



East Lindfield Community Preschool

Parent Information Booklet 2022-2023

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Welcome to East Lindfield Community Preschool

The East Lindfield Community Preschool has operated as a Community Preschool at 110 Tryon Road since 1977, and prior to that it was a privately run Preschool for over 30 years. Some of our Parents are past students, and our families are active members of our Preschool and the wider community.

The Preschool has 56 children attend each day across three classrooms. The children are enrolled either 3 days (Monday – Wednesday) and 2 days (Thursday – Friday), and each classroom has three Early Childhood qualified Educators dedicated to providing quality education within a supportive and inclusive environment.

Our Preschool Director oversees the daily running of the Preschool, and works closely with Staff, Parents and our Parent-run committees. The Director ensures the Preschool adheres to the National Quality Framework and follows the Education and Care Services National Regulations and National Law.

The Preschool is governed by a volunteer Management Committee, consisting of parents of currently enrolled children. They are responsible for the Preschool's financial management; building and facilities; and collaborating with the Preschool Director on decisions regarding the best interest of the Preschool. The Management Committee is elected by Preschool members at the Annual General Meeting, which is usually held Term 1 each year.

Fundraising efforts are coordinated by the Preschool's Social and Fundraising Committee which is also a group of volunteer Parents. Throughout the year this committee will organise social events to bring our community together and organise fundraising activities to fund playground upgrades or additional equipment for our students.

To be part of a committee or to vote on Preschool matters at a meeting we invite Parents to become Members of the Preschool using the form included in the enrolment package.

We like to welcome your family to our community and look forward to a happy and rewarding time together at our Preschool.

Preschool Operations

Hours of operation

The Preschool is licenced to operate Monday-Friday from 7.30am - 3.00pm. We follow the NSW Public School's calendar and is closed on Public Holidays and during School Holidays. If your child is absent from Preschool due to holidays or illness, daily fees are still payable.

Funding

The Preschool is funded by the NSW Department of Education Start Strong Program along with Parent contributions in the form of daily fees. Higher Learning Support Needs Funding may be granted by the NSW Department of Education for children with health and learning considerations, please speak with the Preschool Director for more information.

Fees

The fees are payable in full each term. Invoices are issued on the first week of term and emailed to parents via the "HubHello" portal. If the fees are still outstanding after the due date shown, a reminder will be sent and then a \$50 late fee will be issued if not paid by the due date. Failure to pay fees may lead to the child's enrolment being withdrawn.

Daily Fee

The daily fee is set by the Management Committee during Term 4 of the previous year, and could be subject to change during the school year. As we are a not-for-profit Preschool, the Management Committee attempts to keep the daily fee as low as possible whilst covering operational costs. The 2022 daily fee is \$70.

Late Fee

As the preschool is only licenced and insured till 3pm, a \$15 late fee will be charged for children who are picked up after 3pm.

Waiting List Fee

A non-refundable fee of \$50.00 (inc. GST) applies to confirm a place on the waiting list.

