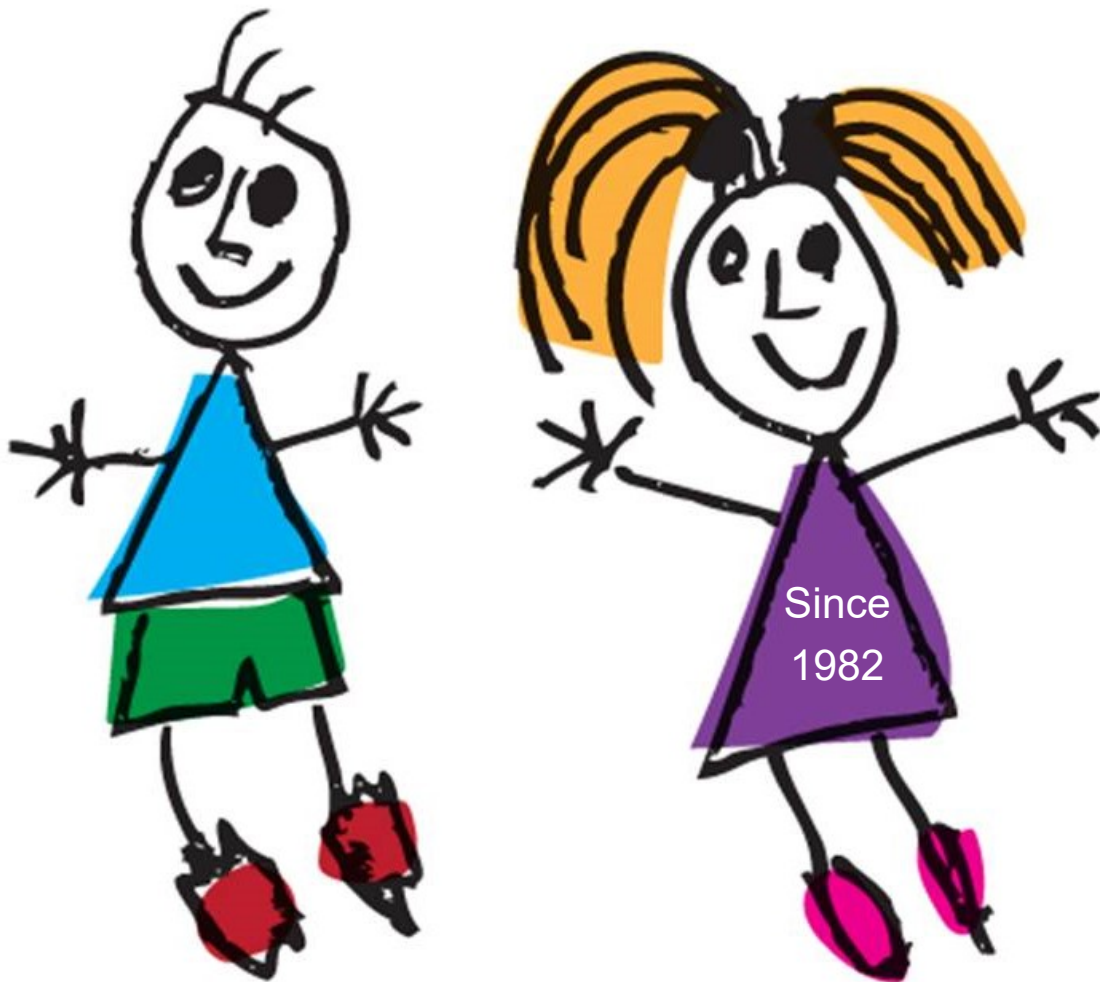


All Saint's Preschool, Albion Park

2016-2017

Parent and Enrolment Handbook



253 Tongarra Rd, Albion Park NSW 2527

PO Box 11, Albion Park NSW 2527

Phone: 4256 5725

Email: preschool@apac.org.au

Website: www.allsaintspreschool.org.au



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Welcome to All Saints Preschool

All Saint's Preschool is a Christian preschool and is a ministry of Albion Park Anglican Church. Our aim is to provide high quality Early Childhood Education in a caring Christian environment. We trust our association with one another will be a happy one.

