



Dunedoo Preschool Kindergarten Inc.

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# Information Handbook

Dunedoo Preschool  
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Dunedoo Preschool Kindergarten Inc.

Dear Parents/Carers,

A huge and warm welcome to Dunedoo Preschool! We hope that your association with the Preschool will be a happy and memorable one and we look forward to getting to know your family.

### History

Dunedoo Preschool was started in the C.W.A rooms and then moved to the Masonic Lodge. The first teacher was Mrs Corliss, and Mrs Brown became the first Director. The first license was issued in 1973.

In 2009 the Freemasons generously sold the premises to the Warrumbungle Shire Council with the understanding and intention that the Dunedoo Preschool operate with a life-long interest from the same premises. The Dunedoo Masonic Lodge relinquished its Charter in 2010 and their room became available for preschool use. Dunedoo Preschool is truly grateful for this support and acknowledgement.

### Hours of Operation

Monday - Tuesday - Wednesday - Thursday - Friday 8.00am - 3.30pm

Buses- drop off from 8.30am and collect from 3.00pm

Please be prompt when dropping off and collecting children as staff require time before and after sessions to prepare and set up activities.

Preschool follows the same holidays as NSW Public Schools.

### Staffing

Nominated Supervisor and Educational Leader - Bachelor of Education in Early Childhood:

Robyn Croft

Educators: Diploma in Children's Services:

Roxanne Honeysett, Margie O'Leary, Rebecca Reeves & Amy Duce

Educators: Certificate 111 in Children's Services:

Tina Drage, Suzanne Delaney, Jessica Piper & Candice Hall

Clerical Assistant:

Kylie Trengove & Margie O'Leary

Dunedoo Preschool is a community based centre and relies upon Government and Parent support.

The centre is staffed by a trained Early Childhood Teacher / Director and qualified Educators. The centre is monitored by an Assessment and Compliance Officer for the Department of Education - Early Childhood Education and Care Directorate to maintain standards of education, health and safety.

### Contacts

Early Childhood Education and Care Directorate: 1800 619 113

ACECQA: 1300 422 327



## DUNEDOO PRESCHOOL PHILOSOPHY

### *Provides quality learning and maximises each child's potential*

Our philosophy is to provide a safe and nurturing environment where children and families develop a sense of belonging, feel valued and form relationships. Communication and interactions between children, families, educators and community is supported by an "open door" policy whereby all individuals become involved learners and participants.

#### **CHILDREN**

We acknowledge the importance of play based learning and aim to provide opportunities for learning environments to encourage: exploration, discovery, creativity, improvisation, imagination and problem solving, as well as fostering self esteem, emotional wellbeing, communication, socialisation, collaboration and self help skills.

We believe that childhood is a unique and valuable stage of life and that during this time the child learns knowledge, skills and attitudes that impact on the rest of their life. Through our daily interactions we strive to ensure that children are treated with respect in regards to their individuality and capability, developing through stages, each having their own growth rate, special talents and strengths.

#### **FAMILIES**

Building relationships with families is important to sustaining authenticity, transparency and trust. The inclusion of the being, belonging and becoming framework in collaboration with educators will recognise each other's knowledge of the child, share perspectives and communicate respectfully with one another.

#### **EDUCATORS**

Educators are committed to inclusion and equity, and believe in all children's capacity to succeed and thrive regardless of diverse circumstances and abilities. Developing ongoing professional knowledge and skills in partnerships with children, families, community and services will support positive learning outcomes.

In partnership with the Early Years Learning Framework Principles and our own understandings, we focus on creating an environment where the following are embedded in our practice:

- Secure, respectful and reciprocal relationships with children, families and colleagues
- Partnerships with families, children, early childhood educators and community
- High expectations and Equity - where every child, family and educator is valued
- Respect for adversity - where difference is acknowledged and celebrated in respectful ways that enhance our understanding
- Ongoing learning and reflective practice - where we as educators take the time to reflect on what and why we do what we do, and what may change and why.

Educators will promote children's learning through Practice by:

- adopting holistic approaches
- being responsive to children
- planning and implementing learning through play
- intentional teaching
- creating physical and social learning environments that have a positive impact on children's learning
- valuing the cultural and social contexts of children and their families
- providing continuity in experiences and enabling children to have successful transition
- assessing and monitoring children's learning and provide support to children in achieving learning outcomes.