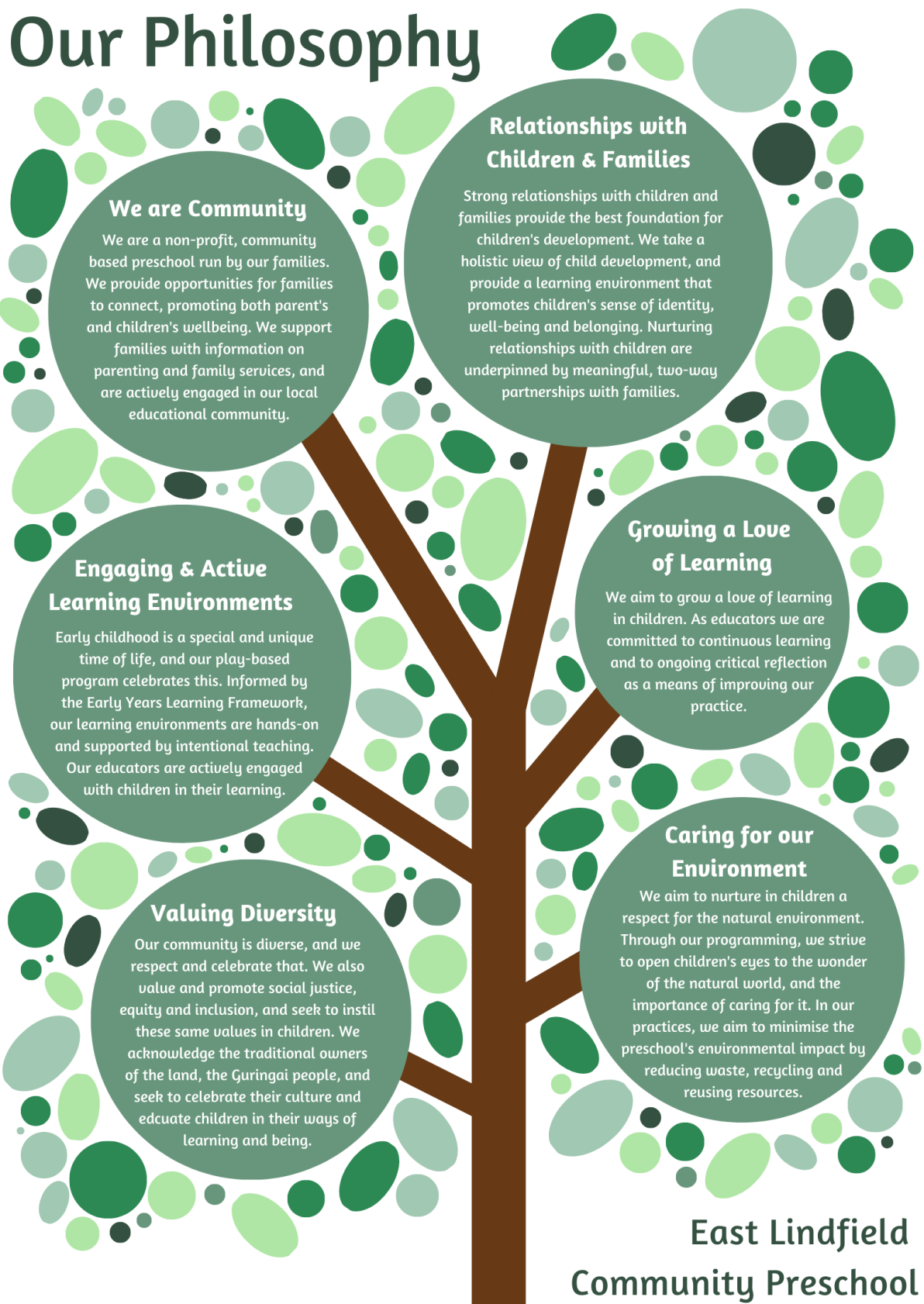
Equipment & Incursion Levy

An equipment and incursion levy of \$105.00 (inc GST) is included with the fees each term. This levy covers the cost of maintaining equipment, replenishing supplies and hosting incursions at the Preschool.

Holding Deposit

A holding deposit of \$500.00 (inc. GST) is charged at confirmation of enrolment. This deposit is refundable at the end of your child's time at Preschool if all outstanding fees are paid and 4 term weeks notice has been given. Parents are welcome to donate all or part of this holding deposit to the Preschool's building fund.

Our Philosophy



A Day at Preschool

Each class has their own routine and rhythm based on the needs and interests of the children. As the two class group upstairs share the playground, they alternate which group begins the day outside. The class group downstairs has their own outdoor space and may move between the spaces as needed.

All the class groups will have a period of outdoor play, where the playground equipment has been intentionally selected to suit the interests and developmental stage of the children utilising the space. They may have further time outdoors as a group, developing essential skills such as hopping, running, jumping, skipping and throwing and catching a ball.

Inside the classroom there are many play spaces for the children. The Educators spend time observing and designing spaces which enable the children to reach physical, social, emotional and cognitive milestones. This includes imaginative and collaborative play, art spaces, puzzles and construction activities.

Here is an example of a preschool day:

From 7:30am	Arrive at preschool. Unpack bag and play outside as one group.
9:00am	Children will move to their class groups with their Educators and either stay in the playground, or move to their classroom. Class groups inside will have a structured group-time activity and free-play within the classroom.
10:45am	Morning tea, picnic style as a group outside (weather permitting)
11am	All class groups will alternate between inside or outside play. Class groups inside will have a structured group-time activity and free-play within the classroom.
1pm	Lunch, picnic style as a group outside (weather permitting)
1:30pm	Music or movement activities in the classroom or outside. Pack bags and move to outside environment.
3pm	Pick up time, Preschool is now closed.

Starting a new Preschool

Children have a variety of responses to their introduction to Preschool, and our Educators will work with you to ensure your child has a positive start. When dropping off, it is advised to say goodbye and then leave confidently, even if they appear upset. Most children settle quickly, and our Educators will support and comfort children when necessary.

