

2020

Larool Pre-school Family Handbook

***Larool Pre-school, our community:
a place of laughter and joy, of friends and memories....***



Together we acknowledge the contributions of the traditional custodians of this land. We acknowledge the contribution of Aboriginal Australians, Torres Strait Islander peoples, and Non-Aboriginal Australians to the education and care of all children and people in this country in which we live and share.

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WELCOME TO LAROOOL

Choosing a Pre-school for your child is an exciting time! It is the start of a new era in your child's life. These initial experiences set the pattern for years to come. We are delighted that you are joining our community.

Larool Pre-school is that special place that so many children and their parents have come to know and love. It is a place of wonder for children, where they are able to engage in endless opportunities. Play is valued, voices are singing, children are engaged in creative movement and music making. Artistic expression is celebrated, academics are stimulating and fun, curiosity, excitement, wonder and imagination are nurtured. This all happens in an environment which allows your child to develop their own unique self. It will be a privilege to see your child grow, mature, and learn over their time at Larool.

Our Philosophy

The Larool philosophy has been developed collaboratively with our early childhood educators, children, families and the pre-school community. This living document reflects the knowledge, beliefs and values of early childhood education, relationships and practice.



Our Staff and Educators

Our friendly, caring and experienced educators are passionate about Early Childhood Education. Together they form a cohesive team dedicated to developing and delivering a stimulating curriculum within a nurturing learning environment.

Our Staff and Educators (cont)

We provide greater educator:child ratios with our experienced and highly qualified educators being lead by a university qualified early childhood teacher. Our educators make an important contribution to the culture of our Pre-school; working together to observe, reflect, plan and learn. We support each other in word and in action as we educate and care for the children of Larool Pre-school. We acknowledge that learning is life-long and are committed to on-going professional development.

Director: Ms Monique Olthof (Bachelor of Teaching) - available Mon to Thurs

Administration Officer: Mrs Melinda Valis - available Mon, Thurs and Fri 9am to 3pm

Joeys Group (Mondays and Tuesdays) Classroom 1

Teacher – Mrs Julie Tierney (Bachelor of Education)

Assistant 1 – Mrs Marilyn Simmons (Certificate III in Early Childhood Care and Education)

Assistant 2 – Mrs Sarah Somerset (Diploma in Early Childhood Care and Education)

Wombats Group (Wednesdays, Thursdays and Fridays) Classroom 1

Teacher – Mrs Shaunagh McAllister (Bachelor of Teaching)

Assistant 1 – Mrs Sarah Somerset (Diploma in Early Childhood Care and Education)*

Assistant 2 – Mrs Belinda Erasmus (Certificate III in Early Childhood Care and Education)

*Mrs Lynne Meadows (Diploma in Early Childhood Care and Education) - will be on extended leave in 2020

Koala Group (Mondays, Tuesdays and Wednesdays) Classroom 2

Teacher – Miss Eunice Viceno (Bachelor of Education)

Assistant 1 – Mrs Allison Tudor (Diploma in Early Childhood Care and Education)

Assistant 2 – Mrs Brooke Jennings (Diploma in Early Childhood Care and Education)

Possums Group (Thursdays and Fridays) Classroom 2

Teacher – Ms Kirsty Whiteside (Bachelor of Education)

Assistant 1 – Mrs Janelle Morrison (Certificate III in Early Childhood Care and Education)

Assistant 2 – Mrs Brooke Jennings (Diploma in Early Childhood Care and Education)

All our educators and staff have completed First Aid, Asthma and Anaphylaxis Management and Keep them Safe-Child Protection training.

2020 School Calendar

Term 1 Wednesday 29 January to Thursday 9 April (pupil free day Tuesday 28 January 2020)

Term 2 Monday 27 April to Friday 3 July

Term 3 Monday 20 July to Friday 25 September

Term 4 Monday 12 October to Thursday 17 December (pupil free day Friday 18 December 2020)

Holidays:

The Pre-school closes for Public Holidays and NSW Public School holidays as well as two (2) pupil free /staff development days. Pupil Free / staff development days occur on the first day of the year in Term 1 and on the last day of the year in Term 4.

Settling your Child into Pre-school

It is natural for both parents and their children to have difficulty parting from each other, particularly when they have not previously been parted for any length of time. Each child's experience of starting pre-school is different and while some children eagerly join right in, other children need a longer time to adjust.

Settling your Child into Pre-school (cont)

You can help your child settle into Pre-school by:

- At home, plan with your child how you will say good-bye, ("I will say Good bye after....")
- Establish a routine for leaving your child, such as arrive at Pre-school, unpack their own bag, put their own bag in their locker, wash hands, do a puzzle or read a story, then say goodbye and leave. Using the same routine daily allows your child to know when you will be leaving, making separation easier to accept.
- Always say goodbye to your child. Not saying goodbye can add to the anxiety and will impede the settling process if they think you may suddenly 'disappear'.
- Leave quickly and smoothly once you have said goodbye. If your child becomes distressed, try to resist turning back as you will need to go through the separation process again. Call us 5 minutes after you leave to ensure your child has recovered and is settling. The settling in process can sometimes be just as upsetting for the parent and a phone call may just ease your mind. It can take several weeks for a child to settle into Pre-school. If your child continues to be very unsettled we will call you to decide together what to do next.
- Talk about what things your child experiences at Pre-school; use the daily write up and the photos from the day.
- You showing confidence demonstrates to your child how they can feel, if you feel nervous and unsure your child will follow your lead. Your child looks to your reactions as a guide for their own.
- Be assured that every effort will be made to reassure, comfort and divert your child's attention. Your child is welcome to bring in something comforting from home such as a favourite stuffed animal or a blanket to assist in the settling process.

If you have any concerns with how your child is settling into Pre-school please do not hesitate to discuss with the Director or your child's teacher. We want the experience to be a positive one for both you and your child.

