

Discover the Fun in Learning



Bentley Community Preschool

Information Handbook

Bentley Community Preschool Inc.

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Website www.bentleycommunitypreschool.org.au

Welcome to Bentley Community Preschool

Bentley Community Preschool recognises the uniqueness of each child and the importance of play in the lives of children. Our educators, working in partnership with families, are committed to providing quality care and education within a natural, nurturing and supportive environment, that embraces diversity, and meets the holistic needs of every child. The



Management Committee of the Preschool consists entirely of parents/carers working for the benefit of our children. You are warmly invited to be a part of this Committee.

The preschool is licensed and regulated by the Department of Education early childhood Directorate NSW, which set guidelines and standards for the safety and general operation of the preschool. We are also working within the National Quality Framework and Standards (NQS) as overseen by the Australian Children's Education and Care Quality Authority (ACECQA). Our current overall rating is MEETING the Standards with an EXCEEDING rating in Quality Area 1: Education programme and practice and Quality and Quality Area 2: Children's health and safety. Decisions relating to preschool operations, budgeting, staff appointments and fundraising are made by the Management Committee (the Approved Provider).

Our Staff Team

Director/Early Childhood Teacher PPT: Tracey Ezzy (Bachelor of Education - Early Childhood Education, Advanced Diploma of Community Sector Management)
Educational Leader/ Educator PPT: Lee-Anne Gibson (Diploma of Children's Services)
Casual Educator: Jemima Latta (Diploma of Children's Services)
Casual Support Educator: Paola Maher (Certificate III in Children's Services)
Clerical Officer: Sue Train (Business Administration Certificate III)

Days of Operation



Preschool days:	Tuesday	8:30am - 3:00pm
	Wednesday	8:30am - 3:00pm
	Thursday	8:30am - 3.00pm

Term dates correspond with NSW State Schools.

The NSW State Government is committed to ensuring that all children in New South Wales can participate in 600 hours of quality preschool education before school, no matter where they live or what their circumstances are. The Strong Start funding model through the Department of Education provides funding to NSW preschools.

Signing In / Out

Parents/Guardians/Carers are required to sign and note the time of arrival on the attendance sheet. Please remember that once children are signed out, they are under **your** supervision. Children are not permitted to play on the playground equipment in the afternoons unless you are **actively** watching them. Please be aware of this especially if you are waiting to speak to staff or chatting with other parents at the end of the day. **Only parents and adults whose names appear on the enrolment form will be permitted to collect your child from preschool.** Please notify staff of any changes.

Fees and payment



The **fee schedule** is based on the projected budget for the year. It is reviewed annually. For an up to date statement of fees and payment options, please contact Sue (on Tuesdays or via email).

In order to claim **reduced fees**, parents will need to complete the Pre-school Fee Application Form. Eligibility is dependent upon the completion of this form and a copy of a Pension or Health Care Card.

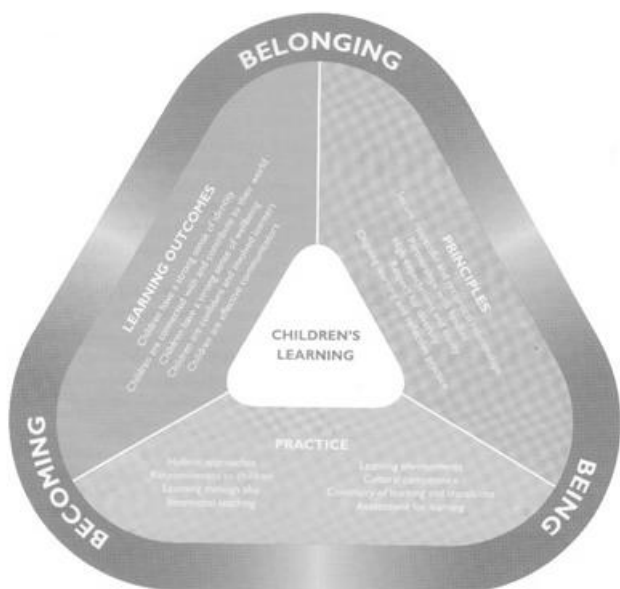
A **non-refundable enrolment fee** is paid on enrolment of your child. This payment includes Association membership, a preschool T-shirt and hat. Fees can be paid by cash, cheque or direct deposit and may be paid weekly, fortnightly or by the term. If paying weekly or fortnightly, regular payments must be made to keep fees up-to-date and finalised by week 8 of each term. Please refer to our **Fees Policy** for more information.

