



PARENT INFORMATION

HUNTERS HILL PRE-SCHOOL INC.

**CORNER CHURCH STREET AND HERBERTON
AVENUE
HUNTERS HILL NSW 2110**

**PO BOX 64
HUNTERS HILL NSW 2110**

**TELEPHONE : 9817-1871
FAX : 9817-1690
E-MAIL : hhpreschool@bigpond.com**

Please retain this booklet for your future reference.

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WELCOME

We welcome you and your child to Hunters Hill Preschool. We hope your family's time here will be happy and rewarding. We welcome your contributions of ideas, time, resources and family experiences so we can work together as an effective team for the benefit of your child.

OUR PHILOSOPHY

In relation to Children we believe:

- That each child needs to be valued as a unique person, within the context of their family and their community
- That each child needs the opportunity to develop positive self-esteem through a supportive and secure environment

Our practice reflects this through:

- Implementing a child-centred program
- Displaying respect for individuality, diversity and beliefs
- Allowing children the opportunity to express their feelings
- Promoting each child's confidence and positive self image through activities that promote success

In relation to Families we believe:

- That parents need opportunities to participate in the program according to their needs, interests and opportunities

- In the importance of promoting and maintaining long-term positive relationships between children, parents and staff
- In the value of parent support and involvement through the preschool management committee

Our practice reflects this through:

- Providing families with opportunities to join in our program, family events, and rostered tasks throughout the year
- Daily communication with parents via discussion and notes
- Sharing information and understanding of the child's interests, skills and needs
- Parent/teacher meetings, individual meeting times, and association meetings
- Supporting the management committee in their work

In relation to Staff we believe:

- In the importance of employing staff who are committed to the emotional and developmental well being of children and their families
- That good working conditions for staff will encourage stable, lasting relationships between them and the centre
- In the importance of maintaining an environment of collegiality where personal and professional contributions are valued

Our practice reflects this through:

- Adherence to the AECA Code of Ethics
- Provision of ongoing training and development for staff
- Opportunities for staff to share in decision making, obtain feedback and contribute to the discussion of issues which affect them
- Provision of a safe and comfortable working environment
- Provision of release time for programming and other duties

In relation to the Program we believe:

- That the program must be based on current research that tells us that play is the best medium for learning and development in the early childhood years
- That observations of group and individual children; staff and family collaboration; and acknowledgement of the children's needs and interests forms the basis of an effective educational program
- The program needs to provide children with the opportunity to practice and consolidate their skills in the key learning areas including: language and literacy; creative and expressive arts; mathematics; science and social and emotional development
- The program needs to reflect and provide for different learning styles and different learning levels through the provision of open-ended experiences

- A rich and stimulating environment has the potential to stimulate imagination, promote creativity and enhance aesthetic development

Our practice reflects this through:

- The daily provision of books, painting, dough/clay, drawing, writing, blocks, socio-dramatic play and puzzles
- Ensuring that the program remains a flexible working document that is responsive to the ever-changing nature of the early childhood environment, implemented through both planned and incidental experiences
- Encouraging the children's ability to observe, perceive, explore, investigate, imagine and problem solve
- Providing opportunities for children to make assisted choices
- Valuing peer collaboration as an essential element of learning
- Providing attractive, well maintained play areas, with the thoughtful use of furnishings and displays

In relation to the Community we believe:

- We must be responsive to current standards and thinking within the greater community

It is important to share our knowledge and experience with others

- In the value of establishing links with the local community
- In developing links with professional support services

Our practice reflects this through:

- Ensuring that we operate within the guidelines set down by governing and professional bodies
- Using the established channels of communication with committee, council and the community
- Encouraging Early Childhood and work experience students to take part in our program
- The effective and meaningful utilisation of local services
- The provision of literature that explains preschool philosophy and program
- Participation in community events
- Acknowledging the support provided by Hunters Hill Council

From this philosophy we have developed many policies, which provide guidelines for the operation of our centre. Policy review and development is ongoing.

Current policies are listed in the back of this handbook and can be located on the verandah sideboard.



MANAGEMENT OF THE PRESCHOOL

Finance

Hunters Hill Preschool is a community based, non-profit organisation and is an incorporated association.

The main sources of finance for the preschool are our fees and funding from the Department of Community Services.

Fundraising by the parent Association provides further funds for equipment, which benefit present and future children attending the preschool.

Management

The management of the preschool is the responsibility of the Executive Committee, which is comprised of parents of children attending the preschool. Parents are elected to the Executive Committee at the Annual General Meeting, which is held in the first term each year.

The preschool is a non-profit organisation, which is run as a small business. The Committee employs the staff, is responsible for the annual budget and generally manages, together with the staff, the day to day running of the preschool.