The Daily Routine

	Pre-school opens, an Educator will greet you at the gate!
8.30am	Inside morning learning activities in the cooler months of the year Outside morning learning activities in the warmer months
9.15am	Library time (2 days per week either Tuesday or Thursday)
10.15am	Morning get together meeting - where the educators will talk about the day, date and weather chart or role call etc
10.30/10.45am	Morning tea
10.50/11.00am	Outside morning learning activities in the warmer months of the year Inside morning learning activities in the cooler months
12.30pm	Group Time - Language and Literacy /Music and Movement
1.00pm	Lunch time!
1.30pm	Rest and relaxation time. Planned afternoon activities/experiences, news, gross motor program
3.15pm	Crunch and Sip (fruit/vegetables and water break)
4.00pm	Home time!

These times are a flexible guide. These routines are developed with flexibility in mind with activities and experiences varied between each group to meet the needs and dynamics of the class however with consistent routine experiences such as morning tea, lunch, rest and relaxation and crunch n sip.

Arrival and Departure

The Pre-school hours are 8:30am to 4:00pm.

Arrival:

- Children must be accompanied to Pre-school by an adult who guides them through the routine.
- Wash hands - washing hands on arrival assists to reduce the risk of cross-infection.
- Unpack bag - encourage your child to unpack their lunch, morning tea and a drink bottle into the baskets.
- Sign in - Children must be signed "in" - stating the actual time of arrival each day the child attends as required by the National Child Care Regulations. Signing in is also an important safety measure as the sign in sheets are used as the roll in an emergency.
- Pass on any messages to the educators

Departure:

- Check in with the teacher/educators.
- Sign out - stating the actual time of departure each day the child attends as required by the National Child Care Regulations. Signing out is also an important safety measure as the sign in/out sheets are used as the roll in an emergency.
- Check your child's folder in the class file box where messages such as receipts, party invitations and art work are put.
- Wash hands.
- Make sure you have all of your belongings - we do encourage the children to pack their belongings back into their bag during the day.

Once you have signed your child out, you are responsible for their supervision - educators require this time to prepare and program.

When entering or leaving the Pre-school, please make sure that the child safety gates have been closed properly. Please discourage your child or older siblings from opening the gate themselves and swinging or hanging on the gate. Siblings need to be supervised by you during this drop off and pick up time. Never allow another child through the gate - please tell them to wait for their parents.

We are conscious of the role we play between home and Pre-school and are flexible about arrival and departure times. We recommend that parents endeavour to arrive before 9:30am to ensure that your child can participate in the morning rituals that foster the child's sense of belonging to the group. Also, be aware of the dates when visiting educators and performers are scheduled to allow enough time for your child to settle in before the performances commence.

Children must be collected before 4.00pm. A late fee is charged to encourage diligent adherence to the 4.00pm closure of the Pre-school. The late fee of \$10 for the first 10 minutes and then \$1 per minute thereafter applies for each occasion a parent is late.

Nominated Contact Persons and Collection of Children

Parents are required on the enrolment form to provide the Pre-school with the contact details of at least two (2) nominated contact people - this permits the Pre-school to contact these persons in case of an emergency where parents/guardians cannot be contacted and means they are authorised to collect the child without any further permission from the parents/guardians however, please let the Pre-school know when someone other than the parents are to pick up your child.

All people authorised to collect your child must be of minimum 18 years of age. Larool educators may seek photo identification from any person nominated to pick up a child.

Nominated Contact Persons and Collection of Children (cont)

If someone else (not a nominated person) is collecting your child

Please notify the Pre-school and write a comment on the sign in sheet when someone else is collecting your child eg "Mavis has a play date with Daisy and will be going home with Julie (Daisy's mum)".

For a permanent arrangement, details of the authorised person must be in writing or by filling in a new nominated person's form which will be added to your child's file.

In the case when parents fail to notify the Pre-school of an alternate person to collect the child, educators will check the child's enrolment form, obtain photo identification, and contact the parent or emergency contact person.

Toileting

All children need to be toilet trained prior to starting Pre-school as we do not have appropriate change facilities. Consideration will be given to children with individual or additional support needs. Prior to your child's first day please discuss any individual or additional needs your child may have with the Director.

Enrolments

Re-enrolment for the following year commences in Term 2 when we establish which children will return the following year and who will leave to go to school.

To Increase Enrolled Days

Families using the Pre-school are given priority for additional places when vacancies occur. If you require extra days, or need to change your enrolled days, please advise Monique as soon as possible. If the day is not available, you will be placed on a waiting list for the next available vacancy.

To Decrease Enrolled Days

Four (4) weeks' notice should be given to withdraw from any enrolled day(s) to give the Pre-school time to fill the vacancy.

Withdrawal from Care

When a child is to be withdrawn from care, the parent or guardian must give four (4) full weeks' notice in writing to Larool Pre-School, during this period, fees are still payable.

When a child is to be withdrawn from care during the last term of the year (term 4) fees must still be paid till the end of the term. Notice of withdrawal will be accepted during the normal opening hours of the Pre-school, but will not be accepted during the Pre-school holidays. The notice of withdrawal is effective from the date it is lodged with the Pre-school.

Occasional Extra Days

Dependant on availability we are able to offer additional 'casual' days on days other than your normal enrolled. These are charged to your invoice. Please note: We are only able to offer this to our already enrolled families. Requests should be made to the director or administration officer, with as much notice as possible.

Unfortunately due to licensing restrictions we cannot swap days; substitute children, or waive fees for absences, outside our normal operating guidelines.

Enrolling Siblings

Younger siblings of children, who have attended the Pre-school in prior years are given some priority where possible. However, parents of siblings must still complete a "Waitlist Application" Form and pay the waiting list administration fee, to be eligible. The Pre-school acknowledges your longstanding involvement with the Pre-school and provides a sense of community membership for you and your children.

Fees

The Management Committee sets the budget and review fees and charges annually in consultation with the Pre-school Director. Every effort is made to keep fees at a minimum.

