



February 2017

NEWSLETTER

Dear Parents/Carers,

Welcome to our first newsletter for 2017. On behalf of all the educators at Richmond Preschool we would like to welcome all our new and returning children and their families. We hope the year ahead will be a happy and productive year for everyone.

This newsletter is filled with lots of housekeeping information to get you started at preschool.

Introduction to Educators

Teacher/Director	Jacqui - ECT-Bachelor of Teaching -Early Childhood - Blue Room
Authorised Supervisor	Jacqui has administration on a Wed and programming on a Fri
Admin Assistant	Nerida
Early Childhood Teacher	Jan - <i>Green Room Wed ,Thurs (ECT)</i>
Diploma Trained	Sue - <i>Green Room</i> - Room leader Mon, Tues, Thurs, Fri Sue has programming on Thurs
	Dido - <i>Green Room Mon/Tues Thurs Blue Room Wed</i>
	Vicki - <i>Blue Room Mon - Fri</i>
	Julie - <i>Green Room Mon, Wed, Fri Blue Room Tues (additional needs)</i>
	Mary - <i>Green Room Mon Tues (additional needs)</i>
Cert III Trained	Heather - <i>Blue Room (off every 2nd Mon)</i>
	Rhonda - <i>Blue Room every 2nd Mon, Fri Green Room Tues, Wed Thurs Kitchen every 2nd Mon</i>
	Marie - <i>Blue /Green Room Tues Thurs Green Room Wed, Fri (additional needs)</i>
	Cheryl - <i>Kitchen every 2nd Mon and Wed, Thurs, Fri</i>
Assistants	Helen - <i>kitchen Tues</i>
Casuals	Debbie - ECT

EDUCATORS

All Primary Contact Educators hold current First Aid, CPR and Asthma and anaphylaxis certificates and attend regular professional development training.

Your child's educators are always happy to discuss your child with you. If you wish to do so and the matter is lengthy and/or confidential we ask that you make an appointment with the educator so the matters are given the attention they deserve. Please remember we are here to help you, your child and family so if you have any concerns or worries or would just like a chat, please talk to us. We look forward to getting to know your family.

Please remember to let the educators know if there are any changes in your child's life (e.g. new baby, separation, death of a friend/relative/pet, moving house, etc.) as this can sometimes explain changes in your child's behaviour. The educators can access books and literature that can assist your child in understanding and coping with these changes as well as putting in place strategies at preschool. Remember we are here to help!

KEEPING UP TO DATE

Newsletters are a very important means of communication from the preschool educators and committee, to you. Please take the time to read them carefully and mark important dates / events on your calendar and keep for future reference. *All information will be emailed to you unless you have not provided us with an email address.*

We also communicate via notes on the notice board near the sign in table, signs on the gate near the office, as well as notes in your child's locker, emails and our Facebook page. Sometimes it may seem like there are lots of notes, but this is one way we try to keep you informed. Once again please read the messages carefully and check them each day for any new information. By doing this, you should be well informed about all preschool matters. It's also a good idea to refer to your information booklet from time to time.

Our website also has a yearly calendar for you to check on what's coming up and newsletters to view. Like us on Facebook ...**Richmond Preschool Kindergarten** to keep up to date too.



Find us at



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www.richmondpreschool.org.au



Richmond Preschool Kindergarten

NOTES/NEWSLETTERS To save on the amount of paper we send home in notes and newsletters we will send everything to you by email. If you do not have an email we will print your notes and newsletters and put them in your child's locker.

CONTACTS It is vital that we are able to contact you in the event of an emergency. If you are not at your regular phone number, ensure you leave an alternate number for the day to avoid any undue stress to your child if staff need to contact you.

Also please advise the preschool of any changes to your child's enrolment form i.e. Change of Address, Phone No, Emergency contact, etc.

COLLECTION OF YOUR PRECIOUS CHILDREN It's important that you inform the educators in your child's room if your child is to be picked up by anyone else. This person **MUST** have signed an authority on your child's enrolment form in order for educators to release your child to them.

At the absolute minimum we require a signed authority from you with the signature of the adult collecting your child. A drivers licence will need to be shown on arrival by this emergency pickup person. If an emergency situation arises and you are unable to pick up your child, please phone preschool and let us know.

POLICIES The preschool has developed many policies pertaining to all levels of operation in the preschool and they are available for you to read. Please see Jacqui if you would like to do so. A range of policies are available on the shelf at the sign in desk.

