



**Kangaroo Valley Preschool Inc.**

**Parent Information Booklet**  
**2019**

140 Moss Vale Rd, Kangaroo Valley 2577

**Phone:** 44 651 327.

[www.kangaroovalleypreschool.org.au](http://www.kangaroovalleypreschool.org.au)

E-Mail: [kvpreschool@shoalhaven.net.au](mailto:kvpreschool@shoalhaven.net.au)



---

**Registered Charity** CFN 16245. **ABN** 17102364628

**Hours of Operation:**

Monday – Friday 9.00am – 3.15pm

For Your Information....

## Welcome

Welcome to Kangaroo Valley Preschool. This booklet contains some general information about the preschool and the requirements of the centre. Please keep this booklet for future reference.

Kangaroo Valley Preschool is licensed to cater for up to 20 preschool aged children per day. Enrolment preference is given to children in their year before school, however enrolments are open to younger children when places are available. We also provide casual days when places are available, to meet the changing needs of families.

## Staff

**Director / Co-ordinator** Jacinta Perry Bachelor of Teaching (Early Childhood)

**Teaching Staff:** Fiona Nelson Diploma in Children's Services

Jodi Bourke Diploma in Children's Services

**Office Administrator** Tracey Styles

All teaching staff have current first aid certificates.

## Committee 2018

**President:** Brad Hawthorne 0433 668 343

**Vice President:** Lisa Mumm 0450 477b214

**Treasurer:** Karen Grundy 44 650 138

**Secretary:** Janelle Unger 44 650 133

## Hours of Operation

Preschool hours are 9.00am to 3.15pm and we observe school and public holidays. Please do not bring your child before 9.00am or collect your child after 3.15pm unless you have made specific arrangements with the staff. The preschool is not licensed to care for children outside these hours. The staff have many other duties they need to attend to. Children can become distressed if they see the other children leaving and their parent has not yet arrived at the preschool.

# Philosophy and Policies

The mission of Kangaroo Valley Preschool is to provide quality preschool education for children up to five years of age within a caring, stimulating and safe environment. The principles, practices and outcomes of the Early Years Learning Framework, “Belonging, Being, Becoming.” are used as a basis for curriculum decisions.

The preschool complies with a wide range of laws and licensing regulations covering all aspects of the operation of the centre. The management committee have developed policies in line with these laws and regulations which families are encouraged to read. These policies and the preschool’s philosophy can be accessed on our website or on request.

## Aims

To provide a service which supplies children with a friendly, safe, stimulating educational environment where they can grow and achieve, each to their own abilities, in all areas of human development - social, emotional, language cognitive, fine and gross motor.

## Management of the Preschool

Kangaroo Valley Preschool is a community based non-profit organisation. It is managed by a volunteer parent committee that is elected each year at the annual general meeting. The committee is responsible for policymaking, employment of staff and general running of the preschool.

The committee’s activities are bound by a constitution and its operation of the preschool is in line with the “Education and Care Services National Law” and the “Education and Care Services National Regulations.” The national body overseeing early childhood services is the Australian Children’s Education & Care Quality Authority (ACECQA). The body representing ACECQA in NSW is The Department of Education & Communities. The preschool management committee is advised by CELA (Community Early Learning Australia).

Committee members need lots of support from the other parents so they can remain enthusiastic and dedicated in continuing to provide a quality service for our children. Please consider filling one of these positions or lending your support at committee meetings and preschool functions, as without parent involvement our preschool cannot function.

Enrolment of your child makes you a member of the preschool and gives you the right to vote at meetings. All parents are welcome and encouraged to attend general committee meetings.

# Funding

The State Government provides funding for our preschool each year and provides around half of our running costs. Fees and fundraising will make up the balance of our operation.

Fundraising should be the icing on the cake however sometimes it becomes the cake itself. Our aim is to keep community preschools viable and affordable for families. It is anticipated that all parents/guardians of children attending Kangaroo Valley Preschool will, to the best of their ability, endeavour to be involved in supporting the preschool.

Participation could take the form of committee membership, support of the committee or volunteering ideas, time, talent or donations for fund raising activities.

- Our aim is to provide wide and interesting learning experiences for your children in an attractive and comfortable learning environment. Fund raising enables us to provide more resources for your children.