Overview of Fees - current as at 1 January 2020

<i>Waiting List Fee</i>	\$25.00 for new families and \$15.00 for siblings of children already attending Larool	Non-refundable fee payable by new applicant to have a child placed on our Waitlist. The child cannot be entered onto Waitlist unless fee paid. This amount is due at the time the form is lodged with the Pre-school.
<i>Enrolment Fee</i>	\$200.00	A non-refundable fee to secure your child's place. This amount is due within five days of the offer of a position at Larool.
<i>Annual Membership Fee</i>	\$2.00 per family	This fee allows a family to join the Pre-school as a member and therefore enables enrolment of your child at the Pre-school. It is required by the Pre-school's Constitution. This fee is added to the Term 1 invoice each year (or your first invoice if joined part way through the year).
<i>Activities and Maintenance Fee</i>	\$50.00 per child per term	This fee assists in the ongoing costs of maintaining and improving the Pre-school, continuing the cleanliness of the environment and maintaining the garden area. It will include incursions and visitors to the Pre-school; Mothers Day and Father's Day gift stalls; a fun social event such as the disco; and end of year book gift for each child This fee is added to each Term invoice or your first invoice if joined part way through the year.
<i>Late Fee for Term Fees</i>	\$100.00	Charged if term fees are not paid by the invoice due date. Full Fees are due to be paid by Week 2 of each term.
<i>Late Pickup Fee</i>	\$10 for the first 10 minutes and then \$1 per minute thereafter.	The Pre-school closes at 4.00pm and therefore, children need to be collected <u>before</u> this time.

Additional Fee Information

- Reduced fees are available for families who are on a low income (Healthcare Card Holders) and Aboriginal and Torres Strait Islander Cultural backgrounds. Please see the Director for these rates.
- Fees commence from your child's enrolled starting date, until the date you withdraw from a place (4 weeks written notice is required), or until the Pre-school closes down for the year in December.
- Your fee has been worked out on your enrolled place(s) for the year, and fees are collected for each of these days – even if your child does not attend due to illness, family holidays, etc.
- Fees are not charged during the school holiday close down period, public holidays or pupil free days.
- Unpaid term fees - our debt collection procedure will be followed if the term fees are not paid in full by the end of each term. This includes your child's position at the Pre-school being compromised.
- The Management Committee would not like to deprive any child of a Pre-school education because of financial hardship. If you are experiencing difficulties with fee payment please contact the Director to confidentially discuss options.

If you have a query regarding your fee or payment contact Melinda (Administration Officer) available on Mondays, Thursdays and Fridays 9am - 3pm, or you can speak to Monique (the Director).

Payment of Fees

Fees can be paid by:

Xplor Parent Portal

You will be sent a login via email to join Xplor where you are able to view your invoices, payments made and be able to make payments via Direct Debit from a bank account or credit card. More details under “Xplor Parent Portal”

Electronic Funds Transfer (EFT)

Larool Preschool Inc | AMP Bank | BSB 939-200 | Account 849 803 606

Credit Card

Online - via Xplor Log In (see Page 18)

On Premises - PayPal Here™ - Swipe, Insert or Tap'n'Go on premises (1.99% fee applies)

Mon to Thu 8.30am to 4pm | Fri 9am to 3pm

Full fees are due by the end of Week 2 of each term, or alternatively, you are able to pay in three (3) instalments, due by the end of Week 2, Week 5, and Week 8 – you need to divide your total term fee into three instalments.

If you would like to make an alternative payment arrangement other than the above two options, you must contact Melinda Valis or Monique Olthof to discuss.

Fee Due Dates for 2020

Term 1 2020

Full Fees due by Friday 8 February 2020

Instalment 1 due by Friday 8 February | Instalment 2 due by Friday 1 March | Instalment 3 due by Friday 22 March

Term 2 2019

Full Fees due by Friday 10 May 2020

Instalment 1 due by Friday 10 May | Instalment 2 due by Friday 31 May | Instalment 3 due by Friday 21 June

Term 3 2019

Full Fees due by Friday 2 August 2020

Instalment 1 due by Friday 2 August | Instalment 2 due by Friday 23 August | Instalment 3 due by Friday 13 September

Term 4 2019

Full Fees due by Friday 25 October 2020

Instalment 1 due by Friday 25 October | Instalment 2 due by Friday 15 November | Instalment 3 due by Friday 6 December

Children with Additional Needs

Where your child has an identified additional need and to ensure your child is supported to reach their maximum potential, the Director will:

1. Request a full and current specialist's assessment of the condition, needs and management plan.
2. If required arrange a meeting with the child's parents and the teacher to discuss the full management plan outlining educational, social and supervisory requirements. Once your child has been enrolled, the Pre-school staff will provide regular developmental summaries of your child's progress both educationally and socially.
3. Determine the available Pre-school resources for your child and begin applications for available funding.

Custody Situations

In the event of a separation in the family where one parent has custody of the child, and where restrictions may be in place, relevant Court documents must be given to the Director as this is the only way we can ensure your child is picked up by an authorised adult. Also in these situations, it is necessary to inform your child's educators and the Director of any changes that may have occurred, so they can help accommodate your child's individual needs.

Absences

If your child is unable to attend Pre-school due to illness or on holidays, please notify the educators/staff as soon as possible. Please inform us of the nature of your child's illness, especially when it is a contagious illness that others may have been exposed to. We ask that you consider the health of other children and educators/staff at Pre-school. Please do not send your child, even when he or she insists that they want to attend, when there is any chance of passing on a contagious condition to others.

In an emergency there will be no hesitation in calling an ambulance. Parents/guardians or nominated persons will be contacted as soon as possible. Please ensure that your enrolment form has information regarding your child's allergies, chronic complaints, asthma or regular medications used.

Unfortunately, fees cannot be refunded as a result of your child's absence. All absences need to be paid as the costs are the same whether your child attends for the day or not.

If your child becomes ill at Pre-school, we will contact you to come and collect your child as soon as possible. If we cannot contact the parents/guardians, we will contact the first nominated contact and proceed through the list until a delegated person is reached.

Change of Details

Please ensure you notify us as soon as possible if your circumstances change such as work or home address or telephone numbers, or if your child has developed an allergy/illness, or nominated collection person has changed. These will need to be adjusted on the child's Enrolment Form and are vital in case of emergency situations.

We also have "Change to Personal Details" form and "Change to Nominated Person" form that can be completed.

Food and Drink

Eating times are seen as relaxed and happy occasions with educators and children sitting together with lots of conversation. The children are encouraged to eat their meal, and uneaten food will be sent home so you can see what was eaten.