All Saints Preschool began partnering with St Luke's Preschool, Dapto in 2016. St Luke's Preschool shares the same values as All Saints and offer important support and guidance at a governance and managerial level. The 2 staff teams also work closely to share ideas and resources.

We seek to provide a physically safe and emotionally secure setting where children can build relationships, explore and experiment with a variety of materials and experiences in a supportive, confidence-building atmosphere.

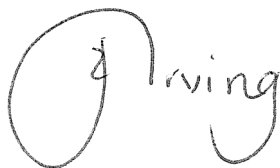
Our educators support children through their knowledge of child development, understanding of individual children, their strengths, interests and potential. We support children's development in partnership with families and the community.

The preschool operates on the foundation of our philosophy and within the Early Years Learning Framework & National Quality Framework, following a Child Centered Curriculum.

We look forward to getting to know and understand your child, so the information you provide on the "Enrolment" & "About Me" forms.

We look forward to sharing your interest in and concern for, your child as we support you in their education.

Thank you



Julie Irving BTECE & Dip MGT
(Manager)



Eliza Batten BTECE
(Teacher/Nominated Supervisor)

All Saints Preschool Philosophy

Background

All Saints Preschool philosophy is based on the beliefs and values of the children, families, staff and committee of the preschool. It is strongly reinforced/influenced by the constitution. This philosophy also reflects the principles of the national law, the Early Years Learning Framework and the word of God.

Our philosophy is a detailed statement reflecting the long term considerations, purposes, values and beliefs of All Saints Preschool

Philosophy

All Saints Preschool rests on the premise that each child is a unique and special individual created in God's image with varying interests, needs and abilities. Our educators believe our role is to facilitate and extend children's learning based on their needs and interests. We believe children learn best through play and exploration.

We value collaborative partnerships with families and the community in our preschool management and program, through committee involvement, policy development and classroom participation. The orientation process followed by regular family visits enable the child to see their parents as important and concerned members of the new school environment and the expertise of families is recognised as they share in decision making about their child's learning and wellbeing.

Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities. School then becomes a shared experience which will continue through each child's educational experience.

Our educators provide a link to the greater community and services for children and families as they strive to prepare an environment which will help children to develop to their fullest potential. We support Bronfenbrenner's Ecological Systems Theory which encourages educators to take into consideration all relationships that either directly or indirectly impact on the child's life. Strong connections with the child's family and wider community help our educators to meet the objectives of the Preschool as stated in point 2 of the constitution.

"... to provide a program of experiences which will promote the total development and well-being of the young child based on Christian spiritual principles".

Also in line with this theory our educators are strong and active advocates for the rights of children and families in their professional roles and private lives. For this reason we uphold the word of God and adopt the Early Childhood Code of Ethics as the context by which we measure our standards.

Theorist, Vygotsky places much emphasis on the role of adults, peers and educators in the development of the child. Every child is able to engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning. As we bridge the gap from home to school we guide children to a continued good self-image while building social skills in a Preschool setting.

Vygotsky recognised that children learn as they internalise ideas. Ideas are experienced through observation, instruction from others and firsthand experience each child's current knowledge, ideas, culture and interests provide the foundation for the program and each child's learning and development is assessed as part of an ongoing cycle of planning, documenting and evaluating children's learning. Our educators promote positive dispositions for learning by allowing children to experience their own stage of development and by helping them to feel success without pressure.

Proverbs 15:2a says 'a wise teacher knows how to make learning a joy'. Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Sensory, motor, perceptual and language skills are introduced through materials and activities which are child, teacher and community initiated. Work is planned which emphasises the process rather than the product, fostering a sense of accomplishment and pride.

History

All Saints Preschool is proudly a not-for-profit Community based organisation. As a not for profit organisation, All Saints Preschool makes no profit from fees. Instead, any surplus is re-invested straight back into our service, facilities and staff, allowing us to put children first by investing where early childhood needs are greatest.

