standard |

This service was last assessed in July 2019 against the *National Quality Standard for Early Childhood Education and Care and School Age Care* and these ratings have been awarded in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

Date of issue: 19 October 2020

ASR-00026701

SE-00008672



[education.nsw.gov.au/early-childhood-quality](https://education.nsw.gov.au/early-childhood-quality)

# *A Brief History of Our School*

In May 1982 Paterson Preschool commenced operation as a Preschool to provide an educational program 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 Preschool education after attending mobile Preschool 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 Preschool, 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 Preschool 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 Educators) to meet the needs of the community.

In 2016 Paterson Preschool increased its enrolments again to 24 children a day and due to a further increase in demand in Preschool 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 the planning process is under way.

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







# Paterson Valley Community Preschool Philosophy

## **Play Based**

We believe children learn best through play. Play based learning maximises children's natural sense of inquiry and discovery, through hands on exploration of the world around them. We know that play expands children's thinking and enhances their desire to know and to learn, promoting lifelong positive dispositions towards learning (EYLF, 2008).

*"We are never more fully alive, more completely ourselves, or more deeply engrossed in anything than when we are playing." -Charles Schaefer*

## **Relationships**

We strive to create and maintain positive, meaningful, and responsive relationships between educators, children, families, and the wider community. Family input is invaluable and through family participation in the Preschool committee, our preschool program, fundraising and community events throughout the year, these partnerships are strengthened. These respectful and caring relationships provide opportunities for families and educators to work collaboratively to achieve the most powerful learning outcomes for children.

## **Environment**

We value creating flexible play environments, rich with natural, open ended materials including loose parts. These environments offer endless opportunities for the children to engage in deep play as they discover, explore, imagine, and create. We value risky play as we know this type of play in early childhood can help develop a child's self-confidence, resilience, and executive functioning abilities, just to name a few. You will find us climbing trees, balancing, swinging, and challenging ourselves as we spend uninterrupted time outside and on Country.

## **Safe, secure, and supported**

We value and prioritise creating nurturing relationships and providing responsive and caring emotional support for the children in our care, allowing them to feel safe, secure, and supported, furthering their sense of belonging here at preschool and allowing them to thrive.

*"Educators who give priority to nurturing relationships and providing children with consistent emotional support can assist children to develop the skills and understandings they need to interact positively with others." (EYLF, 2008)*

## **Connectedness to the land, our culture and community**

We sit on Wonnarua land and strive to create a deep respect for the land and its traditional owners. By embedding Aboriginal and Torres Strait Islander perspective into our practice we aim to celebrate, embrace, and honour the diversities of culture and create a strong sense of belonging for all children in our community.

## **High quality care**

As an exceeding service, we are committed to providing high quality care to our community. We achieve this by offering high educator to child ratios, with highly experienced, passionate, knowledgeable, and qualified teachers and educators.

## **Opportunities to learn holistically**

We view children as active participants in their learning, with educators advocating for children's agency, capacity to initiate and lead learning, and their rights to participate in decisions that affect them. We value providing holistic support for each individual child in a nurturing, play rich environment which fosters the children's ongoing development across all domains.

## **Ongoing learning**

Our educators are committed to early childhood education and care and are continually seeking ways to deepen their professional knowledge, understanding and skill set. Educators engage in ongoing professional development and critical reflective practices to strengthen their pedagogy.

## **Love**

The underpinning of our approach, our relationships, and our pedagogy here at preschool is do everything from a place of love. This "professional love" is essential in creating responsive relationships, allowing educators to understand, connect and genuinely know the children in their care. Learning is not privileged over love and care here at Paterson Valley Community Preschool.

*"Teachers have three loves: love of learning, love of learners, and the love of bringing the first two loves together." Scott Hayden*

## ***PLAY BASED LEARNING***

According to the Early Years Learning Framework (DEEWR,2009, p10);

“Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts
- Stimulates a sense of wellbeing “

Our Teachers and Educators support children’s learning and development through our play-based programs by;

- Providing resources that reflect children’s ages, interests, knowledge, strengths, abilities and culture.
- Planning play experiences based on the assessment of children’s individual differences, interests, developmental needs and ability.
- Observing children as they play so that they can understand how they play with other children, what skills and understanding they demonstrate in play
- Joining in children’s play to extend the child’s learning and to model skills such as reasoning, appropriate language and positive behaviours
- Providing large blocks of unhurried and uninterrupted time for play for children’s ideas and games to develop.