Please provide your child with:

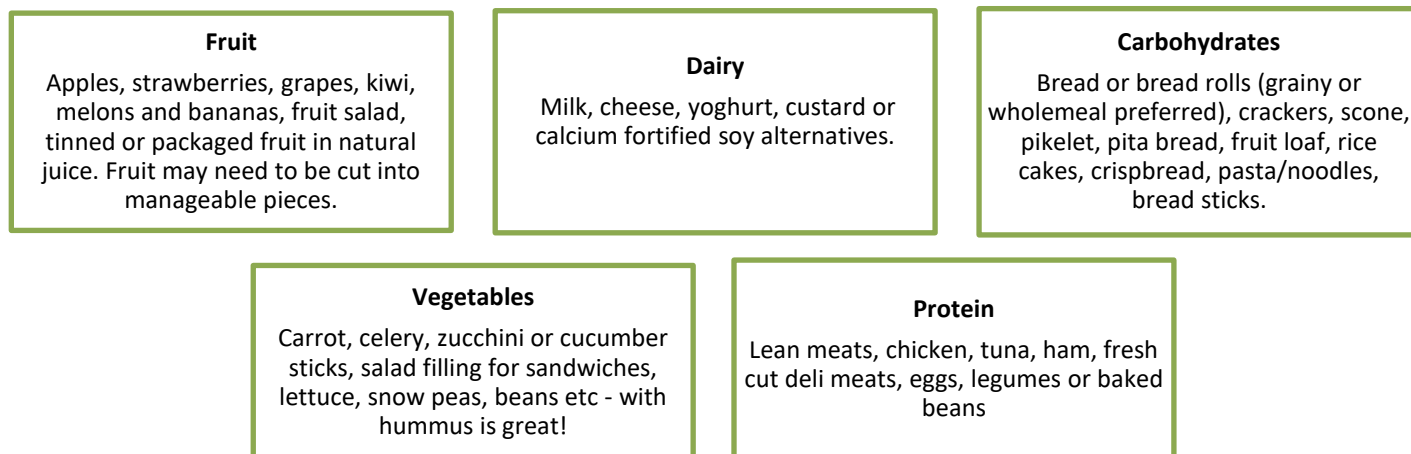
- morning tea in a labelled container
- lunch in a labelled container
- a drink bottle of water labelled with your child's name
- fruit for crunch and sip (fruit or vegetables only)

What Do We Pack?

Packing lunch boxes is always tricky- trying to put in interesting food that your child will eat! While variety is good, sending a sandwich everyday is also okay, the variety can come from the sandwich fillings or the other foods in the lunch box. All these ideas are also suitable for morning tea snacks as well. Check out the servings per day as a guide.

Food and Drink (cont)

Each day your child's lunch box should have:



Remember:

- Water is the best choice - please fill a drink bottle with fresh water every day - water should be the main source of fluid for your child.
- If there is no meat, fish, or chicken with lunch, include an alternative protein source such as eggs, baked beans or cheese. A high vitamin C food such as fruit (oranges, strawberries, melon), salad (tomato and capsicum) will increase the amount of iron absorbed from non-meat meals.
- Make sure your child's lunch box and containers are easy to use.

Please do not send these foods to Pre-school:

- Sticky snacks like some muesli/health food bars, lollies and fruit straps as these may cause tooth decay.
- Foods high in fat and sugar like cream-filled and chocolate-coated biscuits, chocolate and chocolate or yoghurt coated muesli /health food bars.
- Foods high in fat and salt like chips and savoury snack biscuits.
- Nut or nut products of any kind - **NO NUTS**

Food Safety

- Morning tea containers are kept in the box for morning tea. Please make sure you add an ice pack to the morning tea container to keep refrigerated foods cold (eg yoghurt)
- Once the children have arrived we place the lunch boxes in the fridge
- High risk foods such as meat, chicken, fish, milk, cooked pasta, need to be kept cold and should be put straight into the fridge or packed with an ice pack.
- We are unable to heat the children's food due to food safety and work health and safety regulations.
- If you provide a hot lunch in a thermos we cannot be responsible for the food being served at the safe temperature of 60 degrees and above.
- Crunch n sip containers are kept in the box in a cool area for the afternoon.

For more information visit: www.eatforhealth.gov.au

Nut Aware

We are a nut aware Pre-school with children suffering from severe/life threatening allergies - we ask you not to pack any nuts or products containing nuts.

Food and Drink (cont)

Birthday Celebrations

We believe that birthdays are an important occasion to celebrate, especially for children. At Larool we celebrate, inclusive of all of the children, by singing the traditional 'happy birthday to you' song and making your child feel special on their special day with a 'Birthday Certificate' provided by the Pre-school.

Unfortunately we do not accept birthday cakes at the Pre-school. It is our responsibility to ensure children are safe, feel included and that we are minimising the risk of exposure for those children who have diagnosed and non-diagnosed allergies/dietary restrictions. It also ensures that your child is only receiving the food that you pack for them.

Health and Safety Incidents

Although every care is taken to prevent mishaps, accidents may occur which involve your child. When a child is injured an educator/staff will administer first aid immediately, comfort the child and notify you. All educators/staff hold current first aid certificates and are experienced in managing the minor injuries which may occur. Parents are requested to read and sign the Injury and Incidents forms.

There are two forms to outline two types of incidents:

1. *Form A* - is for a **minor injury or incident** that occurs where only basic first aid is required.
2. *Form B* - is for a **serious incident** involving injury or trauma to, or illness of a child attending the Pre-school for which the attention of a medical professional was sought, or required the child to attend hospital.

An ambulance will be called in the case of a serious injury requiring urgent medical attention. An educator/staff will remain with the child at the hospital and await your arrival.

Incident, Injury, Trauma and Illness records are used to monitor the frequency of accidents and evaluate our practices to maintain an optimum level of safety.

Medication

Parents/authorised nominated persons (as authorised on your child's enrolment form to provide permission for medication) must fill in the medication form (short term or long term depending on circumstances). These forms can be found on our Website or on the premises.

- Short term - a new form should be completed for each week the dosing continues.
- Long term - one form per term.

If the medication has been prescribed by a registered medical practitioner, it must be complete with its original label, in its original container, bearing the name of child intended for and instructions for use.

Two (2) educators/staff will administer the medication checking expiry date and dosage before signing on the medication form.

