

# Welcome To



*“Learning to Play - Playing to Learn”*

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Muswellbrook Preschool Kindergarten

# 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.

Muswellbrook Preschool's enrolments are based on the following structure:

**ONE DAY GROUP (9AM-3PM)** - This option is only available to 3-year-old non-equity children

**TWO DAY GROUP (8.30AM - 4PM)** - This option is available to all children aged 3-5 years.

**THREE DAY GROUP (9AM - 3PM)** - This option is available ONLY to children in their year prior to school.

## *Preschool Opening Hours 8.30am to 4pm*

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

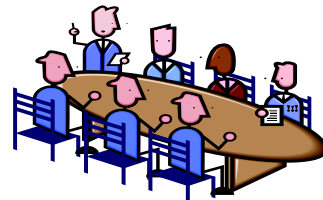
## Administration



Muswellbrook Preschool Kindergarten is incorporated under the Associations Incorporation Act and is a non-profit 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 619113.

## 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 Immunisation History Statement showing a child is up to date. An 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.

## Insurance

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



# FEES 2019



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 or fortnightly. Accounts must remain in advance at all times.

Fees for 2019:

**ONE DAY GROUP** - \$35 PER DAY (non-equity 3 yr olds)

**TWO DAY GROUP**

- \$65 Full Fee 4-5 year olds (\$32.50 per day)
- \$70 Part Funded 3 year olds (\$35 per day)
- \$40 Subsidy Fee (\$20 per day)

**THREE DAY GROUP**

- \$78 Full Fee 4-5 year olds (\$26 per day)
- \$48 Subsidy Fee 4-5 year olds (\$16 per day)

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

**Membership/Enrolment fee:**

Our current Enrolment fee is \$50 per family per year which includes our Membership fee of \$5 per family.

**Maintenance fee:**

A \$10 maintenance fee is charged to each family's account at the beginning of each term.

**Bond:** All new families are required to pay 2 weeks' fees 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 \$5 for the first 5 minutes after 3pm or 4pm then \$1 per minute after that, this cost will automatically be added to existing fees.

# REGULATIONS



## Arrival and collection of children

Parents are asked to bring their child to the class teacher at the start of the session and to collect them from the teacher at the end of the day. You are required to record your child's arrival and departure times in the classroom sign on book. Under no circumstance is a child to be left at the gate or outside the classroom. Please note that children can only be collected by a parent or person nominated on your enrolment form unless we have permission detailing other arrangements. If a staff member is not familiar with the person collecting your child, they will ask for photo identification. This is to ensure the safety of your child.

## Toys

We ask that all toys are left at home as we provide ample resources for the children to use and we can not 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 Hill view Avenue. Please only use the disabled parking if there is a genuine need to and a valid permit displayed.

## Smoke free zone

The Pre-School building, grounds and car parks are smoke free zones.

# WHAT TO BRING TO PRE-SCHOOL



- A large backpack to fit all your child's belongings and artwork.
- A lunch box (no cooler bags as they are placed in the fridge) 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 Pre-School hat (issued to each child on enrolment) year round
- Clothes 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.

At Muswellbrook Pre School we look at the

**HEALTHY  
LUNCH  
BOX**

Overall

Healthy lunch box examples can be found at

<https://healthylunchbox.com.au/healthy-lunch-box/>

This website helps you 'build' a healthy lunch box for your child attending Preschool. It also provides a fantastic range of recipes, tips and ideas and is overall a great, interactive tool for all families.

We **HIGHLY** recommend **ONLY** packing the foods found on the above website

(you can get a printed copy from the office if you do not have access to the internet)

Highly processed items, packaged food high in sugar and fat, and items high in salt will be limited to one (1) item per lunch box. Any additional items will be removed from your child's lunch box and sent home.

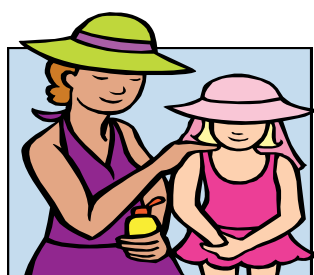
We **DO NOT** allow any products with Nuts at Preschool

# **We do not allow the following foods:**

- Anything containing nuts
- IXL “Fruit” items such as Noughts and Crosses (anything that looks like lollies)
- Chocolate/Milo Yogos
- Chocolate Bars
- Roll ups
- Juice Poppers
- KFC
- McDonalds
- Lollies/chocolates
- Coloured popcorn
- Milk, juice or cordial in drink bottles.



