



## INDEX

---

Introduction

---

Philosophy

---

About the Pre-School

---

Policies

---

Enrolment

---

Parent Involvement

---

The Program

---

Children with Special Needs

---

Transition to School

---

Routines

---

Children's Requirements

---

The Staff

---

Child Protection

---

Information

---

Some suggestions for beginning Pre-School

---

Visitors to the Pre-School

---

Children's Shows and Excursions

---

Fees

---

Confidentiality

---

Complaints

---

Children's Medication

---

Accident and First Aid

---



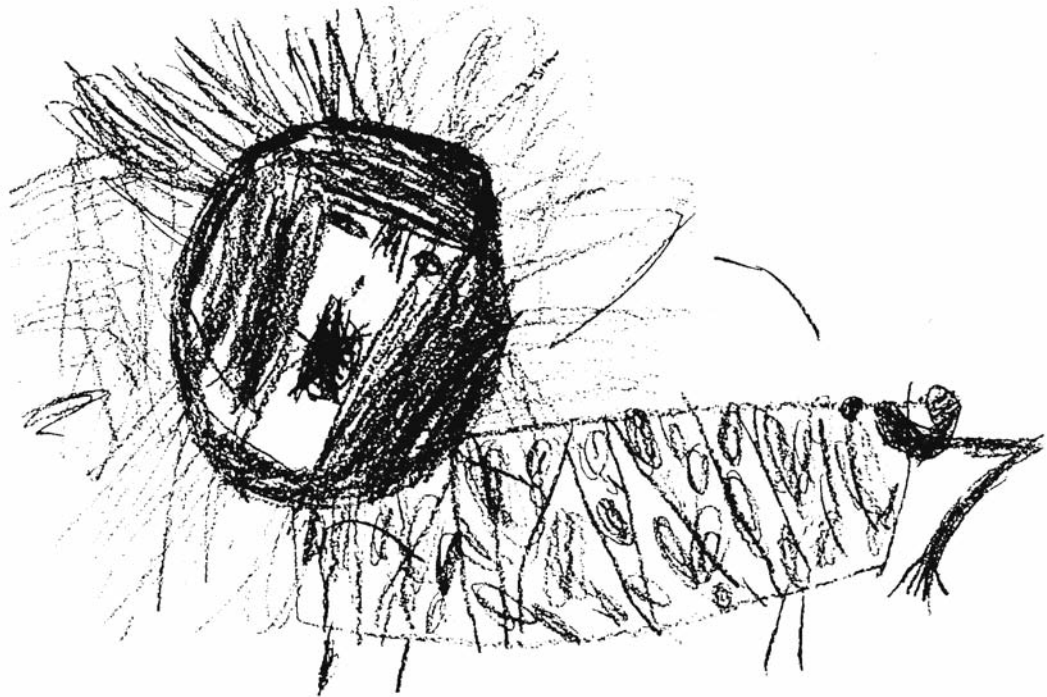
## INTRODUCTION

Welcome to the Scone and District Pre-School Incorporated. We hope that your association with us will prove to be happy and rewarding.

We aim to provide a friendly, secure atmosphere in which children are valued and encouraged to develop independence, self regulation and self esteem.

The early years of a child's life are recognised as vital years in development. Positive experiences at pre-school will give children a head start for future learning.

Please read the information in this booklet and keep it for future reference.





## SCONE AND DISTRICT PRE-SCHOOL PHILOSOPHY

At Scone and District Pre-School we believe all children should have the opportunity to experience quality education and care. We are committed to working with children, families and the community to provide better outcomes for children.

- The curriculum we provide is based on the outcomes of the Early Years Learning Framework. Educators assess children's learning and plan from this on an ongoing basis. Our belief is that children have the ability to co-construct knowledge and share in decision making. We give children the chance to engage in experiences that promote respect, wellbeing, identity, relationships with others and a sense of self and their place within the community.
- We as educators advocate for children and have their best interest at heart. We aim to be their partner and support learning providing enriching play that is meaningful and relevant to each child.
- Through reflective practices and ongoing learning we as educators are able to improve our practices and outcomes for children.
- We value the knowledge that families have of their child and encourage them to share this in many different ways. Through open communication we can develop a climate of respect and trust that builds a great relationship.
- We facilitate learning through sustainable practices and we encourage the children to care for their environment on a daily basis. We investigate and explore ways that we can reduce our footprint through the use of man-made products and being more mindful about our use of natural resources such as water.
- We are a community based Pre-School and believe that we are an integral part of the local community. We aim to develop and foster relationships with local organisations, with our assistance and encouragement families are able to engage with other local services.
- We encourage awareness, acceptance, tolerance and understanding of the diversity within our community including the indigenous heritage of Aboriginal and Torres Strait Islanders, international cultures as well as other differences.