## Parent Participation

Parent participation at preschool does depend on time constraints such as home, family or work commitments, interests or skills. Your participation, at whatever level of participation you feel comfortable with is always greatly appreciated.

### **Some suggestions follow:**

- Join the committee.
- Attend committee meetings, and share your ideas
- Help with fund raising activities
- Join in on a working bee.
- Do some gardening
- Do a tip run.
- Lend your handy person skills.
- Complete and return all notes / forms / surveys promptly
- Share your special skills or interests with the children
- Come in and read stories, sharpen pencils, do some drawing
- Bring in bits and pieces we can use for craft etc.

## Enrolment

You will be asked to fill out an enrolment form for your child. This form must be filled in and kept on the preschool premises while your child is at preschool. Information on enrolment forms must be kept up to date. It is required by law that these forms be retained by the preschool for three years after your child's last day of attendance. The information will be shredded and discarded after this time frame.

Evidence of your child's immunisation status must be presented at enrolment. (See Immunisation)

Your personal information is confidential, and can only be accessed by preschool teaching and administration staff, and executive members of the management committee within the context of fulfilling their duties. Information is stored securely in locked cabinets and pass-worded files. You are welcome to view your personal information on request. (see Privacy & Confidentiality Policy)

Permission will be requested before any private information is passed to any other party.

## Casual Days

Your child can be booked in for a casual day if we have a space available. Please book ahead wherever possible or ring us on the morning of the day you require, to make sure a place is available for your child at preschool on that day.

## Fees

### **Start Strong Package\*:**

#### **\$100 for three days**

As a way of meeting our Start Strong funding requirements students who are enrolled for three days per week in the year before school will receive this package.

#### **\$45 per day** for any extra day over three days

One day per week enrolments will be discouraged in this age group.

*Full day for 3 year olds:*      **\$45.00 per day per child**

*Full day for 2 year olds  
And 1 day places:*      **\$50 per day per child**

*Equity Positions  
For 3 & 4 year olds\*\**      **\$15 per day**

*Equity Positions  
For 2 year olds\*\**      **\$30 per day**

\* Children who are at least 4 years old on or before 31st July in that preschool year. The purpose of the Start Strong funding model is to make 600 hours of preschool available to children in their year before school.

\*\* Children with Aboriginal or Torres Strait Islander heritage and children from families who hold a Health Care Card. An up to date copy of the family's Health Care Card must be filed at the preschool.

## **Casual days:**

When available, casual days are billed at the daily rate from the category above that the child belongs to.

If a casual day is booked and the child cannot attend, it is the responsibility of the family to notify the preschool before 9am, otherwise the full casual fee will be charged for the day

## **Bond:**

A bond of \$150 must be paid on enrolment to secure your child's place. Families with more than one child enrolled will pay a bond of \$150 for the first child, then \$50 for any other children enrolled. This bond is refunded in term four fees.

## **In addition, the following levies apply:**

- Membership fee \$2 per year
- Maintenance levy \$25.00 per term
- Consumables and excursion / incursion levy \$1.00 per day.
- Sick days & family holidays – the usual fees still apply; there is no rebate.
- No charge applies for usual days that fall on public holidays or pupil-free planning days.
- The Preschool operates during NSW school terms.

See also our "Fee" & "Casual Days Policy" available on our website.

Fees are set at General Meetings by the Committee. Any increase in fees require at least one months' notice to parents.

## **PAYMENT OF FEES**

We remind parents that Kangaroo Valley Preschool is a community-based non-profit organisation that operates for the benefit of all children attending. Parents are expected to make arrangements for prompt payment of all fees and to ensure that their account is never in arrears.

## **Fee Delivery & Fee Payment Schedule**

Fee invoices will be delivered sealed with a sticker, to parents by placing invoices into children's "pockets". They will be delivered in the first few weeks of term.

Payment of invoices will be due by the Friday of week 8 of term.

If parents cannot pay the full amount by Friday of Week 8 of term, they must see the administrator as soon as possible to enter into a payment plan by Friday of week 8 of term.

If fees have not been paid in full nor a payment plan entered into by Friday of week 8 of Term, then a 1% surcharge on the fees will be applied until the end of term that the fees are due.

