

Richmond Preschool Kindergarten



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Welcome to Richmond Preschool, we hope you enjoy your time with us.

We would like to pay respect and acknowledge the traditional custodians of the land on which Richmond Preschool stands and pay respect to Elders past and present and emerging.

To help you and your child/ren settle in, we thought some information about our ideals may be helpful.

PHILOSOPHY

Our philosophy is simple, we believe children learn from real things and from things they actually experience in their environment. We believe all children are individuals who develop at their own pace. We feel play is essential to each child's development. Play is the process by which feelings, ideas and experiences are expressed and organised into a child's world.

Education is experiencing and understanding, which comes from personal participation and involvement. Learning is listening, looking, living, caring and experiencing. Children are actively involved in learning in a stimulating, safe and nurturing learning environment.

Richmond Preschool has a daily routine, which helps us provide a sense of security for the children in our care. Individualised and group learning programs are influenced by The Early Years Learning Framework, designed and implemented by highly experienced and trained educators.

It is important that we provide opportunities for children to create, experiment, discover, explore, investigate express ideas, and solve problems with the support of their peers and educators. We see children as being capable and resourceful, therefore we provide an environment that develops and extends a child's interests and strengths whilst encouraging further development.

Overall we aim to promote self-esteem, and positive attitudes to learning in an atmosphere which combines emotional, psychological, social, intellectual and physical security allowing opportunities for choice, fun, enjoyment, challenge and active participation in meaningful experiences.

Each child's diverse background is acknowledged and reflected in our values and opinions and is a vital resource in the building of relationships with children, families and educators.

Our Aim is to encourage in children:

- Confidence and curiosity.
- Happiness and honesty within themselves.
- Interest in the world around them.
- Growth in all areas of development.
- Respect for themselves, others and the environment, through an atmosphere of warmth and security that nurtures independence and identity.
- A sense of responsibility for their actions and behaviour.
- Communication with those around them
- Positive interactions between family members, peers, educators and the community

Richmond Preschool is a two-unit preschool with no more than twenty children in each room.

We cater for children aged three to five years and are licensed for 40 children at any one time.

Richmond Preschool is an early learning educational service for preschool aged children. Your child's day is planned to give them a variety of activities and experiences, which encourage their emotional, intellectual, physical and social development.

Please feel free to ask any questions. We are a community-based preschool and welcome all parent participation. Please feel free to share with us your talents and experiences. We welcome your interest.

The Preschool Educators

The Richmond Preschool team consists of mature, professional and experienced staff who hold the following qualifications:

- 1 University trained Early Childhood / Teacher / Director / Nominated Supervisor
- 1 University trained Early Childhood Teachers
- 5 Diploma of Early Childhood Education and Care
- 4 Certificate III Early Childhood Education and Care
- 1 Support Educator
- An Administration Manager
- A Cleaner / Gardener

Many of the educators have been with the preschool for many years which ensures we provide a stable environment and also enables the children and families to build strong relationships with the educators.

We have a higher educator/child ratio than required by regulations which provides greater quality in care and interactions.

The children call educators and staff by their first name. All the educators have current first aid certificates and CPR training.

Time is set aside for all educators to take part in professional development, collaboration, planning, preparation and reflection.

The educators demonstrate their commitment to the early childhood profession by attending professional development workshops each year to remain up to date with their knowledge and practices.

FEE PAYMENTS

Summary of charges 2023

Registration/Membership Fee	\$50
Holding Deposit = 2 weeks fees (at full fees) payable before child commences	
Fees	
4 yr old (per day 2 days attendance)	\$31.00
Reduced fees (per day 2 days attendance)	\$12.00

Child of Aboriginal/Torres Strait Background	\$5.00
3 yr old	\$53.00
Per term Maintenance Donation	\$50.00
Christmas Levy (cost of child's Christmas gift and additional craft)	\$25.00
Late Payment Fee	\$10.00
Late Pick Up Fee	\$5.00 per five minutes
****All fees are reviewed regularly and may be subject to change****	

The preschool is self-supporting, so all operating costs such as salaries, cleaning, electricity, water, insurance, etc. must be met by fees and a subsidy from Department of Education. (See Fee Policy) All fees are payable monthly in advance (by internet transfer or cash). Arrangements can be made to pay fees daily, weekly or by the term. Public and school holidays are not charged fees.

If a child is absent due to illness the daily fee still applies, however, in the case of prolonged illness the matter of payment may be referred to the Management Committee. The preschool does not offer "make up" days for time missed through absence as this compromises licensing requirements. If a child has been absent for 2 weeks without an explanation and with fees owing, it will be assumed that the child has left and their place will be filled from the waiting list.

Holding Deposit

It is a necessary requirement that two weeks full fees be paid in advance before your child begins preschool. This money will be deducted from your last account at preschool. This deposit will only be refunded during the year if 2 weeks notice is given that you no longer require the position for your child. (Enrolment Form 1)

Payment of Fees

A monthly account will be sent via email. Payment should be by cash or internet transfer not later than the 14th of each month. Cash will only be accepted before 10am at the office. Change cannot be given. (Enrolment Form 4) All payments should be made directly to the office.

Apart from the Administration Manager (Nerida) and Nominated Supervisor (Jacqui), no other educator should handle fees. Please do not ask them to compromise themselves by accepting fees.

Two Week's Notice must be given before a child is withdrawn from the preschool otherwise two week's fees will be charged in lieu. (Enrolment 1)

All final fee accounts will be issued early in Term 4 to ensure that all fee payments are finalised before the end of the year. Fees will be charged for all of Term 4 even if you choose to finish preschool before the last day unless notice is given prior to 1st November and attendance is ceased.

Account Service Fee This fee will apply to all accounts not paid by the due date and will be charged at the rate of \$10.00 per reminder notice.

Late payment of Fees

If your fee payment is late on more than two occasions (i.e. requiring a Late Fee Reminder to be sent), you will be required to meet with the Nominated Supervisor or a member of the Executive Management Committee to explain why your child's position should not be terminated.

