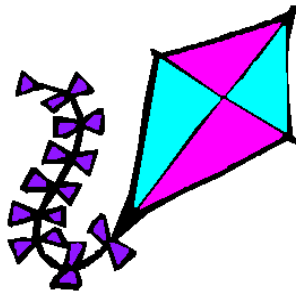


Engadine Church of Christ Preschool

Handbook



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We welcome your child and you, his/her family to Engadine Church of Christ Preschool. We hope that your child will enjoy the great range of activities that are provided and learn innumerable skills to prepare for the years ahead. We also offer activities for other family members, both through the Preschool, and through the Church.

This parent handbook should provide you with all the information you will need, however further detailed information is available in our policy documents folder, available in the office. You can also access our website through www.shirechildcare.com.au to find out more about our preschool. **Our Phone no. is 9520 6959** and our email address is ecocps@bigpond.net.au

Engadine Church of Christ Preschool is a not for profit Church based community Preschool. It is subsidised and licensed by the Department of Community Services for 27 children per day, and operates between 9am and 3pm daily (school terms only). Extended hours – 8am–4pm are available.

PHILOSOPHY

We aim to have a Preschool that reflects the needs and interests of children, their families and the Engadine Church of Christ.

The Preschool and its staff aim to provide children with a safe, happy and caring Christian environment, rich in experiences designed to foster children's social, emotional, cognitive and physical development.

Vision Statement:

We focus on children as individuals and aim to develop their particular skills, interests and needs.

We see ourselves as being part of the Engadine Church of Christ, and share in the Church's Purpose and Vision.

Our objectives are to:-

- Provide a play-based educational programme that is designed to meet the:
 - cognitive
 - language
 - physical (fine and gross motor)
 - social and
 - emotional needs of the children
- Provide children with a child centred, safe environment designed to foster learning and discovery in a warm and informal atmosphere.
- Provide children with a programme that caters for their individual needs and interests.
- To provide families with support and activities designed to increase self-esteem and parenting skills.

Our staff is comprised of:-

Teaching Director

Mrs Dianne Wackwitz
B.Ed. (Special Needs) Dip.
S.K.T.C.

Supported by a team of full time and part time child care Workers

Miss Ruth Mundy

Mrs Bridget Cartwright

Mrs Sherryn Moore

Mrs Michelle Mellows

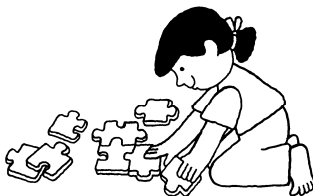
One part time Admin. Ass.

Mrs Jenny Collins

The Preschool is managed by an Honorary Management Committee comprising:-

- Chair - Mr Adam Stewart
- Manager - Mrs Elissa Stewart
- Treasurer - Mr Richard Laney
- Up to 4 members nominated by Engadine Church of Christ
- Up to 4 members elected from the parents of children currently enrolled at the Preschool.

This committee is vested with the control and management of the Preschool and will meet regularly (at least 4 times) during the school year.



FEES

A non-refundable administration fee of \$20 is to be paid on application to the Preschool.

A bond equivalent to 2 weeks fees is paid prior to commencement and is refunded at the end of the 4th term for those going to school the following year, providing all fees are paid up to date. (ie. All outstanding fees must be finalised 2 weeks before the end of the school year.) Enrolment cancellations prior to this date are subject to approval of the management committee and need to be submitted in writing.

Preschool fees are \$39.00 per day, and may be subject to review at the end of each term.

Active Kid Program will operate Tuesdays and Thursdays during the year costing \$3.00 per session per child (Optional).

Fees are to be paid fortnightly in advance, Fees can be paid by internet transfer. The 'reference' is your child's name. Cash payments can be made by obtaining a direct deposit slip for our account at Engadine CBA and return the slip to the preschool with your child's name recorded. Deposit slips are available from the office.

CHEQUES AND MONEY ORDERS ONLY can be accepted.

Please place all internet transfer receipts, cheques or deposit slip butt, in the locked green box in either the playroom or office.

If paying fees by the term, all term fee payments must be completed by the end of week 2 of each term.

A statement of account will be issued at the beginning of each term stating your fees due for the term.

Receipts for Registered Childcare will be issued to everyone for you to register with Medicare and claim if eligible. Rebates are subject to immunisation keeping up to date and work status. Check eligibility with Medicare and register if you are working.

NO FEES ARE CHARGED FOR PUBLIC HOLIDAYS or SCHOOL HOLIDAYS, though family holidays or absences due to a child's illness through a preschool term are to be paid for.