Our key learning outcomes are aligned to the National Early Years Learning Framework and encompass the following understandings:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

#### **COMMUNITY**

We welcome and encourage regular visits from our families, community members and members of other agencies in hopes of building stronger relationships to benefit our children and families.

### *Provides quality learning and maximises each child's potential*

**DUNEDOO PRESCHOOL IS A NUT FREE AND CHOCOLATE FREE ENVIRONMENT**

### Aims and Objectives

Our Preschool programme aims to provide a range of stimulating and fun activities within the security of a daily routine. The Early Years Learning Framework (EYLF) and National Quality Standards combine to guide and reflect the learning environment and assist with providing a quality accessible service.

Play is an important part of the programme. Preschool learning is promoted largely through play as children experience a wide variety of activities and materials under the guidance of trained staff who value play as an avenue for learning.

Our main objectives for the children are:

- ❖ To develop as an individual, to develop confidence, a feeling of self worth and well being.
- ❖ To practice and experiment with materials and activities in order to gain increased skills in awareness of their environment.
- ❖ To develop self expression through language, dramatic play and creative activities.
- ❖ To develop thinking skills and an inquiring mind, and the ability to solve problems.
- ❖ To develop a wide range of physical skills.
- ❖ To feel happy and secure within the Preschool environment.
- ❖ To be socially and emotionally competent, and with others.

### Services

We have available to us the services of:

Speech Therapist, Occupational Therapist and Psychologist from relevant organisations including private services. They will assess and provide assistance to children and families who require their expertise. Early Childhood is an important time in your child's development. Any problems are best treated as early as possible and certainly before your child starts Kindergarten.

Please speak to the Director if you have any concerns about your child.

### Disability and Inclusion Program (DIP) and High Learning Support Needs

*The purpose of the Early Childhood Education Disability and Inclusion Program is to provide funding and support to enable children with disability and additional needs in community preschools to participate in a quality early childhood education program on the same basis as their peers.*

To be eligible for DIP funding, a child must be at least three years old on 31 July (current year) and have one of the following disabilities or additional needs: Autism Spectrum Disorder, behaviour and social/emotional disability (severe), Chronic health conditions, Developmental delay, Intellectual impairment, Multiple disabilities, Physical impairment, Vision impairment, Hearing impairment, Speech/language (moderate and severe).

Preschools can use this funding for additional staffing, the purchase of specialised equipment, or training of preschool educators to support the educational inclusion of children with a disability at the service.

### Parent Library

The parent library is in the Consultancy Room.

Books may be borrowed for a period of two weeks.

### Immunisation

On 13 September 2017 the NSW Parliament passed a Bill to amend the Public Health Act to introduce stronger vaccination requirements for families enrolling children in early childhood education and care services. Children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled in child care.

What is needed?

- An [AIR Immunisation History Statement](#) which shows that the child is up to date with their scheduled vaccinations or
- An [AIR Immunisation History Form](#) on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- An [AIR Immunisation Medical Exemption Form](#) which has been certified by a GP.
- Children who have an [Immunisation Exemption Form](#) and excluded from preschool due to an outbreak must pay fees. Where possible a makeup day/s will be offered.

### Attendance Records

All children must be signed in the Attendance book when commencing preschool each day by the individual delivering them to the centre (this book is located in the main classroom). On collection, the child/ren must be signed out by a nominated person from the list designated on the child's enrolment form.

**Bus children** - "a staff authority to sign" form must be completed (Enrolment Form). This gives staff parental permission to sign children "in" and "out".

Due to licensing restrictions preschool staff cannot take responsibility for children outside licensing hours 8.00am to 3.30pm, unless extended hours are offered and agreed upon.

It is the parent's responsibility to deliver and collect children on time.

For their protection, children will not be sent home with any person whose name is not listed on the enrolment form -

**Authorised Nominees to Collect Child.** (Permission by phone may be sought by the Director should a person arrive to pick up a child whose name is not listed on the enrolment form).

A written note or permission by phone (from parent), would suffice should anyone not listed on the enrolment form be sent to pick up a child.

Siblings collecting children must be twelve years of age or older.

### Bus Children - Bus Policy

Children may be delivered and collected by bus, to and from preschool however parents must arrange this service and follow the preschool's Bus Policy accompanied with signed permission. Dunedoo Preschool has no legal responsibilities when children are travelling by bus as it is not a service delivered by the preschool. The responsibility remains with the parent and/or nominated contact.

