

Evans Head Pre-School Association Inc.

PO Box 162, Evans Head NSW 2473

Phone/Fax (02) 6682 2993

Email: evansheadpreschool@bigpond.com

Website: www.evanshead-preschool.com

Parent Policy Guidelines

Together we make the world a better place.



Evans Head Pre-School

1 Beech Street

Evans Head NSW 2473

Phone 6682 5235



Woodburn/ Evans Head Pre-School

Woodburn Street

Woodburn NSW 2472

Phone 6682 2993

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Evans Head – Woodburn Preschools

Vision Statement

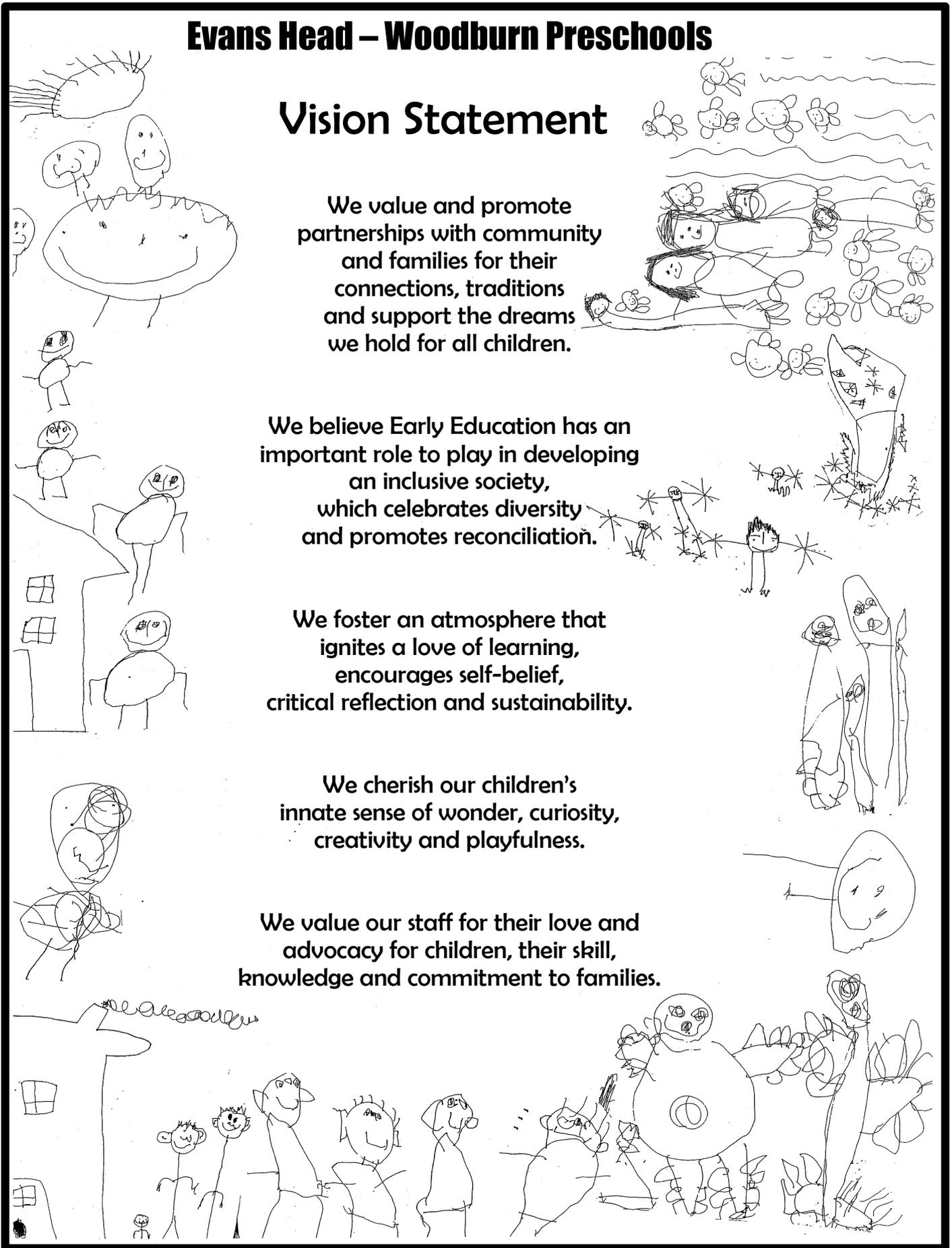
We value and promote partnerships with community and families for their connections, traditions and support the dreams we hold for all children.

We believe Early Education has an important role to play in developing an inclusive society, which celebrates diversity and promotes reconciliation.

We foster an atmosphere that ignites a love of learning, encourages self-belief, critical reflection and sustainability.