**Comments/Suggestions (Place your feedback here and give back to the Pre-School)**



## ABOUT THE PRE-SCHOOL

Scone and District Pre-School Incorporated is a community-based centre administrated by a committee of parents using the centre. Other community members may also be elected to the Management Committee.

The Management Committee is elected at the Annual General Meeting held in February and consists of executive members, the President, Vice-President, Secretary, Treasurer and a minimum of three general members, one of whom takes responsibility in assisting with the co-ordination of fund-raising activities. The Management Committee meets each month on a day determined by each the committee.

The Pre-School is a non-profit making organisation. Income is derived from fees, a State Government subsidy and fundraising.

The Pre-School is licensed by the Early Childhood Education and Care Directorate must comply with the Children's Services Regulation set by the Department.

Changes in the structure of early Childhood Education in Australia have been introduced by the Federal Government as the National Quality Agenda which is establishing a National Quality Framework which includes a national legislative framework consisting of the Education and Care Services National Law and National Regulations. Also included is a system for assessment and rating for early childhood services titled the National Quality Standard (NQS) and an educational program titled the Early Years Learning Framework (EYLF).

The Australian Children's Education and Care Authority (ACECQA) is a new national body which has been established to work with state and territory governments to implement these changes to childrens early education and care over several years.

As a result of these changes, the Pre-School is now licensed by the NSW Department of Education and Communities and will participate in the regular assessment and rating process as required.

New terminology applies in several areas:

The Management Committee takes on the role of Approved Provider

Teaching staff members are appointed as Certified Supervisors and one, usually the Director, is appointed as Nominated Supervisor

One member of the teaching staff is appointed as Educational Leader

All staff members working with children are termed Educators

Information regarding Management Committee and staff members' role is on display on notice boards in the foyer and in rooms 1 and 2.



## POLICIES

The Pre-School maintains many policies in the following areas:

Management

---

Children's enrolment and related procedures

---

Staff employment and related issues

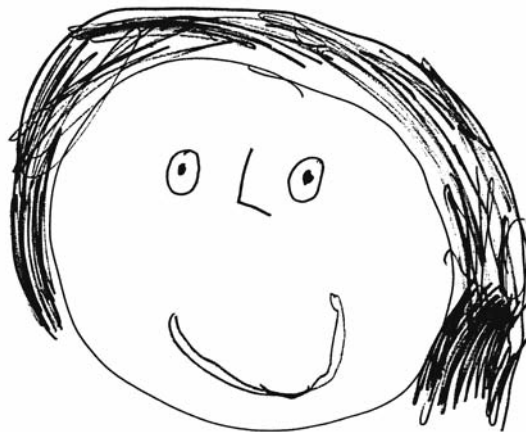
---

Health and Safety – Illnesses, emergencies, nutrition, and indoor and outdoor safety.

---

Folders of policies are kept in the parent library for your information. A full list of current policies is supplied with this booklet. Copies of individual policies are available on request.

Information from these policies most relevant to your child's enrolment at pre-school are summarised in this booklet.





## ENROLMENT

The Pre-School is licensed to enrol children from three to five years of age.

The Pre-School's policy is to place older children first regardless of the time of their placement on the waiting list.

Exceptions may be made in the case of children who may be at risk or with additional needs who may be enrolled ahead of older children.

Children's names may be placed on the waiting list at any time.

Information required for enrolment (at commencement of attendance) includes:

A completed enrolment form which contains details of:

- The child's birth certificate which must be verified by the authorised supervisor

---

- Immunisation History Statement from Medicare Australia

---

- Details of any special requirements (e.g. health issues, disability, religion, custody, etc.)

---

- Emergency contacts and all relevant telephone numbers

---

- Agreements to be signed by each child's parents or guardians regarding enrolment

---

Permission for certain activities that may be included in the program (e.g. for photographs, social media, contact with visiting animals, application of sunscreen etc.)



## PARENT INVOLVEMENT

We welcome your involvement in the operation of the Pre-School in many ways:

**The Management Committee:** The Committee is elected at the AGM each year. Details of members etc. are published in the Pre-School newsletter of the year and displayed at the Pre-School.