All Saints Preschool has proudly been part of the Albion Park Community for over 30 years. We have a long tradition of offering quality care for children and families and proving them with a strong transition to school.



All Saints Preschool is licensed and accredited by Family & Community Services. The NSW Department of Education & Communities regulates the operations of our service.

There are strict regulations that govern the provision of Education & Care Services.

Grievances

All Saints preschool, the staff and Management are committed to the fair and effective resolution of family concerns or complaints, in order to cater for individual needs and to improve service quality.

Please refer to our Service Policy Complaint Handling Procedures which states to report to the Nominated Supervisor, Manager or the Licensee.

Please see the Nominated Supervisor with any complaints/ concerns so these can be passed on. You can make an appointment at the office. If you wish to lodge a written concern please address to:

Julie Irving
Manager, All Saints Preschool,
PO Box 11
Albion Park NSW 2527

This will be addressed by our Licensee and Manager, and a written response will be posted to you.

If unresolved report directly to: www.det.nsw.edu.au

NSW Government Education & Communities.

Our local phone number: 132 111 (general public)

Children & Parents Policies & Procedures

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- Accepting Sick Children into care / Infectious diseases Policy
- Children sick in the service policy
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- Medication Policy
- Child Requiring Medical Emergencies Policy
- Food Safety Policy
- Nutrition Policy
- Handwashing Policy
- Dental Health & Hygiene Policy
- Nappy Change Policy
- Toileting Procedure
- Sun Protection Policy
- Children's Clothing Policy
- Behaviour Management Policy
- Supervision Policy
- Water Safety Policy
- Providing a Child Safe Environment
- Interactions with Children Policy
- Inclusion Statement Policy
- Cultural & Linguistic Diversity Policy
- Child Protection
- Excursion Policy
- Acceptance and Refusal of Authorisation Policy
- Arrival and Departure Policy
- Communication with Families / Carers Policy
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- Staff Code Of Conduct Policy
- Harassment & Bullying Free Workplace Policy
- Management of Storage Policy
- New Employee Induction Policy
- Workplace Rehabilitation Operational Process Policy
- Staff Grievance Policy
- Staff Health and Immunisation Policy
- Student and Volunteer Policy
- Educational Program and Daily Routine
- Determining Responsible Person
- Staff Development
- Effectively Dealing with Aggressive, Angry & Sometimes Violent Behaviour Policy
- Handling Threatening or Abusive Phone Calls policy
- Social Media Policy

Copies of these Policies are located in the classroom. You are welcome to view these at any time. Please see staff if you would like to see a copy or email the office and we can send a copy to you.



All Saints Preschool Goals

At All Saints we strive to provide excellent quality care for your child while offering high education and development support in preparation for formal schooling.

We strive to:

- Enhance each child's development and understanding of our wider community.
- Ensure every child/family feel safe, secure and cared for.
- Extend a child's understanding through programs and self discovery.
- Listen to every voice of a child and scaffold the child's learning through play while acknowledging the journey of culture, diversity, beliefs and understandings of the world.
- Prepare each child individually for school, developing intellectually the child's interests and focusing of strengths.
- Maintain our environment to support the children to explore, wonder and enjoy learning.
- Maintain affordability to our community.

Mission Statement and Vision Statement

Our vision statement is: To deliver the highest quality, holistic Christian care possible in a loving play based learning environment.

In detail, this means:

- Providing the highest quality care and education
- Care for the whole child and their family - (holistic and loving) being spiritual, presenting the good news of Jesus in a clear and relevant way, educational, cultural, social and emotional
- A play based learning environment built on the most current research, highest standards and best practise.

Our service values are faith, compassion, integrity and community.

Learning at All Saint's Preschool

All Saints Preschool is a Christian preschool and is a ministry of Albion Park Anglican Church. Our service is an early childhood learning centre for children aged 3-5 years of age, preparing children for school years.

All Saints Preschool develops understanding's of theories based on the current child development research. Our team of teachers are professionally trained educators who teach children within a holistic approach. Every staff member supports our preschool philosophy and commitment of Godly care to our community.

