

# Welcome To



*“Learning to Play - Playing to Learn”*

Muswellbrook Preschool Kindergarten  
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[www.muswellbrookpreschool.com.au](http://www.muswellbrookpreschool.com.au)



[mbkpreschoolkindergarten](https://www.instagram.com/mbkpreschoolkindergarten)



[Muswellbrook Preschool Kindergarten](https://www.facebook.com/MuswellbrookPreschoolKindergarten)

# Information Booklet



# WELCOME...



Welcome to Muswellbrook Preschool Kindergarten Incorporated. We hope that your association with the Preschool will be a happy and rewarding experience for both you and your child.

We trust the information presented in this booklet will be of assistance to you as your child prepares for Preschool, please keep this booklet for future reference. If you have any queries, please feel free to speak with any staff member.

*Office Hours: Monday to Friday - 8.30am until 4pm.*

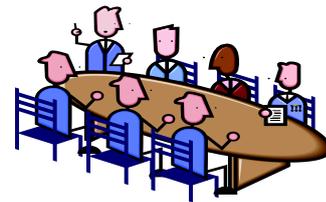
## Administration



Muswellbrook Preschool Kindergarten is incorporated under the Associations Incorporation Act and is a non-profit, community-based organisation.

The Preschool holds both a provider and service approval issued by the Department of Education and Communities. Our management committee are responsible for these approvals. The Early Childhood Education and Care Directorate can be contacted on 1800 619 113.

## Committee



The Preschool is managed by a Management Committee comprised of parents and interested members of the community who work in a voluntary capacity. All committee positions are elected at our Annual General meeting. To be eligible to be elected, a person must have paid their membership fee to become a member of Muswellbrook Preschool which is payable on enrolment of your child at the Preschool.

# Enrolment



The Enrolment process is as follows:

- Complete a registration form.
- When a position becomes available and you accept the position, you will be asked to complete the enrolment pack.
- Enrolment forms including immunisation must be received prior to commencement.

Due to Government Funding for all NSW Preschools priority for enrolment is given to...

- Children who turn 4 on or before 31<sup>st</sup> July in their year prior to school.
- Any child (3-5 years) from a family that identifies as Aboriginal &/or Torres Strait Islander
- Any child (3-5 years) that has a NDIS Number
- Any child (3-5 years) from a family holding a current low-income health care card
- Any child identified as being at risk of significant harm
- All other positions are offered when and if available.

## Immunisation



## and Immunisation and Birth Certificate

Immunisation is compulsory. Parents are required to provide a copy of their child's Medicare Immunisation History Statement showing a child is up to date. A Medicare Immunisation History Form showing a recognised catch-up schedule, or an Immunisation Medical Exemption Form will also be accepted.

**In the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak. In such an event, Preschool fees are still required to be paid if the child's placement is to be held.**

We appreciate a copy of your child's Birth Certificate and encourage all families to acquire one if you don't currently have one.

# FEES 2026



Funding for Muswellbrook Preschool is provided by the New South Wales Department of Education and Communities and income from children's fees. Accounts are issued and parents can nominate to pay weekly, fortnightly or monthly. Accounts must always remain in advance.

***“This service is a recipient of funding under the NSW Department of Education’s Start Strong for Community Preschools program and fee relief is available for families of eligible children.*”**

## **2026 Enrolment Structure**

### **3 - 5 Year Olds – 2 days per week**

Weekly Fee: Subsidy \$11 Full Fee \$33 Part Funded \$49.50

Monday and Tuesday – 8.15am to 3.45pm

Thursday and Friday – 8.15am to 3.45pm

### **4 - 5 Year Olds – 3 days per week**

(Must turn 4 BEFORE 31/7/26) - Weekly Fee: Subsidy \$22 Full Fee \$55

Monday, Tuesday, and Wednesday – 9am to 3pm

Wednesday, Thursday, and Friday – 9am to 3pm

### **Extended hours for 3-day group**

(Preference is given to working families) – Weekly Fee: Subsidy \$84.70 Full Fee \$106.70

Monday, Tuesday, and Wednesday – 8.15am to 3.45pm

Wednesday, Thursday, and Friday – 8.15am to 3.45pm

If you elect not to claim the fee relief at Muswellbrook Preschool, or you are claiming fee relief at another service, please ask at the office for more fee information.

# Preschool fee relief in community and mobile preschools

Fee relief funding at eligible community and mobile preschools reduces fees by up to \$4,347 per year.