Our play-based program support’s children’s development and learning in the following areas;

- Physical development – active play develops large and small muscles, supports children’s overall health and sense of wellbeing, physical growth, promotes active lifestyles and skills for independence in self-help
- Social & Emotional development – dramatic and imaginative play can develop positive social and emotional skills and values, empathy and fairness, negotiate ideas, make choices and decisions, develop self-confidence through experiencing success and challenges, regulate emotions, reduce impulsive behaviour or reduce stress as they act out feelings and events that might worrying them.
- Cognitive development – play develops memory retention, problem solving, imagination and creativity, concepts such as shapes, colours, measurement, counting and letter recognition, concentration and attention span, persistence and resilience.
- Literacy and numeracy development- play develops increased understanding of words and their use, listening and speaking skills, writing skills through scribbling, painting and drawing, learning how stories work, learning that letters, words, symbols, numerals and signs have a purpose and meaning.

Families can support our Educators by sharing information such as your child’s interests and strengths.



## Our team



Casey Fletcher  
Director/Nominated Supervisor  
Diploma  
Mon - Fri



Emma Pticek  
Teacher  
Mon - Wed



Susan Chand  
Teacher  
Tues - Fri



Alison Scotland  
Diploma /  
Educational Leader  
Mon - Fri



Aren Cuddy  
Diploma  
Mon - Fri



Carolyn George  
Diploma  
Mon - Fri



Isabella Loran  
Certificate III  
Mon - Fri



Amy Merchant  
Office Manager  
Mon, Thurs & Fri

## *Management Committee*

Paterson Preschool is a non-profit community-based organisation managed by a committee of representative parents and community members. Upon enrolling your child one parent from each family becomes a member of Paterson Valley Community Preschool Association.

Each year at the Annual General Meeting the Parent Association elects a group of its members to represent the Association and take on the role of Management Committee.

Together the Management Committee act as the Licensee of the service and employers of all the association staff. All committee positions are undertaken on a volunteer basis and are renewed annually.

Management Committee meetings are held monthly at the Preschool. If possible, please try and attend these meetings and help in the work necessary to ensure the success of the Preschool's future. This can only be done in collaboration between educators, committee and families.

## *Fundraising Committee*

As a non-profit children's service with limited funding, we rely on family's support organising and conducting our Preschools fundraising/social activities, as well as help with the maintenance of the Preschools 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 Preschool is also a Registered Charity and throughout the year we may hold functions, raffles and even outings as fundraisers. These functions are not only to raise money for the Preschool but also building a stronger network for families within the Preschool and broader communities. Your participation/assistance at these is very much appreciated.

### **BUY OUT BADGE**

If you are not able to be called upon to help throughout the year but would like to contribute to our fundraising efforts, families may purchase a "Buy Out Badge" for a one-off payment of \$50.00. This badge voids your commitment to contribute to fundraising events throughout the year.



# *Sharing information*

## **Smooth Transition to Preschool**

Preschool welcomes parent involvement both on a Committee level and within the daily routine of the Preschool. Parents are welcome to visit the Centre so you can spend time sharing in your child's Preschool day.