If fees due have not been paid in full nor a payment plan entered into by the end of term, then an additional 1% surcharge per month on the fees will be applied until the fees are paid in full.

In addition to the previous paragraph, if fees are not paid by the end of term, then your child/children will not be permitted to attend preschool in the following term until all fees have been paid in full.

Fees can be paid by:

- **Direct deposit** to the *Kangaroo Valley Preschool Inc Commonwealth Bank account 06 2585 – 10211367;*
- **Credit card**
- **EFTPOS**
- **Bank deposit** forms to this account at any CBA Branch;
- Or by handing payments to the staff in an envelope labeled with the child's name, the amount, and the period being paid for.

Arrangements for the payment of fees other than by the term (i.e. by installment) may be made with the Administrator. Receipts will be issued for all payments received (once cleared).

## Arrivals and Departures

Please ensure that your child is signed in and signed out each day. The Day Book used for this is situated inside the front door. It is not only important for security and insurance reasons, but is also required by law. Please advise people authorised to collect your child of this important procedure.

Children are only allowed to leave the preschool with authorised collectors - these are to be listed on your child's enrolment form.

If your child is to go home with someone different, a signed authorisation should be given to a staff member and the preschool notified in advance.

Please phone us and tell us if it becomes necessary to organise a different person to take your child home on a particular day. We will be prepared for the change in arrangements and can also tell your child what has been arranged so that they are prepared also.

A photo ID may be asked for if the staff are not familiar with the person collecting your child.

We will not allow children to leave the preschool with anyone under the age of 18 (unless they are the parent).

Make sure the staff are aware of any court orders that restrict anyone from access to your child. These people will not be permitted on preschool premises in accordance with the court order.

Please check your parent pocket and the notice board for important information when you come in to preschool.

## Road Safety

**Children need to hold hands with an adult on arrival or departure from preschool. Moss Vale Road is very close and a real danger to an excited preschooler. Please be sure that the preschool gate is shut after you enter or exit. Also keep the gate at the end of the path shut. It is recommended that the school crossing be used for road crossing, especially when accompanying children.**

## Orientation and Settling In

Coming to preschool for the first time or returning to preschool after a long break, can be a stressful as well as exciting experience (for both children and parents!)

It may be the first time your child has moved out of a family situation, or the first time they have had to be with many other children. Be positive and patient! It may take a little time for them (and you!) to adjust and feel confident in this new situation.

Children are all very different in their ways of coping with new situations. Some will enter eagerly and begin to play - leaving you feeling sad and redundant! Others will stay close to you for a while, and then venture out to play, and then maybe cry as you leave. Some will cling and cry from the moment they walk in the gate! Don't worry! There are ways the educators can help with overcoming these difficulties!

***Here are some guidelines to help make this transition easier.***

### Before starting preschool:

- Talk about preschool.
- Read books about going to preschool for example "Spot Goes to School" by Eric Hill
- Visit the preschool together and meet the educators and look at the toys.
- Remind your child that the children stay and play but the parents leave. Remind your child that the parents always come back.
- Make sure your child is confident to open and close their school bag, lunch box, water bottle and any food containers you use - practise - have a picnic!
- Make sure your child can recognise their belongings - (there may be many fans of "Thomas the Tank Engine" and "Peppa Pig" at preschool – make sure your child's name and maybe a special sticker or tag clearly distinguishes their items)
- Make sure your child can comfortably dress themselves in the clothes they will wear to preschool. This will make them confident with toileting.
- Remind your child that the educators are there to help them - they only have to ask.



## The First Day:

- Arrive on time - not too early and feel all alone
  - not too late and feel overwhelmed by the crowd.
- Help your child choose a cubby hole for their bag and help them unpack (if they need help!) This is your child's personal space for their personal possessions for the day
- Help them to place their morning tea, lunch and water bottle in the eskys. (Please place any perishable foods in the fridge in the kitchen for your child)

The children are encouraged to be independent in unpacking and packing their bags. This develops their confidence in their self help skills as well as ensuring that they know where their food and other possessions are located while they are at preschool.