It is available to children in the year (or in some services 2 years) before they start school through the 2025 Start Strong for Community Preschools program. The fee relief will be passed on to you by your community or mobile preschool service as a reduction to your fees.

Services will let you know a fee relief reduction has been made to your fees, such as via a regular invoice, statement from the service, or other means.

You will still need to pay any remaining fees and/or levies after the fee relief has been applied.

## How is my fee relief calculated?

Fee relief funding is scaled by hours of enrolment to encourage 600 hours per year of early childhood education for children in preschools. If your child attends a community or mobile preschool, the fee relief will be calculated based on the number of hours your child is enrolled (up to 600 hours per year), as outlined in the table below.

Per child hours of enrolment per year	Indicative average hours per week, based on a 40-week year	Percentage of per child base rate received	Per child funding rate
600 hours or more	15 hours or more	100%	\$4,347
480 to less than 600 hours	12 to less than 15 hours	80%	\$3,478
400 to less than 480 hours	10 to less than 12 hours	70%	\$3,043
320 to less than 400 hours	8 to less than 10 hours	60%	\$2,609
Greater than 240 to less than 320 hours	Greater than 6 to less than 8 hours	50%	\$2,174
240 hours or fewer	6 hours or fewer	40%	\$1,739

- **Example 1:** If your child is enrolled for 15 hours across 2 days a week (based on a 40-week year), your fee relief will be \$4,347 across the year
- **Example 2:** If your child is enrolled for 7.5 hours for one day a week (based on a 40-week year), your fee relief will be \$2,174 across the year

## Can I get fee relief from more than one preschool service?

No, you can only access fee relief from one eligible service at any given time.

An eligible service may include a community preschool or long day care service.

All parents or caregivers are required to complete a declaration form that nominates which service you are choosing to receive your fee relief from. Your service will assist with this process. It is your choice which service you would like to receive fee relief from.

## What happens if my child is sick and does not attend the service for the day?

Your fee relief is linked to enrolment not attendance and the amount does not change if your child is sick and does not attend one of their enrolled days. You will still receive the reduced fee from your service.

## What information will I need to provide to access the fee relief?

To access the fee relief, you will need to complete a declaration and a consent form. Your service will help you do this.

You will need to consent to your service sharing some of your child's information with the NSW Department of Education.

Your service will provide you with a declaration and a consent form which explains what details are required and how the information will be used.

## Will preschool continue to be free in 2025?

Community and mobile preschools are responsible for making their own decisions, including setting fees and additional charges, in consultation with their communities.

Fee relief funding will provide community and mobile preschools with sustainable long-term funding to deliver 600 hours of low, or no cost, preschool to eligible children.

Preschool services will receive fee relief funding to reduce the cost of daily fees for families for 600 hours per year. Families can expect to see fee relief applied to their daily fees across the preschool year.

### Where can I find more information?

Speak to your service to better understand how the fee relief is being passed on to you. For more information on fee relief, visit [education.nsw.gov.au/startstrong](https://education.nsw.gov.au/startstrong).

Contact us on 1800 619 113, or by emailing [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au).

**Fee Review:** Fees are subject to annual review or throughout the year if required.

**Membership/Enrolment fee:**

Our current Enrolment fee is \$80 per family per year which includes our Membership fee of \$5 per family.

**Maintenance fee:**

A \$10 maintenance fee will be applied to accounts at the start of each term.

**Bond:** All new families are required to pay \$100 as a holding bond which is credited to their account when leaving preschool.

**Holidays/Absences:**

Fees are not payable for Public Holidays or school holidays; however, fees are payable for any other absences including illness and family holidays even if notice is given.

**Withdrawal:**

Two weeks' notice in writing must be given when withdrawing your child.

**Overdue fees:**

If your account falls two or more weeks into arrears, your child's name will be removed from the classroom roll and you will not be able to sign them in to preschool until the account is paid up to date. Overdue fees may result in your child's placement being terminated. If you are encountering difficulties paying fees, personal hardship arrangements can be made with the Director.

**Late Collection Fees:** Late collection of a child will result in a "Late Collection Fee" charged to the families account based on the following rate: Not collected at 3pm or 4pm each day, you will be charged \$50 for the first 10 minutes after 3pm or 4pm then \$10 for each 5 minutes after that, this cost will automatically be added to existing fees.