If a child is not 3 at the beginning of the Preschool year and the parent wants a placement immediately when they turn 3, fees need to be paid from the beginning of the year to guarantee the placement.

Reduced fees are available to families in receipt of a 'low income health care card' or are of Aboriginal or Torres Strait Islander heritage.

The Preschool operates on the fees paid by parents plus a subsidy paid by the Department of Community Services. These fees and subsidies cover the costs of salaries, cleaning, rent, insurance, and other, maintenance costs. The Preschool also purchases books and educational equipment from fees, but this is supplemented by several fund-raising activities throughout the year. We urge you to participate in these, as it is only through your support that we can continue to provide the children with a high quality educational environment.

ADDITIONAL PRESCHOOL DAYS

Additional days may be available to your child for casual enrolment if someone is going away due to holidays or illness. Please leave a message at the office if you require this service.

NOTICE OF REMOVAL

Before a child is removed from the Preschool's enrolment, parents must give us 2 weeks' notice in writing, to allow us to find a replacement.

Any child who is absent for 2 consecutive weeks without notifying the Director, will be automatically removed from Preschool enrolment.

DROPPING OFF / PICKING UP

Children must be accompanied daily by an authorised adult, and taken to a staff member. Sign your child in and out each day. Upon leaving Preschool, the child is also to be accompanied by an authorised adult, and should notify a staff member on the way out.

Children can only be collected by a parent, or a person who has been given written authority and is over 16 years of age.

You can add or delete collection details at anytime by notifying the Director.

If you are going to be late in picking up your child, please ring us and give an estimated time of arrival, or authorise us to call your nominated authorised collection person, as well as to help us to explain to your child what has happened to alleviate his/her anxieties.

EXTENDED HOURS CARE (EHC)

EHC is available each morning between 8 – 9am and each afternoon between 3 – 4pm, at \$10.00 per session or any part thereof.

This service is limited to 10 places and can be prebooked through the office.

Permanent users of this service may include payment with regular fees. Casual users of the service may pay on the day the service is used.

WHAT TO BRING

- A large backpack (the bigger the better – there will be lots to bring home!)
- A piece of fruit for morning tea (prepared, (ready to eat in environmentally friendly container)
- A **Healthy** Lunch in a clearly marked environmentally friendly container containing-



- sandwiches with nutritious fillings (**no nuts**)
- a piece of fruit
- please provide additional food as per the NSW Health dietary guidelines for Preschoolers

The following food items are not to be brought:-

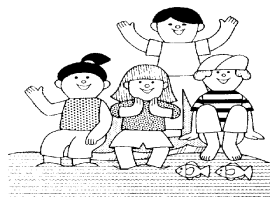
- chips, lollies, cakes, biscuits, all kinds of muesli bars, roll-ups and steel tins fruit.
- Sport Drink Bottle – clearly labelled, containing **water only**. Preferrably one we can see into and check if child is drinking water.
- A spare set of clothing.
- Calico bag to carry home their ‘daily take homes’.

ENVIRONMENTAL SUSTAINABILITY

Please consider reducing your child’s carbon footprint by using environmentally friendly containers instead of plastic etc.

ARRIVAL PROCEDURE

- Sign your child in.
- Put lunch in the refrigerator provided.
- Put calico bag in your child’s yellow bin
- Keep water bottle in bag
- Put piece of fruit in top section of locker
- Put bag in child’s allocated locker (look on chart)
- Greet teacher/s and play!



DEPARTURE PROCEDURE

- Authorised person to sign child out
- Collect items from yellow box.

MILITARISTIC/SUPERHEREO POLICY

- Children presenting in inappropriate clothing will be asked to change their clothing. e.g. spiderman, batman, ninja turtle etc.
- No toy weapons allowed.

SAFETY

- Children must wear a **Sun Safe Hat** and **sun safe clothing** when playing outside. 'Sun smart' clothing as recommended by NSW Cancer Council and includes clothing with a sleeve (ie not singlet or shoe string straps)
- Children need to wear **closed-in footwear** at Preschool in all seasons.
- The Preschool supplies 'NSW Cancer Council Everyday 30+ Sunscreen'. Could you please **apply** the cream to your child when they arrive.
- Appropriate play clothes that children can manage independently are to be worn on preschool days.
- No jewellery please.
- Children's **hair** needs to be **tied back**. Elastic ties provided near sunscreen in office.