We cherish our children's innate sense of wonder, curiosity, creativity and playfulness.

We value our staff for their love and advocacy for children, their skill, knowledge and commitment to families.



Meet our friendly staff...



Allyson Cuskelly
Director

Evans Head Centre



Cath Gillespie
Educational Leader



Denise Williams
Educator



Kirby Barker
Educator



Karen Schaeter
Support Worker

Woodburn Centre



Michelle Stanley-Jones
Educational Leader



Di Waddell
Educator



Shayne Fitzgerald
Educator



Mandy Powell
Support Worker

Locations

Evans Head Pre-School Association Inc. is a not-for-profit organisation that runs two community pre-schools – one situated in Evans Head and one in Woodburn.

Evans Head Pre-School

1 Beech Street, Evans Head NSW 2473

Opening hours: 9:00 am to 3:00 pm

Monday to Friday

Phone 6682 5235

Woodburn/Evans Head Pre-School

Woodburn Street, Woodburn NSW 2472

Opening hours: 9:30 am to 3:30 pm

Monday to Thursday

Phone 6682 2993

Both pre-schools close for Public Holidays and run in conjunction with the NSW Public School calendar.

Our Aims

Evans Head Pre-School and Woodburn/Evans Head Pre-School aim to create a happy, comfortable environment for children and parents. The children's social, emotional, physical and intellectual development will be guided and extended. Staff members will encourage and respect each child's individual needs and abilities.

Our children will have opportunities to:

- learn and grow in all areas (at the child's individual rate); socially, emotionally,
- intellectually and physically.
- participate equally in a wide variety of learning experiences (many of which will stem
- from children's interests)
- develop a positive self image
- develop independence
- understand the need to respect and co-operate with other human beings
- increase awareness of "group" cohesiveness.
- develop creativity, curiosity and the ability to make choices and solve problems.

Should you have any questions/doubts at any time, we URGE you to feel WELCOME IN APPROACHING the Certified Supervisor, or one of the staff, to discuss these. It may be more appropriate and convenient to make an appointment with the teacher to ensure a quiet time for your discussion away from the children.

Introduction

Evans Head Pre-School Association Inc. is a community organisation operated by a seven member Parent Management Committee. The Committee meets twice a term to discuss the pre-school's operation. The Annual General Meeting is held during March each year. The Committee is elected at this meeting. All parents are welcome to attend the Annual General Meeting of the pre-school.

Whilst your child attends the pre-school, your active support will be very much appreciated, and needed, to keep the pre-school maintained and well equipped.

Family Involvement

Please feel welcome to become part of your school community.

Try to participate in the parent body, as classroom helper or just by being enthusiastic about the school's activities. Parents are an integral part of pre-school.

We encourage teacher/parent partnership. Please share information with staff about your child's strengths and interests.



Fundraising

YOUR INTEREST AND SUPPORT ARE NECESSARY TO MAINTAIN THESE PRESCHOOLS AT THEIR HIGH STANDARD.

Joining in is a great way to meet other interested parents and get to know the family of your child's friends. Ideas for fundraising activities are desired.

Many hands make light work!!!!



Enrolment

A new enrolment form must be filled out for each year a child will attend pre-school.

A child is not considered to be on the waiting list until an enrolment form and application fee have been accepted by the service.

Non Refundable Application Fee

An application fee of \$50 per family will be charged for a child to go onto a waiting list for a place – it doesn't guarantee a place when a child turns 3.

If a family no longer requires a place within the service, they will forgo this deposit.

Once a child commences pre-school, the \$50 will be deducted from the first fee invoice.

Checklist of what you must provide upon enrolment:

- Completed enrolment form
- \$50 Application Fee
- ACIR immunisation History Statement or other approved document
- Health Care Card (if you have one).
- Your child's birth certificate for us to copy.

Priority of Access

Under our Funding Agreement with D.E.C. (Department of Education and Communities), we must give priority to the following children:

- (a) Children at risk of serious abuse or neglect;
- (b) Children in the year prior to full time school;
- (c) Children identifying as Aboriginal or Torres Strait Islander;
- (d) Children in families with a low income (Health Care Card);
- (e) Children with a disability;
- (f) Children from culturally and linguistically diverse backgrounds;
- (g) Children with siblings at the service or parents working in the service.

Re-Enrolment

Families who are currently attending the service are advised to have their enrolment form for the following year completed before the end of third term (September/October holidays), in order to maintain their priority over new enrolments.

Families who do not apply by this cut-off point will forgo their priority and be considered for a new place along with new enrolments.

Orientation Days

Early in fourth term (late October – early November), enrolment applicants will be allocated places dependent upon availability and priority.