# REGULATIONS



**Arrival and collection of children**

On Arrival the parent/carer arrives at their child's classroom and signs their child into OWNA on iPad. Gates for arrival and departure will be locked and unlocked in line with current preschool hours. There will be a window of 1 hour for drop off and pick ups, outside of these times, families must present to the office in Sowerby St.

When departing from Preschool, parents/carers will collect their children from a staff member at the classroom. Departure time will be recorded in OWNA by the parent/carer.

Only parents, carers and those indicated on the enrolment record as having permission to collect the child will be able to collect the child from the service. Staff need to check identification if they are unknown to a staff member.

If a parent/carer wishes to drop off or pick up their child between 8.15am and 3.45pm, they will need to attend the office in Sowerby St.

### Toys

We ask that all toys are left at home as we provide ample resources for the children to use, and we cannot take responsibility for lost or damaged toys.

### Parking

Parking is available in Hill St and Sowerby St Carparks or close by streets. Please note there is to be NO Parking in Hillview Avenue. Please only use the disabled parking if there is a genuine need to and a valid permit displayed.

### Smoke/Vape and Alcohol-free zones

The Pre-School buildings, grounds and carparks are smoke/vape and alcohol-free zones.

# Insurance

The Preschool has comprehensive insurance to cover Public Liability which covers parents and volunteers working on the Preschool premise in an unpaid capacity. Children are covered for personal accident.



# WHAT TO BRING TO PRE-



# WHAT TO BRING TO PRE- SCHOOL

- A large backpack to fit all your child's belongings and artwork.
- A lunch box which has a nutritious morning tea and lunch eg sandwich, small salad, dried fruit and cheese.

**Please NO NUT products due to severe allergies and anaphylaxis**

- A screw/pop top bottle with WATER ONLY.
- The Preschool hat (issued to each child on enrolment) year round
- Clothes that are weather appropriate and to play in that are comfortable, can get paint on and encourage independent toileting.
- Shoes that encourage the child to become independent.
- No thongs or flip flops as they make climbing and running dangerous
- A complete change of clothes right down to socks.

**Make sure all your child's items have been clearly labelled with their name as many lunch boxes, shoes and clothing items are identical.**