If fees are two weeks late being paid, you will receive a reminder letter / phone call. If the fees are not bought up to date within the specified time on the letter then a second letter will be sent and arrangements must be made to repay the debt. If no money has been forthcoming then the Management Committee may refuse the child attendance at preschool. Legal advice will be sought for the recovery of all monies owing. (Refer Fees Policy) If full payment of fees is not received within 14 days of the date of the letter, the debt will be placed in the hands of The Sheriff's Office for collection. (Enrolment Form 7)

Subsidies

Richmond Preschool has a fee subsidy available to families that hold a current Pension or Health care card. Subsidy claim forms are required to be completed and proof provided. Any parents who feel they may be eligible for a subsidy should enquire at the office. Richmond Preschool is State funded and therefore does not attract CCS (Child Care Subsidy)

Until subsidy forms are completed and approved, all fees will be charged at the full fee rate. Subsidy fees cannot be backdated and are valid from time of application only. Should you be granted a subsidy, the office must be contacted immediately of any change in your financial circumstances. ELIGIBILITY WILL BE RE-ASSESSED EACH TERM. All information provided remains strictly confidential.

PRESCHOOL OPERATIONS

Preschool Management

Richmond Preschool is a non-profit community based service, which is managed by a Parent Management Committee.

The preschools operation is overseen by the management committee. The Director/Nominated Supervisor is responsible for the day to day management of the preschool and is accountable to the management committee.

Members of the Management Committee are parents who have a child attending Richmond Preschool and are a financial member. All parents are encouraged to offer their service as a member of the Management Committee and are invited to our AGM in March. Meetings are held twice a term in the evening at preschool.

Richmond Preschool management committee is comprised of 4 executive roles; President, Vice President, Treasurer, Secretary and numerous general members.

The Management Committee is involved in making decisions in conjunction with the Director/Nominated Supervisor on a range of issues from staffing, purchasing resources, dealing with government departments, undertaking fundraiser's and ensuring the smooth running of the preschool

Fresh faces and fresh ideas are an important part of keeping our preschool an interesting and exciting place for you and your child. We welcome parents to be involved and are always seeking members.

Your registration fee, paid on enrolment, ensures you are a financial member of the Association.

Richmond Preschool is incorporated under the Associations Incorporation Act and operates in accordance with the Constitution.

Quality

Richmond Preschool is licensed by Department of Education (Early Childhood Education Directorate) ECED who ensure all licensing requirements are met.

Richmond Preschool has been assessed against the National Quality Standards for *Early Childhood Education and Care and school care (August 2018)* and is currently rated **meeting** overall. The seven quality areas rating are outlined below. These rating have been awarded in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

We believe in continuous improvement. The educators and staff, management committee and families work together in contributing to our Quality Improvement Plan. Our Quality Improvement Plan (QIP) is available on request to parents of enrolled children.

Funding

Richmond Preschool is funded by DEC to provide education and care to children

- Between 3 to 6 years old
- For a minimum of 15 hours a week (term time)

Funding is dependent on a child's age, equity status and ATSI background. Set fees reflect the funding received.

This is in line with the Government recommendation for all 4 year old children to access 15 hours per week minimum of preschool education. This is State Government funding. Fees received from families make up the difference between funding received and operational costs required. Funding is also received from Department of Education to employ additional needs assistants to provide 1 : 1 support for children with diagnosed additional needs.

Hours of Attendance

Our Preschool is open from **8.15am to 3.45pm**. (Enrolment Form 9)

Richmond Preschool operates on a four-term basis coinciding with normal school terms in line with the NSW Department of Education. We have staff development days at the beginning of Term 1 and end Term 4 each year. Any normal public holidays are observed by the preschool. These are exempt from fees.

Arrivals and Departures

Children can only be in attendance between the hours of 8.15am to 3.45pm. We cannot accept children before or after these attendance times.

In accordance with the Education and Care Services National Regulations, parents / carers are required to sign their child/ren in and out each day of attendance. The sign in Information Book V.26

and out sheets are located on the bench in the foyer and attached to separate clipboards for Blue and Green rooms. Once you have signed your child out their supervision is your responsibility. Please do not allow your children to draw on these sheets as they are legal documents.

Please accompany your child into the preschool and ensure that an educator is aware of your child's arrival. It is important to notify an educator if a different person will be collecting your child. If a person arrives to collect your child without prior written permission (or nomination on the enrolment form) we will not permit your child to be released into their care. This is for the protection of your child. In an emergency, permission can be emailed to the preschool or given by telephone as long as specific identification details are provided.

The preschool should be notified if plans change during the day and someone else is collecting your child, or if an emergency arises (such as car breakdown) and you are going to be late, as children tend to worry if they are not picked up with everyone else. (Enrolment Form 20)

When leaving please ensure all doors close properly behind you and that it is only your child/ren that leaves the premises with you. Please remember not to leave your other children unattended in the car whilst you are collecting your preschool child.

Always ensure that your child is collected at, or before the conclusion of the preschool day. Continual lateness is upsetting for the child and discourteous to the educator. A late fee will be charged of \$5.00 for every 5 minute period or part thereof after 3.45pm. Continual or habitual lateness will result in a request to withdraw your child from the preschool. (Enrolment Form 11)

ENROLMENT DECLARATION

Parents are required to sign various parts of the enrolment form to acknowledge that procedures are understood as well as to verify that all details provided are true and correct. In the event of an accident or emergency, false or misleading information can hinder correct processes from occurring.

Each year families are required to sign a Department of Education Consent Form as some information in regards to each child is used for funding purposes.

FUNDRAISING

Fundraising is a way that preschool can raise additional funds to go towards purchasing extra resources and equipment or adding to our outdoor environment. Fundraising is organized each term and gives families the choice of being involved. We do a range of things, often many can be used for gifts for family members. We value every families efforts in supporting our fundraising.

We are always open to donations, so if you have your own business or know someone who can help us out we would be very grateful.

