



MT WARNING COMMUNITY PRESCHOOL



2023-4

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Contents

ABOUT OUR PRESCHOOL	2
HOURS AND TIMES OF OPERATION.....	2
OWNA	3
WHAT DOES IT COST.....	3
WHAT WILL YOUR CHILD NEED EACH DAY?	3
DROP OFF & PICK-UP	4
MAKE UP DAYS	5
OCCASIONAL DAYS	5
BIRTHDAYS	5
FLOODS, STORMS & OTHER EMERGENCIES	5
FEES & CHARGES	6
SUPPORTING OUR PRESCHOOL	7
IMMUNISATIONS, ILLNESS & MEDICATIONS	8
CHILDREN’S WELLBEING.....	8
NATURE PLAY & BUSH KINDY.....	9
IF YOU HAVE A GRIEVANCE	9

IF YOU READ NOTHING ELSE IN THIS BOOKLET...

- Mt Warning Community Preschool relies on its Members to operate successfully
- School hours are 8am – 3.30pm sharp and please note late charges apply for late pickup.
(Pages 5)
- Children need to come with appropriate 'sun safe' clothing and a nutritious lunch.
(Page 5 & 6)
- You may be entitled to a subsidised fee – please check with the preschool. (Page 5)
- Fees are invoiced with payment options to be paid 2 weeks in advance. (Page 5)

ABOUT OUR PRESCHOOL

Mt Warning Community Preschool was incorporated in 1985 and is one of the many community preschools in the Tweed area. Our Director (Nominated Supervisor) and Early Childhood Teacher, Ness Bryant, has worked with our preschool since 2018 and previously was one of our parents when her two children attended. Many of our educators had children who attended the preschool, or attended as a child themselves!

As a community-based preschool it is operated as a not-for-profit service, which means any profits go straight back into the service for ongoing enrichment of resources and maintenance of the building and grounds.

The Preschool employs qualified early childhood educators and importantly the service is managed by a voluntary Management Committee comprising parents and community members who are elected to their positions each year and are responsible for all major legal, financial, employment, planning and policy making decisions.

Our preschool caters to children between the ages of 3 to 5 years of age.

HOURS AND TIMES OF OPERATION

Our preschool operates in line with the ordinary NSW public school terms and closes for NSW school holidays and public holidays.

Children's hours are 8am to 3.30pm Monday to Friday.

We strive to be responsive to the needs of families and understand social learning between mixed Ages can be a positive experience, however we normally separate ages as:

Monday and Friday are for younger children	3 yr.
Tuesday, Wednesday, Thursday are for older children	4 / 5 yr.

OWNA

Our preschool is transitioning to the digital platform OWNA. All enrolment information, policies, forms, invoicing and newsletters will be accessible through OWNA. Parents/carers will be sign in/out their children through OWNA. Any family who prefers to use a paper based form/sign in etc. will be respected and a non-digital alternative provided.

WHAT DOES IT COST?

Whilst the Management Committee may change rates throughout the year, generally the preschool strives to set rates once each year and in 2024 the set rates are as follows:

	Standard Daily Rate	Affordable Preschool funding (2 free days)*	Start strong Non-equity funding	Start strong Equity Funding
3/4 yr.	\$37	\$0	\$27	\$25
4/5 yr.	\$37	\$0	\$27	\$25

*Conditions Apply - Please refer to page 6

In addition to our Daily Rates, new members enrolling for the first time are charged an annual Membership Fee.

Annual Membership \$20.00 (every year)

Enrolment Fee \$35

Please refer to the Section 'Fees & Charges' for a full overview of fees and NSW Department of Education affordable Preschool' funding.

WHAT WILL YOUR CHILD NEED EACH DAY?

Your child will need to bring each day:

- A bag or backpack large enough to hold all belongings and suitable to hang on a peg.

Clothing

- A broad brimmed hat...caps do not offer viable protection
- Shoes or sandals
- Spare underpants, and changes of clothes especially if they love water

Food

- Morning tea & Lunch – packed in a lunch box that your child can easily manage by themselves

We encourage nutritious food because a child's diet has a significant impact on their behavioural/neurological development, general wellbeing, and energy levels.

Lollies, fruit drinks, chocolates, chewing gum, chips, other packaged snack foods, heavily processed foods and cordials are discouraged. Fruit straps are very similar in texture to chewy lollies and stick to your child's teeth in the same way.

However, we will never shame a child or family for their choices. Your family, your choices.

We provide filtered rain water for your child's water bottle when required.

We encourage families to reduce the amount of packaging and disposable plastics as we strongly believe in reducing our rubbish footprint and would prefer to recycle, as per our Environment Policy.

It is the Preschool's policy (and a requirement under law) to constantly review our risk assessment towards having nuts at our service. At this point in time, nuts are allowed at our service.