## Available at the Office



Polo Shirts  
Sizes 4, 6, and 8  
\$18.00



T-Shirts  
Sizes 2, 4, 6, and 8  
\$18.00



Winter Jumpers  
Sizes 4, 6, and 8  
\$20.00



Wet Dry Bags  
(for wet/dirty clothing)  
Assorted Patterns  
\$8.00

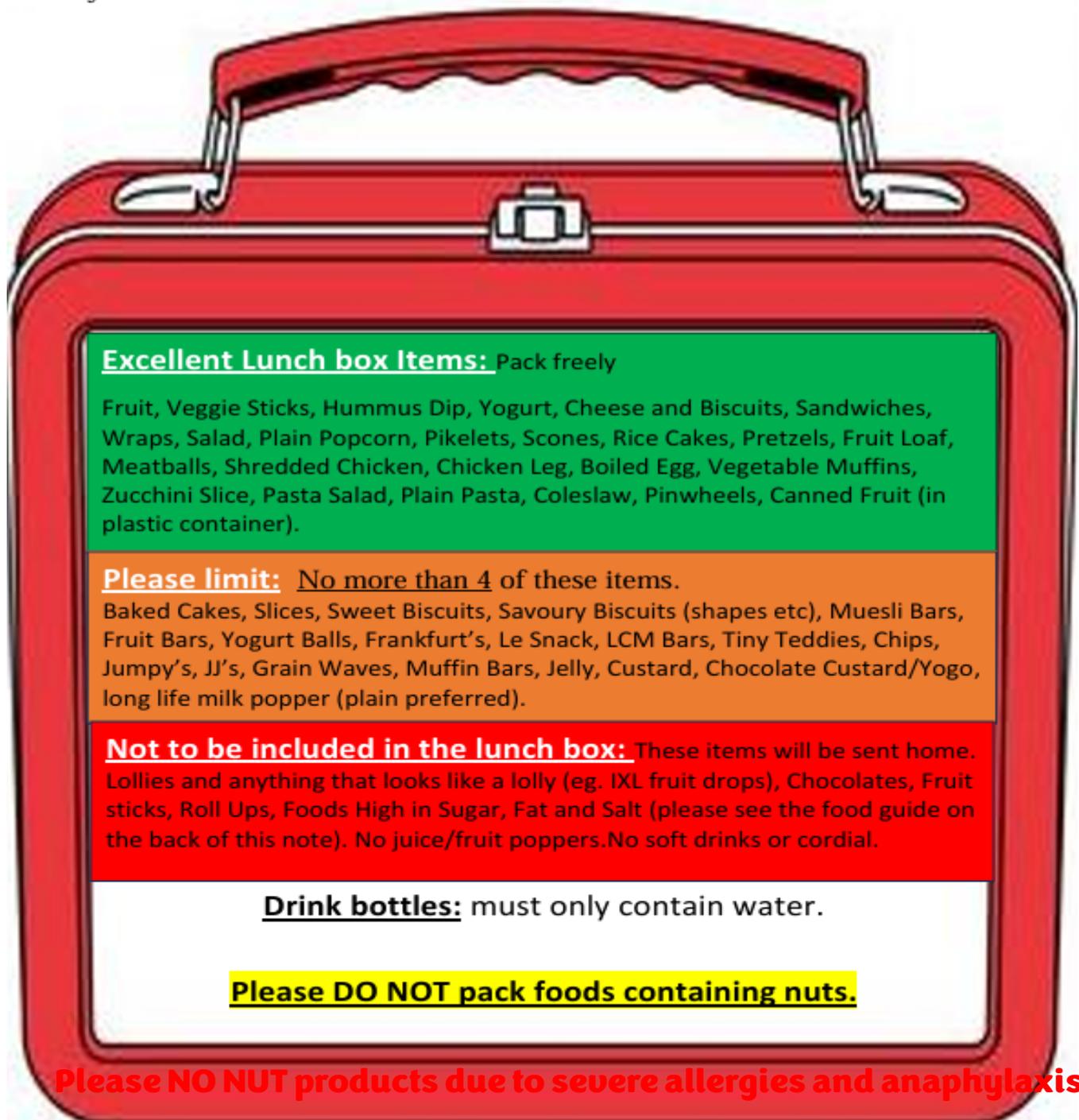
## Muswellbrook Preschool – Lunch Box Guidelines

Please follow the below guidelines when packing your child's lunch box.

**Green Zone:** Excellent lunch box items, pack freely.

**Orange Zone:** Please limit. No more than 4 of these items per day (excess items will be sent home).

**Red Zone:** Not to be included in the lunch box. Please do not pack these items, they will be sent home.



### Do Not Include:

Lollies and anything that looks like a lolly (eg. IXL fruit drops), Chocolates, Fruit Sticks, Roll Ups, Foods High in Sugar, Fat and Salt.

# Policies



Policies have been developed for the smooth running of the Preschool. Policies are updated regularly according to the needs of the Preschool and to meet the Department of Education and Communities regulations. Policies are available at any time at the office. Following is information from some of our policies;



## sun safety

In line with our Sun Safe policy children will be applying sunscreen every 2 hours. To make this more efficient and hygienic children will use a roll-on to apply their own sunscreen with assistance from the staff. You will need to provide a roll-on sunscreen for your child. This will have your child's name on it and will be kept at preschool for their use each day. Otherwise the Preschool provides a 50+ sunscreen. Children are taught to apply sunscreen prior to outdoor play. It is also important for your child to dress in clothes that give protection from the sun, such as shirts with collars or high necks and sleeves.



## Excursions

Excursions are planned from time to time, and we also host visits from performing artists. These activities are part of our educational program and are designed to extend your child's preschool experience. Written permission is required for these activities, and some may involve a small cost.

Parents may be asked to attend excursions from time to time.



# ACCIDENT AND ILLNESS

Parents will be notified by telephone if their child is too ill to remain at Preschool. If parents are unable to be contacted, nominated contact persons will be telephoned. In the case of an emergency where immediate medical attention is required, an ambulance will be called, and a staff member will accompany the child to the doctor's surgery or hospital.

In order to keep illnesses amongst children and staff at the Preschool to a minimum, we request that if your child shows signs or symptoms of illness, such as a temperature, vomiting, diarrhoea, persistent or prolonged cough, runny nose or generally unwell, we request he/she remains at home until well enough to attend. If your child's temperature goes above 37.5° staff will contact parents or emergency contacts to collect the child.