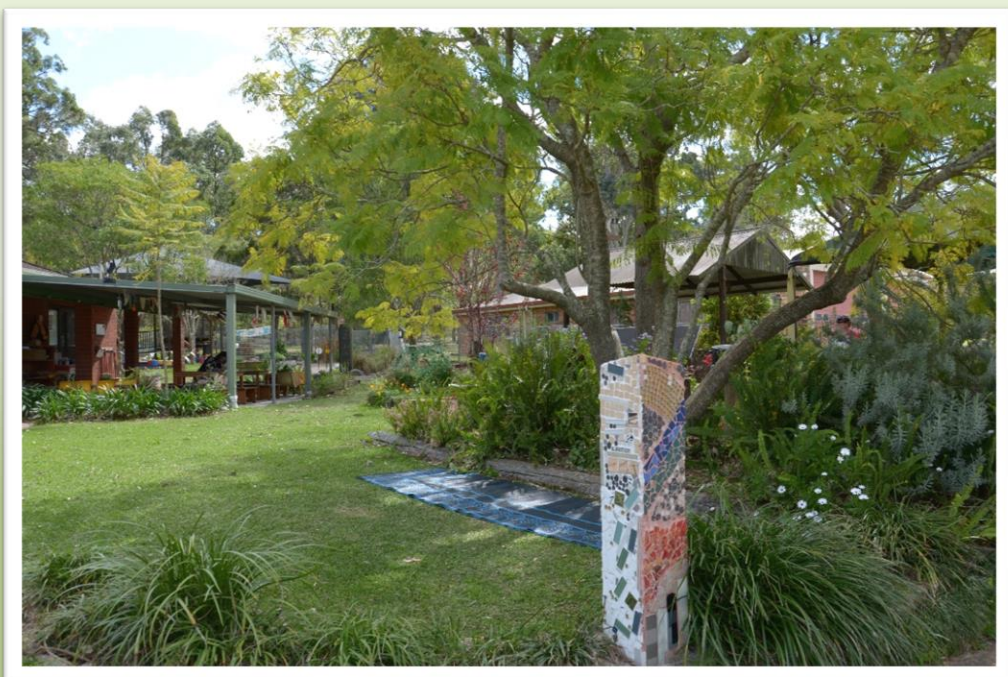
Upon enrolment we ask families to complete and return our All About Me form and Preparing for Preschool questionnaire which provides information about your child's interests, strengths and family life as well as information about your child's daily routines. This allows our Educators to work with families to ensure a smooth transition to Preschool.

## **Family Participation**

As part of the enrolment process parents are also asked to fill out a participation survey. This allows us to gather information on how families can support the Preschool in a number of areas and also welcome parents to share items of interest or share their unique skills.

## **Family File**

You will find communication for families including notes, book club, etc in the filing cabinet located near the children's lockers. Please ensure you check these at morning drop off or afternoon pick up times.





# *Family Feedback*

We would like to hear from you if you have any suggestions, improvements, compliments or complaints . All feedback helps us provide a better service to you and your child. We believe that by working openly together everyone benefits.

## **What you can do**

Fill out a Feedback form and place it into our parent correspondence box at our sign in table or in the office door.

Talk to the Director or Educators

Talk to a Committee Member

Put your feedback in writing to any of the above

## **What we will do if you have a complaint**

Educators, Director or Committee member will attempt to resolve the matter immediately.

Complaint and action will be briefly documented. If it is not possible to resolve immediately, the complaint will be referred to the appropriate person.

All parties involved in the complaint will have the opportunity to have their say.

Where appropriate, a copy of the agreed action plan or written response will be provided to you.

## **How long will it take to get an answer?**

Immediately if possible. Final resolution to be achieved within 7 days where possible. If you feel any complaints have not been resolved you may contact the Licensing & Regulatory Authority

Early Childhood Education and Care Directorate

Locked Bag 5107, Parramatta NSW 2124

Ph: 1800 619 113 (toll free)

Email: [ececd@det.net.nsw.edu.au](mailto:ececd@det.net.nsw.edu.au)

We have comprehensive policies covering all aspects of Preschool including your child's health/wellbeing, inclusion, communication, curriculum and interactions. All these policies are available for you to read in our Policy Folder located in the Preschool classroom. We review our policies periodically and encourage you to provide us with any suggestions.

# *Our Routine*

On arrival each day please ***sign your child in*** and assist your child to put their bag in a locker and then wash their hands to begin the day.

Sunscreen is to be applied prior to or on arrival at Preschool by a parent/caregiver.

Share any information about the day we should know eg medication, alternate pick up arrangements etc.

Children can engage in free play until they hear the tambourine which signals morning meeting

## **Morning meeting – 9:30am**

We have Morning Meeting together in which we Acknowledge Country and share important information for the day.

## **Progressive morning tea – 10am**

Children are able to eat morning tea when they are ready between 10am and 11am

**PLAY** – which allows children to explore, engage with indoor and outdoor spaces, collaborate, plan, review and revisit ideas from previous learning. Includes teachable and spontaneous moments. We will be guided by the weather for sun safety and allow for wet weather play.

## **Lunch – 12.30/1.00pm**

We enjoy lunch together and it is quiet a social time. Educators sit with the children and assist where needed.