---

**Fundraising:** The Management Committee may plan for various fundraising activities or choose to include a fundraising levy as part of the fee structure.

---

**Programs:** Information about children's daily activities and programs is always available to you. Please add to this or discuss with staff if you wish. You are always welcome to visit during the day to join us for lunch, share knowledge and skills or simply spend a little time with your child at pre-school. Please discuss this with your child's teacher.

---

**Parent Library:** We maintain a library containing parenting and child development reference books which you may borrow at any time. There is a time limit for borrowing of two weeks.

---

**Information:** Two newsletters are published each term. Information boards are situated in the foyer. These display other information regarding pre-school and community activities.

---





## THE PROGRAM

We believe children are extremely capable and should be involved in planning and constructing opportunities to learn. Our programs provided are primarily play based and is organised to emphasise the interests of children and to facilitate their learning by encouraging them to take an active part in selecting experiences and tools, guiding them in carrying out research and choosing relevant activities in order to follow these interests through. We work in small groups, both formal and informal, coming together for some routines and occasional experiences such as visiting children's entertainers etc.

Our program is based upon guidelines from the Early Years Learning Framework "Belonging, Being and Becoming". Information about this program is also included in this booklet.

Our rooms are arranged to provide for a variety of activities, work areas and interest centres designed to give children opportunities to develop skills, techniques and to expand their ideas.

We aim to provide an environment in which children will feel at ease and in which they will be stimulated to learn and to value their own work and that of others.

A variety of materials for construction, dramatic, art and cognitive activities are provided and include opportunities for solitary or group work.

We believe our role is to facilitate children's learning through providing a variety of activities based upon children's interest and observed needs and through the introduction of related activities which we plan as a meaningful extension of children's experience and skills

We monitor children's progress through a process of observation, discussion and documentation of the learning process. We use written records, photographs and samples of the children's work which may be presented in a portfolio or journal form for each child.

This information is also available to you to share with your child and with family and friends.

We aim for the pre-school experience will help each child develop a positive attitude to learning, responsibility, self-discipline and self-esteem. We believe these attributes will serve children best as they move on to formal education in a variety of settings.





## CHILDREN WITH ADDITIONAL NEEDS

The Pre-School is able to offer services to families with children with additional needs as follows;

Inclusion in our program of early childhood education

---

Referral to supporting agencies

---

The support of an additional worker to facilitate programs where necessary if funding is available

---

A transition to school program

---

Positions for children with additional needs may not be available if the pre-school is unable to offer a child an appropriate program due to lack of required funding, staff and if circumstances do not meet the requirements of the current regulations.

## TRANSITION TO SCHOOL

The Pre-School's transition to school program is flexible and responsive to the needs of individual children and families in relation to personal and cultural requirements.

The Pre-School aims to support children to feel happy about going to school, be confident about being there and make a positive start to their school experience.

The Pre-School maintains close links with the schools in our local area. To assist the process of transition to school we encourage discussion with schools and may include parent evenings and school visits.

In planning for a smooth transition, we may share relevant information about children's development with schools in consultation with families.



## ROUTINES

Certain routines are necessary to assist children while attending pre-school. These are:

**Bathroom and toileting:** The children's bathroom is available throughout the day with regular toileting and hand-washing routines on arrival at the pre-school and before and after morning tea and lunch. Dividers have been placed between two toilets to assist children who prefer privacy. Please let us know if your child has any fears regarding the use of the toilet.

---

**Morning tea:** This is normally held between 10.15 and 10.45 am. Once children are familiar with the routine, they may complete activities and come to morning tea when ready within that time.

---

**Lunch:** Usually held from 12.30 – 1.00pm.

---

**Rest, quiet activities:** After lunch. Formal rest time is no longer held. Children go to quiet activities indoors after lunch. At the beginning of the year and in hot weather, children may have an informal rest, listening to a story etc. before going to quiet activities. Please let staff know if your child requires a rest time. Some beds are available for these children.

---

**Outdoors:** From 2.30pm, weather permitting children may go outdoors for a brief time. From approximately 2.50pm, remaining children will be gathered indoors on the mat with quiet activities to ensure appropriate collection and children's safety.

---

Arrival time 8.15am - 9.00am

Morning tea 10.30am - 11.00am

Outdoors from 2.45pm - 3.15pm

3.00pm - 3.45pm "Home Time": Children are collected by parents or designated carers who are required to sign the attendance book when taking a child.