The staff will extend the children's understanding of belonging, being and becoming through the Early Years Learning Framework (DEEWR, 2009).

Learning in the Preschool Context

Children learn through play and exploration and the many opportunities this provides.

At All Saints preschool, play is the core element of our programs. Planning and programming for children emerges from the child's interests, daily life in children's homes and the preschool setting. Teachers extend children's learning through play opportunities through posing problems, asking questions, making suggestions, adding complexity to tasks and providing information, materials and the assistance needed to enable each child to consolidate learning. Play while learning brings joy and self discovery while offering deep educational development growth for each individual child.

In our preschool we acknowledge and value that each child learns to be strong and independent from a loving and secure relationships with family and /or a primary carer. Our skilled teachers observe and support each individual child's learning by facilitating a individual program that caters for children's learning as they develop in different ways and at different rates. All areas of learning and development are equally important and interconnected.



The Learning Environment

The learning environment becomes the third teacher in our setting. The environment is set to communicate our values and provide a rich repertoire of learning for children.

The areas promote:

- Children are competent learners from birth who can be resilient, capable, confident and self—assured.
- Encourage children to explore and wonder in self discovery.
- Areas support every developmental area and interest to the children to extend learning.
- The areas provide space and time for children to consolidate and revisit experiences to promote engagement and learning.
- Experiences provide children with open ended creative experiences which are intentionally resourced for children to express creativity and self awareness.

Curriculum—Early Learning Years Framework

Through conversation, observation and documentation of children's play interests and achievements, teachers develop programs that support and stimulate collaborative learning. The Curriculum implemented at All Saints Preschool provides interest based learning. While observing and documenting children's play, teachers learn about the developmental progress of individual children.

The framework acknowledges children to be competent, intelligent and capable to discover and learn within the developmental stage and age they are at. Each child is unique, with his or her own interests and strengths. The programs at All Saints supports all of the child's learning.

Please feel free to look at the curriculum by following the link to the Early Years Learning Framework. A new national early learning framework produced by the Australian Government, Department of Education

www.deewr.gov.au/earlychildhood.

Transition to school

At All Saints Preschool we provide a solid foundation for all areas of children's lives and prepare them for the transition to primary school. Everyday the children are provided with experiences to equip them with the skills needed. Our preschool has developed strong links with our local primary schools and have transition processes in place to assist all children.

Teachers

All our staff are experienced and trained educators. We have 3 University trained teachers with at least 2 present each day. Our other educators are all TAFE trained. As a team we are regularly training and educating ourselves.

The teacher is the mediator and facilitator to provide many opportunities to scaffold and engage with children's learning. The role of teachers is to be a voice for the child and create a place of belonging and security to explore and feel empowered. All teachers keep documentation of development and valuable experiences of your child's development. If a teacher has any concerns regarding your child's development they will approach you.

At All Saints we maintain records of your child's interests, strengths and development including written observations, photos and examples of their work.



Preschool Days

The First Day

The transition to preschool is a big step for families and their children. Each child will react differently, some settle very quickly and others take a little longer. Teachers recognise that families know their child best and encourage parents to collaborate with staff to transition your child. If you feel your child may have specific concerns separating please arrange a time to meet with the teachers to ensure a smooth first day.

Children can experience difficulty from being away from their families. This can cause transition to be distressing for the children and families. This is a normal response and the staff will be more than happy to help with strategies to support the transition to preschool. Families are encouraged to say goodbye to the child and not slip away. This enables a farewell for the child and that you reassure them you will be returning soon. Please let the staff when you are leaving.

The staff are aware this may be a distressing time for you and your child, so please feel free to telephone during the day to check your child's progress. If you have any concerns please talk to the teachers, they are more than happy to help settle you and your child into preschool.