Over the counter medication will be given to children if listed on a child's medical/allergy action plan and is signed by a medical practitioner or accompanied with a letter from a medical practitioner including the name of child intended for, dosage and instructions for use.

A current supply of the prescribed medication for on-going medical conditions, such as asthma or allergies, is required to be kept at Pre-school. To ensure the safety of all the children in our care, **please do not leave medication in your child's bag**. All medication must be handed to an educator/staff for safe storage. Please remember to collect medication before departing.

Medication (cont)

Children should be kept at home for 24 hours after antibiotics have begun to ensure there are no side effects or reactions and to give the antibiotics a chance to start working. Children should only return to Pre-school if they are well enough to do so.

If your child develops a temperature during the day, we can only administer Paracetamol when there is signed permission on file. When necessary we will administer first aid and call you immediately to collect your child.

Sick Children/Illness

Unwell children should be kept at home. This will prevent the spread of infection to others and also allows your child to recover. If your child is unwell and will not be attending pre-school please phone Larool to let us know. If your child looks too ill on arrival at Pre-school we will ask you to take your child home or request a clearance certificate from a doctor. If your child becomes unwell while at Pre-school we will notify you (or if unavailable your child's next nominated contact) to come and collect them. We may ask for a medical certificate to confirm that the child is well enough to return to care after being ill.

At Larool we follow the *Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services* booklet. It is a best practice tool that provides simple and effective information on illnesses, exclusion periods and limiting the spread of illness and infectious diseases in education and care settings. You can view this resource at www.nhmrc.gov.au/guidelines/publications/ch55. In addition Larool Pre-school HAS A Dealing with Infectious Disease Policy, which states:

- Children who have suffered diarrhoea or gastroenteritis must not attend pre-school until they have not had any symptoms for **24 hours**. The child must have eaten solid foods, without any signs of vomiting or diarrhoea, before they can return. If the cause is unknown, possible exclusion for 48 hours until the cause is identified.
- 24 hour exclusion after antibiotics has begun to ensure there are no side effects or reactions and to give the antibiotics a chance to start working. Children should only return to pre-school if they are well enough to do so.
- Children with fevers of 38°C or higher must not attend pre-school until the fever has ceased. If your child requires Paracetamol prior to attending pre-school, to reduce a fever, then they are considered too ill to be attending pre-school and will be sent home.
- excess discharge from eyes, ears and nose
- undiagnosed rashes or skin problems
- children who have been hospitalised in the last 48 hours

For further information please call your local Public Health Unit on 1300 066 055 or visit the New South Wales Health website www.health.nsw.gov.au

Asthma/Allergies/Diagnosed Illnesses

At time of enrolment parents will be asked to identify if their child has a medical condition, including the diagnosis of asthma, anaphylaxis, epilepsy or diabetes. The health section of the enrolment must be complete in full outlining:

- Illness/ allergy
- reaction/symptoms
- medication
- risk control measures

Parents will be asked to provide an up to date relevant action /treatment plan (to be developed by a medical professional) which will be displayed on the wall in their class room. A current supply of the prescribed medication for on-going medical conditions, such as asthma or allergies, is required to be kept at Pre-school. **This information must be kept up to date and current for your child's safety at Pre-school.**

Immunisation Records

Parents of children who do not have the appropriate documentation will not be able to enrol their child in pre-school. Please provide immunisation documentation prior to your child starting with us.

UPDATED IMMUNISATION HISTORY STATEMENT

After each vaccination, parents should provide their child's updated Immunisation History Statement to Larool to include on our Immunisation Register. Parents are able to print a statement directly from the Medicare online services website. Once you have received your updated Statement, please email and/or provide a hard copy.

Sun Protection



Children need to:

- Wear a hat that shades the face, neck and ears whenever he or she is outdoors every day, throughout the year.
- Wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.
- Apply sunscreen either at home before departing for the Pre-school or on arrival at Pre-school. If your child has a skin condition or sensitive skin, please advise an educator and provide an appropriate alternative sun protection product. Please label it and hand it to an educator. Please do not leave it in your child's bag.

Emergency Evacuation Procedure

To ensure that all children and staff are adequately prepared in case of an emergency, we conduct emergency drills each term, at various times of the day. Anyone who is in the Pre-school at the time must take part, listening and responding to educator directions while assisting us with the children. It only takes a few minutes to conduct an emergency drill however the importance of these drills is vital to ensure that all children and educators know what to do in an emergency situation.

The drills are evaluated each time to enable us to continuously improve our procedure and practices. An evacuation plan for fire and emergencies is displayed at the exit in each classroom. In an emergency where we are required to evacuate the Pre-school we will evacuate the children in 3 stages. The situation and guidance from authorities will determine the point of evacuation.

- Stage 1 evacuation point - park fence gate
- Stage 2 evacuation point - Larool Park (next door)
- Stage 3 evacuation point - Normanhurst West Public School

You will be contacted if an evacuation occurs and notified of your child's location as soon as possible.

Our Curriculum

Larool Pre-school provides an exceptional beginning for life-long learning. We believe in the uniqueness of each child and family. Providing children with a loving and nurturing environment, where play is embraced, secure relationships are fostered and exploration is encouraged, opens the gateway for learning in young children. This is central to our curriculum at Larool.

We view children as capable, independent learners who come to Pre-school with an abundance of skills, knowledge and understanding. We recognise that children have their own interests, learning style, growth and culture. We emphasise the importance of an emotionally secure foundation to help children develop confidence to play, explore, inquire, create and express their ideas, skills, thoughts and knowledge. It is through active engagement, shared play and learning experiences where the children develop a sense of individual identity, awareness of others and skills needed to participate effectively in their social worlds.

Our Curriculum (cont)

When given the time, space and opportunity to interact in a meaningful environment, a child can construct new ideas and like them to existing knowledge.

As educators, we aim to create an environment of respect where children feel comfortable, safe and free to explore their own curiosities and wonderings. Our negotiated curriculum is planned based on the children's interests and needs, as well as incorporating essential learning outcomes, building on their skills and recognising their capabilities. The curriculum is dynamic and ever- changing, challenging, fulfilling, interesting and of course, fun!