## **Siesta**

After lunch time we allow our bodies and minds to relax and unwind. Children who would like to sleep are supported to do so and we often enjoy listening to a guided story or soft music before moving on to quiet table and mat activities including puzzles, beading etc.

## **Grouptime – 2:30pm**

We come together in small groups for activities which may include story telling, music, movement, puppets etc

## **Crunch and sip – 3pm**

Children are welcome to join fruit break or continue playing before they head home.

**Home** – Pack away belongings and then home time

## *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 available to be borrowed each week and can be returned and swapped when ready (usually 1-2 weeks). Parents are encouraged to make reading and story telling with their children a regular special time.

Children are encouraged to bring a labelled library bag if they wish to borrow books. Upon arrival please place your library bag in our library basket.

## *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 Educators if you wish to find something specific as they may be able to help you.





## What to Wear



A broad brimmed or legionnaire style hat

A shirt and shorts or dress, but it **must** have sleeves that cover their shoulders

Suitable, enclosed shoes such as runners or sandals. No thongs or crocs.

Our Preschool sells hats, shirts and morning tea/library bag sets. Please speak to Educators if you would like to purchase any of these.

### **Clothing/shoes**

It is advised that children wear old clothes to Preschool as we all participate in a range of messy activities such as paint, clay, mud/dirt, etc. It is also preferred that children wear sturdy footwear as this makes climbing activities and bike/scooter riding much safer.

### **Don't forget to label everything**

All clothing (including shoes and socks) and personal belongings should be clearly labelled with your child's name.

### **Sun Smart**

Our Preschool 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.

An SPF 30+ sunscreen needs to be applied by parent/caregiver either before or on arrival at Preschool. We have sunscreen available for families to use, please tick the box on our sign in sheet to indicate it has been applied. The Educators will reapply sunscreen in the afternoon before going back outside.

### **Alternate sunscreen**

If a child has an allergy to the sunscreen provided by Preschool an alternative SPF 30+ sunscreen must be provided by the family. This can be kept at Preschool, however it must be clearly labelled with the child's name.

# What to bring

## **Large Back Pack**

We encourage your child to pack their own bag at Preschool and bags that are too small make this task difficult for children



## **Drink bottle**

WATER ONLY. **NO** juice, cordial or flavoured milk

## **Morning Tea Bag (provided upon enrolment)**

We do a progressive morning tea which allows children to eat when they are feeling hungry.



## **Lunch Box**

We kindly ask that any lunch box purchased is of square or rectangle shape for ease of packing in our fridge. Insulated bags are not necessary as lunch boxes are kept in our fridge.

## **Library Bag (provided upon enrolment)**

Children can borrow books every day but must have a library bag.



## **Wet Bags (provided upon enrolment)**

Please place a full set of change of clothes neatly folded in one of the wet bags provided and pack the second wet bag in backpack as well for any wet clothes to be placed into.

## **Wet weather gear**

When it rains we like to go out exploring! The change in weather provides new opportunities to play and explore our outdoor environment



## **Still Toilet Training?**

If your child is wearing nappies/pull-ups you are required to supply these and wipes for Preschool. These will be put in your child's basket in the bathroom.

## **Crunch & Sip**

Children are encouraged to bring a piece of fruit or vegetable for a shared fruit break in the afternoon.



**Please label everything in your child's bag.**

# Well Being & Health

## **Illness/Accident**

In the event that a child becomes sick or injured whilst in the care of Educators either at Preschool or elsewhere (excursions), First Aid will be given by an Educator who holds a current First Aid Certificate. In the event that it is deemed necessary by Educators, the child will be transported to hospital by an ambulance to receive the appropriate medical/dental attention by the relevant medical professional. Educators will ensure the child's medical information as supplied by the parent is provided to emergency services.

## **Medical conditions**

If your child does have any medical conditions we ask parents to ensure that we have all the appropriate information and documents with their enrolments forms. Required medical documentation for a child includes an Action Plan (signed by the child's Doctor, less than 12 months old) for asthma, anaphylaxis, allergy or intolerance. In consultation with the Nominated Supervisor you will be required to complete a Risk Minimisation Plan and a Communication Plan. All medication kept on site must include the prescribed label including child's name and dosage.