NO children are permitted to play on the playground equipment after 3 pm, as the staff are busy supervising children going home. The children will all have had this explained to them on their first days at preschool as they learn to play only where the teachers are watching them.

The children are encouraged to have their backpack zipped up and everything inside the bag so the backpack can be carried on their back to go home.

As part of our road safety program, we encourage all children to have the backpack on their back so their hands are free to **HOLD AN ADULT HAND** as they leave.



▪ MEDICAL POLICY

We understand that children don't like to miss out on their Preschool days, but it is important that sick children are kept at home to reduce the risk of spreading infection to the other children and staff.

The Director will send home any child exhibiting symptoms of an infectious disease.

Please:-

- Keep up to date with your child's immunisation programme
- You must notify us each time your child receives any further immunisation so that our immunisation records can be kept current
- Keep your child at home if suffering from a heavy cold or possible infectious disease
- If your child is receiving on-going medical treatment, and must be given medication on a regular basis (e.g. for asthma, diabetes, epilepsy) please ask for a form from the Director for your Doctor to complete regarding this medicine,
- We will NOT administer any medicine that has not been prescribed by the doctor. Thus, only medication showing a Chemist's Prescription details and THAT child's name will be administered. Over the counter medicines will not be administered unless accompanied by a note from the **doctor**.
- Prescribed medication will be administered if the following instructions are followed:-
 - complete details in the Medication sheet,
 - sign it
 - inform Director
 - put medicine in kitchen fridge, or on the island bench
 - the teacher will sign the sheet once the medicine has been administered

AN ANAPHALAXIS POLICY OPERATES SHOULD ANY CHILD SUFFER FROM ALLERGY LEADING TO ANAPHALATIC SHOCK. PLEASE DO NOT SEND NUT PRODUCTS (EG. PEANUT BUTTER, HAZELNUT SPREAD, CHOCOLATE ETC.) TO PRESCHOOL. Refer to information on Anaphalaxis.

Unimmunised children may be excluded depending upon advice from the Public Health Unit (fees payable) for the duration of immunisation preventable disease.

Notify the Director if your child contracts any infectious illness and observe the quarantine periods. Thus:-

DISEASE	CHILDREN WHO HAVE THE DISEASE (CASE)	UNIMMUNISED CHILDREN WHO ARE IN CONTACT WITH THE SICK CHILD
Diphtheria	Exclude until receipt of a medical certificate of recovery	Exclude from school until investigated by the Medical Officer of Health of the Public Health Unit
Tetanus	Exclude until fully recovered	Not excluded from school
Pertussis (Whooping Cough)	Exclude for 14 days from onset of illness or until 5 days of a 14 day course of antibiotics have been completed	Exclude unimmunised household contacts for 14 days from exposure or until they have had 5 days of a 14 day course of antibiotics, if they go to a child care centre or preschool
Measles	Excluded for at least 4 days from appearance of the rash	Unimmunised contacts should be excluded for 14 days unless immunised within 72 hours from exposure to the disease. Following immunisation the contact can return to school immediately
Mumps	Exclude for 9 days after the appearance of the swelling	Not excluded from school
Chicken Pox	7 days after first spots	
Conjunctivitis	Until eye discharge has stopped	
Head Lice	Until lice are dead	
Diarrhoea	Until one day free of diarrhoea	

POSITIVE BEHAVIOUR GUIDANCE POLICY

Learning to manage feelings and behaviour is an important process for all children. By focusing on each child's strengths and taking a broad view of acceptable behaviour and social skills, at all times the rights and dignity of the child are respected.

Consistency in the approach to behaviour guidance among families and staff is important to ensure children's sense of security and understanding of these complex processes. Therefore, on enrolment it is important to discuss guidance strategies, both from the family's perspective and the Centre procedures and value the family's input.

By getting to know the child and family and communicating effectively and respectfully, staff can begin to understand the child and how best they can support the child. Consideration needs to be given to varying parenting styles, to the family's cultural or social values and to the age, abilities and temperament of the individual child.

CHILD'S INFORMATION DETAILS

Any change of address, email, telephone numbers, custody details and collection details must be given promptly to the Director, as it is important that we know who to contact in an emergency.

DEVELOPMENTAL RECORDS

Developmental Records are kept on every child enrolled at Engadine Church of Christ Preschool. These are updated each term.

Parent Interviews are conducted routinely at the end of term 3 and also upon request as needed.

BIRTHDAYS AT PRESCHOOL

Birthdays at Preschool are special.