Letters of offer will be forwarded to successful applicants. New families will be invited to an orientation morning at the service.

Children who are unable to attend the orientation, who have additional needs or who successfully apply after the orientation morning, will be able to visit the service informally to assist their transition to pre-school.

Evans Head centre:

Thursday and Friday priority is given to the year before school (based on date of birth and prior enrolment).

Monday, Tuesday and Wednesday have family groupings i.e. 3 to 5 year olds.

Woodburn centre:

Monday & Tuesday priority is given to the year before school (based upon date of birth and prior enrolment).

Wednesday & Thursday have family groupings i.e. 3 to 5 year olds.

Hours of Operation

Preschool Program

Evans Head: 9:00am to 3:00pm

Doors will open at 9:00am when the preschool program commences. Children who are attending the preschool program **will arrive at 9:00am** and **depart by 3:00pm**.

Children who are not signed out by 3:00pm will be charged the extended hours rate.

Woodburn: 9:30am to 3:30pm

Doors will open at 9:30am when the preschool program commences. Children who are attending the preschool program **will arrive at 9:30am** and **depart by 3:30pm**.

Children who are not signed out by 3:30pm will be charged the extended hours rate.

Extended Hours of Operation

Evans Head: 8:00am to 9:00am / 3:00pm to 4:00pm

Woodburn: 8:00am to 9:30am / 3:30pm to 4:00pm

Parents are requested to book their child in for extended hours in advance.

Staff are only employed from 8:00am to 4:00pm.

Children will not be accepted before 8:00am when we are legally licensed to care for children.

Extended hours care is billed as two separate time slots. Parents may choose to utilise either time slot, both or neither, on a permanent or casual basis, depending upon need.

The Attendance Register will be checked each month and invoices will be issued for those arriving before 9:00am or departing after 3:00pm at Evans Head centre or arriving before 9:30am or departing after 3:30pm at Woodburn centre.

Arrival Procedure

For insurance and evacuation purposes, all children must be **signed in upon arrival** and **signed out upon departure**.

Children must not climb on gates. This weakens hinges and springs on self locking gates leading to safety issues.

Collection of Children

Due to licensing requirements, children must be collected by:

Evans Head: 3:00pm (or by 4pm if utilising Extended Hours)

Woodburn: 3:30pm (or by 4pm if utilising Extended Hours)

Please note: If late collection occurs, a Late Fee will be incurred.

Please see Arrivals and Departure Policy for further information.

Level of Fees

Sessional fees are set by the Management Committee. Payment of fees is compulsory whether or not the child attends on the day or days for which she/he is enrolled.

Fees can be paid weekly, monthly or by the term. Fees must always be kept 2 weeks in advance.

Failure to pay fees will result in your child being withdrawn. If there are any problems in paying fees please see the Certified Supervisor ASAP and we can work out a payment plan.

You may be eligible for Child Care Benefit (as we are a Registered Child Care Provider). If so, a separate CCB Receipt for Registered Care will be issued. Please notify the Certified Supervisor or Administration Officer. Please contact the Family Assistance Office to check eligibility or for more information on CCB for Registered Care.

One month's notice is required if a child is being withdrawn from the pre-school during the year.

See Appendix for current daily preschool fees.

Membership Fee (all levels)	\$2.00 per adult per year
Administration Fee	\$5.00 per family per term

Fees may increase annually to cover increasing running costs.

PAYMENT METHODS

Fees can be paid via:

- (a) Bpay/Internet banking (refer to bottom of invoice for online payment methods)
- (b) Centrepay (regular fortnightly deductions from Centrelink payments)
- (c) By cash/cheque (each term, month, fortnight or weekly).

Please note we do not have credit card or EFTPOS facilities available at this point of time. We prefer methods (a) or (b) because it allows staff to stay with children rather than being in the office to process payments, and it reduces the risk of families falling behind in meeting their financial responsibility of paying fees.

\$2 MEMBERSHIP FEE

Payment enables a parent to become a General Member of the Evans Head Pre-School Association Inc. and vote at General Meetings and allows them to move and second resolutions of the Evans Head Pre-School Association Incorporated. The fee must be paid in the first term of enrolment each calendar year.

*** Immunisation – Important Information**

From 1 January 2014, under the NSW Public Health Act, children **cannot** be enrolled in child care until the appropriate immunisation documentation is provided.

For example you will need to provide one of the following documents:

- **Australian Childhood Immunisation Register (ACIR) Immunisation History Statement**
- **ACIR Immunisation Exemption - Medical Contraindication Form**
- **ACIR Immunisation Exemption - Conscientious Objection Form**

PLEASE MAKE SURE THESE DOCUMENTS ARE UP TO DATE and bring the document with you when enrolling your child. Under the NSW Public Health Act 2010 **enrolment cannot take place without these documents.**

Please note: Your child's "Blue Book" is no longer acceptable.