FEES

4 yr old (attending 2 days or more)	\$23.50
4 yr old reduced fees (attending 2 days or more)	\$12.00
Child of Aboriginal/Torres Strait Background	\$5.00
4 yr old (attending 1 day only)	\$41.50
4 yr old reduced fees (attending 1 day only)	\$30.00
3 yr old	\$56.00
3 yr old reduced fees	\$41.50

This is for 2017 only and is to be reviewed during 2017 for 2018.

Please pay all fees by the due date.

As a NOT-FOR-PROFIT preschool fees are needed to keep the preschool running. A \$10 Late fee will be charged if fees are not paid on time. Please see Jacqui or Nerida if you think your fee payment will be late. Fee subsidies are available for families who are pension or health card holders.

If fees are 2 weeks late or \$100 in arrears and payment arrangements have not been arranged with the office then the preschool will pass this information on to the management committee. One reminder (with late payment fee added) will be given. If fees are still not forthcoming then the preschool **can terminate** your child's position.

Fees are due by the 14th of each month, if paying in cash either hand this direct to Nerida or place the correct amount in an envelope and place in the Fees Box located on the floor of the Locker Room. You can transfer your fees straight into the Preschools bank account.

Our account is with Westpac **BSB 032 272 Acc no 215140**. Please put your child's name as the reference details.

Money should only be given to Jacqui or Nerida. This way staff are not having to leave the classrooms. If the office is unattended, see Jacqui (in the Blue Room)

FEE RELIEF SUBSIDY All claim forms for this subsidy are to be completed by Friday 17th February 2017. If you feel you may be eligible for a subsidy rate (have a pension or health care card) please let the office know immediately and we will help you out.

MANAGEMENT COMMITTEE

The preschool is managed by a volunteer parent committee. The committee meets twice a term to make decisions and organise fundraising and events. If you wish to be involved come along to our AGM on Monday 27th February at 7pm. We would love to see you there.

Early Years Learning Framework

Just to keep you informed of what we are doing and why.....

The Early Years Learning Framework is a national early learning framework for children from birth to 5 years.

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for children to learn and develop.

The framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

The framework is a guide for early childhood educators who work with children. The framework will be used in partnership with families, children's first and most influential educators to develop learning programs responsive to children's ideas, strengths and abilities, and recognize that children learn through play.

The Early Years Learning Framework describes childhood as a time of *belonging, being* and *becoming*.

Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life and children need time to just 'be'-time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The framework also has 5 learning goals which your child will be assisted in developing.

- A strong sense of their identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning and
- Effective communication skills.

The educators at preschool will observe each child's learning so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child. Each child's journey will be documented in their individual journal.

We value your input, so if you have any questions or ideas please come and see us.. As things evolve we will keep you informed.

FOOD

At Richmond Preschool we aim to encourage sound nutrition practices, which when started early may lay a solid foundation for life. For this reason we would like you to pay particular attention to providing a nutritious lunch and snack for your child.

This may include a sandwich, fruit, vegetable sticks, muesli bars (not chocolate ones), cracker biscuits such as Sao, jatz or rice crackers, salads, yoghurt (not chocolate), fruit muffins, plain

cake(not chocolate) etc. A more detailed list of foods is in the back of the preschool information book and on the noticeboard.

Richmond Preschool is **Allergy Aware** and is a **peanut butter / nut free** preschool. Please do not send these products in your child's lunchbox.

We are aware of children suffering allergies to a range of food substances and endeavour to provide a safe environment to all children. Please inform staff if your child has food allergies.

Water is provided at both lunch and snack time to all children.

Children are to bring water or plain milk to preschool only.

Our main aim is to encourage children to be having regular water breaks, whether it be from their drink bottles or from the bubbler. This is consistent with the Munch and Move program guide lines (established by the NSW Health Department).

PLEASE DO NOT SEND Just to name a few.....Sweet biscuits, chocolate dairy deserts, chocolate cakes, lollies or fruit lollies, popcorn, chips, roll-ups, chocolate covered or choc chip muesli bars, dunkeroos, nutella Anything similar to these products should also be avoided at preschool. These items will be sent back home.

Popcorn should **not** be included because of the risk of choking.

Please do **not** send any **NUT** products.

If unsuitable foods are sent to preschool they will be sent home in an effort to encourage healthy eating. Sometimes it seems easy to slip something else in, but please try and refrain from this. Leave that treat for after preschool. A note may also be placed in your child's lunchbox explaining the returned food.

