

Trustees of the Anglican Diocese Armidale

CALROSSY PRESCHOOL INFORMATION BOOK



Welcome to Calrossy Preschool

We welcome both you and your child to Calrossy Preschool. The information provided in this booklet will help make your child's start at preschool a happy and positive experience. It will also give you an understanding of how our preschool operates.

Our aim is to provide a high quality program which is based on an intellectual pursuit for excellence in early childhood education. We believe that children are capable, confident learners when given an environment that enhances and supports their development. We look forward to getting to know you and your child, and we know that you will love being a part of Calrossy Preschool as much as we do.

Mission Statement

Calrossy Preschool is a cooperative effort by the Management Committee, the staff, the children and the parents.

1. The aim of this Preschool is to provide preschool aged children with affordable quality education and to support the parents of these children.

2. Calrossy Preschool is accessible to all preschool aged children irrespective of:

- disability
- cultural background
- gender
- rural isolation

3. We will provide a warm, happy, relaxed environment and acknowledge each child's right to affection, love and understanding.

4. A developmentally appropriate program will be offered which will provide a planned curriculum, including a range of activities and experiences to enhance the intellectual, social, emotional and physical wellbeing of individual children.

5. Calrossy Preschool will also provide an opportunity for children to learn to socialise and skills needed to communicate effectively where they learn to cope with situations themselves and grow towards increasing independence.

6. We will work to ensure that young children experience no discrimination on the basis of gender, age, religion, language, ability, culture or national origin, family structure or economic structure.

7. We will strive to enhance each child's strengths, competence and self-esteem.



About Us

Calrossy Preschool is a community based one unit preschool; licenced for 25 children aged 3-5 years. We have been successfully operating locally for over 35 years.

The Preschool's running costs are funded by fees and recurrent funding from NSW Community Services.

Calrossy Preschool is a non-profit, community-based service. The Preschool is funded and licenced by the Department of Community Services.

The management of the Preschool is vested in a Management Committee, comprising of the Principal of Calrossy Anglican School, Mrs Elisabeth Jackson, who is also the Chairperson of the Preschool Committee; the Business Manager of Calrossy Anglican School, Mr Hugh Castleden and two parents of children attending the Preschool at the time. These parents are elected at the Annual General Meeting of the Preschool held at the close of the financial year.

Our Philosophy

We believe...

That each child, family and educator is a unique and valued individual.

Learning is enhanced in an environment where you belong.

Children are capable, unique, and resourceful and valued members of the community.

Play is essential to children's learning and that children learn most effectively in an unhurried environment with meaningful, authentic experiences.

Allowing children to 'just be' and recognising the importance of early childhood.

Play should be fun, exciting, stimulating, hands on, spontaneous, relaxing, creative, comforting and challenging.

We believe...

Young children bring delight and joy and make valuable contributions to the community and the world. In being an advocate for children's voices. Children's voices are an important contributor to our program.

"Preschool is for learning things....I like painting the best!" (XP 14/10/2016)

"You come to preschool to learn to be a friend" (ME 10/11/2015)

"Preschool is for playing" (EB 2/3/2016)

Children should be encouraged and supported to make their own decisions and choices and to actively develop positive problem solving skills in an environment that encourages harmony and meaningful relationships.

We believe...

In acknowledging the traditional owners and custodians of this land, the Kamilaroi people and all Aboriginal and Torres Strait Islander people in the community. We value and respect diversity and accept and celebrate differences in all people.

In building a community that enables children to develop a readiness for the transition to school, and more importantly, a readiness for life.

Our community are the children, their families, the educators and the connections we have made since our establishment in 1977.

Our Christian foundation embeds all that we do.

Contact Details

Postal address:
PO Box 1245
Tamworth NSW 2340
Telephone: 02 5776 5110
Email: preschool@calrossy.nsw.edu.au

Regulatory Authority:

Australian Children's Education and Care Quality Authority (ACECQA)
Information and Enquiries: <http://acecqa.gov.au>

Staff

Nominated Supervisor/Teacher:
Sally-Anne Merrick (Bachelor of Teaching, Early Childhood)
Educators:
Paula Doherty (Diploma of Children's Services)
Merrilyn Gaffney (Diploma of Children's Services)
Karen Oldman (Certificate III in Children's Services)
Alison Garland (Bachelor of Education, Certificate III in Early Childhood)



Hours of Operation

The Preschool operates five days a week from 8:45am - 3:15pm. We follow the school terms of Calrossy Anglican School. Extended care is available from 8:30am - 3:45pm at an additional cost, if you are interested please see our Nominated Supervisor for more information.