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

- by calling the Australian Childhood Immunisation Register on **1800 653 809**
- through Medicare Online Services at www.medicareaustralia.gov.au/online
- by requesting a statement by emailing acir@medicareaustralia.gov.au
- by visiting your local Medicare office.

Your child cannot begin preschool until we have a copy of an approved immunisation document on file.

Legal Custody

If you have sole legal custody of your child, you must give certified written proof to the Certified Supervisor to be kept on file. A parent cannot be denied access to their child without written Court Orders.

Please advise who will be picking your child up each day. The Certified Supervisor cannot release a child without your permission to anyone but you.

Confidentiality

The NQS QA 7 highlights the importance of maintaining confidentiality and currency of information provided by families, educators, directors, staff members, students and volunteers or other stakeholders of the preschool at all times. This practice is an indicator of the level of professionalism that exists within the service and builds families' confidence in the service's records management practices.

Our preschool recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. We will maintain private and confidential files for educators and staff, children and their families. We obtain information on individual children via the enrolment forms and store confidential information in a locked filing cabinet which is accessed only by the permanent preschool staff. The information we collect is necessary for us to ensure the safety of your child while they are at preschool, for example, to understand their health needs, to understand who can collect your child from preschool and who we should notify in an emergency. You can access/update this information at any time by requesting your file from the preschool Director. We will ensure the information in these files is used only for the education and care of the child enrolled in the service, and only shared with relevant or authorised people as defined within authorisations of the Education and Care Services National Regulations 2011. Please see our Confidentiality Policy for more information. If you feel your privacy has been breached by the preschool, please speak to the preschool's Director immediately to rectify this situation. We treat all such complaints as serious and will seek to deal with the breach immediately.

Access to Confidential Information

The Director will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:

- Medical and developmental information that is required to adequately provide education and care for the child, or
- The Department of Education and Communities, or an authorised officer, or
- As permitted or required by any Act or Law.

Complaints

If a parent has a complaint it should be brought to the attention of the Certified Supervisor. If unable to be resolved, a complaint form is to be completed and presented to the President 7 days prior to a Committee Meeting, or the calling of a Special Meeting, and the matter tabled.

If a complaint is voiced to a staff member, the staff member will bring the complaint to the attention of the Certified Supervisor. Confidentiality is assured at all times. Anonymous complaints will not be accepted.

Absentees

All parents are asked to notify the Authorised Supervisor of the reason for a child's absence before 9 am where practicable.

Isolation

Parents are asked to notify the Certified Supervisor of any incidence of infectious disease in the family. If your child is suspected of having an infection and is still attending pre-school, a Doctor's Certificate must be produced.

We have children with low resistance against disease. Children who are sick need TLC at home with their caregiver.

A child should be kept at home if he/she has;

- Elevated temperature;
- Tonsillitis;
- Eye Discharge (conjunctivitis);
- Vomiting and diarrhoea (in the past 24 hours);
- Rashes;
- Poor breathing;
- Any childhood infectious disease e.g. Rubella, Chicken Pox, Measles, Mumps, Impetigo (School Sores); Whooping Cough
- Cold Sores spread very easily and we ask parents to please keep their child at home.
- Untreated head lice, etc.



N.B. Children need to recover from illness. If a child has not recovered their stamina, they will be unable to participate in a vigorous day at preschool and are not ready to return.

Sickness

If a child becomes ill during the day, he/she will be isolated and their parents contacted. On enrolling, parents are asked to give permission for the Certified Supervisor to arrange immediate medical attention in an emergency, if the parents or an emergency contact person cannot be reached.

Dental

If emergency dental care is required the Certified Supervisor will call the parent, or an emergency contact person. The Certified Supervisor will seek dental advice if they cannot contact a responsible adult for the child.

Head Lice

Head Lice are common and very contagious. If head lice are detected whilst a child is at the pre-school, the Certified Supervisor will contact the parent or emergency contact person.

Parents are asked to treat their child's hair, removing all eggs before returning to pre-school. Please ask for information if you are unsure how to treat for head lice.

Medication

The Certified Supervisor and staff are **not** allowed to administer any medicines, drops, puffers, creams etc. unless the prescription medication is in its original container, labelled with the doctor's instructions.

If your child needs any of the above, you are welcome to attend the pre-school to administer it yourself.

Parents must record and sign this information in the Medical Records Book each time the medication is required. A copy of the medical record will be given to the Parent. A copy will be placed confidentially on file at the pre-school.