Please place your child's labelled lunch and snack into the fridge in their room. If you pack your child's food into an insulated bag or box please place in an ice brick so as the temperature within stays cold.

If you pack all your child's food together let them know what to eat at lunch and snack. Sometimes it can get a little confusing what to choose. We will also help them to make these decisions.

ILLNESS AND MEDICATION

Preschool is not the place for unwell children. We ask that you keep your child at home if they are not 100%. Not only is your child unable to fully take part in their preschool day but other children and educators are being put at risk of infection as well.

If your child is requiring medication to get them to preschool then they are probably not well enough to attend.

If your child needs Asthma medication to be administered whilst they are at preschool then we must have a **Asthma Action Plan** completed by your child's doctor and a puffer and spacer provided for preschool.

The only medications that will be administered at preschool are long term medications your child may need and only if accompanied by a current letter from your child's doctor. Staff do not apply any creams either unless a letter from the child's doctor is provided.

SHARING INFORMATION

We have several ways in which we like to share information about your child's day with you. Each day the educators put together a reflection or story, for you to read, which is displayed as you enter the classrooms. We also have an evaluation of the day's activities which links to the Learning Outcomes from the Early Years Learning Framework. We display the children's work within the classrooms as well. Educators also like to share special moments with you at pick up time if they can.

We also value your input into the children's days and experiences. Our program can be commented on, ideas can be left on the comment sheets on the shelf inside the classroom door. We also ask for you to share information about your family events and things of interest that happen at home so we can include this in our planning. This can be done in the "Family Happenings" book for your child's class which is located on the sign in bench.

Educators are always happy for feedback so please let us know if we can do anything or help out.

PRESCHOOL ACTIVITIES

Children gain a great deal from their activities at preschool. They practice and gain many skills. Sometimes parents can be concerned that their child is not participating in art and craft work. Even if they do not bring artwork home they still have a busy and productive day. They have been extending themselves in other areas.

For example: Playing in home corner, the children are developing social skills, learning turn taking, developing expressive and receptive language, as well as using their imagination. Mathematical skills such as classifying, matching and dividing may also be in use. By involving themselves in dramatic play children are role-playing and demonstrating their knowledge of the world. A morning spent "working" at these skills can be just as valuable as doing a painting.

Here's a poem that sums everything up.

Play is a child's way of **WORKING AND LEARNING**

Did you do a painting?

no but:

I've had a lovely day

Some of us sang songs inside

Then went outside to play.

Did you do a painting?

no but:

I reached the top of the climbing frame

Then came down the other side

We built a special sort of "van"

Then climbed up for a ride.

Did you do a painting?

no but:

We found treasures in the in the sandpit

And hid them in a special spot

I found a roof for our cubby

That the silly old wind couldn't blow off.

Did you do a painting?

no but:

I'm ever so glad to see you

And I feel really happy inside!



Points to remember

- Please ensure that the front gate is closed correctly whenever you enter or exit the preschool with your child. Make sure that you only have your child with you. Try not to bang the gate or let your child "ride" on them as this damages the hinges.
- Please do not leave children unattended in your car.... Even if you are just running in. Accidents can happen in a very short time, so please do not put your children at risk.
- Fees are due by the 14th of each month, please place the correct amount in an envelope and place in the Fees Box located on the floor of the Locker Room or directly to the office. You can transfer your fees straight into the Preschools bank account.
- **Our account is Westpac BSB 032 272 Acc no 215140. Put your child's name as the reference details.**
- **Please remember to keep your fee receipts. You may not need them now but you may become eligible to apply for assistance from Centrelink/Family Assistance Office.**
- Richmond Preschool **does not offer/receive CCB** (child care benefit). We are a state funded service and only federally funded services receive this. *We are a registered care service.*
- Office Hours are 8am to 1.30pm
- Please note that preschool closing time is **3.45pm SHARP**. Please collect your child **BEFORE** 3.45pm so you will have time to collect all items before 3.45pm. Arriving after 3.45 pm. can cause your child to become anxious and upset.

It will also result in a late fine of \$5.00 for every 5 minutes (or part thereof).

If late pick up becomes a regular occurrence, then your child's position at the preschool will be terminated.