Educators observe the children as they play and use these observational notes and photographs to reflect, using them as a tool to help them move forward with planning for the next day or next week. As we create opportunities for children to deepen their thinking, represent their understandings, and encounter new perspectives, our educators support, guide and enrich each child's thinking by provoking discovery and learning. Educators do not give answers readily, instead they aim to observe, listen, encourage and research alongside the children. Educators process of planning and learning outcomes integrate and support the context of a play-based environment. Planning a balance of educator-supported, freely chosen play and educator-led small/large group activities is important. The social environment of the room provides many opportunities for child-initiated play, experimentation, exploration and discovery.

Our educators consider relationships to be fundamental to children's learning and development. We emphasise relationship building and co-operation among children, and between the educators and children. We actively seek collaboration with our educator team, asking and encouraging questions about children's play, sharing their thoughts, experiences and observations to achieve the best outcomes for each child.

Through interactions with their peers, educators and the environment, the children's knowledge and understanding flourishes.

Families are encouraged and welcomed to share their perspectives to help us make decisions about classroom life and our curriculum. Through this, we enrich our understanding of the children, while developing a natural flow between Pre-school and home, as well as embracing the whole community of Larool Pre-school.

At Larool, we implement an environment and sustainability component to our curriculum. Being in such a wonderful natural environment such as Thornleigh, we believe in the importance of instilling messages of looking after our environment for now and the future.

What will my child learn at Larool Pre-school?

The learning experiences we provide will encourage your child to:

- grow in their independence
- embrace responsibility
- respect themselves and others
- co-operate with others
- make sensible choices about their health and safety
- develop their physical skills
- develop their language
- develop their understanding of literacy and numeracy
- learn how to be thinkers and problem solvers
- use their imagination and creativity
- learn about their environment

What will my child do at Larool Pre-school?

Your child will be:

- investigating interests
- making choices
- conversing with educators and other children
- planning with their educators about the things they might do, what they may need, and carrying out their plans
- designing and making things
- singing, dancing, and painting
- listening to stories
- playing games indoors and outdoors
- climbing, balancing, jumping
- planning and sharing in dramatic play
- taking part in everyday experiences like gardening, composting and tidying up
- learning about size, shape, weight and measurement as they construct both indoors and outdoors

Our Curriculum (cont)

How does Larool Pre-school help my child prepare for school?

Our curriculum is designed to provide the foundation that children need for success in later schooling. Our educators encourage and guide:

- independence
- social learning and relationship building
- health and physical development
- language development
- early understanding of literacy and numeracy
- ability to think and solve problems
- imagination and creativity
- a positive approach to learning

Transition to School

We believe in providing a smooth transition from our Pre-school to the more formalised environment of school. We observe children through play as they develop their understanding in many areas such as language, creativity, mathematical concepts and social interactions. This context provides our educators with a wealth of information about each individual child as well as giving the child an environment where they feel secure and belonging.

We embrace a strong focus on children's social and emotional development to ensure that each child has the skills to become active and confident learners as they move onto school. The educational focus is enhanced within the Pre-school with children refining skills and knowledge in addition to preparing them for their next stage in their educational life of 'School'.

We have close ties with feeder schools in the area to help prepare your child for a smooth and happy transition to primary school. We know that an enthusiastic child, who feels connected and successful with their learning and confident in social interactions, will be more eager to explore concepts within the school curriculum.

Legislation and Policy Guidelines

Larool Pre-school is licensed by the NSW Department of Education and Communities. We follow the Education and Care Services National Law and the Education and Care Services National Regulations. A copy of the Education and Care Services National Regulations and our Pre-School Policies are available for you to view in the office. These policies and procedures cover many of the underlying principles in providing high quality education and care. Your input into our Pre-school policies is welcome and valued. Please see the Director if you have any questions or comments.

The National Quality Framework (NQF) operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The National Quality Framework is the national system that sets standards and improved the quality of children's education and care services.

The National Quality Standard (NQS) sets a national benchmark for the quality of education and care services.

The National Quality Standard aims to promote:

- continuous improvement in quality;
- the safety, health and wellbeing of children;
- a focus on achieving outcomes for children through high-quality educational programs; and
- a families' understanding of what distinguishes a quality service.

**Larool Pre-school achieved a rating and assessment result of
"Meeting the National Quality Standard"**

National Quality Framework (cont)

Early Years Learning Framework

The EYLF is a national framework for the early years' sector. It aims to provide a nationally consistent guide for early childhood educators to extend and enrich children's learning from birth to 5 years of age and includes transition to school. Our early childhood curriculum at Larool is informed by our educational philosophy, Early Years Learning Framework (EYLF) as well as contemporary approaches within early childhood education.

Further information about the National Quality Framework and the Early Years Learning Framework is available on the Larool Pre-school website - www.laroolpreschool.com.au and "My Child" website – www.mychild.gov.au/agenda

Your Child's Development

Documentation of your child's involvement and learning within our program is regularly completed by our Educators, and is provided to you at the end of each term with a comprehensive report completed in term 4. Your child's teacher/educators are always available at the beginning and end of each day to discuss your child's interests and engagement in our program. Appointments can be made for longer in depth discussions.

Paintings, Pastings and Other Activities

You may be concerned that your child 'never brings a painting home' (or drawing, pasting etc). You can be assured that even if your child does not gravitate toward this type of experience he/she is utilising their creativity through a variety of other experiences, including building with various types of construction, role playing, dancing, athletics or sand play. Some children are prolific art-makers, others are not, but those children will often develop an interest in that direction later in the year.

Treasures from Home

- Your child is encouraged to bring photos of family/special events, any type of interesting book, specimens or objects - rocks, shells, flowers, or nests to enrich the program. Once shared with the class your child will be encouraged to put these 'treasures' in a safe place ready for collection at the end of the day/week.
- While we do not wish to dampen your child's enthusiasm, we would appreciate it if **toys were not brought in**. Such treasures can be lost and broken so it is best to leave them at home.
- If your child needs the 'security' of a familiar and much loved object eg blanket, sheepskin, soft toy, these are of course welcome.

Building Your Child's Independence

We encourage children to be independent in caring for their personal needs and belongings such as carrying own bag, putting shoes and hats on or in bags, opening and closing their own drinks and food containers, and determining when they need to go to the toilet. However, we do guide and support children in these learning experiences.