Staff will use ice packs to treat bites and bruises.

Under no circumstances should dangerous substances be sent in children's bags. (e.g. Medication of any type, sunscreen, alternative/herbal medication, glass, small objects that could cause choking). Children's bags are accessible during the day and cannot be supervised constantly by staff.



Behaviour Management

Behaviour management at the pre-school is never rigid. Disruptive children are diverted from that particular learning experience to another interesting activity. If they continue to be disruptive, other educators collaborate with parents to examine the reasons behind challenging behaviour and offer support.

If challenging behaviour escalates, parents are consulted and a behaviour management plan is implemented together, with the assistance of experts such as psychologists, paediatricians, counsellors, etc.

Items to be Provided

SPARE CLOTHING

Children should bring along a bag **BIG** enough for them to pack their belongings away themselves **AND SHOULD BE LABELLED WITH THEIR NAME**.



SPARE CLOTHES

Water and mud play is encouraged at our pre-schools. Please send at least a full set of spare clothes including a jumper.

A rain coat will allow your child to keep playing even if it is wet outside.

SUN HAT (WIDE BRIMMED STYLE)

All children will need to provide a WIDE-BRIMMED SUN HAT, to be left at the centre. We will wash these each week.



We apply sunscreen before outdoor play. If your child has sensitive skin, please send a suitable brand clearly labelled with their name. If you do not want sunscreen applied to your child, let us know and dress them in long sleeves, etc.

MORNING TEA AND LUNCH

Morning Tea and Lunch should be packed in 2 separate containers or paper bags. Please send a drink of water. We will refill it if necessary.

Crunch & Sip (morning tea): Children stop for a fresh fruit, veg and water break during the morning session. The service will also provide fruit and veg for them to try each week.



Refer to the guidelines at the end of this booklet for what to send for lunch. **Food/drink on the "Please don't pack" list will be returned for your child to eat at home.**

Please don't send glad wrap. It is difficult for children to manage, bad for the environment and dangerous if ingested. Other suggestions include small re-usable containers, waxed or grease proof paper, paper bags, cloth napkins etc.

WHY NO CHIPS, CHOCOLATE, JELLY OR LOLLIES???

It is not the job of educators to decipher nutrition information on packaging.

It is also not necessary for 3 and 4 year olds to try and understand the marketing of food companies who try to convince consumers that their processed food is a more healthy alternative to other products which may look and taste exactly the same to them.

If you wish to give these foods to your child, please do so outside pre-school hours.

FRESH + BEST + SIMPLEST!

Home Cooking - If you wish to do home cooking to send along, choose un-iced muffins or cake, rather than biscuits (which are higher in fat), or sticky foods held together with honey (which will stick to their teeth all day).

CLOTHING

Please make sure all clothing, particularly hats, raincoats, jumpers and shoes are MARKED CLEARLY WITH YOUR CHILD'S NAME.

CLOTHES AND PLAY

Please expect your child to play in water, mud, sand and paint. Children should not be made to feel guilty if their clothes get dirty. This can hinder their desire to participate. Please help your child's learning by sending them in "play clothes" – (good clothing would not be appropriate) and remember long dresses are very restricting during play.

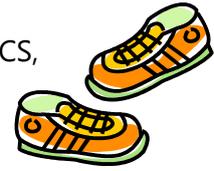
EASY TO MANAGE CLOTHES

Clothing that isn't easy for the child to undo can be very frustrating and often embarrassing for them (especially at toilet time). Children gain confidence, and self esteem when they are able to do things independently. Send them in easy wearing and moving clothes e.g. elasticized pants, skirts, (overalls are really hard for them to handle).

Please label everything!

SHOES

Shoes must be appropriate for active play and climatic conditions. NO CROCS, SLIP-ON'S OR THONGS. Your child will need to run, hop, jump, climb, skip, etc. – keep them safe in well fitted shoes (sandals or closed in shoes).



SLEEP TIME?

Only send a sheet if your child wants to have a sleep. We do not force children to rest against their will. Instead, we have quiet times and only make up a bed for those who wish us to.

Lost Property

We get a lot of lost property! Label everything with your child's name and check the lost property near the sign-in counter often.

Toys

Please leave them at home.
We take no responsibility for damaged or lost toys.



Birthdays

When your child has a birthday, you are most welcome to bring a cake to have a party with the other children at morning tea time. Please be sure your cake is large enough to go around 25 children.

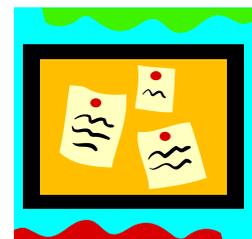


Please have your cake square or rectangle shape as the circle shapes do not cut enough pieces for the children. **Patty cakes are the best option.**

Communication

As there are many parents and only a few staff members, our means of notifying you of important events and activities will be by notes, Facebook, emails, newsletters and noticeboard.