Staff will collect children from buses in the morning and place them on buses in the afternoon as instructed by parents.

Unless otherwise notified, staff have been advised that if a child arrives by bus they will be placed on the bus in the afternoon.

### The Daily Programme

The daily programme consists of a variety of play and learning activities in which children can be involved individually, in a small group or in a large group, for language and music sessions. The Director is trained in Early Childhood Development and designs the programme to help the children's development - social, emotional, physical, intellectual and creative domains. The programme reflects The Early Years Learning Framework that 'forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development'.

### Indoor Activities

Indoor activities may involve; imaginary and dramatic play, creative activities, play dough, clay, stories, counting/number, sorting, block building, matching, exploring, puzzles, construction materials and cooking etc.

### Packing Away Time

A time when children are encouraged to help put away and care for equipment and a time for co-operating and assisting others.

### Story and Language Time

This is a planned whole group experience where children are encouraged to sit and listen, as well as share ideas and experiences. It's a time for discussion about topics of interest (researching) and most importantly to cultivate a love of books and an interest in reading.

### Music and Movement

Another planned whole group experience where children are encouraged to participate in singing, playing instruments, dance, drama and games: all fun ways to develop musical skills.

### Outdoor Play

A time to run, climb, jump, balance, dig, build, pretend and explore the environment. Also a great place for learning how to play successfully with other children, to share and take turns. During Terms 1 and 4 outside time will take place at 9.00am (before it becomes too hot). During Terms 2 and 3 it will commence at 11.30am.

### Morning Tea and Lunch Times

A piece of fruit is requested to be included for morning-tea, this may be fresh, dried or tinned fruit. This promotes healthy eating and encourages conversation and sharing of information.

It is a time for sitting and talking with friends as well as learning about manners and maintaining healthy eating habits.

### Birthdays

We enjoy celebrating birthdays just as children do. On or near your child's birthday you are welcome to bring a cake, patty cakes or fruit etc for the occasion at morning-tea time. Please notify the staff if you wish to do this. Please note our

#### **Chocolate and Nut Free Policy.**

We are continually working towards healthy eating and are conscious of high sugar foods so we would appreciate minimising the amount of sugar cakes contain. Whilst cakes are not a problem, we sometimes can have multiple cakes per week which is additional food for children attending on multiple days, therefore an awareness of a cake's sugar content is appreciated.

If you do not wish your child to partake in accepting other preschooler's cakes/fruit on these occasions – please indicate on their Enrolment Form and you may provide an alternative that can be stored in the preschool's freezer.

### Preschool Cooking

Preschool is equipped with a lovely kitchen and educators enjoy providing cooking experiences for children within the educational programme. This encourages the development of; self-help skills, health and nutrition knowledge, hygiene practices, and general food exposure. It provides opportunity to sample different tastes, smells and textures which may not have been introduced to them. It is also fun!

### Quiet / Rest Time

This is an important time in a busy day and all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Children are encouraged rest quietly and read or listen to audio stories, music or relevant DVD's (very restricted) following lunch. Children are provided with individual swags which are washed throughout the term. As the need for a rest decreases, rest time is shortened and replaced with a quiet activity time.

### Excursions

Excursions provide great opportunities to extend children's learning and to give children experiences that they may not otherwise have.

Notices will be sent home notifying you of the excursion details. Permission notes must be signed in order for the children to attend.

There is usually a small cost involved however we try to keep this to a minimum.

### Discipline

The main methods of discipline are to redirect children to other activities and derive what the concern is and assist them to use "thinking time" to demonstrate appropriate behaviours and emotions. If you have any concerns regarding discipline of your child or their behaviour at preschool, please speak to the Director.

### Settling In

When your child starts preschool they are beginning a whole new experience. The settling in time is as individual as each child. Parents are encouraged to stay for a short time and watch your child do a few activities until they are settled.

It's important to say good-bye to your child before you leave and to let them know that you will be back. If you are concerned about how your child is settling in, please feel free to ring the preschool and speak with staff.

### The Executive Committee

The preschool is managed by a committee of parents who are elected at the A.G.M. The committee is responsible for the centres finance and budgeting, and to ensure that the regulations set by Education and Care Services National Regulations are adhered. They are also responsible for staffing, establishing and updating policies and for the general maintenance of the preschool.

### Committee Meetings

At each meeting the Committee and the Director report on the previous month. After which general discussions are held on coming events, equipment, activities and fund raising.