We will sing happy birthday. After blowing out the candles, the birthday child will receive a special birthday sticker and other stickers to share with the children.



REST TIME

Parents may choose for their child to rest on a mattress or sitting on the mat whilst a half hour video is played.



WHAT WILL THE CHILDREN BE DOING?

Answer – a myriad of activities!! Art, craft, games, socio-dramatic play, gross motor play, music and movement, stories and other language experience are included in our daily programme. Through these play activities, children will have the opportunity to develop skills in the following developmental areas:-

- Cognitive
- Fine Motor
- Gross Motor
- Language
- Emotional
- Social

Remember: Children learn through play!!

Active Kid Program will operate Tuesdays and Thursdays. This fun activity and fitness program is conducted by a personal trainer, massage therapist and will run for 8 x ½ hour lessons per term at a cost of \$3.00 per child per lesson.

SPECIAL ACTIVITES

Gingerbread man (GB man) Each week GB man will visit a child and have an adventure over the next week. Please record your adventure with a few sentences and photos/drawing and bring to preschool the following week.

Treasure Bag – This is a ‘news’ bag and is designed for your child to have an opportunity to share interesting items of news. Suggested items include: photo, something from the garden, something from holidays, something they made, favourite book, favourite CD, or anything else of interest. No toys!

Outdoor Games bag – Two noodles and tennis ball are provided in a bag to take home for the week to encourage your child to make up games that develop skills and co-ordination in an exercise environment. This is part of the ‘NSW Health Munch and Move Preschool Plan’ to get children actively moving and participating in the outdoors. Please provide a photo/drawing of your child using the equipment.

The above activities are designed to take the place of show and tell. If your child has something of particular interest to everyone, they are welcome to share it, anytime.

SPECIAL VISITORS

We also organise special visitors throughout the year – eg. Kindy Farm and theatrical performances.

No extra charge will be required for these “incursions”.

Incursion Policy states that we do not participate in excursions to other places, preferring instead to include invited guests to the Preschool. As we will sometimes participate in using the grass courtyard, hall or carpark, it is necessary for you to sign permission for your child to attend these outings.



PARENT ROSTER

We have a parent roster (which begins in Term 2) where parents are invited to come to the Preschool to help in activities eg. Reading stories to small groups, playing, assisting with cleaning up.

This parent roster is not **compulsory** – we understand that parents are very busy people with very little spare time. If you would like to help in some way, please ask a staff member who may be able to suggest another activity – e.g. cutting paper at home for art activities. Unfortunately, younger siblings cannot be brought if you are on the roster.

SUMMER PROGRAM

9–10.30am	outdoor play
10.30–11am	pack away, transition to bathroom and morning tea.
11– 12noon	indoor play
12–1pm	Group time
1–1.30pm	Lunch
1.30–1.45pm	pack away lunch box/pack own bag Bathroom
1.45–2 15pm	rest video
2 15 2.55pm	group time (include music, language, games, finger plays .
2.55–3pm	Collect bags Home.



WINTER PROGRAM

9–10.30am	Indoor play
10.30–11am	pack away, transition to bathroom and morning tea.
11– 12noon	Outdoor play
12–1pm	Group time
1–1.30pm	Lunch
1.30–1.45pm	pack away lunch box/pack own bag Bathroom
1.45–2 15pm	rest video
2 15 2.55pm	group time (include music, language, games, finger plays .
2.55–3pm	Collect bags Home.

ALL CHILDREN MUST HAVE THEIR BACKPACK ZIPPED UP & ON THEIR BACK READY TO HOLD ADULT HAND ON LEAVING THE PRESCHOOL.

WET WEATHER PROGRAM

Out door substituted with additional indoor games



PARENT LIBRARY

We have an interesting array of books and videos in our Parent Library which parents are welcome to borrow. Topics included are: Discipline, Special Needs, Parenting, Activities for home etc., books videos for adults and children.

PARENT CLUB

Our Parent Club arrange fund-raising events and social events, and funds are used to provide new equipment for the children. The standard fundraising events that we do include:

- Term 1 chocolate drive – day 1 of Preschool
- Term 2 Mother's day shop
- Term 3 Father's day shop and Open Day
- Term 4 Puzzle-a-thon

Families are encouraged to participate as able.

No family is obligated to participate in any fundraising activity. It is all voluntary.

PARENT EDUCATION

Parent evenings will be held where parents can learn about topics of interest such as "Learning through Play" and "School Readiness", or topics of interest to parents.

Suggested topics can be left in the green box in the office.



NOTES