- Have something personal in their bag eg a family photo, a small security blanket etc to go and look at if missing home.
- Introduce your child to all the educators.
- Observe your child- if they are happy to go and play, watch for a while, then say goodbye. Tell them you will be back to collect them later, then leave.
- If your child is distressed when you say goodbye, make sure they know that you are going to return for them. Give them an easy to understand time frame eg: *After lunch and games. Before we pick up the big kids. Long before it's nighttime.*
- The educators will be there to step in and help. We will talk to them, distract them with interesting games and activities and give cuddles.
- Always say goodbye and 'see you later' to your child. Never sneak out while they seem happy playing. It is very distressing to look up and find your parent suddenly is gone – they feel abandoned and betrayed. Your child may cry when you tell them you are leaving - but if you do say goodbye, then leave despite tears and protests, then return later as promised, your child will learn to trust you. They gain lots of confidence as they learn the preschool routines and realise that they can cope for a while without you being there. Your confidence gives them confidence.
- If your child is crying as you leave, don't worry all day. Please ring and we will tell you how they are going - often they recover quickly and begin having fun - then begin to cry again when you return to pick them up! (We will contact you to let you know how they are feeling when we can)
- It is important, especially in the first few weeks, to arrive on time or a little early at the end of the day. Children become distressed if they see other children going home if their parent has not arrived.
- Be consistent. Bring your child to preschool on the chosen days - give them time to learn and get used to the routines and people they meet. It can take some children a while to

settle, but most of them do. We will certainly tell you if we have any concerns about how your child is settling in.

- Be aware that a child who begins confidently can have a relapse!
- Please discuss any concerns with the educators.
- Enjoy your childfree time – you will feel refreshed and ready to continue to be a parent when your child arrives home!

Learning to make their way in a group without you is a big achievement for your child. Encourage them to talk about their experiences at home by referring to the preschool daily programme and the remarkable creations your child will undoubtedly produce! (Hints; The question *“Tell me about this?”* often extracts a better response than *“What is this?”*. *“What did you play with?”*, *“Who did you see there?”*, *“What was the best thing?”* work better than *“What did you do today?”*.

Your child may be very tired when they get home and just need to rest for a while before the conversations start – or they may just have to talk and talk until all is told!

## Daily Requirements

### **A large school bag**

Clearly labelled with your child’s name.

### **Morning Tea**

Some suitable healthy snacks are suggested such as: fruit, cheese, dried fruit, carrots, capsicums, beans, plain popcorn, raisin bread, yoghurt. Please place morning tea in a separate container from your child’s lunch box until your child is confident to pace their own eating. Label containers clearly with your child’s name and show them what their food containers look like so that they can identify them easily.

Please provide a large morning tea as this proves to be a hungry time of day at preschool!

Children are allowed to eat some morning tea during play time if they are feeling especially hungry. We also have a formal morning tea to make sure everyone takes time to eat and socialise over their meal!

### **A Water Bottle** (labelled clearly with the child’s name).

Drinking water is available to refill the bottle if they are very thirsty.

The preschool has a water cooler for use by the children. Each child is provided with an easily identifiable cup that displays their photo.

### **Lunch Box Food** (Everyday Food)

A simple nutritious lunch (labelled clearly with your child’s name).

We encourage healthy eating at preschool and encourage families to pack fresh, healthy “everyday” foods such as fruit, sandwiches, wraps, salads, vegetables, fruit yoghurts, cheese etc. Learning about good nutrition is a major focus at preschool.

We discourage treat type food in lunch boxes. Foods high in fat, sugar and salt such as lollies, chocolate yoghurts, sugary food bars, chips, sweet biscuits and cakes and highly processed pre-packaged foods are to be avoided. Children will be asked to take any of these types of foods home.

Please avoid sending whole peanuts and whole grapes as they are a choking hazard. Break or cut these foods into halves to make them safer to eat.

Wherever possible we will send leftovers home so that you will know what your child has eaten.

Please avoid bringing food that needs heating as we only have the microwave for warming at preschool. It does not warm evenly and may leave a "hot spot" that will burn a child's mouth.

We collect food scraps in the "Chook Bowls" at preschool. If you have some hens who would like a treat let us know!

We are promoting sustainable practices at preschool. Please use minimal disposable packaging for your child's food. Thanks!!