Conditions of Enrolment

1. The Preschool reserves the right to temporarily discontinue an enrolment at any time.
2. If you wish to discontinue your child's enrolment at any time, we would appreciate a minimum of four (4) weeks notice to enable a replacement to be organised.
3. Parents are asked to maintain up to date enrolment records. Should any of your details (such as contact numbers, address, etc.) change, please put any changes in writing.
4. A copy of Birth Certificate must be provided.
5. A copy of your child's immunisation record must be provided.

Settling In

Before starting at the Preschool, you have the opportunity to join us on Orientation Day to meet the staff and other families.

It is important to discuss any concerns you or your child may have with one of our staff members allowing us to be aware of any possible issues.

Talking about the good things they will be doing the first time at preschool may also assist in an easy transition and speaking about preschool regularly will also help. If your child is teary and does not appear to be calming down, sometimes it is better to make the break and leave. However, you know your child best, so talk to staff about the strategies to use if separation is going to be difficult.

Let a staff member know you are ready to leave and we can assist as you say goodbye. Never leave without saying goodbye. Most children do not stay upset for long and if you are worried you can phone us on

5776 5110.

Arrival and Departure

Parents and Caregivers must sign children in on arrival and sign out again at the end of the session. The sign in book is located on the veranda.

Do ensure that someone is there to pick up your child on time. If you are held up or someone else is collecting your child, please phone and let us know.

Please remember, legally we are only allowed to let your child go with someone you have given written authorisation to.

Absences

Please phone if your child is going to be away. This helps with staff/child ratios and planning of activities.

Food at Preschool

We aim to promote healthy eating at preschool, so please do not send chocolate, chips or lollies to preschool.

At preschool we share a fruit platter before morning tea so please include a piece of fruit to share and place it in the fruit basket. Morning tea should also be brought in a separate container and placed in the green morning tea basket. Both morning tea and lunch should be healthy and nutritious.

Lunch boxes will be stored in our fridge in accordance with health regulations. Thus lunch stored in thermal bags are not suitable in the fridge because they keep the cold air out. Please also provide a drink bottle with a covered top filled with only water. Drinking water is readily available to all children and we will refill throughout the day.

To get more ideas on snacks and lunches go to www.healthykids.nsw.gov.au

What your child needs to bring to preschool each day

Checklist of things your child will need:

- a bag large enough to fit all their belongings in
- a lunch box (not thermal)
- water bottle with a covered top
- morning tea in a separate container
- change of clothes including underwear and socks
- a hat (broad-brimmed)
- a sheet/small pillow for rest time



NOTE - Please label all belongings clearly.

Care with Allergies

We aim to minimise nut and egg based products at preschool due to children suffering from allergies. Please alert staff to any allergies or food intolerances your child may have. In the case of severe allergic reactions, parents will need to complete a medical plan with staff, outlining necessary course of action.

What to Wear

Be sure to dress your child in comfortable, washable clothing. Preschool activities can be messy at times, so it is best not to dress your child in good clothing. Paint and dirt are all part of having fun and learning. Shoes need to be non-slip and comfortable (sand shoes or joggers are best). We have preschool t-shirts

and wide-brimmed preschool hats available to buy (various colours and sizes available). Label everything.

Learning at Preschool

Current research shows that quality preschool education, in addition to its immediate benefits for children and families, significantly improves a child's later life opportunities by giving them increased language, learning and social skills on entry to Primary School, and the benefits are long lasting.

Our Preschool program is based on the understanding that children learn through play. The learning experiences are carefully planned by the educators and directed by your child's interests, strengths and progress they make towards the Five Learning Outcomes (based on the Early Years Learning Framework).

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Educators maintain records of the children's development through observations, learning stories and photos. A photodiary of the week is displayed on the veranda and provides some insight into your child's day.

If you have concerns or queries regarding your child's progress, please speak to your teacher. A time can be arranged to discuss any matter regarding your child or the program.

Learning Experiences

- painting, drawing, pasting, cutting
- collage and construction
- playdough and clay
- sand and water
- blocks
- dramatic play
- books, listening to stories
- music, finger plays, dancing, drama
- fine motor games
- cognitive, concept games
- climbing, running, balancing, bikes
- computer - iPad
- Motor Perceptual Program



The Daily Routine

The daily program is based on a regular routine promoting a sense of security in the children. The children have opportunities to participate in free play as well as more structured experiences such as music, dance and language activities. A balance of inside and outside activities are also part of the daily routine. The preschool routine changes for summer and winter months. During summer, we will play outside earlier in the morning and come back inside for the hotter part of the day. Term 2 and 3 will start with inside play activities and play outside later in the morning.