The Daily Routine

All Saints preschool believes that children learn through exploration, play and discovery. Children learn along-side their peers, in a safe and well-planned environment. Staff take time to plan and implement developmentally appropriate experiences for children that promote learning and understanding in response to children's interests, abilities and needs, while also challenging and supporting the development of skills. Times of free choice are mixed with structured group times, encouraging all development. Children experience small group work spontaneously throughout the day. These opportunities give us a greater understanding of your child's interests, strengths and areas to develop.

Our outdoor environment has been newly renovated. The outdoors is a wonderful environment that is an ever changing canvas. The children in each room enjoy time outside while the other class is inside. The outdoors provide endless rich learning experiences, from water play, to sand or engaging in dramatic play on the deck.



Parent Involvement

All Saints Preschool has an Open Door Policy. We welcome you to the centre throughout the day to share in the experiences your child is participating in, to enjoy the child's birthday or to read a story to the group. We also welcome you to join us when artists come to visit.

We encourage you to talk regularly with the teachers to raise any concerns or the wonderful achievements your child may be experiencing. We appreciate your feedback and you are welcome to write any notes to other parents or teachers in our communication book next to the "sign in" sheets. Teachers are available to return phone calls or email from 3.30pm each day. If you are a working parent and other carers are collecting your child, please see the teachers to organise the best way to communicate daily preschool life.

We encourage regular and thorough discussion between parents and carers. Our team appreciates discussing individual children with their parents and will always make time available. It is best not to speak about a child while he or she is present. Please see staff if ever you have a concern. Eliza, the nominated supervisor, is always happy to assist in any areas of concern. Newsletters are a great communication tool they are emailed or a paper copy in your file. Please indicate to the office if you would not prefer to be emailed the newsletter.

Toys and Valuables

All Saints is fortunate to have an outstanding array of stimulating and educational toys and equipment. Please encourage your child to leave toys at home so they do not become lost or broken at preschool. Your child is welcome to bring photos, mementos and other items for news in group times. Please ask the teachers if a child would like to share a special toy for news.



What To Bring To Preschool

A user friendly backpack that includes:

Morning Tea

Fruit or a healthy morning tea, in a paper/plastic bag labelled with the child's name and a drink bottle.

Lunch

Lunch box filled with a yummy healthy lunch. Please refer to page 32 for ideas and websites for yummy ideas.

Afternoon Tea (Extended Hours: 8am-4pm)

Fruit or a healthy afternoon tea.

Clothing

Please dress your child in clothing that is easily washed so that they may enjoy the experiences provided, including clay, painting, sand and water play. A spare set of clothes should be kept in their bag, for any changes needed. Please mark all items with a permanent marker. Suitable footwear is recommended.

Hat

A wide brimmed hat or bucket hat is an essential part of your child's attire. Every child is required to wear an approved hat to comply with our sun safe policy.

Sun Protection

All Saints Preschool is a Sun Smart Preschool accredited by the Cancer Council. We promote a sun safe environment. The preschool has many shaded areas and children are encouraged to play in these areas throughout the day. Each child is required to have a wide brim hat or a bucket hat for outdoor play. Please ensure that they apply sun cream on arrival. We reapply throughout the day as required. Could you support us in providing children with clothing with sleeves. The preschool determines the time of day, and number of times sun cream is applied based on the UV rating, which is checked daily using the Sun Smart App.



Excursions

Subject to your prior consent in writing on each occasion, we offer children the opportunity to experience visiting artists.

Allergies

Allergic reactions are common in young children. This includes bee and insect stings, medication and latex but most commonly foods including nuts, eggs and seafood. Anaphylaxis is the most severe form of an allergic reaction. It takes place when a susceptible person is exposed to a specific allergen. Reactions usually begin within minutes of exposure and can progress rapidly. Anaphylaxis is potentially life threatening and always requires an emergency response however anaphylactic reactions can be prevented with planning and preventative management of allergens.

All Saints Preschool is a nut and egg free Preschool environment at all times every day. For this reason we ask for your cooperation in eliminating certain foods or products in the centre. These include products containing peanuts, nuts and egg. Please see staff if you have any concerns. If a product has nuts or eggs contained in the ingredients the staff will send them back home in the child's lunch box with a note.