Research has suggested that encouraging these skills enhances children's self esteem as they gain much needed self help skills for future development. This self-help is invaluable for when your child starts school. Although children may demonstrate frustration this is an emotion that happens before mastery of skills. It is fantastic to see the face of a child when they say, 'I did it all by myself!' That look is a child's self esteem and self-concept developing.

Siblings Visiting at Larool

We welcome all siblings as part of our Pre-school community however we do remind parents that any children other than those enrolled into the session are the responsibility of their parents or carers, whether it is while parents are rostered on or at drop off/pick up time. Our resources and equipment are suitable for Larool aged children and may not be suitable for older or younger children.

Sustainability

At Larool Pre-school we advocate the '**reduce, reuse and recycle**' (RRR) message with the children and families. We have a recycling station at the front of the Pre-school for you to drop off some recyclables for us to use.

During morning tea and lunch we have containers for children to separate their rubbish into compost, recycling and general waste. Please use reusable containers where ever possible to assist us with our RRR message. If you are unable to use reusable plastic containers, paper bags and paper lunch wrap work just as well as snap lock bags, freezer bags and plastic wrap.

Let's all work together to become environmentally responsible and model sustainability to the children.

Child Protection

NSW Family and Community Services provides clear and specific guidelines regarding child protection issues. Larool Pre-school endorse these practices and principles and are committed to ensuring the safety, wellbeing and protection of the children in our care. Mandatory reporting is the legislative requirement for selected groups of people including our teachers and educators to report suspected child abuse and neglect to government authorities. In accordance with the guidelines all our educators are trained to recognise the signs of possible neglect and abuse in children.

Child Protection Helpline - Ph 13 2111 if you have doubts about the safety or well being of any child.

Protective Behaviours for Children

Protecting children from harm is a shared responsibility for the family, the general community, professionals who work with children and government agencies but it is important to encourage children to think about their own safety as well.

Protective Behaviours is the term we use when teaching children about behaviours that will help keep them safe from harm or abuse. Interwoven within our curriculum and interactions we provide children with strategies to help the children feel safe, ability to seek help when needed and to empower them.

The key themes of protective behaviours:

- children have a right to feel safe at all times
- nothing is so awful that you can't talk about it
- the child should be listened to
- the child will be believed

When in inappropriate or uncomfortable situations, we encourage children to use their words in a firm voice such as: **"Stop, I don't like it!"** to ensure their voice is heard. This also makes sure the educators are aware of children's needs. We strive to develop positive self-esteem in all children and always communicate in a positive and respectful manner.

The Parent Management Committees

We embrace the commitment, knowledge, participation and voluntary contribution each committee member brings to our Pre-school. Community involvement is the most successful way to deliver a truly inclusive and responsive service and we hope if you choose to become part of our committee, that your participation connects, empowers and enriches your experience with your child's early education. Partnering with our families ensures the best outcomes for the children and families in our local community.

Management Committee

The Pre-school is managed by a committee of dedicated parents who are elected onto the Management Committee at the **Annual General Meeting (AGM) each March**. The Committee acts on behalf of the members of the Association, ie, the parents, and aims to reflect the views of all users of the Pre-school.

The Committee, with the assistance of the Pre-school's Director and Administration Officers, manage the legal, financial and employment responsibilities giving their time to ensure we maintain a wonderful learning environment for both children and staff. The Committee meets twice (2) a term for evening meetings held at the Pre-school.

Our Pre-school belongs to Community Connections Solutions Australia (CCSA). CCSA provides assistance to the Director and the Management Committee when required. This is an early childhood, community management, employer support organisation, providing management, award information, industrial support and information.

Social Committee – “SPLAT”

SPLAT stands for "Social Parents of Larool Activities Team" and the Committee is elected at the AGM each March. The SPLAT Committee operates as a sub-committee of the Management Committee but cannot exist without the support of the Pre-school community. This committee organises social events and limited fundraising activities.

Family Communication at Larool Pre-school

At Larool, we strive for clear and open communication between families, the director, educators, and children. Effective communication between parents and the educators is vital and one of the keystones to caring for and working with your children.

On Enrolment

- An enrolment pack will be provided to families which will include information about the Pre-school, what you need to bring and the educator/staff names.
- Enrolment Form must be filled out in its entirety.
- Parents will be asked to complete a Child Profile Form outlining child routine, interests, likes and dislikes and any additional information about developmental requirements – for example, sleep and medical needs.
- Medical action plans or illness plans will be provided by the families for the Pre-school.

Daily/Weekly

- ‘Peek of the Week’ will provide an overview of the experiences undertaken, achievements and social interactions on Educa (see further on for information about “Educa”).
- Phone calls if required.
- White board at the front gate with information on our Pre-school, community events and health information.
- Each child has a “folder” in their Class Box on top of the lockers in each room.
- Informal conversations with teachers and educators will take place at drop-off and pick-up times.

Family Communication at Larool Pre-school (cont)

Throughout the Term

- Learning stories and snap shots of your child at Pre-school and highlights of their learning will be posted on Educa
- Reminders, messages, events and general information will be posted on 'Educa', Facebook and via email
- Newsletters (posted on Educa) - contain information about events, administration news, programme details and other interesting information
- Invoice and receipt for fees

Twice a year

- Summary of your child's learning journey outlining their achievements and goals.

When required:

Complaints, compliments and suggestions can be done in the following ways:

- Verbal discussion with the Director/Teacher/Educator
- Emailing or writing a letter to the Director
- Phoning the Director
- Contacting the Management Committee
- Filling in the feedback form

Website

We use our website as another means to communicate our newsletters, information and important dates. There are many useful booklets included in our "Resources" folder such as:

- Developing Movement Skills
- Get Up and Grow – Family Book
- Food Ideas for Busy Parents and Cooking for Children
- Decisions About Downtime
- Lunchbox Ideas
- Out and About – Outdoor Activity Play
- The Importance of Drinking Water

Xplor

What is Xplor?

Xplor provides the best experience for parents by fully automating tiresome childcare administrative tasks on their software. It keeps a record of fees, payments, and automates account statements that you can access anytime.

What can I do with Xplor?