We operate a mowing roster to ensure that the outside play area remains safe and enjoyable for the children. We ask that families commit to mowing the lawn at least once per semester. Pre-school provides a mower, edge trimmer and fuel. We understand that some families will be unable to help with this job so we have an option of paying a **Mowing Fee** instead. This fee is then used to pay a contractor to mow.

Current information relating to the cost of the Enrolment Fee and Mowing fee can be obtained by contacting Sue. (Tues)



Educational Programme



Through a sound understanding of pedagogical principles that underpin appropriate early childhood practice, the staff work as a team to plan and develop a written programme that supports the learning of each child and encourages them to reach their full potential.

The education programme is guided by the *principles, practices and learning outcomes* outlined in the Early Years learning Framework (EYLF) for Australia. It takes into consideration the individual needs of each child while considering the needs of the group. Information is gathered from verbal and written observations of children's strengths,

interests and emerging development as well as input from family members.

This then forms the basis for planning, which has a strong emphasis on play-based learning experiences. The children are active contributors to the programme, with the programme reflecting a connection to children's real-world experiences. The programme is evaluated using a criterion that considers the overall contribution and relevance of the programme to individual and group experiences. Our programme is available for viewing at any time.



A variety of experiences, activities and equipment are designed to invite and promote exploration, investigation, imagination and the acquisition of new skills. Music, stories, group times, art/craft activities, outdoor play, clay, play dough, home corner, puzzles, science experiences and block construction all contribute to a balanced programme to build skills over all **Learning Outcomes**. Parents and carers are invited to share any talents, skills or interests with the children and staff as part of our programme.

These contributions are greatly appreciated and valued.

Information on healthy eating, protective behaviours, sun care, hygiene and personal care are part of the programme. Staff aim to assist each child in developing independence, confidence resourcefulness and their sense of agency. Preschool assists the child in the transition from the immediate family into a new group, which demands a whole new range of skills. Acquiring these skills will give the child great satisfaction while having lots of fun as they prepare for the transition to Primary School.



Assessment of Your Child's Progress

Staff are continuously evaluating a child's progress through play. Samples of a child's work (art, drawings etc), photos, and written observations are collected to document a child's learning experience, efforts, understandings and achievements. Educators interpret the information they gather to assess *children's learning* as well as *learning strategies* children use and the ways that learning is co-constructed through interactions between the educator and the child. The learning outcomes as outlined in the EYLF provide educators with key reference points against which the child's progress can be identified, documented and communicated to families. Parents are welcome to access this information at any time and the teacher is available at any time to discuss a child's progress or answer queries. Formal interviews are offered to all parents/carers at midyear or on request.

If the Director has any concerns regarding your child's development, she may recommend (with parental permission) further assessment from other professionals. Community resources available to assist a child's development include Early Intervention, Speech Therapists, Paediatricians, Audiologists, Child and Family Health and Psychologists.

Outdoor Protection

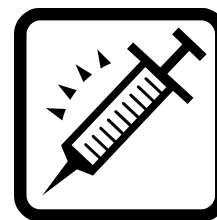


Each child is required to wear their preschool hat for outside play. This hat stays at preschool while the child is enrolled and ensures that each child has an appropriate hat to wear for outdoor play. During the summer months outdoor play is restricted to the early hours of the preschool day. Sunscreen is available for parents to apply to children on arrival and staff will re-apply if requested. If your child has a particular reaction to sunscreen, please advise the staff. We also ask that children wear clothes with **covered shoulders** such as their preschool T-shirt (*please no singlets or strappy tops*).