### **Canteen Thursday**

Thursday is canteen day at the primary school and the preschoolers can also order lunch if they wish to. There is a limited canteen menu available at preschool. Please ask the staff for a copy. Write your order on a paper bag along with your child's name and "Preschool" so that the orders don't get lost. Place money inside the bag (correct change is appreciated when ever possible) and place the order in the canteen basket when you arrive at preschool.

### **Celebrations**

It is always fun to celebrate a special occasion together! Special occasions may be celebrated by sharing different foods which might be treat foods – for example - birthday cake, (provided by a child's family), Easter eggs, popcorn, party foods. Any treat foods enjoyed on these occasions will be supplied in small amounts. These special occasions are an excellent opportunity to discuss with the children the differences between everyday foods and sometimes / treat / party foods. If your child has a special dietary requirement, you may choose to provide a special treat food for them. Their special treat may be stored here at the preschool ready for a special occasion.

### **A Sun Smart Hat - (Labelled with your child's name)**

Children are required to wear a hat protecting their face, neck, ears and crown of their head from the sun.

Suitable hats include:

- Broad brimmed hat with at least a 6cm brim
- Bucket style hat with at least 5cm brim and deep crown
- Legionnaire hat.

These are essential for sun safe outdoor play. Any child who is not wearing a hat will be asked to play on the verandah. There are a limited amount of spare hats available at

preschool if you forget to bring one, but generally the children are most comfortable wearing their own hat.

(UV index accessed at [www.bom.gov.au/products/uv/nowra\\_nsw.shtml](http://www.bom.gov.au/products/uv/nowra_nsw.shtml))

### **Head Lice**

These nasty critters sometimes make an appearance at preschool. Please look out for them when grooming your children. If lice or nits are found treat your child's hair with a suitable product before they return to preschool. Please ask us for information about prevention and eradication of head lice if you require it as we have some information sheets available in the office.

### **Relaxation Bag**

We have relaxation time after lunch each day where we take around fifteen to twenty minutes to be still, lie back and listen to some music or audio books and practise relaxation, mindfulness and visualisation skills.

So that the children can get comfortable in their personal space they need to bring in:

- A comfortable cushion (Maximum size around 40cm x 40cm)
- An equivalent sized bag, separate from their school bag, labelled clearly with the child's name, to keep the cushion in.

The relaxation bags are stored on hooks on a trolley in the storeroom and are wheeled into the classroom each day when we get ready for relaxation time.

### **Bike Helmets**

Parents are encouraged to send a bike helmet for their child's individual use when parents deem this necessary. When helmets are supplied staff will endeavour to ensure that the children in question wear their personal helmets when riding bikes. Helmets should be stored in a plastic bag.

**Spare Clothes** - a full set of season appropriate clothes including outer wear, underwear and socks (even a pair of extra shoes for children still toilet training is useful) - accidents can happen!

**Nappies & Toilet Training** – The preschool has nappy changing facilities. If your child is still in nappies, please bring in 2-3 nappies for them each day. Each child is allocated a layer in the nappy stacker for their nappies. Let the staff know when your child is ready to try toilet training. We will assist you & them as they learn this new skill.

## Lost Property

*All personal property needs to be clearly labelled with your child's name.*

Please check our lost property basket for any items that may belong to your child.

Any long term unclaimed lost property items will be used as spare clothes at preschool or donated to charity.

## Clothes

Children need to be dressed in appropriate clothing so that they can be comfortable, independent and able to participate fully in the preschool programme.

Play clothes should be comfortable and not restrict movement during play. They should have easily managed fastenings so that the children can toilet easily. It is best to avoid using belts as they are difficult for children to manage. Please remove any drawstrings, ribbons or cords from clothes that could become a hazard to your child while playing.

Preschool involves 'messy' play, so clothes should be easily washable and not 'too good' to get dirty.

Clothes should provide protection from UV Radiation ie clothing should protect as much skin as possible, especially the shoulders, back and stomach.

Appropriate footwear which enables your child to run, play and climb safely should be worn to preschool. Thongs, slippers, oversized shoes and gum boots are not recommended. If gumboots are worn to preschool, please bring a change of shoes.