The Executive committee operates in compliance with Department of Community Service regulations and “The Rules of Hunters Hill Pre-school Incorporated”. A copy is available upon request.

The Executive Committee consists of the President (who holds the License to operate the preschool), Vice-President, Treasurer, Secretary, Assistant Secretary, Maintenance Convenor, Social Convenor and Extra Committee Member.

These positions are all voluntary and the preschool cannot operate without them being filled.

The Social Convenor co-ordinates a committee of approximately 10 parents to organise several functions each year. These functions allow parents to meet other parents and teachers, and raise funds to purchase new equipment to maintain the high standard of the preschool.

PARENT ASSOCIATION MEETINGS

**Meetings of the Association are held
at the Preschool.**

Parents are advised in advance.

These meetings offer an opportunity to find out what has been happening at preschool, what the Executive Committee have been up to and events the Social Committee has in store for you.

All families are encouraged to attend the meetings held during the year.

PARENT INVOLVEMENT

Parent involvement and co-operation at the preschool is essential for its success and it can be very rewarding. Parents are asked to assist in many ways.

Rosters

Parent Visits

Parents are welcome and encouraged to share time at the preschool during the mornings.

Some things you may like to do include ;
cooking, reading a story, playing an instrument, gardening etc. If you are interested in sharing your skills or talents with the children or would simply like to spend the morning in the classroom, please arrange this with your child's teacher by completing the parent roster form.

Laundry

A laundry roster is distributed to families at the beginning of the year.

The laundry roster involves taking home a basket of washing to wash and return when your child next attends.

FEES

Fees are payable in advance. Your account will be forwarded to you approximately four weeks before the beginning of each term. Payment by cheque or money order may be placed in the verandah sideboard or forwarded by **post** to:

**PO Box 64
HUNTERS HILL NSW 2110**

Fees must be paid by or on the date shown on the invoice. Non payment of fees may result in the cancellation of the child's position.

Financial assistance may be available for families on low annual incomes or alternative payment arrangements may be arranged. For more information please contact the administrator.

We are registered as a childcare provider with Centrelink. Rebate Receipts are issued each term.

At enrolment time you are required to pay a holding fee. This will be refunded from your child's last term fees or in the event your child

does not complete the year, with 4 weeks term time notice. The holding fee **will not** be refunded if you cancel the position prior to your child's commencement.

Maintenance

A maintenance levy will be added to your account each term. This levy assists in paying for the general maintenance and upkeep of the preschool.

ATTENDANCE

Hours

The preschool hours are **9.00am until 3.00pm**. Please do not enter the preschool before 9.00am, as the staff have many duties to perform. Children may be collected **between 2.45pm and 3.00pm**. If your child is to be absent, please notify the preschool before 9.00am.

Late Collection

Families who collect their child after 3.00pm will be subject to a late fee.

In emergencies your child will be cared for as outlined in the Late Collection Policy.

Attendance Records

Children must be signed in and out each day. Attendance Sheets are outside each classroom. If you have made arrangements for someone else to collect your child, please note this on the attendance sheet and inform your child's teacher. **No child will be allowed to leave with an unauthorised adult.** This is for your child's security and for our protection.

Settling In

Starting preschool for the first time or changing from one centre to another can be an unsettling experience for a child. It is normal that your child may react to starting preschool or be reluctant to come for a while.

Your child's happiness is our prime concern and our staff will work, with you, to help your child settle into the preschool routine.

Holidays

In accordance with NSW State School Holidays.

WHAT YOUR CHILD NEEDS TO BRING

Morning Tea

Please send fresh fruit in a small plastic container or paper bag. Fruit needs to be prepared so your child can easily manage it. The preschool provides cold milk in the Summer and hot chocolate in the Winter.

Lunch

Please send a cut lunch and fruit in a lunchbox. We encourage good nutrition so sweets, cup cakes, chips and fizzy drinks etc. are **not** to be included. A plastic bottle of fruit juice or water is to be provided with lunch.

Allergies

Due to the high incidence of life threatening allergies among young children, no nut products are allowed at preschool. This includes peanut butter, nutella and nut bars.

Birthdays

If parents would like their child to celebrate their birthday at preschool, a cake is welcome on that occasion.

Clothing

Paint, playdough, sand and messy play are an everyday part of preschool life so please keep this in mind when dressing your child. Keep clothing comfortable and practical so that children can manage it themselves. Practical shoes for climbing and running are also advisable. Please ensure that all clothing is clearly named for easy identification.

Please include a complete change of clothes in your child's bag for any accidents that may occur.

Pre-school provides a hat for your child. A levy for this is charged with Term 1 fees.

