

# MT WARNING COMMUNITY PRESCHOOL 2021



Mt Warning Community Preschool  
120 Glenock Road  
Uki NSW 2484  
Ph: 02 6679 5313

E: [discovermore@mtwarningpreschool.com](mailto:discovermore@mtwarningpreschool.com)

# Contents

ABOUT OUR PRESCHOOL .....	2
HOURS AND TIMES OF OPERATION .....	2
WHAT DOES IT COST? .....	2
WHAT WILL YOUR CHILD NEED EACH DAY? .....	3
DROP OFF & PICK-UP .....	3
MAKE UP DAYS.....	4
OCCASIONAL DAYS.....	4
BIRTHDAYS .....	4
FLOODS, STORMS & OTHER EMERGENCIES .....	4
FEES & CHARGES.....	5
CONTRIBUTION CHOICES.....	6
IMMUNISATIONS, ILLNESS & MEDICATIONS .....	7
OUR PHYSICAL ACTIVITY AND SMALL SCREEN RECREATION POLICY.....	7
KIDSYOGA.....	8
IF YOU HAVE A GRIEVANCE .....	8

## 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 late charges apply for late pick-up.  
(Pages 2 & 3)
- Children should come with appropriate ‘sun safe’ clothing and a nutritious lunch.  
(Page 3)
- You may be entitled to a ‘discounted rate’ – please check with the preschool.  
(Page 5)
- Fees are invoiced with payment options to be 2 weeks in advance at all times  
(Page 5)
- ‘Roster Days’ (Supporting Our Preschool) are a requirement of Membership  
(pp 6)

## 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, Pauline Hurcombe has been with the Preschool since 1987.

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** 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 gazetted public holidays.

Hours are **8am to 3.30pm Monday to Friday.**

Whilst children of any age may attend on any day of the week, we generally encourage the younger children on Mondays and Fridays:

Monday and Friday	3 year olds ( <b>Must be toilet trained</b> )
Tuesday, Wednesday, Thursday	4 & 5 year olds

## WHAT DOES IT COST?

Whilst the Committee may change rates throughout the year, generally the preschool strives to set rates once each year and in 2019 the set rates are as follows:

	Standard Daily Rate	Equity Rate*	Discounted Rates*
3 yr olds	\$37	\$11	\$30
4 yr olds	\$37	\$11	\$25

\*Conditions Apply - Please refer to page 5

In addition to our Daily Rates, new Members enrolling for the first time are charged a one-off Enrolment fee, an Annual Membership fee and a daily Maintenance Levy:

**Enrolment Fee**                      \$35.00 (once only)  
(One-off fee upon joining)

**Annual Membership**              \$10.00 (every year)

Please refer to the Section '**Fees & Charges**' for a full overview of fees.

## WHAT WILL YOUR CHILD NEED EACH DAY?

### General

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 a change of clothes

### Food

- Lunch – packed in a lunch box, including a drink bottle with water

We encourage nutritious food because a child's diet can have a significant impact on their mood and energy levels.

Lunch suggestions include sandwiches, healthy snacks such as cheese, fruit, yoghurt, cracker biscuits, dried fruit and water.

Lollies, chocolates, chewing gum, chips, other packaged snack foods and cordials are actively discouraged.

Fruit straps are very similar in texture to chewy lollies and stick to your child's teeth in the same way.

We encourage Members to reduce the amount of packaging and disposable plastics as we strongly believe in reducing our rubbish footprint.

It is the Preschool's policy (and a requirement under law) to exclude all types of nuts from the preschool premises, including Nutella and peanut butter.

## DROP OFF & PICK-UP

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

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

Every Member 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 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.

A child will only be allowed to leave the centre with a person who has been identified 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 for the reasons of sickness, travel or family commitments. We ask you to notify us every time your child is going to be absent from their enrolled preschool day.

As non-attendance on an enrolled day will still be charged a fee (as if your child attended), there will be no additional charge for attending preschool on a Make Up day.

Make Up days are available only in the term they are accrued.