## **Illness**

Deciding when a child should not be at Preschool because they are not feeling well is hard, however, children should stay away from Preschool if they;

- Have discoloured nasal discharge
- Had diarrhoea or been vomiting (48 hours from last such event)
- Have started a new antibiotic or medication (48 hours from starting)
- Had a high temperature (24 hours from last temperature)
- Feels sick/miserable, achy or has a headache

Exclusion periods are outlined in our Illness Exclusion Policy

## **Medication**

Should your child require ANY medication while at Preschool please speak to our Director who will assist you with completing a medication form. Medication must be prescribed by a Doctor and in its original packaging. All medication must be handed to an Educator, it cannot be left in your child's bag. Educators will complete the medication form upon administering the medication and it will be witnessed by a second Educator. Your child cannot attend Preschool in the first 24 hours after commencing medication as outlined in our Medication Policy.

## **Immunisation**

All children enrolling in Preschool are required to provide an up to date Immunisation record from the **my.gov.au** website. An updated Immunisation History Statement must be provided after your child has received their 4 year old immunisations. If you do not provide this document your child will be unable to enrol at Preschool.

## **Child protection**

Children have the right to grow up in a safe and healthy community, in an environment which offers stability and protection from harm. As mandatory reporters our Educators have a legal and ethical responsibility to report concerns of a significant risk of harm to children to Family and Community Services. As a child safe organisation we have policies and procedures in place to ensure our practices place the best interests of children first. All Educators are required to maintain their knowledge and awareness of child safe practices.



# *Little Tip & Hints*

## **Wet clothes**

Educators will put any clothes that are wet or dirty in clearly labelled wet bags (provided upon enrolment) in the bathroom and a note will be left next to your child's name on the sign in sheet asking you to please collect wet clothes from the bathroom.

## **Separation anxiety**

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 with us so that we are able to support both you and your child. Always leave an upset child with one of our Educators so that they are able to be comforted and monitored.

**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 separation from parents difficult it is much better to be honest about leaving and allow Educators to comfort them and support their integration into the group each morning.

Please always feel comfortable to ring the Preschool 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 Preschool.

## **Toys from home**

We ask parents not to send children with toys from home as they may become lost or broken and this can be upsetting for your child. If your child has a special comfort item please let us know and we can support them to use it at Preschool.

We do encourage children to share with us experiences from home to connect their home and school life and to build on our relationship. If children would like to bring in or email photos for us to print they are welcome to do so and we will share this at our morning meeting.

## **Birthdays and other special celebrations**

Parents are welcome to send cupcakes for your child to share with their friends in celebration of their birthday if they wish. We do ask that a minimum of 32 cup cakes are provided and that a list of all ingredients is also provided. As is the case with all foods sent to Preschool cakes must not contain or be decorated with any nut or nut products. A box of Ice blocks are also a great birthday celebration treat.

**Allergies** - It is recommended that children who have allergies keep an appropriate cupcake treat at Preschool 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.



## **Siesta**

An afternoon rest is optional if your child requires it. Please advise Educators if your child does have an afternoon rest as part of their usual routine or if you feel that starting Preschool 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 clearly labelled with child's name (this is their "bed bag") These bed bags must be taken home at the end of each day.