## Sun Protection

Children must wear hats during outdoor play when the UV index is 3 or greater. (All year except June and July) Please bring a sun safe hat each day. Sunscreen is available at the preschool. Please apply some sunscreen to your child if you have not done so at home then tick the sunscreen column on the sign in sheet.

We apply sunscreen to the children before we go out to play after lunch. Please inform us if you do not give permission to use this sunscreen on your child, and please supply your preferred sun screen.

Our full sun safe policy is available on our website or on request.

## The Programme and Routines

***“Children develop understandings of themselves and their world through active, hands-on investigation. A supportive, active learning environment encourages children’s engagement in learning which can be recognised as deep concentration and complete focus on what captures their interest.”***  
(Early Years Learning Framework)

**Belonging, Being, Becoming - The Early Years Learning Framework**, a national curriculum framework is the basis of our programming and planning at preschool. Copies of this are available here for you to read, or on line at [www.deewr.gov.au/earlychildhood/policy](http://www.deewr.gov.au/earlychildhood/policy)

The preschool programme is devised by the educators based on the EYLF. Detailed observations are made on the progress, needs and interests of each child then play based learning experiences are planned to promote each child’s development.

We use “Kinderloop” to record your child’s learning. Your child’s Kinderloop posts can be accessed via your smart phone or computer.

You are always welcome to make an appointment to discuss your child's development and progress with the staff. Formal Parent Teacher Discussions are also offered each year.

Kangaroo Valley Preschool offers a play based curriculum. Children learn through play. Early childhood educators are trained to understand the process of play. They use this knowledge to create a learning environment that fosters meaningful, focused and productive play. It is through this type of play that young children learn most effectively.

The 'routine' is how the day is organised. Within the daily routine we provide time for indoor and outdoor experiences (weather permitting), small and large group as well as individual activities. The routine follows a similar pattern each day allowing predictability and consistency. This makes the children feel secure as they can predict what will happen next.

Children at preschool participate in other routine activities such as eating, washing and toileting. These routines are viewed as an integral part of the curriculum. They help children to learn habits of health and safety, acquire skills, participate in a group and develop confidence and self-esteem.

In early childhood education, it is generally recommended, but not essential, that children attend at least two days per week. We find that children who attend more than one day per week are much more settled when they return the next week, as the routines are more familiar to them.

Daily routine charts are displayed at the preschool for parents to consult. If you need to collect your child early, you may find this useful to determine a good time in between activities to arrive.

The preschool environment is set up so that your child can experience a wide range of educational play activities (learning experiences) in the course of the preschool year. Some areas of play they will explore include:

## Dramatic Play:

This involves lots of pretending. There will be dress up clothes and props so the children can play houses, cooking, bus / car driving, plane flying, kings and queens, post offices etc. Dramatic play extends the imagination, encourages co-operation and language skills and is great fun!

## Construction:

Many different construction materials will be offered to your child to explore – blocks (of different sizes, weights, textures, and interlocking abilities), connecting toys such as mobilo and Lego, and even cardboard boxes and sticky tape to create with. Construction encourages creativity, problem solving and social skills, and also strengthens fine and gross motor muscles.

## Educational Toys:

Educational toys that promote learning will be provided for the children to explore. Toys are chosen with educational objectives in mind. Problem solving skills are promoted through toys including puzzles, lotto games and construction sets. Imagination and social skills are promoted through toys such as puppets, train sets, doll's houses & board games. Toys also develop skills in muscle strength and dexterity, for example peg boards, bead threading, tricycles, the jumping castle. Science concepts can be explored through spinning tops, magnifying glasses and bug catchers. All the toys at preschool are chosen by the educators because they promote development in one or more area of learning.

## Creative Arts:

Your child will be able to explore the possibilities of using different creative mediums including many sorts of paints, glues and collage materials, textas, crayons, pencils, paper and scissors. These materials will be used for free creative expression as well as for developing skills such as concentration, fine muscle strength, symbolic drawing and experimenting with 'writing'.

## Group Time:

This is a time for reading stories, singing songs, playing games, drama and movement and dance! We practise many skills including listening, speaking in front of the group, taking turns, concentrating, answering questions, following directions. Group time is great practice for big school.