The following exclusion time frames apply for general illness:

- 12 hours:** If your child has had Paracetamol (Panadol)/Ibuprofen (Nurofen) in the 12 hours prior to attending Pre-school, they will not be able to attend that day.
- 24 hours:** If your child has commenced antibiotics, they are required to remain at home for the first 24 hours.
- 48 hours:** If your child has the vomiting or diarrhoea, please keep them at home for **48 hrs** after symptoms have subsided.



## Medication

A medication form giving staff permission to administer medication must be completed and signed by the parent/caregiver and a staff member. All medication must be presented in its original package and have the child's name, dosage, and expiry date on it and be handed to a staff member on arrival.

# PRESCHOOL PROGRAM

Muswellbrook Preschool provides a quality education which focuses on the needs and interests of each child.

Children will be provided with opportunities to experience arts and crafts, gardening, pet care, science experiments, early numeracy and literacy activities including counting, measuring, reading, drawing, listening, and predicting, music and movement, sand and water play, physical activity and caring for our environment through our rich sustainability practices here at Preschool. These experiences will be presented within large groups, small groups and individually.

Our Amaroo program in an outdoor environment that is uniquely designed to foster an appreciation of our natural environment, develop environmental awareness and provide a platform for ongoing environmental learning for everyone at preschool.

Children will be encouraged to build on their own capabilities all while learning through play. Whilst at Muswellbrook Preschool, children will gain independence and become more confident individuals. They will gain an understanding of their role as citizens within our world and develop skills which will become the foundation for lifelong learning.

Staff are committed to providing the highest quality education and care to your child. Should you wish to discuss any aspects of your child's development or the Preschool program, please feel free to make an appointment with your child's class teacher or the Director.

**Thank you for choosing Muswellbrook Preschool, we hope your experience is enjoyable for both you and your child.**

# Muswellbrook Preschool Kindergarten



## Philosophy

We Acknowledge and Respect the traditional custodians of the land - *the Wannaruah and Kamilaroi people*. We *embrace our shared Aboriginal history and culture* and maintain a sense of belonging and connection to this land, its people and its animals. *Wellbeing is nurtured* in an *inclusive and equitable* environment as we *join with families and community* to promote *lifelong learning*.

Children *become confident, resilient learners*, in a *safe, happy* and *fun environment* in which *they belong*. Children are *individually nurtured* to *discover and research* their *own learning*. *Through play*, children are *supported and encouraged* to *take considered risks, follow their interests* and enjoy *being* in the *here and now*.

Staff are *kind, respectful* and *nurturing*. We *protect and cherish* the *innocence*, the *magic*, and the *wonder* of childhood. We believe in and implement the *Australian Early Childhood Code of Ethics, United Nations Convention on the Rights of the Child*, and the *Early Years Learning Framework*. We *strive for excellence* and *continual quality improvement*.

Families are *recognised* as a child's *first influential educator*. We *welcome, listen to, learn from*, and *value* the diversity of families, as we build *meaningful relationships*. With *respect and support*, we form genuine *partnerships* and a shared *sense of belonging* based on the *strength of each other's knowledge*.

Our Environment is a *fun and safe place to play*. It is *flexible, interactive*, and *vibrant*, where children are *free to explore and learn*. We are *caring* and *respectful* to ensure a *sustainable future*.

*Since 1965* we have been an active member of our **Community**.

We *value* community *involvement*, support community *events* and use *local resources*.

We form *enriching partnerships* in our *immediate and wider* community and *are proud to promote the importance of early childhood education*.

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# **Muswellbrook Preschool Kindergarten**

## **Code of Conduct for Families**

This Code of Conduct establishes a standard of behaviour to be followed by everyone who has any involvement with Muswellbrook Preschool Kindergarten. This Code of Conduct defines how individuals should behave towards each other, towards the children in our care and towards individuals and other organisations involved with Muswellbrook Preschool.

The Committee and Nominated Supervisor have a duty of care to the children attending the service and must ensure “that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury” (National Law: Section 167).

Muswellbrook Preschool Kindertartens community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of the role, responsibilities and obligations combined with community involvement and collaborative decision making.

If there are any doubts as to the applicability of the code the matter should be discussed with the Director or the Management Committee.

If a breach of this code of conduct occurs this may result in Preschool attendance being withdrawn. This decision will be made at the discretion of the Management Committee.

There is a clause to sign in our Enrolment form stating the abbreviated code of conduct has been received, read, and will be followed.

Thanks