### **Make Up Day Considerations**

- Families who take the time to give the preschool staff a courtesy call when the child is unable to attend on their enrolled day. A record will be kept on file.
- 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
- Children will be prioritised for a Make Up day with the most make up days

## **OCCASIONAL DAYS**

If you wish your child to attend on a day they are not enrolled and you do not have any make-up days available, you may request an Occasional Day.

Occasional Days are only available by arrangement in advance and only if a place is available on the day (i.e. the number of children attending must not exceed 20 on any given day).

Your fees must be up to date for a placement to be offered and payment for an occasional day *must be paid on the day*.

## **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 his/her friends.

Regrettably, we cannot accept cakes at preschool due to allergy and intolerances of many children.

## **FLOODS, STORMS & OTHER EMERGENCIES**

In the event of flood, storms, or bushfires you should contact the school on 02 6679 5313 to check if the preschool will be open.

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.



## Other Fees and Charges

**Enrolment Fee** \$35.00 (once only)  
(One-off fee upon joining)

**Annual Membership** \$10.00 (every year)

**Occasional Days** \$25.00

**Temporary Enrolments** \$37.00  
(for visitors/one off days)

## Late Fees

Late pick-up (3.30 pm onwards) \$37.00 then \$1.00 per minute after

**Bank Details:**

<b>Bank:</b>	St George Branch, Murwillumbah
<b>BSB:</b>	112-879
<b>Account N<sup>o</sup>:</b>	046847784

## CONTRIBUTION CHOICES: 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.

The contribution fee is \$40 a term which is waived if you choose to contribute in the following ways: -

1. Join the Management Committee: a great way to gain management skills, work in a team and make friends
2. Roster days: you can come and play and help for the day on one of your child's preschool days.
3. Weekly towel washing once a week.
4. Preschool cleaning at the end of the day: sweeping verandahs, vacuuming floors, wiping craft and food tables, mopping, covering the sandpit with tarps.
5. Holiday washing at the end of each term: soft toys, dress ups, sheets, towels.
6. Mowing: holidays, and seasonal mowing i.e. more needed in summer especially over the holidays.
7. 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, guernying paths, clean solar panels and general maintenance.
8. Window cleaning: windows of a reasonable height, Perspex in playgroup area and all window tracks.
9. Fundraising: annual Bunnings BBQ, Glenrock Fundraiser stall manning and baking, Murwillumbah town cake street stall.
10. Office jobs: where needed by the Administrator

## IMMUNISATIONS, ILLNESS & MEDICATIONS

From 1<sup>st</sup> January, 2018 changes to the Public Health Act 2010 require that preschools only enrol a child once the parent/caregiver has provided documentation that shows that the child is fully vaccinated for their age.

As such, **all children enrolling need to provide immunisation status with a current 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](mailto:acir@medicareaustralia.gov.au) or online at [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- In person at the local Medicare office, Centrelink office or Child Support Service Centre

Our preschool Authorised Supervisor may refuse admission to any child who they believe may be infectious or contagious – e.g. Headlice, 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 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.**



## OUR PHYSICAL ACTIVITY AND SMALL SCREEN RECREATION POLICY AIMS TO:

- Promote children's participation in a range of safe physically active learning experiences.
- Promote a positive physically active environment which reflects cultural and family values.
- Promote lifelong enjoyment of physical activity.
- Mostly restrict limit time spent engaging in small screen recreation (television, DVD's, computer and other electronic games) and sedentary behaviour whilst at the service.
- Encourage communication with families about physical activity, gross motor skills development, fundamental movement skills development and limiting small screen recreation and sedentary behaviour.

## YOGA FOR KIDS

### Yoga for Kids

Joanna Gardener has been teaching Children's yoga Classes for 18 years at Early Childhood Centres, Preschools and Primary Schools in the Northern Rivers area. She has taught regular classes at our centre for many years.

## **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.

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 Pauline Hurcombe, the preschool's Director. 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 Director is not someone you feel you can talk to, speak to a Committee Member whose contact details are available on the Notice Board. Please note that at this level, the issue will be brought to the full attention of all Members of the Committee.
3. 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 FOLDER WITH ALL PAPERWORK TO BE PROCESSED AS WE USE IT TO STORE YOUR CHILD'S ENROLMENT INFORMATION**