## Outdoor Play:

Outdoor play gives the children space to run, jump, climb, balance, ride, dig and enjoy the fresh air. The outdoor playtime helps strengthen and exercise the large muscles of the body, and also gives a different aspect to other types of play when they are presented outdoors. Social skills are also nurtured as the children learn about co-operation, sharing and taking turns with space and materials.

## Sensory Experiences:

The ones we often avoid at home! Children need to explore different textures and we aim to provide this with activities such as finger painting, sand, goop, soap slime, shaving cream and water. Through these materials children develop scientific understandings as well as developing co-ordination and body awareness as their nervous system sends messages to their brains about the textures they are experiencing and where their body is in space. These experiences are also lots of fun!

Through the programme and routines of the preschool we aim to provide the children with an environment where they can grow in all areas of development - social, emotional, language, cognitive, fine and gross motor.

# Behaviour Management

Behaviour management and guidance at preschool always aims to encourage confidence, self esteem, the ability to interact positively with other people and the environment and to assist children to make decisions about their own behaviour.

## **This is done through:**

### **Indirect guidance**

- Providing the children with a well planned, interesting and developmentally appropriate environment that promotes constructive play.
- Providing sufficient age appropriate materials to limit disputes.
- Observing play and being ready to intervene if necessary.

### **Direct Guidance**

- Establishing clear and consistent rules.
- Encouraging the children to remember the rules and implement them in their play.
- Using clear, positive, developmentally appropriate language with the children.
- Focusing on encouraging the children to think about what they “should do” rather than concentrating on what they “shouldn’t do”. Eg we say, “Walk inside” instead of “Don’t run.”
- Presenting children with clear alternatives to allow them to make a decision eg “You need to sit still on your chair to be safe. If you rock your chair you will have to sit on the floor.”
- Staff will sit and work with children, helping them to concentrate on and achieve at games and activities.
- Staff model and/or demonstrate appropriate behaviour or language. Eg “Sam, could Fred have a turn of the red truck when you have finished your turn please?”
- Staff acknowledge a child’s inappropriate behaviour and redirect the child to another area. Eg “Sam, you are throwing blocks. That will hurt someone. Come and try the shaving cream, you need something new to do.”
- Staff show approval of and encourage appropriate behaviour and so increase a child’s self esteem. Eg ”Thank you for giving Fred a turn of the red truck Sam, you are very good at taking turns.”

## Immunisation

As of 1<sup>st</sup> of January 2014, NSW law requires that parents provide evidence to the preschool that their child is fully vaccinated for their age or is in a registered catch up schedule before they can attend preschool. Your child will be coming into contact with many other children at preschool and infections can spread easily. Immunisation protects your child from serious, preventable childhood diseases.



- Parents must present approved evidence of a child's immunisation at enrolment, before your child can attend. Documentation must be on an Immunisation history statement from the Australian Childhood Immunisation Register (1800 653) or contact Medicare (132 011)
- Updated immunisation records must be brought in to the preschool as the child becomes old enough to receive their next scheduled immunisation. Immunisation must be up to date to be enrolled.

## Medication

When children have commenced treatment with a medication the child should not attend preschool for at least 24 hours to ensure that the child is recovering and is not having side effects from the medication.

If your child requires medication while fit to come to preschool, the medication can only be administered if it is prescribed in the child's name or if it is accompanied by a letter from your child's doctor specifying the child's name and dosage of the medicine. This includes medications such as Panadol and cough mixtures.

**Medication must be given to staff in its original bottle and a medication form completed each day the medication needs to be administered.**

**Any medication must be handed to a staff member – never left in your child's bag.**

**Please inform staff if your child is taking medication even if it is not required to be taken at preschool.**

## Medical Conditions

If your child has a medical condition such as asthma, diabetes, anaphylaxis or other serious condition, they may only attend preschool if we have received an up to date medical action plan from their doctor. You will be asked to fill in forms for a Risk Minimisation Plan and a Communication plan.

## Accidents

The utmost care is taken while children are at preschool, but sometimes accidents happen. **Please make sure the phone numbers of emergency contacts are kept up to date on the enrolment form.**

**All educators have up to date first aid certificates as well as training in dealing with asthma and anaphylaxis. Staff renew their CPR certificates each year.**

An incident form will be filled out detailing any non-minor mishaps which is to be read, signed and a copy given to the child's parent.