PHOTOGRAPHS OF THE CHILDREN

During the preschool year we are often taking photographs of the children participating in preschool activities. These photos are used in the children's individual portfolios as a record of their development. The preschool also uses photos for promotional purposes i.e. in displays such as an open day or in a shopping centre display and displays within preschool.

At times the local paper may also photograph the children to use in their newspaper. If you object to your child being photographed and their photo being used to promote the preschool please advise the preschool as soon as possible.

Please be mindful if you take photos of your child at preschool that no other children are in the photo, and be wary when posting photos on social media - it should only be your child. (Enrolment Form 40)

EXCHANGE OF INFORMATION

Richmond Preschool has numerous policies / procedures in place. These are available for you to read if you wish. Please see the Director/Nominated Supervisor for this. Several policies are available at the sign in bench. (Enrolment Form 41)

All correspondence for each family is emailed or placed in your child's locker. Please ensure that you check their locker each time you drop off or collect them. When paying fees, excursion money, raffle tickets, etc. it is best to hand it directly to the office.

The newsletter, which comes out regularly, is an extremely important means of communication and we ask that you read each one thoroughly and note any special dates on your calendar so you can ensure that you always know what's going on. We also ask that you check the noticeboard (located in the foyer) for new developments as well as articles of interest. (Enrolment Form 12)

A space for messages can be found on the sign in / out attendance sheets. Parents are encouraged to jot down any information e.g. where they can be contacted, whom will collect their child that day, (if it is different from the normal pick up) in this space as well as letting your child's teacher know.

Educators will fill you in on your child's day when you pick them up in the afternoon. Please remember to tell the educators of anything that you think might affect your child's day at preschool.

The preschool welcomes parents and caregivers comments and concerns. All complaints will be dealt with in an unbiased and confidential manner.

Parents are encouraged in the first place to advise the Director/Nominated Supervisor of any necessary issues. (please refer to Grievance Policy for further information). Preschool has a suggestion box located at the sign in counter in the foyer. All parents are invited to make comments/suggestions regarding the preschool if they have ideas or feedback.

At Richmond Preschool your child's happiness and welfare are our main concern. If you are worried about your child in any way or just wish to know how he / she is going at preschool please feel free to speak to your child's educator. We are concerned with

children as individuals and assess their needs and development continually. At all times we try to make the preschool an extension of the children's home environment with many new experiences and lots of new friends. As this is usually your child's first real step into the world outside his / her home, we aim to make it an enjoyable and valuable experience which your child will recall with fond happy memories through their childhood.

THE PRESCHOOL ROUTINE

Our preschool program is designed to stimulate children's thinking, communicating, investigating, exploring and problem solving.

Our program is play based, incorporating experiences that help children learn how to interact positively with their peers and adults and to recognise and accept their own feelings and those of others.

Our programme is flexible to cater for the individual needs of the children and their interests but is built around a routine, which is very important to a young child's feeling of security therefore, it is important that children arrive at a time when they can experience the full range of preschool activities.

THE DAILY PROGRAMME

Richmond Preschool implements *The Early Years Learning Framework*. The Frameworks vision is for all children to experience play based learning that is engaging and builds success for life.

Richmond Preschool Kindergarten is guided by the *Early Years Learning Framework*. The aim of the Framework is to extend and enrich children learning from birth to five years and through the transition to school. Fundamental to the Framework is the view of children's lives as characterised by belonging, being and becoming.

Belonging

Experiencing belonging - knowing where and with whom you belong - is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

Being

Childhood is a time to be, to seek and make meaning of the world. Being recognizes the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

Becoming

Children's identities, knowledge, understanding, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of repeated and significant change that occurs in the early

years as young children learn and grow. It emphasises learning to participate fully and actively in society.

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

The Early Years Learning Framework puts children's learning at the core and comprises 3 inter-related elements. Principles, Practice and Learning Outcomes. These 3 elements are fundamental to early childhood pedagogy (early childhood educators professional practice) and curriculum decision-making.

There are 5 learning outcomes which are designed to capture the integrated and complex learning and development of all children from birth to 5 years.

The outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

The Framework focuses on each child's learning. Educators work with families to get to know each child well, Educators listen, watch and talk with each child. They then create a learning program that builds on each child's interests and abilities. Families are kept involved in this continual process.

By working together parents and Educators can enhance the child's learning and well-being.

Our day is made up of the following;

Indoor Activities

These activities are designed to promote a wide range of skills and to encourage independence, creativity and to build self-esteem. The activities offered may include:

- Art (e.g. easel painting, printing)
- Craft (e.g. pasting, collage)
- Skill promotion (e.g. clay, scissors, playdough)
- Manipulative (e.g. lego, duplo, sewing)
- Mathematic experience (e.g. blocks, scales)
- Social skills (e.g. dramatic play, sharing materials)
- Science skills (e.g. nature table, experimentation)
- Books and puzzles with a variety of mediums.

Music / Movement

This is an expressive and creative experience aimed to assist children in developing ability in areas such as:

- Rhythm and beat
- Listening skills
- Movement and creativity
- Body awareness
- Spatial relationships
- Gross motor skills (e.g. co-ordinations - large muscle skills)
- The naming and playing of a variety of musical instruments.

Language / Maths / Science

As well as in a group situation such areas as language, science and maths are evident throughout the day in all areas of the programme. Within the group situation the experiences are extremely varied. A small example of these includes:

Story, group discussion, perception, correct "book" terminology (e.g. author, title, spine, etc)

Picture talks (personal experiences, vocabulary, and freedom of speech).

Science experiences (conservation, curiosity, experimentation, exploration / investigation, identification, and discovery).

Maths (comparing, counting, ordering, grouping writing)

Outdoor Activities

The planning of the outdoor programme takes into consideration many developmental areas and interests some of which include:

Water / Sand play - concepts, volume, conservation, sensory exploration, social skills (e.g. sharing, interaction, co-operation, calming experience.)

Dramatic Play, Music, Art / Craft, manipulative equipment.

Climbing equipment - confidence, spatial relationships, large and small muscle exercise.

Interaction with the natural environment - gardening, bug finding.