If a package or processed food label reads 'may contain traces of nuts (tree nuts/almonds etc)' this product is allowed to be eaten at school. However if a product or processed food states **'contains traces of nuts (tree nuts/almonds etc)' this product can not be eaten at school.**

Birthdays and Other Celebrations

Birthdays are a special event for children. We love celebrating with your child at the service. If you would like your child to share this special occasion with a cake and candles, you are welcome to bring one to share for morning tea. Please be mindful of allergies and small choking items such as hard small lollies. Small cupcakes for the class of 25 reduces minimal handling. Please talk to staff for ideas. You are very welcome to join us to celebrate.



Security

Access to our centre is through the front doors. The doors are unlocked at 8.00am .

If you have a custody arrangement relating to your child we ask that you provide a copy to the centre.

Arrival and Departure

Our team are looking forward to greeting you and your child each morning. On the first day your child will be provided with a locker in which to store his/her belongings. Your child will get to sign in each day and choose which locker they wish to store their bag and belongings in.

It is a legal requirement that you sign your child in and out of the service each day on arrival and departure. Children must be escorted in and out of the preschool by an adult.

Our team will give you guidance on our centre's procedures at orientation.

If your child is not attending the centre on a scheduled day we appreciate you calling or emailing to let us know. To maintain consistency of care between your home and the centre we appreciate any information about your child's night sleep, or needs to be shared with us on arrival.

Persons authorised to collect your children

You are asked to complete a section in our enrolment form allowing relatives or friends over the age of 18 years to pick up your child from the centre. If a person is not listed on the form and you would like them to collect your child please provide details in writing to the office. The person will need to show identification to collect the child. Please communicate any changes to the staff to ensure compliance and safety.

Health and Medications

Child Health

If your child appears unwell please keep them home until healthy and well. If you are in doubt please call the office for assistance.

For further information: Staying Healthy in Childcare 5th Edition

Website:

http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

Please inform the Director if the child has contracted or been exposed to any infectious illnesses for the safety of the other children, our team and pregnant mothers. Also, if your child has been absent as a result of an infectious disease, please present a certificate signed by a doctor on their return.

Please note in our policy it states that a child is unable to return to preschool until 24 hours after their LAST case of vomiting or diarrhea. In the event of 3 cases in the preschool, we ask families to keep their children home until 48 hours after their LAST case.

Hygiene

Our centre follows strict hygiene, health and safety procedures. Staff model and teach all procedures to promote healthy hygiene. Washing hands is required after toileting and before and after meals. Paper hand towels and tissues are available for the children to use.

Children and staff are also required to wash hands upon arrival to eliminate the cross contamination of germs.

Immunisation

The Department of Health regulations require children to be immunised. The preschool needs to obtain a record of each child's up to date immunisation status, a copy needs to be kept on our file. Please supply a copy of your child's "Immunisation History Statement" before commencing Preschool. This statement can be obtained by ringing 1800 653 809 and is a free service.

Medication

If prescription medication is necessary for your child at Preschool, please discuss your requirements with Staff.

Only prescription medication can be administered. Any medication must be in its original container with a Pharmacy label, and accompanied by written instructions and parental approval. Medication forms are available from your child's teacher. All medication will be stored in a medication box in the kitchen. The child needs to have taken the medication for 24hrs before returning to preschool, in case of any reaction.

Paracetamol

Where parents cannot be contacted and a child has developed a temperature of 38 degrees C. or above, which has not responded to the removal of excess clothing, staff will administer the prescribed dose of Paracetamol as authorised by parents on the Enrolment Form. We will of course continue to try to contact their Parents.

Emergencies

In case of emergency, when neither parent can be contacted, the staff may first contact the Emergency Contact Numbers on your child's Enrolment Form. If we are unable to contact the above people, staff will contact the child's doctor, and should he or she be unavailable, Shellharbour Hospital.

Please keep us informed of any changed telephone numbers.

Staff cannot transport injured or sick children to hospital and an ambulance will be called. Should this be required a staff member will accompany your child in the ambulance while continuing to try to contact the parents.