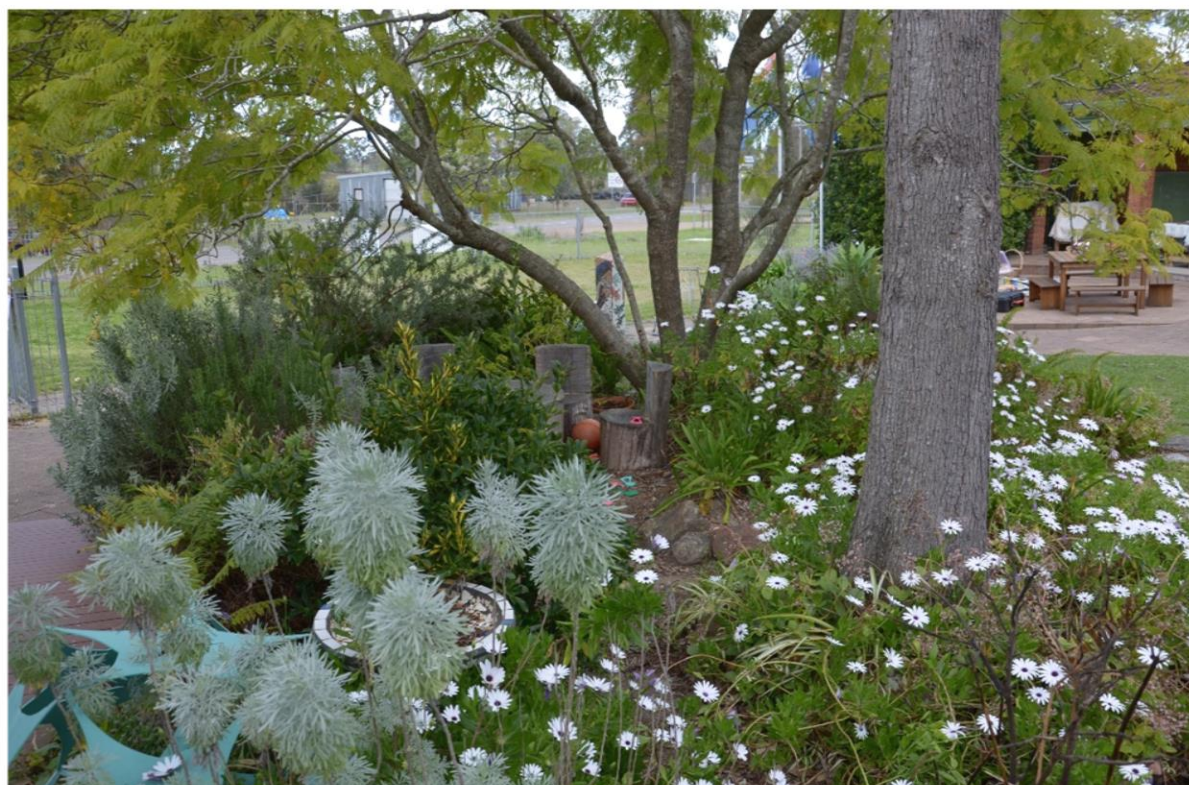
After lunch all the children are engaged in quiet activities as a group. Puzzles, board games, beading, sewing, books/stories and quiet construction opportunities are provided to allow the children time to rejuvenate energy levels. It is during this period that children who need a sleep will sleep.

## **Bookclub**

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

## **Washing**

Our Preschool asks families to please help us out with our washing, as we do not have facilities on site. Families takes turns in assisting with our washing and are asked only once or twice a term.



# PACKING A HEALTHY LUNCH BOX

We follow the Good for Kids Good for Life guidelines which focuses on healthy foods which are low in sugar, salt and fat. We know children can have very selective palates and we will work with you to find some choices they will eat at Preschool.

*Please ensure you pack a separate morning tea and lunchbox as outlined on page 16 in this hand book.*

## Recommendation from Good for Kids, Good for Life:

Sugar content less than 15g of sugars per 100g for food and 7.5g per 100g for drink  
Salt (sodium) content less than 600mg of sodium per 100g for food and over 300mg per 100gm for drinks

Fat content, less than 20g of fat per 100g and/or 5g of saturated fat per 100g

Below is a guide on what to pack and for more information you can visit :

<http://www.goodforkids.nsw.gov.au/media/1102/balancing-the-lunchbox.pdf>

**Things to leave at home include:** Chocolate (tiny teddies, chocolate yogurt/custard, choc-chip muesli bars), cream biscuits, potato chips, twisties, lollies, roll-ups, sweet dips eg dunkaroos, cakes, juice and flavoured milks etc. If you are unsure please refer to the website above or speak to an Educator.

**NUT FREE ZONE : Food containing nuts of any type is NOT allowed at Preschool**





# Fee Information

## **Bond**

A bond is invoiced at the beginning of your child's enrolment and held in a separate account for the duration of your child's enrolment. The bond will be credited back onto your account in the last weeks of your child's enrolment (ie on leaving Preschool or to start Kindergarten).

## **Enrolment Fee**

An enrolment fee is invoiced yearly as outlined in our enrolment form. This fee covers numerous administrative and consumable costs throughout the year. New enrolments will receive a preschool starter pack including preschool shirt, morning tea and library bag set, two wet bags and a name label pack.