### Parent Involvement

Parents are always welcome to come and spend time with your child at preschool. We also welcome your involvement on excursions, fundraising ventures and working bees.

If you have any special talents or interests eg, musical, creative or cultural you would like to share with us, please let us know. We also enjoy visiting parents and learning about the wider community.

### Complaints

If at any time you have a concern relating to your child, or the preschool, please organise a time to see the Director. If you are uncomfortable with this please place your complaint/comments in a letter and place in the Fees Box - located in the Classroom.

"If you don't raise the issue perhaps no one will" - ignoring it won't make it go away. Finding a good solution to any problem takes commitment from you and preschool staff/workers.

We encourage and support good communication and conversations with all families.

### Toys - Personal Items

Bringing toys to preschool is not advisable as they can get lost or broken and create competition amongst children. We have many quality resources and make these available to children as per the programme and children's development. Please keep toys at home.

### Sick Children and Medication

For the well being of other children and staff, sick children must be kept at home. The Director reserves the right to send home any child whose illness prevents the child from participating in the usual activities or poses an increased risk for the other children or staff.

**Immunisation** - In the event of a specific epidemic, children who have not been immunised (identified with a [Medical Exemption Form](#)) will be excluded from preschool until it is safe to return.

### Medications

Staff can administer Prescription Medication Only providing they have accurate written instructions from the parents (with signature). Medication forms are available from the Director.

DO NOT SEND ANY FORM OF MEDICATION/PUFFERS/PANADOL IN CHILD'S BAG UNLESS STAFF HAS BEEN CONTACTED AND WRITTEN AUTHORITY PROVIDED. THIS INVOLVES;

1. NAME OF MEDICATION
2. AMOUNT TO BE ADMINISTERED
3. TIME TO BE ADMINISTERED AND HOW
4. SIGNATURE OF PARENT
5. CHECK EXPIRY DATE
6. CHILD'S NAME MUST BE ON MEDICATION

Medication will only be given when it is in the original packaging and bears the child's name.

In the event of a significant accident parents will be notified as soon as possible after securing the well being of the child.

### Sunscreen Protection

Sunscreen is provided by Preschool.

### Hats

Preschool have Bucket Hats for every child which will remain at the centre. A hat will be allocated to each child with their name placed inside and placed in individual storage pockets. These will be washed throughout the term (as per swags).

### Footwear

It is the aim of the preschool to promote freedom and mobility whilst playing, but also ensuring protection from injury and cold. Appropriate footwear will encourage children to safely participate in activities. This will be by wearing laces or straps that hold the shoe securely to the foot reducing slippage when walking/running etc.

Suitable shoes include: sandals – secured at the ankle, joggers, boots (elasticised or lace), and boat type shoes. “Flip-flop” shoes should be avoided.

### Preschool Polo shirts and Jumpers

Preschool polo shirts, jumpers and hoodies (with preschool logo) are available for purchase which are popular with children. This becomes a uniform for children and assists with clothing choices on preschool days.

Our craft materials are advertised as washable however we do find that some paints can be difficult to remove, therefore wearing generic clothing minimises further washing concerns.

### Labelling

Please place a name on everything eg. school bag, lunch box, drink bottle, shoes, jumper, coat, (spare clothing) – as much as you can. Children may know what they own at home however when there are numerous other children with the same or similar items they are difficult to identify.

### General Information

Children other than bus children are to be dropped off and collected from preschool by a responsible person over the age of twelve years. Please notify the staff if anyone other than yourself is coming to collect your child.

Please notify the Director of any change to an address, phone number, emergency contact or health issues.

A policy book is available at Preschool and parents are welcome to peruse this at any time.

### Emergency and Evacuation / Lockdown

An Emergency Drill will be carried out four times per year. (One week of each term).

### Newsletters

A monthly newsletter (or more frequent as required) will be sent home in your child's bag. The newsletters let you know what has been happening at preschool and also what is in store for the following month.

### Skoolbag App

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Please see information attached.

### Communication Book

At the commencement of each year, or when your child starts Preschool they will be issued with a Communication Book. This book is for you and staff to pass on information regarding your child. Maybe they did something special on the weekend or are feeling sad about something, this is an opportunity to keep us informed and maintain communication. We appreciate your participation.

### Children's Portfolio

A portfolio/workbook is kept for every child at preschool and contains documentation of observations and work samples. Your child's portfolio is available for perusal and located on the tall shelving (near staff workbench) as you enter the classroom.