## Child Protection

All staff are required by law to report to the Department of Community Services any child who is deemed to be at risk of significant harm.

## Sick Children

### ***When should you keep your child at home?***

Please keep your child at home if he or she has any of the following complaints:

- A **temperature** of 38 degrees celsius or above.
- **Vomiting or Diarrhoea** (Children can only return to preschool 24 hours after the last episode of vomiting or diarrhoea.)
- Greenish nasal discharge or excessive discharge from their eyes, nose or ears. Severe skin rashes, ringworm, scabies impetigo or head lice.
- Conjunctivitis, chicken pox or tonsillitis
- Whooping cough, measles, mumps, rubella or diphtheria.

*Our aim is to minimise the spread of infection at preschool, but if your child is unwell, he or she will feel much better at home. A sick child must stay at home, even if they want to come to preschool.*

**Please inform staff if your child has an infectious condition. All information about your child and your family is confidential.**

If a child becomes sick at school the parents or emergency contacts will be notified and asked to come and collect the child. The child will be, comforted, observed and made as comfortable as possible until a parent or emergency carer arrives.

It is the prerogative of the director or other person in charge at the preschool to refuse the attendance of a child if they believe the child may have an infectious / contagious ailment.

## Emergencies

The preschool has policies and procedures in place in case of an emergency situation. Emergency evacuations and lock down procedures are practised on a regular basis (every 3 months) In the event of an emergency situation parents will be contacted as soon as it is safe to do so.

## Tobacco, Drug and Alcohol Free Environment

Please note that Kangaroo Valley Preschool is a tobacco, alcohol and illicit drug free environment. Tobacco, Alcohol and illicit drugs are not to be used on the premises. Please refer to our "Tobacco, Drug and Alcohol Free Environment" policy, available on our website or at the preschool, for any more details.

Please be conscious of the way you use language while on the preschool premises. Avoid swearing or other inappropriate speech.

## Communication, Suggestions and Complaints

We welcome comments and concerns and encourage parents to communicate with us so that we can use your input to improve the preschool. Please speak with the staff or committee members or communicate in writing.

A component of this feedback is the ability to put forward a **complaint** and have this managed appropriately with due consideration for accountability and quality improvement. Our procedure for submitting a formal complaint is printed below:

### **Formal Complaint Process - Information for Families**

1. Families may make a formal complaint about aspects of our service and no person will be disadvantaged in any way as a result of that complaint.
2. Complaints should be forwarded in writing to:  
Kangaroo Valley Pre School  
Attn: Brad Hawthorne - Approved Provider  
or  
Attn: Jacinta Perry – Nominated Supervisor  
Address: 140 Moss Vale Rd Kangaroo Valley, 2577  
Telephone: 44 651 327  
E mail: [kvpreschool@shoalhaven.net.au](mailto:kvpreschool@shoalhaven.net.au)
3. Your complaint will be dealt with in the strictest confidentiality. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who genuinely need to be notified in order to deal with the complaint. If information specific to the complaint needs to be disclosed to others during its resolution, the complainant will be informed.
4. Your complaint will be documented by an educator or staff member, and placed on the complaints register. The complaint will then be forwarded on to the most appropriate person to investigate the complaint. This will include the Nominated Supervisor and the Approved Provider.
5. Actions to address the complaint will be determined. Once the outcomes or resolutions are agreed on, all persons involved in the original complaint will be notified and informed of any actions for improvement that will take place as a result of the complaint.
6. A copy of any formal complaint will be forwarded to the Australian Children's Education and Care Quality Authority (ACECQA) within seven days of receipt of the complaint. A written notice of action taken in response to the complaint will be provided to the family and a copy forwarded to ACECQA.
7. ACECAQ will be notified of any complaint made to the service alleging a breach of regulation within 24 hours of the complaint being made.

## Preschool Facebook Pages

The preschool has a public facebook page with general information regarding the preschool.

The preschool also has a more private closed facebook group which is used for communication with families. Please search for

**“Kangaroo Valley Preschool Closed Parent Group”**

request to become a member and an administrator will accept your request as soon as possible.,

*Thank you for taking the time to read our parent information booklet.*

*Please keep it to hand for future reference.*