Rest Time

The emphasis of rest time is not on sleep, but on relaxation and quiet times. A comforter such as a teddy or security blanket is most welcome at rest time.

Please provide two small cot sheets and one small cot blanket in Winter in a separate bag.

THE PRESCHOOL PROGRAM

Our program is based on the NSW Curriculum Framework for Children's Services.

Learning in early childhood is particularly significant as it lays the foundation for all future learning. Our aim is to provide children with experiences and opportunities that encourage them to acquire skills, knowledge, attitudes and sensitivities that will allow them to make the most of their potential. Learning in childhood largely happens through engagement with others and the physical world.

When we develop the program we consider the whole child and the inter-related nature of development and learning. Some of these inter-related learning areas are:

The child's sense of self: who they are, what defines them and makes them unique, self esteem, confidence.

The communicating child: language, listening, pre reading, pre writing skills, body language and facial expressions.

The thinking child: investigating, exploring, problem solving, mathematical and scientific thinking.

The healthy, physical child: physical health, nutrition, large and small muscle development, coordination and self help skills.

The social child: empathy, concern, forming relationships and communication with others.

The feeling child: identifying feelings in self and others, expressing feelings, learning to manage feelings.

The creative child: imagination, originality, creativity expressed in myriad of ways ie. science, maths, visual art, music, languages etc. The spiritual and moral child – in this context spirituality is about reverence for life, appreciation of beauty in nature and in creative endeavours.

EXCURSIONS AND ENTERTAINMENT

Local excursions and visiting entertainers are arranged for the children in order to add interest and educational value to the program. Parents will be notified and written permission sought when organising excursions and parents are often asked to help with supervision on these occasions.

STAFF

Trained early childhood teachers and childcare workers are employed by the Association. Casual staff are employed from time to time.

The director teaches for part of the week and carries out the administration and management of the preschool on the other days.

We employ a part-time administrative assistant to assist with the financial management of the preschool.

All staff regularly attend training to enhance their professional skills and keep informed of all the current research and issues in early childhood education.

Communication

If you have any queries regarding your child, the program or the preschool in general, please talk to your child's teacher. They will be most happy to discuss it with you.

Grievances

All effort is made to ensure open communication within the preschool environment.

If you have an idea or concern which you wish raised, there are a number of ways you can do this;

- discuss your thoughts with your child's teacher
- speak with the director
- complete a family suggestion/concern form (these are found in the front of the policy book on the verandah sideboard and can be returned via the slot in the sideboard)

HEALTH AND SAFETY

There is direct link between a child's health and their ability to learn, therefore when you enrol your child we ask for information about your child's well-being. It is also important to tell us of any changes to your child's health. This information will be kept confidential. Your child's teacher will help you contact specialists in early childhood care, for example, speech pathologists, occupational therapists etc. should the need arise.

Injury Prevention

Children have little or no idea of danger. It is our responsibility to ensure they are safe. We will check the preschool constantly to ensure a safe environment.

It is most important you clearly hand your child over to a staff member each day so we know we are responsible from that point in time.

No matter how careful we are, accidents do and will happen. We will ensure that at least one member of staff, who has a current first-aid certificate, is in the preschool at all times.

In the event of an injury or illness;

Staff will assess the injury

- if injury is *minimal*, first-aid will be given and an accident report completed
- if injury is *minor*, first-aid will be given and parents may be called to collect the child
- if the injury is *serious*, staff trained in first-aid will attend to the child
 - medical assistance/ambulance will be called
 - one staff member will accompany the child in the ambulance
 - families or emergency contacts will be notified
 - accident report will be completed

Emergency Procedure

There could be an occasion when we would need to evacuate the preschool therefore, we practice an evacuation drill at least once a term. Emergency procedures are posted in each classroom. In the event of a real evacuation, children will be taken to Fairland Hall (opposite preschool, on Church Street) until they can be collected.

Sick Children

Our preschool is not equipped to care for sick children, however we will do everything we can to comfort a child who has become sick whilst at preschool. To try and prevent the spread of disease, please monitor your child's health and watch for:

- runny nose
- sneezing
- high temperature
- vomiting

- diarrhoea
- rashes
- red, swollen or discharging eyes
- irritability, unusually tired or lethargic

Please **do not** bring your child to preschool if they display any of the above symptoms.

Infectious Diseases

In the cases of infectious illness, please notify the preschool immediately.

Immunisation

It is a Health Department regulation that records be kept of your child's immunisation status. You will be asked to provide this before your child begins preschool.

Any child who has not been immunised will be excluded from attending preschool in the event of an outbreak of a vaccine-preventable disease. You will be required to pay full fees during this time.