Emergency Procedures

Our centre has an "Emergency Evacuation Procedure" that is prominently displayed in each room. Emergency drills including fire evacuations and lock downs happen every term, on each day of the week so no children miss out. A notice will be displayed on the desk where parents sign in and out when they have been practiced, to inform you it has occurred.

How Our Preschool Works

General Information

All Saints Preschool, Albion Park Inc, is a community based Preschool licensed by, N.S.W. Department of Community Services. Albion Park Anglican Church established the Preschool in 1982 and the Preschool continues to be a ministry of the church. All Saints Preschool is a not- for- profit organisation and we endeavor to keep fees to a minimum.

All Saints Preschool Committee Of Management and Parent Committee

All Saint's Preschool has 2 committees that assist in the running of the preschool; a management committee and a parent committee. The management committee is responsible for the control and management the affairs of the Preschool. They are responsible for policy, financial and legal matters as well as staff appointments. In July 2016, as part of the partnership between All Saints and St Luke's this committee changed. The All Saints management committee is now the management committee of St Luke's Preschool, Dapto. The committee is appointed as per the constitution of St Luke's Preschool and governs both preschools.

The parent committee of All Saints Preschool is designed to reflect the day-to-day needs of the Albion Park community. They work to support staff, children and other families, as well as assist with advertising and fundraising for the preschool. If a parent wishes to be a part of this committee they can approach the preschool office to express their interest at the start of each preschool year.



Hours of Operation

The Preschool is licensed to operate Monday to Friday, 8am to 4pm and accept 30 children per day aged 3 years to 6 years of age.

The Preschool program operates from 8am to 4pm daily.

All children must be collected and signed out by 4pm.

Holidays

The Preschool is open 41 weeks of the year, following the New South Wales Public School system. Fees are due and payable for every day that a child is scheduled to attend regardless of whether or not they attend or are absent due to illness, family holidays etc. Fees are not charged for any Public Holidays or school holidays that may fall on your child's attendance day.

Fundraising

During the coming year we will run one fundraising event each term. We look forward to your help and support in these activities.



Administration Fees and Charges

Fees and Charges

Childcare fees and charges are set by the All Saints Preschool Management Committee and reviewed on an annual basis. Current fee levels are available from the Preschool office.

All Saints Preschool is a not-for-profit organisation. It is our aim to provide quality early childhood education and to comply with all licensing regulations. The cost of running the service is very high. We aim to provide the best service while meeting the needs of children and families within our community.

A Fee Agreement and Payment Plan will be established with each family.

This Agreement will be distributed prior to your child commencing preschool. Each family will nominate their selected form of payment on the "Nominated Fees Payment" Form. Fees will be maintained weekly, fortnightly or full term. If paying by the full term, fees are to be finalised by week 3 of each term.

Accounts are to be maintained up to date or in advance. Please see the Director if you are having difficulties at any time in paying fees.

Registration Fee

A non-refundable Registration Fee of \$20.00 is required to confirm your child's place on the Waiting List. This fee is to be paid prior to your child commencing Preschool.

Bond Payment

Parents are required to pay a Bond of 2 weeks fees upon acceptance of enrolment. The Bond is calculated on the number of days that has been requested. If a reduction in the number of days or full withdrawal from the Centre is made after acceptance and payment of the Bond, then the Bond paid for that day will be forfeited. This is effective up to the commencement of Term 1.

After the commencement of Term 1, two weeks notice is required for a reduction in days or full withdrawal from the Centre. (the Bond is used to cover the fees for these 2 weeks). If an immediate reduction in days or full withdrawal is required, then the bond for that day will be forfeited.

Method Of Payment

Fees can be paid by Direct Debit into Preschool's Account via Online Banking. Westpac Dapto

BSB: 032686
Account Number: 255177
Reference: *Your child's name*

EFTPOS will soon be available in the office.

The service is minimizing the handling of cash payments. Please see the office if this is your only form of payment.