Please read ALL INFORMATION passed on to you, otherwise events that may be important to your child can go unnoticed.



PLEASE take a minute or two to check the noticeboards on the verandah regularly for new notices and information.

INTERNET: Please LIKE us on Facebook (Evans Head Woodburn Pre-School) for regular updates.

Our website is: www.evanshead-preschool.com

Make sure we have your email address.

Pockets

Each family is allocated a pocket in the foyer area of the centre. Check daily for notes, newsletters and receipts. Please do not use pockets to post party invitations etc. Important information should be passed on in person. Please do not ask staff to pass on information. Staff have a million things to remember each day and do not need to be blamed if they forget to pass on a message between parents.

Parking and Seatbelts

For your child's protection, park so that your child can alight onto the footpath rather than onto the road. For a SAFE trip home, *PLEASE* ensure your child is safely strapped into an approved child restraint.



EVANS HEAD CENTRE

Parents are asked to park sensibly. Park no closer to the corner of Park and Beech Streets than the **No Standing Sign**. Be aware that this is a dangerous corner.

WOODBURN CENTRE

PLEASE DO NOT PARK ON SCHOOL LANE OR IN OUR DRIVEWAY!

Safe parking is available off the Pacific Highway at the Woodburn Pool or at the bottom of the school grounds off Woodburn Street if you would like to get some exercise and see the school grounds.

Bus Travel (for Evans Head Centre only)

If you wish for your child to travel by bus, you must sign a Bus Consent Form. Upon arrival a child is met by a Staff Member. The child is then the responsibility of the pre-school upon departing the bus.

Once a child enters the bus, responsibility ceases for the pre-school. The child will be signed in and out of the pre-school by a Staff member.

No child will be put on the bus to travel home without direction from a Guardian to do so. If you wish your child to travel home every day, please put this request in writing to be filed at the Centre.

Your regular bus driver can become ill and be replaced by a casual without notification. Children who do not have relevant information on the exterior of their bag will not be placed on a bus i.e. destination and a contact phone number.



Safety

The following precautions must be followed for the safety of all children at all times.

- ❖ **Door, gates and latches must be kept shut at all times.**
- ❖ **Smoking is not allowed on the premises (Health Regulations).**
- ❖ **Alcohol or any other drug is not appropriate on pre-school grounds when children are present.**

Queries

IF YOU HAVE FURTHER QUESTIONS OR NEED MORE INFORMATION DO NOT HESITATE TO CONTACT THE CERTIFIED SUPERVISOR.

This is a brief guideline to our Pre-School Policy.

Further policies do exist and these will be available at the sign in desk.

WE HOPE YOU AND YOUR CHILD ENJOY BEING PART OF OUR LEARNING COMMUNITY!

Appendix

Appendix 1: Separation Anxiety.

Appendix 2: Food and Nutrition Policy for Evans Head Preschool.

Appendix 3: Current schedule of fees



Appendix 1

Separation Anxiety

Prepare your child for a successful transition to preschool.

Prepare children for what to expect. Show them pictures of the staff and discuss the fun things that happen at preschool.

Let them know how lucky they are to be big enough to go to preschool and make lots of new friends.

Talk to them about the basic routine of the day. Knowing what to expect makes us feel more secure. Feeling alone and not knowing what to expect is scary!

This is the basic routine of preschool. Our daily routine ensures children are able to become highly involved in their play.

- Arrival – say good morning to everyone and unpack lunch, etc.
- Morning meeting / Brain Gym
- Play - inside or outside. (Children are free to choose. Includes morning tea. Children begin to recognise their own needs for hunger and thirst).
- Lunch (We all eat lunch together. This encourages social skills).
- Small groups (Specifically planned to promote learning across a variety of developmental areas and children's interests).
- Play - inside or outside (children are free to choose).
- Active rest time/yoga/relaxation.

Included throughout the day are numerous planned and spontaneous language and music groups.

N.B. Don't over prepare your child.

Too much focus on a subject can make it seem overwhelming. Mention things from time to time but don't dwell on it all the time.



Do I stay or do I go?

All children are different. Some will join in happily and it will be you who feels abandoned. Others will cling and cry. In general, it is best that your child knows how long you will be at preschool and that you remain consistent in this. For example, *“When we have put your things away I will do one puzzle with you and then we will have a big squishy cuddle and say goodbye”*, or *“I will watch you play for 5 minutes and then it’s time to go”*. In general, if parents stay too long it builds anxiety for the child who is dreading the moment when you leave. It is also confusing for children if their parent leaves them and others stay on.