Bentley Community Preschool has been awarded SunSmart Accreditation by the Cancer Council which gives us access to a range of information relating to sun protection. Newsletters are often provided in the sign-in area, and contain new or relevant information relating to sun safety. Please feel free to read these or ask for a copy to take home.



Immunisation



Families must (by law) provide the Pre-school with the child's current immunisation record. Children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled at Bentley pre-School or any other child care service. Families are required to present the child's immunisation record at the time of enrolment. Please refer to our Immunisation and Disease Prevention Policy for further information.

Parent Participation



Our preschool is a community-based service, and is here to serve the needs of the children and families of the Bentley and surrounding community. It is your preschool so please feel free to contribute ideas talents and skills.

All parents/guardians, grandparents and carers are invited to participate in the preschool programme.

Other valuable ways you can assist include mowing the preschool lawn, offering to do some washing (dress-ups, linen), preparing morning fruit break, and participating in working bees and fundraising activities.

All workers at the preschool, either voluntary or paid, are required to complete a '**Working with Children Check**' form. This is a child protection requirement that aims to ensure the safety of all children.



Health and Safety Child Protection

An Acknowledgement of Country is given each morning

All children have a right to a life free from harm in an environment that fosters their growth and development. Educators at our service are aware of their obligations under the law, with regard to the welfare of children and all mandatory reporters of harm or abuse of children in their care. This obligation is upheld at all times. Our service provides regular training to all educators on child protection issues, this helps to ensure each child's right to be safe from abuse of any kind. You are welcome to view our **Child Protection Policy** at any time.

Illness

Please do not bring your child to preschool if he/she is unwell. Children are not permitted to be at Preschool if that are unwell.

Children cannot get the special care they need and it is likely they will infect others if they have a contagious condition.

Keep your child at home if he/she shows any of the following symptoms:



- Elevated temperature
- Eye discharge
- Vomiting
- Chronic cough
- Diarrhoea
- Rashes
- Infectious illness
- Cold and flu symptoms

Children must be kept at home for **24hrs** after any vomiting or diarrhoea has finished.

If your child becomes ill during the day, you will be contacted and asked to collect them. Please refer to our policies on ***Illness and infectious disease control*** pages 118-144 of our Policy Booklet.

Medication

It is the parent's responsibility to record all medication to be given during the preschool day on the '**Medication Form**'. This includes recording all ointments and creams. On arrival at preschool the parent/guardian must complete the Medication Form and hand the medication to staff.

Only prescription medication will be administered. Medication must be in the original container and clearly labelled with the child's name, dosage etc.

Please note staff are not permitted to administer Paracetamol to children who are unwell. Please see page 11 of our Policy Booklet: ***Administration of Authorised Medication Policy***

Medication must not be left in a child's basket or bag or be accessible to children.

Children who have **asthma** or **severe allergic reactions** require a "**Medical Action Plan**" to be filled out by their GP and kept at preschool. Please see staff for this form. We also have, on the premises, a "puffer" and "epi-pen" for emergency purposes. (***Medical Conditions Policy*** p153)



First Aid and Emergencies



In the case of injuries to the child, appropriate first aid measures will be taken, and the parent/guardian notified if deemed necessary. If a parent cannot be notified then the emergency contact person will be notified. All injuries will be reported to the Director and recorded in the Preschool Accident Register.

All permanent and regular casual staff have current First Aid Certificates and training in Asthma and Anaphylaxis management in accordance with regulatory requirements.

In the event of a serious dental/medical emergency, illness or accident concerning a child, the ambulance will be called and the parents contacted immediately. Every effort will be made to contact the parents or an emergency contact. However, should this prove impossible, it will be necessary for authority to be given for treatment to be undertaken. The parent/guardian signature on the enrolment form shall be considered as giving the necessary authority for treatment to be undertaken.

What to Bring to Preschool



1. Lunchbox Food and Water Bottle- Families are asked to provide a healthy and nutritious lunch for their children. Some suggestions include sandwiches, salads, fruit, yoghurt, spaghetti, quiche, baked beans, lasagne, pocket bread, cheese and crackers.