Summer Program

9.00am	Outdoor play - sand, water, MP - Motor Perceptual Program
10.30am	Story then morning tea
11.00am	Inside play - blocks, puzzles, craft, painting, science, literacy, numeracy
12.30pm	Pack up
12.45pm	Group time - story, music
1.00pm	Lunch
1.30pm	Rest time
2.00pm	Games, manipulative play
2.45pm	Pack up
3.00pm	Home

Partnership with Families

To provide the best possible program for your child it is important for educators and parents to share information about your child's learning, development and interests, and work together to make curriculum decisions. Information you provide allows us to link your child's experiences at home with the time they spend here at preschool. We will do this through questionnaires/surveys, informal discussions and meetings. Please feel free to inform staff of any strong interests your child has.

Parental Involvement

Parents are very welcome to participate in preschool activities in a number of ways. Parents are called on to help with fundraising, working bees and excursions.

We are always looking for ways to involve parents in our program. Some of these ways include cooking, reading, sharing art/craft skills, sharing an interest or hobby, talking about your work. You may wish to just enjoy spending time with your child. Your involvement gives you a better insight into our program and strengthens your child's sense of belonging when connections are made between home and preschool. You are welcome to come and share the morning at Preschool once per term. Just please write your name on the roster located next to the sign in sheet and join us. For the 3 year old group, parent help rooster will not be offered in term one to assist new children to settle into preschool.

Policies and Procedures

Calrossy Anglican School Preschool has a range of policies in relation to the children, to the staff, to parents and to the operation of the Preschool. These policies are developed in accordance with the Educational and Care Services National Regulations and The National Quality Standards. All of these policies and procedures are available for you to read at Preschool, we welcome your feedback and input on these policies when they fall due for review.

Behaviour Guidance Policy

Our Behaviour Guidance Policy promotes a positive approach to guiding children's behaviour within an environment that is consistent, supportive and safe for all children.

To implement this we:

1. Assist children to recognise their feelings and find ways to express them that are appropriate and acceptable
2. Provide strategies to the children to resolve conflicts and be assertive e.g. 'Stop. I don't like that.'
3. Use positive words and directions when guiding children to desired behaviour
4. Re-direct an angry child to a quieter area or provide an alternative activity for them
5. Habitual aggression will be discussed privately with parents with aims to a solution.

Health Policies

The Preschool aims to provide a healthy and safe environment for the wellbeing of the children who attend. We are also guided by licensing regulations in regard to matters such as accidents, sick children, immunisation and medication.

Sick Children

Children with the following signs should be kept at home for a period of 24 hours after the following symptoms have ceased.

- high temperature
- severe cold, runny nose
- sick without obvious symptoms e.g. tired, pale and irritable
- vomiting and/or loose bowel motions
- red or discharging eyes
- aches/pains - headache, ear ache
- rashes

If a child has symptoms of an illness, the Preschool will contact parents. If parents are unable to be contacted, the Preschool will contact the emergency number written on the child's enrolment form. The sick child will be separated from the other children and comforted until a parent or caregiver arrives.

Medication

If your child requires medication during attendance, parents are required to fill out details in our Medication Book. No medication is to be left in the child's bag for themselves to administer. Only medication prescribed for your child, by a doctor, will be administered. Prescribed medications must have child's name on the label and be in original packaging.

Administration of Asthma Medication

In the case of an asthma emergency, an ambulance will be called and medication may be administered without parent authorisation.

Accidents

Minor accidents, falls and bumps will be dealt with at preschool by staff with First Aid Qualifications. All incidents are documented and parents will be asked to sign documentation when they pick up their child.

In extreme emergencies we will contact an ambulance.

Please notify the Preschool of any changes to your phone numbers for home, work or emergency contact.

Sun Protection Policy

Children are required to wear broad-brimmed hats during outside playtime. Sunsmart recommends broad brimmed or bucket hats. Baseball caps are not considered a suitable alternative.

It is also recommended that when outdoors, children wear sun safe clothing that covers shoulders, back and stomach. We prefer a collared polo shirt.



Fire Drill

We will ensure that emergency procedures with the children enrolled here will be practised once per term so that the staff and children are prepared for emergencies.