## CHILDREN'S REQUIREMENTS

### Clothing

Please send your child to pre-school in clothes appropriate to the weather and time of year. In summer, children must wear appropriate sun protection clothing such as T-shirts with sleeves and collars (no sleeveless tops and sundresses please.) In winter, please send suitable warm clothing in which children can easily dress themselves.

Shoes should be those in which children can safely run, climb etc. e.g. sandals or lace up shoes or boots. Thongs, slip-on shoes are not suitable.

All children must wear a sunhat throughout the year. This should be a bucket-style or full brimmed hat as required in our Sun Protection Policy.

Shirts and hats with the pre-school's logo are available for purchase in the front office.

Please name all children's clothing and belongings.

### Sun Protection

Please ensure children wear clothing as requested.

Staff members are also required to dress appropriately to provide protection for themselves and as a model for children.

Please apply sunscreen before attending pre-school. We supply sunscreen at pre-school and can re-apply this through the day. Your permission is required for staff to do this and a form is included with the enrolment form.

We plan outdoor activities to avoid the high risk hours for sunburn where possible and use shaded areas where possible.



## CHILDREN'S REQUIREMENTS continued...

### Food:

**Morning Tea:** ....Fruit or a suitable savoury snack.

**Lunch:**.....A nutritious lunch in line with the pre-school's nutrition policy.

**Drinks:** .....Water is always available for children at all times. If you wish to send a drink, please ensure that it is either water or plain milk as required in our Nutrition Policy.

As there may be a risk to children who suffer from allergies and/or anaphylaxis to the following foods, we ask that you **do not send foods containing nuts. This includes peanut butter, nutella and muesli bars.**

Occasionally a child may be enrolled who has a severe allergy to a specific food item. In these cases, we may need to restrict that food as well.

---

Regulations require that we maintain a strict nutrition policy. Therefore, we ask that you do not send any of the following foods to pre-school: Lollies, sweet biscuits, commercial "health food" bars (i.e. rollups, fruit sticks etc.) pies, sausage rolls, chips or crisps etc. These foods will be returned home. Suggestions for morning teas and lunches are available in the parent library.

---

Storage for lunches is provided in the refrigerator and for morning teas in the portable cooler in your child's room.

---

There are occasional exceptions and we do allow a celebratory cake for special occasions such as birthdays. Please refer to the no nuts policy when making these. One suggestion is to make cup-cakes as these are easier for children to handle.

---

Please let us know if you would prefer that your child is **not** involved in such celebrations.



## **THE STAFF**

The Pre-School observes the regulations for staffing as required under the Education and Care Services National Regulation in employing appropriately qualified and experienced staff and where possible offering higher staff to child ratios.

Each room's staff members, including casual staff, are identified on the notice board in that room.

Each staff member is familiar with and abides by the Pre-School's Code of Conduct for staff and with the Code of Ethics prepared by Early Childhood Australia.

The Pre-School abides by requirements for appropriate background checks for new staff members, casual staff and volunteers.

## **CHILD PROTECTION**

The Pre-School maintains a policy for child protection. Staff are familiar with the procedures required and training in child protection is regularly up-dated.

Each staff member is a mandatory reporter in relation to matters of child protection.

## **INFORMATION**

Notices, posters and other information are displayed in the foyer. Please take some time to read these regularly to keep up with pre-school activities. You will also receive a newsletter twice each term. A library is available for you to borrow books relevant to early childhood development etc.