Always say Goodbye

While it is very distressing that your child is upset when you leave, it is healthy for them to cry. Tears are a release valve for emotions. It means that your child is displaying a healthy response to separating from you. In the long run a despairing, detached child will not adjust as quickly as one that shows emotion. At some point parents must leave. Not saying goodbye is unfair. It saves you pain but it increases distress for your child. It may appear easier in the short term to duck away while they are engaged in play, but it doesn’t promote growth. They will be less likely to engage with other children or to immerse themselves in play if you may disappear. Repeated goodbyes over weeks build trust that parents will come back. How can children learn to trust that parents will come back? How can children learn to trust their teachers if we allow their most important person to disappear without a word?

Ideas on how to say goodbye

Allow the child to decide how they want to say goodbye e.g. *“OK, it’s time for me to go now. Do you want a high-five or a cuddle or a kiss or all three?”* If you can develop a ritual it will be a comfort.

If they are sad, acknowledge their feelings and give them guidance e.g. *“I know you’re feeling sad because it is hard to say goodbye. (The closest teacher) is going to give you a big hug so you feel better when I go. You can make a beautiful painting for our fridge. Remember, I will be back after you have a rest. Have a great day. I love you heaps!”*



Keep a positive tone, even if you are dying inside! Ring us in a little while if you are worried that your child may not be settling. We will let you know how they are going. Never tell them you are doing something fun during the day without them. They will think they are missing out.

Remember, your child is in experienced hands. The staff at Evans Head/Woodburn Preschool are a caring committed team with many years of experience between us. We are here to support you at this exciting, albeit nervous, time in your child’s development.

Just ask if you have any concerns.



Appendix 2

Nutrition/Food/Beverages/Dietary Requirements

Introduction

Research has shown that one in five pre-schoolers are either overweight or obese. By the time children in NSW reach kindergarten, almost 18% are either overweight or obese.

The 2007 *National Children's Nutrition and Physical Activity Survey* found that the dietary patterns of many Australian children are less than optimal with high consumption of salt and saturated fat, and low consumption of fruit and vegetables.

Given that children are increasingly spending long periods of time in centre-based care, early childhood educators can role model healthy eating and encourage young children to make healthier food choices.

This will contribute to the prevention of weight problems in children, allowing children to thrive physically, socially and intellectually, and in turn contribute to prevention of nutrition-related chronic diseases.

Goals – What are we going to do?

Our care and education service will:

- role model healthy eating and activity throughout the day to all children and families;
- promote the six key *Munch and Move* messages to promote healthy, active habits in children from a young age;
- support families in educating their children about healthy food choices.

Strategies - How will it be done?

Professional development of staff and educators

All educators will attend *Munch and Move* professional development training or receive similar training and information;

All educators will have access to the *Healthy Eating and Physical Activity Guidelines for Early Childhood Settings*.

Provision of food and drinks at the service

The Approved Provider will:

- Ensure that all children have access to safe drinking water at all times;
- Ensure that all children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day;

- Educators implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children; and
- Ensure that as per the Medical Conditions Policy the centre shall remain a nut free centre and that all dietary requirements relating to medical conditions are adhered to.

Supporting families

The service will provide families with up to date information on dietary requirements of young children to ensure optimal growth and development, and provide families with opportunities to discuss ways to maximise the health and well-being of their child/ren.

Educators discuss children's intake of food and drinks as part of daily interactions with families as required.

A suitable place within the service will be provided where mothers can breastfeed their babies if necessary.

Celebrations

The service celebrates special occasions such as birthdays with limited use of "sometimes" foods and with focus on the person or event we are celebrating rather than the food.

Education and information

Educators will engage children in learning experiences that are fun and enjoyable and incorporate key messages around healthy eating;

Implemented learning experiences will be guided by the EYLF principles and incorporate the child's identity;

Families will be provided with current information about recommended guidelines around dietary requirements, screen time and physical activity.

Policy Availability

This nutrition/food/beverages policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the nutrition/food/beverages policy regularly. Updated information will be incorporated as needed.