Morning and Afternoon Activities

Children's interest and fine motor development are considered when planning for these activities which can include:

Manipulative Equipment (threading)

Educational Games (lotto, opposites, pairs)

Dramatic Play (puppets, felt boards)

Drawing (textas, pencils, rulers, free drawing and writing activities)

Our program supports the development of early language, literacy and numeracy skills and readying children socially and emotionally for the transition to formal schooling.

Technology

The preschool has iPads in each room for the children to use. We aim for the children to become familiar with iPads and programmes / apps as well as to become familiar with using the interactive whiteboard.

School Readiness

At Richmond Preschool we believe that the children are preparing for school from their first day. We feel that it is important for children to be socially and emotionally prepared for school, to be confident and independent individuals. When children are socially and emotionally competent, then learning skills and knowledge required for successful school transition is much easier and successful for them.

Children are supported to develop skills and knowledge appropriate for their skills and abilities.

We work collaboratively with our families, schools and other community organisations to ensure good outcome for all our children.

School readiness is not a separate programme but an integral part of our everyday

programme as we nurture all areas of childrens growth and development.

Waiting

Part of your child's day at preschool involves waiting, whether it is for outdoor play, morning tea or a turn at an activity. This process helps to develop patience and understanding of others needs. For this reasons we ask that you do not pull up another chair to a table. The number of chairs depends on the space needed or the material available for an activity. We ask that you respect this and redirect your child to another activity by explaining that there isn't room right now but there will be a chance to have a turn later on.

Lockers

Children are allocated a locker in which to keep their possessions. The lockers have picture symbols on them so the children can remember which locker is theirs. Please place all your children's belongings into their locker.

Birthdays

Your child's birthday can be celebrated at preschool by sending along a simple cake or small cupcakes, pikelets or fairy bread. This is shared amongst the children in their room (usually 20). The children enjoy sharing this special time with their peers and educators. Children that have dietary requirements can provide their own cakes for these occasions.

News Time

Children are encouraged to bring items of interest for the nature table or for inclusion in discussion groups. The children participate in "News" as well. A letter explaining this and a "News" roster is sent home at the beginning of each term.

Special Visitors

The children receive visits from performers throughout the year. Written consent and payment is required prior to each performance. The children are not taken on any excursions involving motor transport. From time to time we may walk over to the Nursing Home to entertain the residents or to the shops, park or library. Notification will be given prior to this and risk assessments are undertaken.

Nutrition

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. (Appendix 3 Nutrition Policy)

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 morning tea and lunch for your child. Richmond Preschool provides water for your child whilst at preschool. Please be advised of recommended foods and foods not recommended for preschool. We believe that encouraging good nutrition now, sets patterns for healthy eating later in life.

Please be aware that some products may appear to be healthy but are actually high in sugar, salt and fat. Richmond Preschool abides by Department of Education regulations in relation to nutrition and supply of food.

Food allergy awareness and anaphylaxis

Richmond Preschool has a policy relating to food allergy awareness and anaphylaxis. The aim of our policy is to ensure that any child, with severe allergies who attends the preschool is provided with an environment that is as safe as possible and allows them to participate in the daily routine without the risk or fear of being exposed to traces of their allergen.

For a small but significant number of children with food allergies, minute amounts of certain foods when ingested can be life threatening.

All parents and caregivers are asked to think carefully when packing their children's lunchboxes limiting and avoiding such items as peanut butter, nuts and Nutella.

Preschool provides water for your child to drink at lunch and snack. Bubblers are readily accessible to the children throughout the day.

Meal times at preschool are a happy, social event. Children are encouraged to follow hygiene procedures e.g. hand washing and to exercise and practice acceptable social skills.

The children's lunch can be packed into the same box as their snack. This way the children will begin to identify what they eat at each time of the day. (Enrolment Form 38)

Quiet Time

Richmond Preschool does not have a formal rest time. If your child requires a rest preschool educators will provide a space for your child. All children are encouraged to have a short quiet time after snack and if they need it throughout the day.

A FEW HELPFUL HINTS TO HELP YOUR CHILD WHEN THEY ATTEND PRESCHOOL

Each child should bring a small bag or backpack with their things in it to preschool. Your child should be able to open this easily so as to put their things away and get things out on their own. The bag should remain in your child's locker during the day.

What your child needs to bring to preschool?

- 2 full change of clothes (Seasonal)
- Wide-brim sunhat (all seasons)
- Sandals and/or shoes NO THONGS or slip on shoes please
- Lunch and snack (refer to our Nutrition Policy for further suggestions)
- Water bottle containing WATER ONLY

Clearly label all possessions and clothing with your child's name including lunchbox, bags, shoes & socks, etc. This prevents any confusion over ownership.

Preschool T-shirts, sweat shirts and hats are available for sale from the office.

Richmond Preschool has facilities for nappy changing but we do encourage that your child be toilet trained or wears pull ups to assist them in their developing toileting skills whilst they are at preschool. During your child's 1st term at preschool educators will endeavour to have your child wearing underpants. This process requires educators and families to work together.

As we aim to encourage children's independence we ask that you assist us by dressing your child in non-restrictive and serviceable clothes so they feel free to join in all activities. For this reason we ask that thongs, gum boots and "party" shoes not to be worn daily to preschool, sneakers and sandals are more practical shoes. Braces, belts and overalls also prove difficult for children to manage. Allowing your child these comforts assists in fostering your child's independence.

Money and jewellery (other than pierced earrings) should not be sent to preschool with your child.

We ask that toys not be sent to preschool as problems arise with toys that get lost or broken during the day.

GENERAL INFORMATION

Parents are welcome to visit the preschool at any time. The children and educators love to have people come for a visit to share their special skills with us. Please let us know if you have a skill or interest to share e.g. instrument piano/ guitar etc., handiwork skills knitting, painting, cooking or dance and movement etc.

Your child's educators are always happy to discuss your child with you. In fairness to the other children and in lengthy or confidential matters we ask that you make an appointment with an educator so that the matters are given the attention they deserve. (Enrolment Form 14)

Parent Helpers

For those parents who wish to be involved in the preschool activities, we invite you to help out during the afternoon. This will give the children an opportunity for more 'one to one' or small group work.