## SOME SUGGESTIONS FOR BEGINNING PRE-SCHOOL

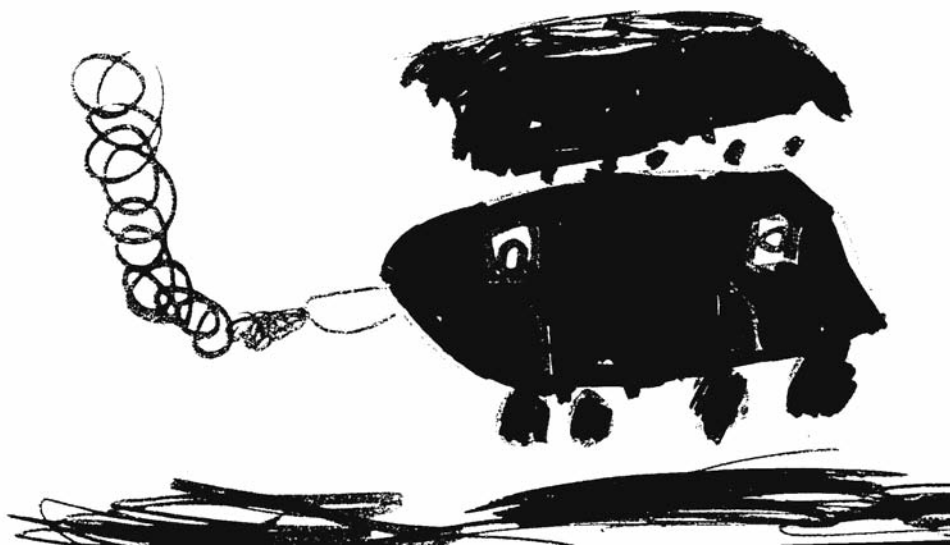
Enrolling at Pre-School is often a child's first experience of care outside the home. Many children will enjoy this experience and settle in happily while others may find the experience of separation from parents very upsetting.

If your child is anxious about attending, please talk with your child's teacher who has experience dealing with these situations.

It is important to be honest with your child. Please always say goodbye and reassure your child that you will return at a certain time to collect them.

Please ring us later if you have any concerns. We will always contact you if we are concerned about your child's welfare.

When your child is settled and happy to attend pre-school, we would like you to feel welcome to visit and spend some time with them here.





## **VISITORS TO THE PRE-SCHOOL**

During the year, we may have requests to provide work experience for students from local schools or TAFE and teaching colleges. Occasionally, volunteer workers may spend some time at the Pre-School.

All students and volunteers are required to read an information booklet outlining their role and to abide by centre policies.

Students and volunteers attend the centre at the Director's discretion.

## **CHILDREN'S SHOWS AND EXCURSIONS**

During the year, travelling entertainers may visit the Pre-School to present shows for children. There is usually a charge for these shows. You will be informed in the regular newsletter and in notes before the shows are due.

Certain shows (e.g. the wildlife show with reptiles etc.) require your permission for children to participate as children may be invited to touch or wish to touch animals. We include a general permission form with the enrolment form to cover these shows and animals visiting the centre.

Excursions may be planned to visit the local fire station, library etc. or a visiting show may be held at a nearby venue.

The Pre-School's excursion policy requires that each child has signed permission to attend and that the required number of adults is available for supervision etc. as required by the Dept. Community Services regulations.

Details of excursions are available in the newsletter and/or notes are sent to each family.

Full details of the Pre-School's policy for excursions are available in the policy folder in the parent library.





## FEES

The fee for the following year is set after completion of the budget in November each year.

Fees are payable in advance. An account for each term is sent out at the beginning of the term and may be paid in advance either daily, weekly, fortnightly, monthly or for the full term. If paying for the full term, fees are due and payable upon receipt of each term's fee account.

Payment may be made by cheque or in cash at the administration office or may be paid directly into the Pre-School's account. Details are included on your fee account or are available from the office.

A non refundable enrolment fee is payable upon enrolment to secure your child's position at Pre-School.

Fees are not charged for public holidays or during school holidays. However, fees are payable if a child is absent for any reason during the school term.

Fees must be kept up-to-date to ensure continuing enrolment. If fees are not paid, families risk losing their child's position at pre-school. The Management Committee checks and enforces this policy regularly.

Families suffering genuine hardship or temporary problems paying fees are encouraged to discuss this with the Administration Officer or the Director as arrangements can be made to assist such families in extenuating circumstances.

### Subsidies:

A subsidy is available for families holding a current Health Care Card. Please bring your card with you as proof when returning your enrolment form in order to claim this subsidy.

**Commonwealth Child Care Benefit: The Pre-School is classified as Registered Care for families wishing to apply for the Child Care Benefit.**

**To receive the CCB for registered care, families must satisfy the work, training or study test for that payment.**

**For information call the Family Assistance Office on 13 61 50; visit the website at [www.centrelink.gov.au](http://www.centrelink.gov.au) or visit the local Medicare of Centrelink Office.**

### Cancelling a Child's Position:

If cancelling a child's position, please give two weeks notice.

If a child is absent for more than two weeks without notice or payment of fees, their position will be cancelled automatically.