Foods for Pre-School Lunches

Better Lunchbox Foods

Better foods	Examples	Justification
Fruit	Fresh, tinned Fruit diced in fruit juices Fruit puree	High in fibre, vitamins and minerals; low in kilojoules\calories
Vegetables	Salads, carrots, tomatoes, cucumber, corn cobs etc	High in fibre, vitamins and minerals; low in kilojoules\calories
Water	Plain water is the best drink to quench thirst and should always be the drink of choice	Essential for hydration.
Sandwiches, rolls, fruit bread	Preferably wholemeal or wholegrain with healthy filling such as cheese, meat, salad, but other spreads are acceptable	Children need carbohydrates for energy.
Protein foods	Baked beans, spaghetti, cooked pasta/ noodles with sauce, meat, chicken, eggs, etc.	High in protein, (carbohydrates), vitamins and minerals. Meat, chicken, eggs require refrigeration or icepack in lunchbox.
Dairy foods	Plain milk Flavoured yoghurt / fruche Yoghurt tubes, cheese Flavoured dairy desserts such as custard, creamy rice Low fat products for children over 2 years of age.	Calcium content. Flavoured or unflavoured yoghurt is a better choice than other dairy desserts. Look at the label and if the dairy snack doesn't list milk as the first ingredient it's better left out. Products should have about 170mg of calcium per 100g. Yoghurt or dairy desserts with mixed in lollies are not appropriate All yoghurts and dairy desserts should be kept in the fridge, labelled with the child's name.
Plain Crackers	Plain crackers, rice cakes, corn thins, rice crackers. Wholemeal or multigrain are better choices	Children need carbohydrates for energy. Avoid added artificial flavours and salt.
Cheese and biscuits	Avoid small oven baked savoury biscuits.	These are popular and a good source of calcium. Some may be high in salt so

Better foods	Examples	Justification
		rather than pre-packaged varieties, a better choice would be to make up your own crackers and cheese in a zip lock bag or small container. This reduces cost and packaging.
Un-iced cakes, muffins, slices	Plain un-iced cakes, muffins, scones, pikelets, try to use some wholemeal flour, or include fruit or vegetables in the recipe. Un-iced fruit slices especially if fruit or vegetable based and low in fat.	Lower in fat and sugar and higher in fibre than those listed in the Better left out section.
Popcorn	Plain unflavoured without butter or salt.	Popular – good alternative to chips - Lower in fat and salt.

Please Do Not Pack



Better left out	Examples	Justification
Sticky sweet foods	Muesli bars – all types. Breakfast bars, Fruit filled bars, Fruit roll ups Dried fruit leathers/ bars Rice bar treats	Stick to teeth and cause dental caries. High in sugar.
Salty, fatty foods	Potato chips / crisps, corn chips, cheesy extruded snacks, vege chips. Small oven baked savoury biscuits .	Salt and fat content too high - can be a risk factor for heart disease and high blood pressure. Fat can contribute to obesity. Low in vitamins and minerals.
High fat and or high sugar foods	Lollies, <u>chocolate</u> , carob and yoghurt coated sweets, cough lollies, liquorice etc. Iced muffins, iced cakes or iced buns including lamingtons, chocolate cake or chocolate muffins, muffin bars, breakfast cereal bars Donuts, pastries, croissants Chocolate coated or cream-filled sweet biscuits Chocolate spread with spoon Sweet dip and biscuit packs Sweet biscuits Savoury biscuits (Shapes, etc.) Jelly	Can contribute to obesity, low in vitamins and minerals Can contribute to dental caries. Often high in fat
Sweet drinks	Flavoured milk Cordial Blackcurrant syrups Soft drinks Flavoured mineral water Any drink with caffeine eg coke "Diet" soft drinks	Can contribute to obesity and dental caries. Low in vitamins and minerals Not appropriate for age group.
Fruit Juice	Fruit juice – including 100% juice and 'fruit juice drinks'	Low in fibre but high in vitamins, can contribute to obesity if more than one glass is consumed per day. Better to eat the fresh fruit and drink water or milk.
Hard foods	Nuts, 2 minute noodles (dry)	Choking hazard. High in fat and salt



Appendix 3

Current Fee Schedule

As at January 2016

The fee structure is currently a 4-tier system to reflect funding provided to us by the Department of Education and Communities.

Fees as at 1st January 2016

Membership Fee (all levels): \$2.00 per adult per annum
Administration Fee: \$5.00 per family per term

Preschool Program (6 hours)

➤ Full Fee (3 year old children with no Health Care Card)	\$28.00/day
➤ 4 year olds* (with no Health Care Card)	\$22.00/day
➤ Subsidised 4 year olds* (with a Health Care Card)	\$19.50/day
➤ Subsidised 3 year olds (with a Health Care Card)	\$19.50/day
➤ Indigenous children	\$12.00/day

* 4 year old – children who turn 4 years old on or before 31st July of the current preschool year.

Extended Hours

Woodburn:	8:00am to 9:30am	(1.5 hours)	\$7.00
	3:30pm to 4:00pm	(0.5 hours)	\$3.00
Evans Head:	8:00am to 9:00am	(1.0 hours)	\$5.00
	3:00pm to 4:00pm	(1.0 hours)	\$5.00