If you are interested in helping out it would be very much appreciated. Please chat to one of the educators and we can work out what is best for all.

Change of Information

It is important that we have current phone numbers that we can get in contact with you and that we have at least one Emergency Contact for your child.

The preschool **MUST** be notified **IMMEDIATELY** if your home or work phone number changes. We must always have your current phone number in case of an emergency. The preschool must also be notified if you have changed your emergency contact details.

Educators will not let your child leave with anyone that you have not authorised to collect them. Please ensure you inform educators of anyone other than yourself that will be picking up your child.

HEALTH

Child Protection

The Preschool educators have the legal obligation to notify NSW Communities & Justice Child Protection Help Line, of any concerns or suspected concern that they may have that a child is at Significant Risk of harm in relation to the Physical, Sexual, or Emotional abuse and neglect of a child in their care. Preschool educators are Mandatory Reporters. (Enrolment Form 36)

Illness

The Director/Nominated Supervisor reserves the right to:-

Call in medical advice if considered necessary.

Send home any child who, in the opinion of the Director/Nominated Supervisor, has an infectious or contagious illness or is not well enough to be at the preschool.

Parents are requested to notify the Director/Nominated Supervisor if their child has an infectious or contagious illness and to observe the usual isolation and exclusion from preschool period. (Refer Infectious Diseases Policy)

Parents we asked not to bring sick children to preschool. Educators have the right to refuse children to attend preschool if they have any of the following and/or appear unwell.

- High temperature
- Vomiting
- Eye discharge
- Diarrhea
- School sores
- Scabies
- Lice
- Common cold

Preschool is not the place for an unwell child. If a child is at preschool when unwell they are also putting other children and educators at risk of infection. It is up to educators discretion in consultation with the Director/Nominated Supervisor if a child is not well enough to remain at preschool.

The close proximity of many people in a preschool increases the risk of cross infection not only among children, but also among educators.

For the well being of the children and educators, any child entering the preschool must be well enough to participate in all preschool activities. If in the opinion of the educator a child is not well enough to be at the preschool the Director/Nominated Supervisor or the person authorised, will notify the parent or guardian. If there is some difference of opinion between the parent and the educator about whether the child is showing symptoms of an infection, we will ask you to provide us with a letter from your doctor stating that your child is fit to return to the preschool and can take part in normal activities.

If your child has an accident, the preschool educators will fill in an Incident Injury Trauma Report. You will be asked to sign this form on arrival, to indicate that you have been informed of the incident.

IF URGENT MEDICAL, DENTAL OR HOSPITAL ATTENTION IS REQUIRED, IT WILL BE SOUGHT WITHOUT DELAY. (Enrolment Form 29)

Immunisations

On enrolment parents/carers are to provide an up to date Australian Immunisation Register (AIR) Immunisation History Statement and provide an update when the child receives their 4 year old immunisations.

Immunisation is not compulsory but if your child's immunisations are not up to date attendance at preschool is unavailable. If your child is NOT immunised and fits the criteria for a medical exemption, then an AIR Immunisation Medical Exemption form must be completed by your GP and provided to preschool.

In the event of an outbreak of a vaccine preventable illness in the preschool, the Public Health Act requires us to notify the NSW Health. It is NSW Health Policy that children who are not immunised remain at home for the duration of the outbreak. (Enrolment Form 27)

NSW Immunisation Schedule			
Funded October 2021			
Childhood vaccines			
Age	Disease	Vaccine	Information
Birth	Hepatitis B	H-B-VAX II OR ENGERIX B (IM)	Within 7 days of birth (ideally within 24 hours)
6 weeks	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	ROTARIX: Dose 1 limited to 6-14 weeks of age BEXSERO: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023
	Pneumococcal	PREVENAR 13 (IM)	
	Rotavirus	ROTARIX (Oral)	
	Meningococcal B (Aboriginal children only)	BEXSERO (IM)	
4 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	ROTARIX: Dose 2 limited to 10-24 weeks BEXSERO: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023
	Pneumococcal	PREVENAR 13 (IM)	
	Rotavirus	ROTARIX (Oral)	
	Meningococcal B (Aboriginal children only)	BEXSERO (IM)	
6 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA (IM)	Children ≥6 months with at risk conditions for IPD† are recommended to receive an additional dose of PREVENAR 13 - see AIH* Aboriginal children ≥6 months with certain at risk conditions may require an additional dose of Bexsero - see AIH*
12 months	Meningococcal ACWY	NIMENRIX (IM)	Bexsero: Prophylactic paracetamol recommended. Catch up available for Aboriginal children <2 until 30/06/2023
	Pneumococcal	PREVENAR 13 (IM)	
	Measles, mumps, rubella	MMR II OR PRIORIX (IM or SC)	
	Meningococcal B (Aboriginal children only)	BEXSERO (IM)	
18 months	Diphtheria, tetanus, pertussis	INFANRIX OR TRIPACEL (IM)	
	Measles, mumps, rubella, varicella	PRIORIX TETRA OR PROQUAD (IM or SC)	
	<i>Haemophilus influenzae</i> type b	ACT-HIB (IM OR SC)	
4 years	Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV OR QUADRACEL (IM)	Children with at risk conditions for IPD† are recommended to receive an additional dose of PNEUMOVAX 23 - see AIH*

In case of any adverse reaction, please keep your child at home for at least 24 hours after immunisation.

Infectious Diseases

Richmond preschool has adopted NSW Health's recommendations regarding the exclusion of children from the preschool because of illness, as outlined in their pamphlet "Some Infectious Diseases of Children" and "Staying Healthy Preventing Infectious Disease in EC Education and Care Services" book.

All parents will be notified of any common infectious disease outbreaks at preschool, by notices posted on the parents' noticeboard and through newsletters. These will outline the symptoms of the infection, exclusion / infection control and treatment required. (Refer Infectious Diseases Policy)

If you are at all concerned, the best option is to see your Doctor for advice.