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**

The Pre-School provides a 30+ sunscreen. Children are taught to apply sunscreen prior to outdoor play. Outdoor play is scheduled to avoid the high risk hours (11am to 3pm) during summer. The Pre-School has also adopted a 'No Hat -Play in the Shade' policy. 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.



# ACCIDENT AND ILLNESS

Parents will be notified by telephone if their child is too ill to remain at Pre-School. 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.

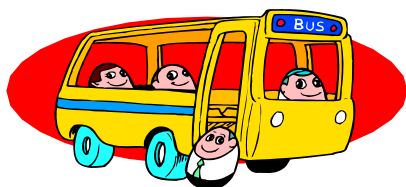
In order to keep illnesses amongst children and staff at the Pre-School to a minimum, we request that if your child shows signs or symptoms of illness, such as a temperature, vomiting and diarrhoea, persistent or prolonged cough or generally unwell, we request he/she remains at home until well enough to attend.

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.
- 48 hours:** If your child has the vomiting or diarrhoea, please keep them at home for **48 hrs** after symptoms have subsided.
- 24 hours:** If your child has commenced antibiotics, they are required to remain at home for the first 24 hours.

## 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. Medication CAN NOT be sent to and from preschool on the bus.



## Excursions 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 Pre-School 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.





# 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.

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 Pre-School, we hope your experience is enjoyable for both you and your child.**



## Muswellbrook Pre School Kindergarten **Philosophy**

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**At Muswellbrook Preschool Kindergarten children become confident learners, create lifetime memories, become part of friendship groups and become part of the Pre School community of which they will always be welcome!**

*We value and believe in:*

### *Our Children*

- We recognise the importance of a child's right to be a child and experience the joy of childhood
- We foster their love of learning through play
- We give them the tools and experience to guide their own behaviour and be their own person
- We believe they have a right to a high quality Early Childhood Education
- We believe they are active participants in their own learning
- We allow them to discover new things
- We provide a relaxed, caring atmosphere
- We understand the need for fun
- We believe no two children are the same and enjoy the differences they bring
- We encourage children to be themselves and lead their own play

### *Our Staff*

- Who provide enriching and engaging experiences for all children
- Who implement the Early Years Learning Framework for Australia
- Who believe in the Early Childhood Australia Code of Ethics, the United Nations Convention of Children's Right and the National Quality Framework
- Who believe in our Pre School and are proud of the service we provide
- Who are a team!
- Who are highly trained and continue learning
- Who respect, trust and support each other
- Who are advocates for all children and families
- Who bring their own values and beliefs and share a passion for each child's learning and development
- Who believe Early Childhood education is not solely about preparing a child for their future, but also enjoying and appreciating the present

## *Our Families*

- We believe in building relationships between families and Pre School and value families as the child's first educators
- We link our families with community services and other families
- We encourage, guide and support
- We acknowledge and value that every family is unique
- We welcome families into our preschool community.
- We provide families the opportunity to become active community members

## *Our Environment*

- Which is natural
- Which is appreciated and respected
- Which is sustainable - through our recycling, water conservation and gardening
- Which is relaxed, engaging and fun
- Which is a place where learning takes place
- Which is challenging, interesting and encourages children to explore and be adventurous
- Which is for the child as they form friendships

## *Our Community*

- In which we pay our respects to the Wanaruah and Kamilaroi people, to Elders past and present and we also extend that respect to all Aboriginal people and the people who have come before us.
- In which we have been an active part of the community since 1965
- In which we promote the importance of Early Childhood Education
- In which we respect and acknowledge cultural diversity
- In which we value our own Pre School traditions
- In which we are active participants in our own community
- In which we acknowledge and enjoy the support of the wider community

# **Muswellbrook Pre School 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 Pre School 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 Pre School.

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 Pre School Kindergartens 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