DROP OFF & PICK-UP

Punctuality is very important. If you arrive late to collect your child, a late fee will be applied.

Please refer to the Section 'Fees & Charges' for a full overview of these charges.

Every parent/carer must sign their child in immediately on arrival and departure at the end of the day. Once your child is signed off in the afternoon staff are no longer responsible for the supervision of your child.

To stay informed on current events and to access parenting information please read the notice board, check your emails for newsletters, our Facebook page and website, and remember to check your child's labelled communication tray located above the sign in/out area.

Children must be brought to the preschool and collected by a responsible adult (over the age of 18 years).

If another person is to collect your child, you must nominate that person on the sign-on sheet upon drop-off or notify with a phone call through the day.

A child will only be allowed to leave the centre with a person who has been authorised by you as an authorised person on their enrolment form, or nominated by telephone in a call to the preschool prior to collection. Proof of ID will be required.

MAKE UP DAYS

Make Up days are offered for children who are absent on paid, non- government funded days. We ask you to notify us every time your child is going to be absent from their enrolled preschool day as a courtesy. As non-attendance on an enrolled day will still be charged a fee there will be no additional charge for attending preschool on a Make Up day.

- Make up days are only possible if your fees are up to date i.e. two weeks in advance •

Make up days are only offered if a place is available

OCCASIONAL DAYS

If you wish your child to attend on a day they are not enrolled, you may request an Occasional Day. Occasional Days are only available by arrangement in advance and if a place is available on the day. Your fees must be up to date for a placement to be offered. Please refer to our Fees section for pricing.

BIRTHDAYS (N.B. We are required to file a copy of birth certificate upon Enrolment)

If your child is having a birthday, please feel free to bring a fruit platter along to share with their friends. We do not accept cakes at preschool due to allergy, intolerances, food choices of many children. If your child does not celebrate birthdays, please let us know so we can support your child, engaging them in alternate activities whilst the other children celebrate.

FLOODS, STORMS & OTHER EMERGENCIES

Check the preschool OWNA app and/or Facebook page to get emergency updates.

In the event of flood, storms, or bushfires you should contact the school on the Preschool's phone on **02 6679 5313** or **0432705138** to check if the preschool will be open, or you may get an alert through OWNA or an email if we cannot reach the preschool to phone.

If it is unsafe for you to travel to preschool to pick up your child, please contact us to notify us. *Late fees will be waived under these circumstances.*

If you live on a property that is at risk of becoming isolated due to rising water or road closures, please keep your child at home.

If your child is at preschool during inclement weather and/or an escalating natural emergency (e.g. bush fire), the preschool may contact you to come and collect your child early.

If your child is 'stranded' at preschool (i.e. you are prevented from collecting them for whatever reason), a staff member will stay with the child at all times until such time as you collect them or a suitable alternative is agreed/arranged.

FEES & CHARGES

Fees are invoiced at the beginning of each term and must be paid *fortnightly in advance* if you elect fortnightly payments.

If you pay the whole term's fees in a lump sum you will also be expected to pay *by the first day of the term* your child attends.

The first fortnight's fees must be paid *no later than* the first day of your child's start to preschool.

In 2023 the fees have been set as:

1. 2023 NSW Start Strong Affordable Preschool funding allows the preschool to offer *free* preschool for 2-day enrolments for 3-5 yr olds.
2. Families can only access "free" preschool at one service. For children enrolled at Mt Warning Community Preschool as their second preschool, families may still access fee relief due to equity funding. **Fees**

3 yr olds non-equity fee \$37 per day/ \$30 for two day enrolment

3 yr old equity fee \$30 per day/ \$25 for two day enrolment

4-5yr old non-equity fee \$37 per day / \$25 for two day enrolment

4-5yr old equity fee \$25per day/ \$20 for two day enrolment

3. More 2023 Fee Information

Any extra enrolled days for any enrolled child will be charged at \$25 per day and subject to availability.

Other Fees and Charges

Annual Membership \$20.00 (every year)

Occasional Days \$25.00

Temporary Enrolments \$40 non-equity/\$30 equity
(for visitors/one off days)

Enrolment fee \$35

Late pick-up (3.30 pm onwards) \$40 after 3.30pm then \$1 per minute thereafter

Bank Details:	Bank:	St George Branch, Murwillumbah
	BSB:	112-879
	Account N°:	046847784

SUPPORTING OUR PRESCHOOL

We love our families to be involved with our preschool. There are many ways in which you can assist us to keep the preschool running smoothly and nurture our love of community.

There are many ways you can help the preschool run more smoothly:

1. **Join the Management Committee**: a great way to gain management skills, work in a team and make friends
2. *Helper days*: you can come and play and help for the day on one of your child's preschool days.
3. *Fundraisers and attending events*: become involved or organise events for your preschool.
4. *Working Bees*: These are held on weekends in the preschool grounds every term. Activities include weeding, pruning, painting, whipper snipping, cleaning of gutters and water tank filters, cleaning paths, and general maintenance.