Recommended minimum exclusion period is 1 week.

Children will be required to be kept at home whilst contagious and not return to preschool until the infection has been treated and can no longer be passed on.

Allergies and Medical Conditions

It is essential that the preschool is made aware of any allergy, medical condition (ie asthma, diabetes) or medication (short or long term) that a child may have e.g. bee stings, epilepsy, hearing, sight, language difficulties and long term medication. This information is to be included on the enrolment form. This is a parent / carer responsibility and needs to be updated regularly.

Some children require Asthma medication whilst at preschool. Parents / carers are to provide a current Asthma Action Plan from the child's doctor and include medication and spacer for medication to be administered. Allergy / Intolerances / Asthma lists will be displayed classroom. (Enrolment Form 19)

Medication

Only prescribed medication with an Action Plan completed by your child Doctor will be administered i.e. Ventolin.

If your child needs medication during their preschool day it IS the parent's (you) responsibility to come in and administer it. If a child needs medication to be at preschool then maybe they are not well enough to attend. (Enrolment Form 23)

One dose of paracetamol will be administered to your child with a temperature of 38C or over. Permission on the enrolment form must have been signed and phone contact will be made. We will also require your child to be picked up from preschool at this time.

Emergency Administration of Paracetamol Procedure

If a child develops a temperature of 38 degrees C and parental permission for Paracetamol administration has been given, and parent / guardian cannot be contacted, the Director/Nominated Supervisor will authorise one dose of paracetamol as per instructions on bottle, to be administered and 2nd educator will witness this. The educator administering the paracetamol will write this up in the incident book (Administration of paracetamol form) recording all details and 2nd educator will witness again. (Enrolment Form 28)

If contact cannot be made with parents or emergency contacts and Paracetamol authority form has not been completed the child's temperature will be checked again after 30 minutes. The Director/Nominated Supervisor will ring a doctor or ambulance if deemed urgent. No more than one dose of Paracetamol (age appropriate) will be given.

Emergency Administration of Ventolin / EpiPen

If a child develops sudden onset of asthma or anaphylaxis symptoms and is not known to suffer from this, educators may administer either preschools emergency Ventolin puffer or EpiPen to relieve symptoms whilst parents / emergency services are contacted. (Enrolment Form 24)

Sun Safety

To protect your child from the sun we ask that you provide a legionnaire, bucket or broad rimmed hat. If a hat is not provided then they will be unable to participate in the outdoor activities. We will protect your child by asking them to play in the shade or on the verandah. Richmond Preschool has a small number of spare hats that can be loaned to your child. Please place their hat in the top of their locker on arrival for easy access. Richmond Preschool hats are available for purchase from the office.

Richmond Preschool supplies sunscreen for your child/ren. On arrival please apply sunscreen to your child and sign that this has been done. Educators will assist children in applying sunscreen if they have not had any applies. Children will be educated and assisted in applying their sunscreen at other time of the day.

Ensure that your child's shoulders are adequately covered. Sun dresses need to have a T-shirt worn underneath for adequate protection when playing outside.

Emergency Evacuation

The preschool regularly practices emergency evacuation procedure, to ensure the child's safety is maintained.

Evacuation Plans are located near each external exit. Parents are encouraged to familiarise themselves with these.

APPENDIX

- 1 Roles of the parent management committee
- 2 Grievance Procedure
- 3 Nutrition Policy
- 4 Sun Protection Policy

ROLES OF COMMITTEE POSITIONS

All executive committee members will work closely with the Director/Nominated Supervisor and Administration Manager.

President - chairs the meetings, helps with any problems arising with the administration, counter signs cheques as needed and notes down items to be included in the monthly newsletter. Makes sure all matters arising at the meeting are followed through.

Vice President - assumes the duties of the President in his / her absence, assists the President when needed and counter signs cheques.

Secretary - records minutes of meetings, notes any correspondence, holds minute books, correspondence and constitution, counter signs cheques.

Treasurer - writes up the income and expenditure each month, submits a treasurer's report at the monthly meetings, counter signs cheques.

General Committee - A minimum of 2 people are needed - attend preschool meetings once a month.

Fundraising Officer - organises fund raising at least once a term i.e. raffles, stamping books, folding tickets, balancing monies collected and banking same etc, enlists help from the committee, counter signs cheques.

Fundraising Committee - 2 - 3 people to support the fundraising officer and assist with fundraising activities.

Public Officer - The Committee is responsible for managing the association and appointing a Public Officer. The Public Officer is responsible for lodging documents and is the primary contact in the organisation in dealing with legal aspects required in conducting the business activities of the Preschool. The Director/Nominated Supervisor currently fills this role.

The Management Committee meets twice a term at 7pm for about one-hour. The Management Committee is involved in decision-making regarding items such as policy development, staffing, purchasing, promotion, fundraising, programme development and general management in consultation with the Director/Nominated Supervisor. Fresh ideas are always welcome.

GRIEVANCE POLICY

Rationale

For open communication throughout the preschool there needs to be appropriate lines of communication for both parents and educators. Having these lines of communication to follow will ensure any issues may be addressed without any undue stress. This will promote the efficient operation of the preschool and enhance a positive environment for children, parents and staff.

Aim

For parents and educators to understand and acknowledge appropriate lines of communication in voicing grievances about any issues pertaining to the preschool and its operation.

Parents

Any grievances pertaining to the preschool should be addressed directly to the Director/Nominated Supervisor (in the Director/Nominated Supervisors absence the certified Supervisor).

All grievances brought to the attention of the Nominated Supervisor will be documented, dealt with and put in the grievance folder.

Grievances or concerns of parents must be dealt with through the Director/Nominated Supervisor, not initially through the committee or educators. Educators should refer parents on to the Director/Nominated Supervisor if they have a grievance (other than directly in regards to their child- this can be initially dealt with by their teacher.

If the Director/Nominated Supervisor cannot resolve the concern after consultation, then the concern should be put in writing and handed to the Director/Nominated Supervisor.

