



## PARENT INFORMATION

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

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Please retain this booklet for your future reference.

## **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.

## **Hunters Hill Preschool Philosophy**

### ***Children***

#### **We believe:**

- Children are capable and resourceful learners who are active contributors to their own learning
- Children need to be valued as individuals, within the context of their family and their community.
- Children can develop confidence and positive self-esteem through a supportive and secure environment

#### **Therefore we:**

- Implement child-centered program based upon the principles outlined in the NSW curriculum framework and the National Early Years Learning Framework (EYLF) - 'Belonging, Being & Becoming'
- Strive to empower children, by using their thoughts and ideas to develop the program
- Promote each child's confidence and positive self image through a range of provisions, experiences and opportunities that build upon their understandings, skills, values and sensitivities and promote success
- Implement an inclusive approach to positively support children's growth of identity, self-esteem and critical thinking
- Encourage each child to reach their full potential in accordance with their individual ability

### ***Families***

#### **We believe:**

- Trust, respect and collaboration form the basis for strong partnerships between families and staff
- Families, children and staff form a caring community
- Family involvement is integral to a high quality program

#### **Therefore we:**

- Are committed to open and constructive communication with families which includes discussions, child portfolios, daily diaries and newsletters
- Strive to have empathy and be responsive to family needs, and provide support when required
- Encourage families to engage in meaningful participation within the program

### ***Program***

#### **We believe:**

- Children learn through collaboration and communication with other children and adults and through interacting with the environment
- Children need opportunities 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 and work towards learning outcomes as expressed in the EYLF - 'Belonging, Being & Becoming'

- A rich, stimulating and nurturing environment has the potential to stimulate imagination, promote creativity and enhance aesthetic development
- Diversity within our centre, families, staff and wider community should be respected and celebrated and that we can play a role in fostering and developing a social conscience among children with a view to addressing social inequities

**Therefore we:**

- Implement a flexible program that is responsive to the evolving nature of the early childhood environment and that provides for different learning styles
- Make observations of children and document their work to form the basis of the program
- Use both the indoor and outdoor environment to encourage the children's ability to observe, perceive, explore, investigate, imagine, make choices and problem solve.
- Provide attractive, well maintained play areas, with the thoughtful use of furnishings and displays
- Introduce children to a wide range of social and cultural experiences, family types and different ways of doing things so they will learn to value diversity, learn to accept challenges they may face and become fully realised members of society

## ***Staff***

**We believe:**

- In employing staff who are committed to working for the best interests of children and families
- That each staff member brings fundamental, personal qualities to the centre environment such as empathy, respect, warmth and a passion for learning
- In the importance of creating an environment of collegiality where personal and professional contributions are valued, communication is open and confidentiality is maintained

**Therefore we:**

- Provide opportunities for staff to share in decision making and to obtain feedback
- Provide a safe and comfortable working environment with release time for programming and other duties
- Provide ongoing professional development for staff

## ***Community***

**We believe:**

- We must strive to be a centre of excellence for early childhood education within our community
- As advocates for our profession, it is important to share our knowledge and experience
- We are a central link to information and support services within the wider community
- In the importance of nurturing established relationships with community organizations, council and local schools
- The needs of children, families, staff and the community are constantly changing and that ongoing evaluation is essential to create a service that is responsive to those needs

**Therefore we:**

- Ensure that we operate within the guidelines set down by governing and professional bodies
- Use the established channels of communication with committee, council and the community
- Encourage Early Childhood and work experience students to take part in our program
- Utilise local services in an effective and meaningful way
- Participate in community events
- Evaluate our centre goals and program regularly

## **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 Community Service regulations and "The Rules of Hunters Hill Preschool 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***

An annual maintenance levy will be added to your Term 1 account. 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 each day throughout the year.

### *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 diluted 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, cupcakes are 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.

Preschool 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 National Early Years Learning Framework (EYLF) - 'Belonging, Being & Becoming' 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. The key learning outcomes as stated in the EYLF are:

### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self identities
- Children learn to interact in relation to others with care, empathy and respect

### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness

- Children become socially responsible and show respect for the environment

**Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

**Outcome 4: Children are confident and involved learners**

- Children develop dispositions for learning such as curiosity, cooperation, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

**Outcome 5: Children are effective communicators**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

## **EXCURSIONS AND ENTERTAINMENT**

Local excursions and visiting entertainers are arranged for the children in order to add interest and educational value to the programme. 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 carry's 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 raise 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 every 3 months. 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
- high temperature
- diarrhoea
- red, swollen or discharging eyes
- sneezing
- vomiting
- rashes
- 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.

<b>Giardia</b>	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.
<b>Haemophilus Influenzae B (HIB)</b>	exclude until well.
<b>Hand Foot and Mouth Disease</b>	until blisters have dried.
<b>Hepatitis A</b>	until 7 days after jaundice has appeared.
<b>Impetigo</b>	until 24 hours after treatment has commenced and sores covered with a proper dressing.
<b>Measles</b>	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.
<b>Meningitis</b>	until 2 days after completing a course of antibiotics. All children in the preschool may need this precautionary measure.
<b>Mumps</b>	until 9 days after the swelling appeared. Unimmunised children over 12 months are excluded for 21 days from last reported case.
<b>Rubella (German Measles)</b>	until 4 days after the rash appears. Pregnant women should seek medical advice.
<b>Streptococcal Infection and Scarlet Fever</b>	until 24 hours after treatment has commenced.
<b>Tuberculosis</b>	re admit on advice from Public Health Officer.

<b>Vomiting</b>	12 hours after last vomit.
<b>Whooping Cough</b>	until 5 days from commencement of treatment. Unimmunised contacts excluded 14 days.

### *Parasites and Pests which are easily spread and require exclusion*

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

### *Diseases which do not require exclusion*

Cytomeglovirus	Hepatitis B & Hepatitis C
HIV+ or AIDS	Glandular Fever
Erythema Infestiosum (Fifth Disease)	

**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.

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### **POLICIES**

### ***Children & Families***

Additional Needs Policy  
Administration of Medication Policy  
Allergy/Anaphylaxis Policy  
Apparent Death of a Child Policy  
Arrival and Departure of Children Policy  
Child Protection Policy  
Curriculum, Programming and Documentation Policy  
Early Intervention Policy  
Excursion Policy  
Family Concerns/Grievance Policy  
Family Orientation Policy  
Family/Staff Communication Policy  
Infectious Disease: Management Policy  
Health and Safety Policy  
Inclusion and Equity Policy  
Late Collection Policy  
Nutrition Policy  
Positive Guidance Policy - Children's Behaviour  
Physical Activity Policy  
Serious Accident Notification Policy  
Sun Protection Policy  
Transition Policy

### ***Management***

Access to Preschool Policy  
Enrolment Policy  
Fee Collection Policy  
Privacy Policy

### ***OH&S***

Biological Hazards Policy  
Cleaning Procedures Policy  
Emergency Evacuation Policy  
Handling Blood Spills and Body Fluids Policy  
Immunisation of Children and Staff Policy  
Occupational Health and Safety Policy  
Sick Children and Staff Policy  
Storage of Dangerous Substances and Equipment Policy  
Toileting Accidents Policy  
Water Safety Policy

### ***Staff***

Confidentiality Policy  
Relief Staff Policy  
Staff Policy  
Staff Communication Policy  
Staff / Child Interaction Policy  
Staff Grievance Policy  
Staff Meeting Policy  
Staff Orientation Policy  
Staff Training and Professional Development Policy  
Staff Qualifications and Development Policy  
Student Policy