We ask parents **not** to send any of the following foods - **Soft drinks, lollies and chocolates, chocolate-coated muesli bars, rollups, peanuts and chips.**

Dishes can be heated in the preschool microwave and we are also able to toast sandwiches if requested. A fridge is available to store lunches and you are welcome to use the freezer for frozen yoghurts or fruit during summer.



Children eat "first lunch" at approx. 10:30 and this is when we encourage their "everyday foods", any "sometimes" foods are saved for "second lunch" at approx. 1:15.

We would also like to encourage families to be aware of excessive packaging and consider packing a "rubbish free" lunch box.

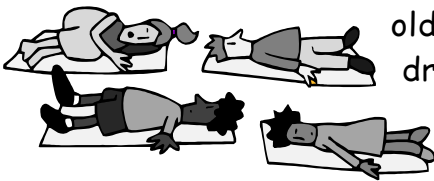
Preschool participates in the "Munch and Move" programme and information about nutrition and exercise is provided on a regular basis.

2. A backpack or good-sized bag - Please ensure the bag is large enough to hold all your child's belongings including special creations and paintings made during the day. The preschool encourages self-help skills, one of which is encouraging children to pack their belongings at the end of the day. This is easier if they have a good-sized bag.



3. Spare clothes - Please provide at least one set of spare clothes in case of accidents (don't forget socks!). Some experiences planned for the day can be messy and sometimes a change is needed after water play, finger-paint etc. Aprons are provided but we strongly suggest children wear clothes that are OK to get messy, such as their preschool shirt. The hall gets very cold in winter so we also suggest that if children wear gum boots for outside play, they have a pair of slippers or **non-slip** socks to put on during inside time.

4. Rest time sheets - Two small sheets in a drawstring bag are needed for rest time (an old pillow case or shopping bag makes a good substitute for the drawstring bag). The sheets stay at preschool until they are sent home for washing. Due to space constraints, *we cannot keep large pillows at preschool.* If your child needs a pillow for



resting you are welcome to take it home each day or provide a small cushion that can be kept inside the sheet bag. During winter months you need to provide a small blanket.



Don't forget, please label ALL children's belongings, especially their preschool T-shirt (remember, they are all the same!)

Environmental Sustainability Practices

Staff aim to make sustainability practices part of the daily routine. We include children in recycling, gardening, water conservation and composting, hopefully helping to build lifelong attitudes towards sustainability practices.

Reduce, Reuse and Recycle



The Preschool Management Committee

The preschool Management Committee is vital for the continued operation of Preschool, without a committee preschool **cannot** operate. Your involvement in our Committee is one of the most important things you can do to support your child at preschool. You will enjoy working closely with staff to provide the best service possible for children attending Bentley Preschool.

Cow Pat Lotto at Beef Week



The Management Committee is responsible for the Preschool's financial management. The preschool receives government funding, which accounts for most of its expenditure. Fundraising is required to raise additional funds needed for the preschool to operate and purchase new resources.

The preschool holds various fundraising ventures each year and once the AGM is held, a list of the forthcoming events will be advised. Parent participation is **encouraged** and welcome. Even if you are unable to join our Committee, we ask families to nominate some simple ways they can assist with different events throughout the year. (Serving at BBQ's, baking for the Art Prize, chopping onions, shopping, selling tickets for "Cow Pat" at Beef Week, donating cooking ingredients, as examples). Additional information will be provided as each event approaches.



Bentley Art Prize

Besides fundraising, the Management Committee also assists with policy development, staff recruitment, budgeting, curriculum decision making, staff performance evaluations and planning for working bees and fun days.

Positions needed are:

- President
- Vice-president
- Secretary
- Treasurer
- Fundraising Co-ordinator
- General committee members are also welcome.

All members are given support and training to help them with their roles and no previous experience is necessary.

The **Annual General Meeting** is normally held by week 4 of Term 1 and notice is given via newsletter and preschool billboard will. Meetings are then held throughout the year on a regular basis and usually only go for about 2 hrs or less. Please consider nominating.

We look forward to getting to know you and your child and hope you find your time at Bentley Community Preschool rewarding and fun.