The Director/Nominated Supervisor shall read it at the next committee meeting for the committee to resolve. If the concern is urgent, the Director/Nominated Supervisor will consult the President immediately upon receiving the letter.

If, after the committee ruling, you feel your concern has not been resolved, you may send a letter to the ECEC Services for final attention.

If a parent of the preschool has a complaint in relation to the Director/Nominated Supervisor and they have already attempted to resolve this with them, they will be encouraged to put this in writing to the Management Committee. If this is deemed an urgent issue it will be dealt with directly by a member of the Executive Committee. A meeting between Management, parent and Director/Nominated Supervisor will be arranged. If the Management Committee cannot resolve this matter the assistance will be sought through ECEC.

Please note it is most important that the above procedures be strictly adhered to, ensuring open communication between the Director/Nominated Supervisor and parents.

NUTRITION POLICY

Aim

- Encourage healthy eating habits in young children by ensuring parents provide children with nutritious food for the day at preschool.
 - Provide parent education regarding healthy food and drink options for children.
 - Reinforce healthy eating habits and good nutrition through the preschools program.
 - Provide a positive eating environment which reflects cultural and family values
 - Follow the key messages outlined in Munch and Move and support the National Healthy Eating Guidelines for Early Childhood settings.

Implementation

- Richmond Preschool recognizes the importance of healthy eating to the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care.
- All families will be provided with a copy of the Nutrition Policy at orientation and enrollment.
- Richmond Preschool will provide all parents with information regarding healthy eating habits via the Parent Information Book, reminders in the newsletter as well as information passed on from Hawkesbury District Health Services and by distribution of any N.S.W. Health literature/pamphlets.
- Promote the key messages from *Get up and Grow*.
- A list of recommended and discouraged food will be given to all families and displayed on each fridge and the notice board from time to time.
- Parents are asked to place all foods in the fridge in the child's room upon arrival at preschool. All food should be clearly labeled with their child's name.
- Richmond Preschool provides drinking water at all times via a 3 bubbler trough on the verandah.
- We support mothers who are breastfeeding
- At lunch and snack water is provided for the children.
- Children can bring water to preschool in a drink bottle
- Richmond Preschool will provide a lunch for children who do not bring anything (i.e. basic sandwich or Jatz and cheese).
- Food is not reheated
- We will support families in providing healthy food and drink to their children.
- Children are exposed to food of different cultures via cooking experiences. Children are encouraged to try the different food. Discussions are a follow up to the experience.
- Children and educators wash their hands before handling food or eating meals and snacks
- Children are encouraged to participate in a variety of 'hands on' food preparation experiences
- Food awareness activities will be included in the preschool programs to foster awareness and understanding of healthy foods and drinks. Ingredient notes will be displayed for parents/carers.

- Where there is a family with cultural practices regarding food, Richmond Preschool will ensure these are respected and adhered to. There is an opportunity on the enrolment form to inform staff of such practices.
- Where there is a child with an allergy to a certain food / food group Richmond Preschool will try to ensure the child does not come into contact with this food (see Safety Policy and Food Intolerance/ Allergy Policy) and consult with families to develop individual management plans.
- Children who have allergies or intolerances will have an alternative food supplied for them by their family so that they can celebrate special occasions with the other children.
- Food that does not meet requirements as set out in the Information Book will be sent home. Richmond Preschool will provide suitable replacement if no other food has been provided for the child. Educators will explain to child and parent why the food is not suitable.
- Ensure that children do not have access to foods that may cause choking
- Foods that children are encouraged to bring are from the 5 healthy food groups.
- We will ensure Children are supervised when they are eating or drinking.
- Educators will access appropriate professional development when offered to enhance their knowledge about early childhood nutrition.
- Richmond Preschool educators are aware of Australian Dietary Guidelines
- Food preparation will be carried out on hygienic surfaces (see hygiene policy).
- The temperature of the refrigerator will be monitored to ensure it remains around 3.5 degrees C or below.
- Food is stored and served at safe temperatures ie below 5C or above 60 C
- Separate sinks are used for craft and food preparation/washing up.
- All food will be handled using tongs, and/or gloves, and/or washed hands.
- Children will be discouraged from handling other children's food and utensils.
- Educators create a relaxed atmosphere where children have enough time to eat and enjoy their food as well as enjoying the social interactions with educators and other children.
- Educators role model healthy food and drinks.
- Food is not used as a reward or incentive.
- Educators communicate regularly with families and provide information and advice on appropriate food and drink to be included in childrens lunchboxes. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation and informal discussions.
- Special occasion food (e.g. birthdays, Christmas parties, topic associated) is provided from time to time. Educators will ensure children consume this food safely i.e. consideration of content and amount.
- Being a Department of Education funded service, Richmond Preschool is required to meet certain guidelines and standards, one of those being providing nutritional advice and encouragement to families.

Please do not send the following foods

- Packetchips/twisties/corn chips/cheezels etc
- Peanut butter
- Lollies
- Anything chocolate
- Chocolate, cream or iced biscuits
- Nutella
- Nuts
- Flavoured milk
- Iced cake

- Fairy bread
- Fruit lollies
- popcorn
- Jelly /jelly cups/fruit jelly
- Desert cups e.g. yogo

Some lunch time ideas:

Sandwiches (on variety of breads e.g. pita, pocket, rye, multigrain, Lebanese, mountain bread)

- | | |
|------------------|---------------|
| - salad | - vegemite |
| - egg | - salmon/tuna |
| - cottage cheese | - chicken |
| - ham | |
-
- Baked beans
 - Spaghetti
 - Rice salad
 - Yoghurt
 - Tinned fruit (no added sugar)
 - Baked vegetable slices
 - Rissole/fish cakes
 - Dried fruit e.g. sultanas, prunes, dates, apricots, etc
 - Vegetables e.g. cucumber, celery, tomatoes, baby beets, snowpeas, carrot sticks, capsicum
 - Fruit
 - Fruit salad
 - Noodle salad
 - Custard
 - Cheese
 - Rice crackers
 - Salada/Vita Wheat

Remember to ensure your child's lunch is SAFE, please store it in the classroom refrigerator. Please place an icebrick into your child's thermal lunch bag to ensure inside temperature is kept cold. Food poisoning can result from incorrect storage of food so store lunches safely.