IMMUNISATIONS, ILLNESS & MEDICATIONS

From 1st January, 2018 changes to the Public Health Act 2010 require that preschools only enrol a child once the parent/carer has provided documentation that shows that the child is fully vaccinated for their age or on a recognised catch up schedule from a registered doctor.

All children enrolling need to have their up to date immunisation status established with a copy of their up to date immunisation record.

If your child is completing a planned catch up schedule for any overdue vaccines, we will provide the relevant form needed for our records. This form needs to be completed and signed by your doctor and brought back to the Preschool for filing.

You can obtain a copy of your child's Immunisation History Statement at any time:

- By telephone on 1800 653 809
- By email acir@medicareaustralia.gov.au or online at www.medicareaustralia.gov.au/online

The Nominated Supervisor may refuse admission to any child who they believe may be infectious or contagious – e.g. Ringworm & Impetigo (school sores).

In addition, in the event of an outbreak of a specified 'vaccine preventable' disease a public health officer of the NSW Department of Health may direct the preschool to exclude any unvaccinated children and staff from attendance.

Illness

Please inform the preschool if your child is unable to attend an enrolled day due to illness.

As well as assisting the school administratively, it helps our educators be proactive in detecting illness in other children who may have been in contact with your child.

If your child contracts any contagious/infectious disease, please keep your child at home until cleared by a doctor. A medical certificate may be requested by the school in this regard.

Medication

If your child is taking any medication, and you require the preschool to administer the medication while your child is in attendance, it is a requirement that you sign a form (provided by the preschool) each day that the medicine is administered by the preschool.

Information that you must provide includes your child's name, the nature of their illness, the name/type of medication to be administered, the dosage required and any additional instructions (e.g. time, manner etc.)

Your instructions must be consistent with the instructions on the label of the medication. If the preschool has any doubt, it reserves the right to refuse to assist in the medication of your child at its discretion.

Remember to collect your child's medication at the end of each day.

Covid requirements 2023

If your child has any fever, a runny nose or feeling unwell we require you to keep your child home while they are symptomatic, just like any other flu or illness.

Children's wellbeing

Our philosophy, values, curriculum and pedagogy is centred on nurturing the wellbeing of the child- in mind, body, heart and spirit. We do this through

- Promoting children's participation in a range of mindful and active learning through play.
- Promote a positive physically active environment which reflects cultural and family values.

- Strengthening children's connection to country, Indigenous Australian perspectives and culture and our multiple communities.
- Promote lifelong enjoyment of physical and mindful experiences.
- Limit time spent engaging in small screen recreation and ensure interacting with digital technology is empowering and creative.
- View physical sedentary behaviour as rest, mindfulness and relaxation.
- Encourage communication with families about physical activity, gross motor skills development, and fundamental movement skills development.
- Advocate for children's voices to co-create our daily programme, ensuring our curriculum is based on the Australian Government's *Early Years Learning Framework*, Early Childhood Australia's *Code of Ethics*, and the Australian Children's Education and Care Quality Authority's *National Quality Framework*.

NATURE PLAY & BUSH KINDY

In 2023, we will be starting our Bush Kindy programme. Initially, we will be leaving the service for two hours in the morning and returning before lunch at 12:45.

Gradually, we will be spending all day in our local, natural environment, with intentions to have collaborative nature excursions with others in our educational community.

Wet weather clothing and footwear will be provided by the service.

On other days, children are to wear broad brimmed hats, sun safe clothing and enclosed shoes, a water bottle, and if needed, insect repellent applied before commencement of their day.

IF YOU HAVE A GRIEVANCE

Mistakes happen! Often no-one is at fault, or at least, there's little point looking for someone or something to blame. However, everyone's perspectives and views are important to us.

Our policy is one of open and transparent communication and discourse and it aims to ensure every concern or complaint is dealt with promptly, with a minimum of fuss and to your satisfaction.

If you have a concern, please communicate it to the person you feel is most appropriate under the circumstances. The preschool operates a policy that should ensure your concern is handled impartially and professionally.

You may find the following procedure a useful guide:

1. Speak directly with the preschool's Nominated Supervisor. If appropriate, arrange a time so that you can speak freely, preferably after preschool hours. Confidentiality can be assured at this level.
2. If the Nominated Supervisor is not someone you feel you can talk to, speak to a Committee Member whose contact details are available on the Notice Board.
3. Please note that at this level, the issue will be brought to the full attention of all Members of the Committee.
4. If you feel your issue is not resolved or cannot be resolved by the preschool, contact the Australian Children's Education & Care Quality Authority for additional guidance
<http://www.acecqa.gov.au>

PLEASE RETURN this FOLDER including ALL PAPERWORK to be processed as we use it to store your child's enrolment information