Affordability

Reduced fees are available. Reductions in fees are based on a means test. Income levels for reduced fees are listed on the fees sheet available from the Preschool office. Fee relief is currently available for any family whose Gross Income is less than \$40,794. An "Affordability Assistance Form" can be obtained from the Preschool office. Proof of income will be required. Please see the Director if your financial situation changes and you need assistance.

Difficulty Paying Fees

Fees must be kept up to date. Parents can contact the Director or Office Administrator if they are experiencing difficulty maintaining fees. All fees are reviewed by the director weekly and phone calls asking for payments will occur for late fees. Continual late fees are referred to the management committee to seek appropriate action.

Outstanding Fees

Fees are monitored weekly. Fees are to be maintained 2 weeks in advance. If fee payments are 2 or more weeks overdue, your child's placement at Preschool will not be guaranteed. If fees fall behind by 2 weeks, families will be contacted and fees will be required to be brought up to date prior to the end of the Preschool term.

If fees are not brought up to date by the end of the term, the account will be passed onto a Debt Collection Agency for collection. There will be no re-enrolment of your child or sibling for the following term until all fees are brought up to date

Absences

Absence due to illness - fees are still payable

If your child is away sick during the Preschool term, or is unable to attend due to other commitments, fees are still payable.

Absence due to family holiday

If your child is away for four (4) or more weeks of the Preschool term full fees are payable for weeks 1-4. Additional weeks away will be discounted to the current Level 1 subsidy. All fees for the holiday period are to be paid up front to hold your child's place at Preschool.

Receipt for Registered Care

All Saints Preschool provides what is known as 'Registered care' through the Family Assistance Office.

If you qualify to claim the Childcare Cash Rebate through them, receipts are issued at the end of each term and show the number of hours your child attended and the fees that have been paid.

Please visit the Website to see if you qualify

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

Two weeks notice

Two weeks written notice is required if your child is not going to continue attending Preschool. If you are unable to provide 2 weeks notice then 2 weeks fees are payable. Notice forms are available in the office.

Early Starts/Late Finishes

The Centre program operates under 2 Options:

Option 1 Monday to Friday 8am-4pm

Option 2 Monday to Friday 8:30 - 3:30pm

Casual Early Starts and Late Finishes are available under Option 2, with 24 hours notice. These will be charged at \$6.00 per Early Start or Late Finish.

If children are signed in before 8:30am or signed out after 3:30pm under Option 2 without prior notice, a fee of \$1.00 per minute will be charged to your account. Children can not be signed in prior to 8:00am or collected after 4pm as per our Licensing Agreement with Community Services. Families may change between Options 1 and 2 with written notice to the Office.



What's In My Lunchbox Today?

At All Siant's Preschool, we promote healthy eating as our preschoolers are growing at a rapid pace with growth spurts frequently occurring. With a quarter to a third of nutrients that your child requires each day being consumed at lunchtime, it is important to provide them with foods that will help sustain their growth, build their immune system and assist in their learning and cognitive development.

A great way to promote healthy eating for your child is to encourage them to be involved in deciding and packing what they will eat at Preschool, discussing with them as you prepare together what foods they think are good choices to help their bodies grow big and strong.

There are many books and websites available to assist you in coming up with many different healthy and creative ideas for your child's lunchbox, both as a meal suggestion and snack ideas. For further information check out the following sites:

http://www.freshforkids.com.au/lunch_box/lunch_box.html

<http://hubpages.com/hub/Healthy-Lunches-for-Preschoolers>

<http://www.laptoplunches.com/healthy-lunches-bored.php>

[http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/
Eating_tips_for_children_\(4\)_preschoolers?OpenDocument](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Eating_tips_for_children_(4)_preschoolers?OpenDocument)

<http://www.healthykids.nsw.gov.au/parents-carers/healthy-eating-and-drinking/lunch-box-ideas.aspx>



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In Conclusion

We aim to provide the highest standard of care and education for your child.

We look forward to contributing to this important period of their lives and working in collaboration with you.

On behalf of our team of wonderful teachers, welcome to our service.



Eliza Batten BCTECE

Nominated Supervisor/ Teacher