- Our preschool education program will run between the hours of 9am to 3pm. Quieter activities will be provided whilst the children are supervised before 9am and after 3pm.
- Please remember that **two weeks** notice must be given before a child is withdrawn from preschool otherwise two week's fees will be charged. In term 4 notice must be given by 31 October or fees for the full term will need to be paid.
- Please clearly label all of your child's clothing, shoes, lunchboxes etc. Lost property is located on the verandah. Please check it regularly.
- A broad rimmed, bucket or legionnaire hat is required for all outdoor activities. Baseball caps are **not** suitable. They are a fashion item only.
- Please remember to put at least one FULL set of labelled clothing in your child's bag. We do have water play and other very enjoyable activities that can result in wet clothes
- Please remind your child to wash their hands on arrival at preschool before entering their room.
- Please do not send toys along to preschool with your child unless it is their news day. Preschool has lots of toys and equipment for your child to play with.
- A news roster will be sent home soon. Please only send News with your child when it is their News day.

- Richmond Preschool does not have a formal rest time. If your child does require a rest at preschool please let an educator know so that they can provide your child with a stretcher and sheets that day.
- As you would expect, we go through a lot of tissues at preschool. We would appreciate it if each family could *donate a box of tissues* from time to time to build up our supplies.
- We are always in need of boxes and 'stuff' for collage. We would love you to bring your recycling in when you can. *Please No medicine boxes/containers and no cans or glass.* Please check that all boxes are empty of all contents before you bring them in. By the way, we are unable to use toilet rolls.
- Parking is a big problem for us at preschool due to the limited number of car spaces and the number of services using the area. Please ensure that you only park in designated car spaces and not block in any other cars. Please do not park in the health centres car spaces (labelled) or in the nursing home driveway.
Please also be aware of children and parents in the carpark as you enter and leave and *drive slowly.*
- Please don't leave children unattended in cars. Safety of ALL children is our priority.

BOOKCLUB Richmond Preschool is a member of Scholastic Book club. Books aimed at the preschool aged child are available, often at below the recommended retail price.

Bookclub brochures are sent home twice each term with the date for their return stamped on them. By buying books through the Bookclub you are helping the preschool, as we receive one bonus point for each dollar spent. We can then use our Bonus Points to purchase books which we require for the preschool library. The Bookclub is a good way to support the preschool and an excellent way to encourage your child to enjoy books and reading.

PARENT LIBRARY We have a parent (borrowing) library located in the foyer. If you find a book you're interested in, see an educator and you can borrow it for up to 2 weeks. If you are after a book on a particular topic ask and we will try and help you out.

PARENT HELPERS We are always in need of parents help, whether this be as part of the management committee, with fundraising, in the classroom or cutting out craft. Just let an educator know if you are interested or look out for a note asking for helpers.

MORNING ACTIVITIES During morning activities it is a very busy time in your child's classroom. Children are arriving and settling in and educators are gaining information from parents and working with the children. If you want to spend time catching up with other parents we ask that you do this *outside* as our rooms are not big enough to cater for this additional number of adults and it can become very noisy and unsettling for the children trying to begin their day.

SIBLINGS It is important that you keep an eye on both younger and older siblings when they come to preschool with you. We don't mind if they do a painting or have a play, but we ask that you allow the children attending preschool to get on with their activities without these distractions. Please ensure that you are supervising your children at all times. If they are in the playground you need to be out there with them too.

IDEAS If there is something that you would like to see happening at preschool that isn't, we are always open to new ideas (if appropriate). Place your idea in writing in a note and give it to an educator or jot it on the comment sheets inside your child's classroom and we will endeavour to incorporate your ideas into our program/day.

If you have a talent that you would like to share with us eg cooking, dancing, musical, creative etc we would love to have you pop in to preschool and share it with us. Just let staff in your child's class know and we can arrange this.

OPEN DOOR We invite you to spend time with us and your child at preschool. You are more than welcome to drop in. The only time we may ask you to leave is if your child seems to be having trouble settling and we feel it is in the child's best interest.

AFTERNOON HELPERS Once the children have all settled in at Preschool we invite parents to volunteer and help out and spend time in the classrooms.

If you would like to help in the afternoon (from 2.30 p.m. to 3 p.m.) please use the form below and put it in the fees box or give it to your child's educator. We will then draw up a roster and let you know which date/s you will be helping. (Probably 2 - 4 times per term.) Simply fill in the slip below. It would be greatly appreciated by the children if you could help. Thank you.

Finally we hope you have a great year at Richmond Preschool.

Classroom Helper

I would like to become involved in assisting with afternoon activities from 2.30p.m to 3.00p.m.

NAME:-----

NAME OF CHILD:-----

ROOM & DAYS OF ATTENDANCE-----

I WOULD LIKE TO HELP ON MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY
(please circle which day)