## **Daily fees**

Invoices will be issued at the beginning of each term outlining full fees for that term and statements will be issued monthly.

Fees are to be paid in advance at the beginning of either week, month or term. Payment can be made by cash/cheque/direct deposit. Full term payment would be greatly appreciated if possible to ease receipting.

Fees **are** payable when your child is absent from Preschool for whatever reason. Fees **are not** charged for Public Holidays or during Preschool term breaks.

All cash/cheques sent to Preschool, 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 Preschool for any cash payments.

## **Fee subsidy**

Subsidised fees are available to families who hold a low income health care card (the subsidy will not take effect until a valid card is provided with the child's name on it) or Aboriginal or Torres Strait Islander heritage.

## **Extended Care / Late Penalty Fee / Casual Days**

If you utilise extended care on any given day, any casual days or your child is picked up late you will be charged in accordance with our Fee Schedule. These will be invoiced separately at the end of each term.





### **Excursion/Incursions**

We do have incursions/excursions from time to time at Preschool. These experiences help children learn about their environment and society. Often, these are walking excursions to local places in Paterson. Occasionally we will organise an event at Preschool performed by an external company or an excursion to an external venue. If there is a cost for any excursion these will be invoiced separately.

### **Fundraising Activities**

Throughout the year our fundraising committee organises numerous fundraising activities including pie drives, mango trays, picture plates, etc. Payment for these can be made into the same account as your fees.

### **PVCP Account 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.

|                      |   |
|----------------------|---|
| <b>BSB:</b>          | <b>646 000</b>                                      |
| <b>Account No:</b>   | <b>1000 50918</b>                                   |
| <b>Account Name:</b> | <b>Paterson Preschool Inc</b>                       |
| <b>Ref:</b>          | <b>Child's name and what payment is for eg fees</b> |

### **Late payment of fees**

Continual late payers may, at the Committee's discretion, be asked to pay the balance of the term in advance. Your child's position at Preschool may be forfeited if fees are more than two (2) weeks in arrears. Any cost incurred by the Preschool 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 Preschool payments, please approach the Director immediately, so that arrangements can be made before the problem escalates. You will find the Educators and Committee very approachable.

Preschool reserves the right to give your details to officers assigned to recovering any monies owing.

### **Enrolment withdrawal notice period**

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

# Fee Schedule

|  |  |
|--|--|
| <b>Preschool Program 8.30am – 4.00pm</b><br>Our Preschool operates in accordance with the NSW School Terms.  |  |
| Equity Child – Aboriginal or Torres Strait Islander, Low Income Card Holder, Diagnosed Disability  | \$27.00 per day                                |
| Non-Equity – 3-5 years of age  | \$62.00 per day                                |
| Casual days  | \$62.00 per day                                |
| Fee Relief – If you elect PVCP for Start Strong Fee Relief this will be credited to your account each term. Any remaining fees and levies after Fee Relief is applied will be payable by families. | Up to \$1055 per term per child                |
| *Children accessing Start Strong Fee Relief must be enrolled at least two days per week to meet the NSW Government’s requirement of 600hours of Education and Care                                 |  |
| <b>Extended Hours Care</b>   |  |
| After Care (4.00-4.30pm)<br>Families are asked to ensure they are on premises by 4.20pm so Educators can convey any information to you.  | \$5.00 per day                                 |
| <b>Late Penalty Fee</b>  |  |
| 15min period or part thereof after 4.30pm  | \$30.00  |
| <b>Bond</b>  |  |
| Per child and held for duration of enrolment   | \$100.00                                       |
| <b>Enrolment Fee</b>   |  |
| New Enrolments   | \$95.00  |
| Re-Enrolments  | \$45.00  |
| <b>Fundraising Levy</b>  |  |
| Buy out badge  | \$50.00  |
| <b>Preschool Merchandise</b>   |  |
| Hat  | \$15.00  |
| T-Shirt  | \$15.00  |
| Jumper   | \$25.00  |
| Morning Tea / Library Bag Set  | \$12.00  |
| <b>Other</b>   |  |
| Association Membership<br>(included in child’s enrolment fee)  | \$2.00 Initial membership<br>\$1.00 yearly fee |
| Lost Library Book  | Cost of Replacement                            |

Thank you for choosing



We look forward to being a part of  
your child's Preschool journey.