This policy is reviewed annually.

Appendix 4

SUN PROTECTION POLICY

Rationale

Early Childhood services have the responsibility to guide and educate young children towards the dangers of sun exposure.

Aim

- The aims of the Sun Protection Policy is to promote among children, educators and parents:
- Positive attitudes towards skin protection.
- Lifestyle practices that can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision-making about skin protection.
- Awareness of the need for environment changes in schools to reduce the level of exposure to the sun.

Implementation Strategies for Skin Protection

As part of general skin protection strategies:

1. Children will wear SunSmart hats which protect the face, neck, ears and head when outside. Broad brimmed, bucket and legionnaire style hats are ideal. Parents/carers will be informed of their suitability and discouraged from supplying caps and visors for their children.
2. Outdoor activities will be held in shaded areas whenever possible. Activities will be moved to ensure they remain in the shade throughout outdoor play time. Hats, SunSmart clothing and sunscreen are still needed when in the shade.
3. The preschool will incorporate sun and skin protection awareness activities in teaching and learning programs. Sun protection information will be promoted to educators, families and visitors through newsletters, notices on noticeboards and displays.
4. Parents/carers must provide their child/children with a SunSmart legionnaire, bucket or broad brimmed hat to be worn at the preschool or on excursions. A hat must be worn in the playground from 8.30am. - 3.30pm. by all educators and children.
5. Parents/carers are required to send the child to preschool in sun safe clothes that protect their shoulders, neck and backs and stomachs from sun damage. As well as being loose fitting, it should cover as much skin as possible. For example, loose-fitting shirts with sleeves and covered necklines, and longer-style skirts, shorts and trousers. Children will be encouraged to wear a tshirt over clothes that don't protect their shoulders from the sun, whilst outdoors.
6. If a child does not have a hat then those children will be asked to play in the shade and/or the preschool will provide them with a SunSmart hat. (No hat-play in the shade)
7. If parents/carers provide sunscreen for their child/children if they are allergic to sunscreen then this will also be applied at the recommended intervals, with assistance from educators. Parents/carers need to provide a SPF 30+ broad spectrum water resistant sunscreen.
8. A reminder note will be sent home to parents who forget to provide their child with a hat and sun smart clothing, outlining the importance of wearing a hat and sun smart clothing.

9. If the weather is very hot (ie. over 35 degrees Celsius) then the children will be kept indoors. If heat is moderate to high (ie. 30 - 35 degrees Celsius) play will be confined to the sandpit/verandah and only shaded areas. Hats, SunSmart clothing and sunscreen is still needed if play is in the shade.
10. Children will be encouraged to take part in quiet activities set up outdoors rather than active ones when it is hotter.
11. Program times and activities are altered depending on the heat of the day so outdoor play is undertaken at the coolest part of the day. This minimises time spent outside during peak UV periods. During October to March, educators will minimise playtime outside between 11am and 3pm, play will be held early in the morning. Sun protection practices are required at all times. From April to September, sun protection practices during outdoor play should still be monitored. Outdoor activity can be planned at any time of the day. Sun protection practices are required between 10am and 2pm. Educators need to be aware of the daily UV index. If 3 or above then sun protection needs to be adhered to regardless of the time of year.
12. Children will be encouraged to drink water from the bubblers during outdoor play to keep hydrated. Additional drinks will also be offered throughout the day
13. Parents/carers are asked to sunscreen their child with a SPF 30+ broad spectrum water resistant sunscreen, on arrival at preschool and then make note of this on the sign in/out sheets (by signing). Children who have not been signed off on the list will be assisted in applying sunscreen. Educators will assist in applying cream to the child's face and the child will be encouraged to sunscreen their arms and legs.
14. It is recommended that sunscreen be put on liberally approximately 20 minutes before outdoor playtime. Educators will assist children in applying their own sunscreen (to eliminate cross infection of skin infections).Sunscreen will be reapplied. Educators will supervise and assist children in reapplying their sunscreen.
15. Richmond Preschool will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Shade assessments will be undertaken regularly.

Educators will:

1. Be expected to practise sun protective behaviours including wearing SunSmart hats such as a bucket style, broad brimmed or legionnaire , applying 30+ broad spectrum water resistant sunscreen 20 mins before play and wearing clothing that is protecting them from sun exposure as well as wearing sunglasses that meet Australian standard 1067. Educators should also ensure that they utilise shade where they can. Educators are role models for the children and families who use the preschool. All visitors (parents) will be required to be SunSmart.
2. Ensure preschool provides a broad spectrum waterproof sunscreen that has a sun protection factor of 30+.
3. Direct children to use shaded areas where possible. Activities will be portable and moved to shaded areas throughout the day.
4. Read and implement practices contained in Cancer Council publications: SunSmart Childcare - A guide for service providers.
5. Monitor and make note of use by date of sunscreen on decanted containers (sticker on side of bottle).
6. Educators will conduct a shade audits to check out any variances in seasonal shade patterns. Adequate shade for the outdoor area will be provided and maintained.

7. If a child comes into preschool sunburnt, then the parent/carer will be asked to sign a form acknowledging that the sunburn occurred outside of preschool attendance whilst the child was in their care,

When enrolling, parents/carers will be:

1. Informed of the Sun Protection Policy which is available to all educator, families and visitors (in Information Book).

Requested to provide:

- a hat (either broad brimmed or legionnaire style) for use in all outdoor activities.
- shirts and tops with collars and sleeves for their child.

2. Encouraged to practise skin protective behaviour themselves as positive role models for children.

3. Sign the enrolment form to acknowledge their understanding of their responsibility to provide a hat for their child.

4. Shown where the sunscreen is and sunscreen applied column on the roll.

Richmond Preschool will regularly monitor and review the effectiveness of the sun protection policy. This policy will be updated and submitted to Cancer Council NSW every 2 years to maintain SunSmart status.

This policy is reviewed annually.