Exclusion

If your child contracts an infectious disease they may not attend preschool. Following is a list of diseases which require exclusion. These exclusions apply to staff and children.

Condition

Exclusion Period

Acute Conjunctivitis

until eye is no longer red and is free of discharge.

Chicken Pox	exclude for at least 5 days after the spots first appear and until all blisters have formed scabs.
Coughs, Colds and Influenza	until child looks and feels well. If prescribed antibiotics, 24 hours after the first dose. During flu epidemic, we will be advised by the Public Health Unit.
Diarrhoea (including, Cryptosporidium, Rotavirus, Salmonella and Shingella)	until 24 hours have passed since first normal stool.
Giardia	all persons considered having Giardia, whether as an isolated case or during an epidemic should be excluded until treatment has been given and diarrhoea has ceased.
Haemophilus Influenzae B (HIB)	exclude until well.
Hand Foot and Mouth Disease	until blisters have dried.
Hepatitis A	until 7 days after jaundice has appeared.
Impetigo	until 24 hours after treatment has commenced and sores covered with a proper dressing.

Measles	until 4 days after the onset of the rash. Unimmunised contacts are to be immunised within 72 hours of contact with a case or they be excluded for the duration of the outbreak.
Meningitis	until 2 days after completing a course of antibiotics. All children in the preschool may need this precautionary measure.
Mumps	until 9 days after the swelling appeared. Unimmunised children over 12 months are excluded for 21 days from last reported case.
Rubella (German Measles)	until 4 days after the rash appears. Pregnant women should seek medical advice.
Streptococcal Infection and Scarlet Fever	until 24 hours after treatment has commenced.
Tuberculosis	re admit on advice from Public Health Officer.
Vomiting	12 hours after last vomit.
Whooping Cough	until 5 days from commencement of treatment. Unimmunised contacts excluded 14 days.

Parasites and Pests which are easily spread and require exclusion

Head Lice	until 1 day after treatment has commenced.
Ringworm	until 1 day after treatment has commenced.
Scabies	until 1 day after treatment has commenced.
Worms	until worming treatment has been given.

Diseases which do not require exclusion

Cytomeglovirus
HIV+ or AIDS
Erythema Infestiosum (Fifth Disease)

Hepatitis B & Hepatitis C
Glandular Fever

Infectious Diseases in Early Childhood Settings : A Guideline for Early Childhood Service Providers : R. Holland & M. Macaitis : May 1992

Guideline for the Control of Infectious Diseases in Child Care : Mark J. Ferson : NSW Health Dept 1993

Aids and HIV+

Parents enrolling a child who is HIV+ are not required to tell the director. However, they may wish to do so, to assist the preschool in monitoring the child's health and to allow the director to give emotional support. Families involved in this tragic illness deserve our support.

Infection Control

The age and learning nature of children means that infectious diseases are easily transmitted in a children's centre. The simplest

form of infection control is handwashing. Detailed descriptions of handwashing procedures are on display in the children's bathrooms.

Administering Medication

Staff will only administer medication if the parent has signed permission for them to do so. You must fill out the Medication Form and give the medication to your child's teacher. **Do not leave medication in your child's bag or locker.**

Child Abuse and Neglect

The Children (Care & Protection) Act 1987 defines abuse against children as harm including psychological, emotional, physical or sexual abuse. In our role as a "safe" person for children we are legally required to report any suspected case of child neglect or abuse. If a staff member suspects a child is being abused, they will notify the director, who in consultation with the preschool President will contact the Department of Community Services Help Line.

Smoke-Free Zone

Our preschool is a smoke-free zone.

SOME FINAL NOTES

- Please ensure your emergency contacts and phone numbers are correct. Notify us immediately of any change of address or phone number so you may be contacted in an emergency.
- Please **do not** double park outside the preschool. We remind you that it is not only illegal but also a danger to the children.

- Please read the information on the notice boards and the information we send home in the form of memos and newsletters so you are aware of what is happening at preschool.
- Various policies regarding the operation of the preschool are listed on the following page and are available outside the director's office.

In conclusion, we look forward to a happy and rewarding association with your family in the coming year.



HUNTERS HILL PRESCHOOL POLICIES

Accessibility

Additional Needs

Anaphylaxis

Anti Bias

Arrival and Departure of Children

Child Protection

Curriculum, Programming and Documentation

Enrolment

Excursion

Family Concerns/Grievance

Family Orientation

Family/Staff Communication

Fee

Health and Safety

Late Collection

Non Sexist Education

Nutrition

Occupational Health and Safety

Positive Guidance – Children's Behaviour

Privacy

Relief Staff

Staff

Staff/Child Interaction

Staff Communication

Staff Meetings

Staff Training and Professional Development

Student

Sun Protection

Transition



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