You will receive a welcome to Xplor email and if you would like to use Xplor to access your account information and/or pay via credit card, please create a login and password. You will be able to access your child's Enrolment information, term fees and your payments, you can also sign up to have your fees Direct Debited from your bank account or your credit card.





What is Educa?

- Educa is a simple, safe online tool for teachers/educators to capture and share children's learning with families.
- Educa creates a digital record of your child's learning journey. With Educa, you can view updates about your child's learning and progress, make comments, leave feedback and communicate with educators.

What can I do with Educa?

- View stories, photos and video updates about your child's learning
- Share your own photos, stories and videos relating to your child's learning with your child's educators
- Invite family members like grandparents, aunties and uncles to view your child's updates
- Communicate with educators by leaving comments
- Download your child's portfolio as a keepsake

At the beginning of the first term, you will receive an emailed "Invitation" to join Educa. You are then able to invite any further family and/or friends.

Email and Social Media

Administration and Account notices are sent via Email. Please provide at least one email address and ensure that you monitor for messages from Larool.

Social media (such as Facebook) can be a great tool for improving our communication with our families and supporting children's learning. At Larool, social media is used for sharing relevant information (including learning programmes and activities), giving updates on events, and celebrating achievements.

Please "like" our Facebook page at
www.facebook.com/laroolpreschool



Remember: If you have a concern about your child's health or development or would like to comment on the Pre-schools program please do not hesitate to talk with the educators or director. Sharing information is important and we strongly value parent's input, suggestions and feedback.

Privacy Statement and Confidentiality

Protecting the privacy of personal and sensitive information collected by our Pre-school and the need for confidentiality is fundamental for Larool Pre-school Inc in providing a quality early childhood service.

All educators are aware that confidentiality of all matters concerning the Pre-school must be maintained at all times. Educators cannot give out any details contained in children's records to any other parent or discuss details of any child who has caused injury to other children at the Pre-school.

It is the parent responsibility to read all written communications from the educators, including posted signs, newsletters, and personal communications, and to respond when necessary. Also, families should notify Larool Pre-school, in writing, of any important changes or information regarding their child's health, allergies, attendance, schedule, etc within the appropriate time frames set out in our policies.

Family Partnerships

We recognise the importance of the home/pre-school partnership and warmly welcome families to our Pre-school community. We value the privilege of partnering with families to nurture and guide children, and respect each family's uniqueness.

We acknowledge and embrace the importance of family as central to the child's world and endeavour to construct meaningful, open, communicative, and collaborative partnerships with families. We support families in their parenting role and share with them information to benefit their child's development.

We encourage families to be active participators in the life of the Pre-school through sharing cultures, ideas, knowledge, strengths and differences. Throughout the year, you will find a range of events, activities and experiences for the whole family.

Parent Participation

Parent participation has long been a feature of our Pre-school. Parents are encouraged to become involved in the program to the level at which they feel comfortable, working in partnership with the educators and children to enhance our daily program. Parent/family participation enriches our program and maximises outcomes.

There are many ways in which parents may participate and contribute:

- Become a class parent
- Volunteer your time to the weekly Children's Library
- Spend time at the Pre-school as a 'child' or a helper
- Attend family events, social functions
- Help out with morning tea
- Share a special skill, interest or your knowledge with the children
- Assist with organisational tasks, eg cleaning blocks, sorting out equipment
- Complete tasks at home, eg sew cushions, repairs of equipment
- Sharing of cultural backgrounds
- Bringing in a baby
- Reading stories
- Assisting in the maintenance of the grounds and equipment
- Providing ideas for the programme such as sharing your weekend activities
- Providing suggestions, ideas and feedback
- Contributing to art/craft supplies such as: coloured patty pans, wool, paddle pop sticks, paint brushes, wrapping paper, paper plates/plastic cups, material/fabric, feathers, glue sticks.
- Donations of found items such as shells, birds nests, pine cones, large gum nuts
- Sharing a craft activity
- Add to our recycling station with small boxes, old wrapping paper/cards.

Visitors and Entertainers

From time to time the Pre-school invites artists and educators to perform for the children. While the Pre-school normally covers the cost of these incursions, occasionally parents may be asked to pay a minimal fee to cover for these special events.

Visits by student teachers, work experience students and professionals providing health and education services are anticipated. Parents will be informed of these visits through our website, newsletter or white board.

Clothing

Please dress your child in non-restrictive comfortable and easy to wash clothes suitable for the weather (including a jacket for outdoor play), messy and active play and can be pulled up and down by your child easily for independent toileting. Pack spare clothing in your child's bag just in case of mishaps or weather changes. Although every effort is made to protect your Pre-schoolers clothing, we recommend Pre-schoolers wear 'dirt/paint friendly' clothing because accidents do occur when children are learning and exploring.

It is anticipated that a little paint may escape the apron and stain your child's clothing. We advocate the value of messy sensory play for emotional health and fine motor development. It can also be the difference between a child becoming an active participant or a passive on-looker. As part of the sun smart policy children's shoulders need to be covered, that is no shoestring tops or singlets, we suggest long loose sleeves where possible. Hats must be worn outside at all times, so please provide a sun-safe hat that shades your child's face, neck and ears.

Shoes

Footwear needs to be safe and enable children to be able to run, hop, and climb, whilst also fitting onto their feet (no thongs or crocs or shoes with heels). To assist your child's growing independence, footwear that is easily taken off and put on is essential. Velcro shoes are wonderful at Pre-school!

Lost Property

Please ensure you have your child's name on EVERYTHING that comes into the Pre-school! We have lost property baskets in The Hub. To assist with your labelling, we have an ongoing fundraising account with the **Stuck on You** labels. Please make sure you put our fundraising code on your order. Go to stuckonyou.com.au and create an account and place your first order – enter our fundraising name laroolpreschool at the checkout for your points to transfer to our fundraiser. Thank you!!

Car Parking

There is plenty of parking available for parents when dropping off and picking up children from Pre-school. Please be considerate of our neighbours and do not park in front of, or too close to their driveways. Please ensure you hold your child's hand at all times on your way to and from the front gates.

Please note that the driveway is to be used for 2 minute drop off and pickups only and please only park along the left hand side and avoid the pedestrian pathway.