**DUNEDOO PRE-SCHOOL IS A NUT FREE AND CHOCOLATE FREE CENTRE.**

**WATER IN DRINK BOTTLE ONLY**

We as a Preschool would like to make our classroom a safe and happy place for all those who share it.

**Safe Foods (for children to bring - some are not safe for nut allergy sufferers)**

Fruit, fruit sticks, fruit roll ups

Cheese sticks and triangles

Cheese and biscuits

Plain biscuits

Sandwich fillings such as: vegemite, honey, jam, cheese, cold meats, salad, salmon, tuna

Cakes and muffins/slices/biscuits that are nut and chocolate free

**Unsafe Foods**

Peanuts, mixed nuts

Peanut butter, Nutella, Milky Way Spread

Hazelnut dips with biscuits Eg. Dunkeroos, dippity bios

Museli bars that have nuts/chocolate as a listed ingredient

Chocolate that contains nuts (Nearly all chocolate presents a risk)

It is best to avoid sending foods that actually contain nut as an ingredient.

May "contain nut" statements are not considered a risk, (however the child with the allergy is at risk).

**What Your Child Will Need**

Case or bag (large), Fruit for morning tea/sandwich, **Drink: Water only**

Packed Lunch/sandwich Spare Clothing (especially underwear) Coat for winter

Please pack a generous lunch.

**Please Label All Items Clearly**

**What Not To Bring**

**NO Nuts or nut based products, chocolate, sweet biscuits, lollies, chips, twisties, fizzy drinks etc. are not permitted as we are encouraging healthy eating habits. Please keep prepackaged and processed foods to a minimum.**

**Ideas for Healthy Lunches**

**Snack Foods**

\*Fresh fruit cut into pieces or whole, or fruit snack packs, dried fruit.

\*Vegetables such as raw carrot, celery, or cooked jacket potatoes.

\*Fruit bread, buns, muffins, wholemeal scones, pikelets, crispbreads, sandwiches filled with - cheese, marmite or vegemite.

\*Cheese, yoghurt.

**Lunch Time Foods**

\*Meat and salad

\*Meat and chutney

\*Grated cheese

\*Baked beans

\*Egg and Lettuce

\*Salmon or tuna

\*Cheese and salad

\*Chicken and Mayonnaise



**OR**

\*An assortment of salad, vegetables, fruit, crackers, cheese, slices of meat etc.

\*Soup in a thermos flask

\*Zucchini slice

\*Quiche

\*Cold home made pizza

## EXCLUSION PERIODS FOR INFECTIOUS DISEASES

ILLNESS	EXCLUSION/ ISOLATION TIME	READMISSION TO PRESCHOOL AT DISCRETION OF DIRECTOR
Conjunctivitis	Until all discharge has cleared	
Chicken Pox	10-14 days absence. 5 days after last blister has burst.	
Hepatitis A	At least seven (7) school days	
Impetigo (School sores)	Until sores have dried out (Treatment required)	
Ring Worm	Until correctly treated and cleared (Treatment required)	
Pediculosis (Head Lice)	Until hair is completely clear (All family members are to be treated)	
Scabies	Highly infectious (All family members are to be treated)	
Glandular Fever	Child may attend if well enough to do so	

## SCHOOL EXCLUSION PERIODS - TABLE 2

DISEASE	CHILDREN WHO HAVE THE DISEASE (CASE)	UNIMMUNISED CHILDREN WHO ARE IN CONTACT WITH THE SICK CHILD
Diphtheria	Exclude until receipt of a medical Certificate of recovery	Exclude from school until investigated by the Medical Officer of Health of the Public Health Unit.
Tetanus	Not excluded from school	Not excluded from school
Pertussis (Whooping Cough)	Exclude until receipt of medical Certificate of recovery (approximately 14 days)	Exclude unimmunised household contacts for 14 days from exposure or until they have had 5 days of a 14 day course of antibiotics, if they go to a childcare centre or preschool. Unimmunised contacts in Primary School (K-6) do not need to be Excluded
Measles	Exclude for at least 5 days from appearance of rash	Unimmunised contacts should be excluded for 14 days unless immunised Within 72 hours from exposure of the disease. Following immunisation the contact can return to school immediately.
Mumps	Exclude for 9 days after the Appearance of the swelling.	Not excluded from school
Rubella	Exclude for at least 5 days after the rash appears	Not excluded from school