Immunisation

The NSW Department of Health requires all children attending preschool to be immunised. We are required by law to keep a current copy of updated documentation applying to a child's immunisation status. This coincides with the NSW Government No Jab No Play Policy as of 1st January 2016. If your child is not immunised you will need to contact NSW Health and complete either an Immunisation Medical Exemption form or an Interim Vaccination Objection Form. Unfortunately your child will not be able to be enrolled until this documentation is provided.

You can find more information about this policy at:
<http://www.health.nsw.gov.au/immunisation/pages/default.aspx>

Infectious Diseases

We will inform you, as soon as possible of any outbreak of a vaccine preventable disease. If your child is suffering from any infectious disease they cannot attend the Preschool during the period of illness and may only return when the illness ends and your child is no longer infectious. You may be asked to provide a medical certificate to confirm your child is well enough to return to Preschool. Please see the infectious disease chart below for exclusion recommendations.

Infectious Diseases	
Chicken Pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appears.
Measles	Exclude for at least 4 days after the appearance of the rash.
German Measles	Exclude for at least 4 days after the appearance of the rash and until the child feels well.
Mumps	Exclude from the preschool for 9 days after the onset of swelling.
Ringworm or Scabies	Exclude until the day after appropriate antifungal treatment has commenced.
Conjunctivitis	Exclude until the discharge from the eyes has stopped.
Impetigo	Exclude until the child has received antibiotic treatment for at least 24 hours.
Gastroenteritis Vomiting/Diarrhoea	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Whooping Cough	Exclude for 21 days from the onset of coughing or until the person has taken 5 days of an appropriate antibiotic.

Book Clubs/Toy Catalogues

From time to time we have books on display for you to purchase. Envelopes are provided for you for payment and can be placed in the box located on the fee box located on the main desk.

Children's Toys

Please do not allow your child to bring toys to the Preschool. Toys invariably cause arguments or become lost and broken. Your child is however welcome to bring an item of interest i.e. bird's nest, to put on our nature table or a soft toy in their sleep bag for rest time.



Child Care Benefit

You can only claim Child Care Benefit for registered care if you are working, studying or training at some time during the week when the care is provided. If you have children in registered care, you receive your Child Care Benefit entitlement by way of direct credit to your nominated account after you lodge a claim with Centrelink. You must have paid your fees in full, to receive a receipt at the end of each term.

Your claim must be lodged within the 12 months following the care for further information visit: <https://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

Complaints Procedure

Feedback from parents is important in ensuring that the Preschool is continuing to meet the family's needs. Please speak to the Nominated Supervisor or educator if you have any concerns. If the matter can't be resolved, you may ask for the necessary forms to make a formal complaint.

Newsletters /Noticeboards

Do keep an eye on the noticeboards and read newsletters to keep up to date of any preschool activities. Noticeboards are situated near the sign in area. Information will also be available in a pocket board with your child's name on it.

Fees

1. An administration/enrolment fee of \$110 is payable for each child prior to the start of attendance. This is a non-refundable fee and covers administrative costs while your child is enrolled at the Preschool.
2. Fees are calculated on a term basis, even though the Committee is prepared to accept payment for a half period or instalments, when requested.
3. Reductions for public holidays and absences are, therefore, not possible.
4. Fees are due at the beginning of each term and may be paid via direct debit or through the Calrossy Anglican School's Qkr app.
5. The Preschool Committee of Management endeavours to keep fee increases to an absolute minimum. However, should there be a change in Government Subsidy Policy, the Committee reserves the right to review fees during the year.

ACCOUNTS ARE SENT AT THE START OF EACH TERM AND PAYMENT OF FEES MUST ALWAYS BE IN ADVANCE.

Message from the Nominated Supervisor

Welcome to our Preschool family.

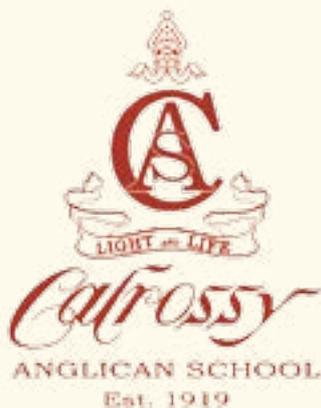
An exciting stage is about to commence in the lives of your family. Attending Preschool is an opportunity for your child to experience a range of activities that will enhance their development, create enthusiasm for learning and foster a sense of enquiry about the world in which they live.

We are honoured to be a part of this important time and look forward to working together to provide the highest quality care and education for your child. Communication between families and educators is vital for meeting individual care needs of your child, so please feel free to stop and chat, phone or email at any time, we love to have your input into our preschool program.

Sally-Anne Merrick



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