## CONFIDENTIALITY

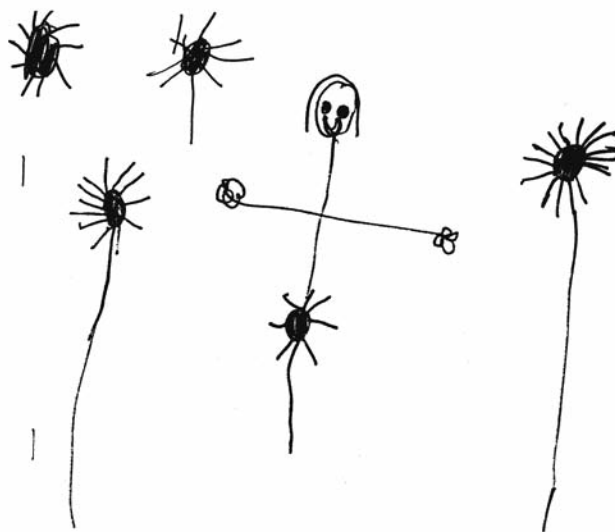
The Pre-School maintains a policy of confidentiality in relation to all information required for children's enrolment and for staff upon employment.

All records are stored securely. Access is available only to the Executive Members of the Management Committee if necessary and to the Administration Officer and Director.

*Information may be required in the following circumstances:*

1. Upon transition to school.
2. For professional support for children with additional needs.
3. For some legal proceedings.

Signed permission will be sought in all cases.





## COMPLAINTS

We welcome suggestions to improve the quality of the care and education of your children. If you are concerned about any area involving the operation of the Pre-School, please speak with your child's teacher or if necessary to the Director. You may also write to the President of the Pre-School's Management Committee.

Our complaints policy is available in full in the Pre-School's Policy Folder in the parent library. Forms are also available in this folder if you wish to make a formal complaint to the Management Committee or you may choose to write a letter. Please address any correspondence to:

*The President, Scone and District Pre-School*  
PO Box 260, Scone 2337

or, alternatively, hand your letter in at the front office.

We will endeavour to deal with any problems that may arise as soon as possible.

Should you feel that any issue has not been resolved to your satisfaction, you may contact the NSW Early Childhood Education and Care Directorate.

### **Early Childhood Education and Care Directorate**

Toll free: 1800 619 113  
Fax: 02 8633 1810  
Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)  
Address: Locked Bag 5107, Parramatta NSW 2124  
Website: [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

For any other unresolved issues, you may contact a Community Justice Centre on 1800 990 777 or The NSW Ombudsman on 1800 451 524.

## **CHILDREN'S MEDICATION**

Staff may only administer medication required by children attending the Pre-School if prescribed by the child's doctor.

Parents are asked to complete details of medication in a register including type of medication and time required. The parent or guardian must sign the register.

One staff member in each room should be designated to be responsible for maintaining records and required medication. That staff member should advise other room staff of child's needs.

The designated staff member will administer medication as required and sign the register which should be witnessed by another staff member present.

If ongoing medication is required or medication is regularly left at the Pre-School for occasional illness, parents are asked to supply a letter from the child's doctor advising of details of the child's condition.

## **CHILDRENS' IMMUNISATION**

All families need to provide evidence that their child is either:

- Fully vaccinated for their age
- Has a medical reason not to be vaccinated
- Has a conscientious objection, including religious beliefs, to vaccination, or
- Is on a recognised catch-up schedule if their child has fallen behind with their vaccinations

The only documentation the Scone and District Pre-School can accept is:

- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that the child is up-to-date with scheduled immunisations
- Interim Vaccination objection form. Available from Australian Department of Social Services
- An ACIR Immunisation Exemption - Medical Contradiction Form (IMMU11) which has been certified by an immunisation provider, or
- An ACIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule

The last three must be signed by the child's doctor.

Families can obtain a copy of their child's immunisation details by calling 1800 653 809 or by emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au).

The pre-school is required to keep these records for three years.

Parents who fail to provide any of these documents cannot enrol their child.

## **ACCIDENT AND FIRST AID**

The Pre-School requires all staff to maintain current first aid certificates.

Records are kept of any injury to and treatment of children or adults. The staff member/s administering first aid are required to complete a form which is also signed by the Director or temporary authorised supervisor.

The parents of the child are also asked to sign confirmation that they have been appropriately advised of the child's accident and/or injury and are given a copy of the form if required.

If medical or dental treatment is required, we will always call you or your emergency contact. If necessary an ambulance will be called and a staff member may be required to accompany a child to hospital.