Establishing a morning routine and reassuring your child that everything is alright and that you will return later can help them settle more easily. Parents should not slip out unnoticed as this makes it difficult for the children to trust them next time.

What to Bring to Preschool

Backpack

Children should be able to recognise and open their own backpack. It is a good idea to check if your child can open/close it by themselves when purchasing it. Please ensure it is large enough to hold all their belongings and everything is clearly labelled.

Each day your child will need to bring:

- Lunch
- Morning tea
- Hat (wide brimmed sunsafe)
- Drink bottle with water
- Change of clothes—shorts/pants/skirt, t-shirt, jumper, underpants (several), socks

We do not encourage children to bring their own toys to preschool. Children become very upset if their toys are lost or broken by another child. However, if your child would like to bring a security item such as a blanky or soft toy please discuss this with your classroom Educators.

Morning tea and Lunch

We encourage healthy eating at preschool, and actively encourage the children to consume fresh fruit and vegetables at each meal. We understand each family has their own dietary preferences, and we have flyers detailing a wide variety of healthy lunch and snack suggestions to bring to preschool.

The children's food is stored in the refrigerator in their classroom. If they would prefer a warm meal, please send it in a thermos flask as we do not re-heat meals.

As we are trying to raise an awareness of sustainability in the children, we ask that you minimise any waste and chose to use reusable containers and try to minimise the amount of plastic wrap that the children bring

Drinks

Children will regularly drink water from their drink bottle during the day and will also be encouraged to have a drink of water at lunch and morning tea. Educators will replenish any empty bottles with safe drinking (tap) water if necessary.

Food Storage

Food which requires refrigeration or is normally kept refrigerated, is stored in the classroom's refrigerator during the day. Cooler bags and ice-blocks are not necessary to keep items cool during the day and we request lunch boxes are placed in the refrigerator when unpacking assisting your child to unpack their bag.

Thermos flasks with warm meals are stored on top of your child's locker or your classroom Educators may have an alternate designated area – please check when assisting your child to unpack their bag upon arrival where to place their thermos flask.

Allergenic Foods at Preschool

East Lindfield Community Preschool is a “NUT FREE” zone. All staff, parents, children and visitors are requested not to bring any nuts, products that may contain nuts or products that may be derived from nuts to Preschool.

Food items that are prohibited from the Preschool include, but are not limited to, the following items:

- Peanuts and all other tree nuts
almonds, brazil nuts, cashew, hazelnuts, macadamia, pecans, pine nuts, pistachios, and walnuts
- **ANY** food containing nut flour, ground, chopped, slivered, flaked, blanched, raw, roasted, dipped, activated nuts **INCLUDING** their oils, milks, essences, or presence in vegan products (including vegan cheese)
- Any hazelnut spreads or dippers eg. Nutella
- Peanut butter, Almond butter, Cashew butter, ABC Spread or any other “nut-butters” or pastes
- Satay chicken, any peanut sauces or peanut oils
- Dukkah, pesto, marzipan

If the Preschool has a child enrolled with an alternate food allergy which induces anaphylaxis or a severe allergic reaction, the Educators will work with the families in their classroom to ensure the environment is allergen-free at mealtimes.

Celebration Foods & Occasional Treats

Whilst we do encourage healthy eating, we understand this also includes discretionary/treat foods which are part of cultural celebrations and birthdays.

- Parents are welcome to bring in *individual* cupcakes or ice-blocks to celebrate their child’s birthday, and we ask you organise this with the classroom’s Educators.
- Celebrating our multicultural community is an integral part of our Preschool. Parents are encouraged to discuss any cultural celebrations they would like to share with their child’s class with their Educators. Please ensure any celebratory foods are nut-free and have been discussed with staff before attending.
- ‘Treat’ food is occasionally prepared at Preschool and Educators will ensure any in-class cooking adheres to the dietary requirements of their class.
- If a child has specific dietary requirements or requests, please speak with the Preschool Director and include any documentation in the enrolment package prior to starting.
- We encourage children with dietary allergies to provide a shelf-stable suitable “celebration food” to be kept on site so their child may participate with the class.
- We discourage the distribution of celebratory sweets and gifts between children (eg. easter eggs, candy canes, lolly bags) as these can be choking hazards for young children and are best left for at home parties.

Preschool Policies

The Preschool has an extensive Policy Manual, which is available for the parents to reference at any time. If you have any queries regarding the centre's policy on any issue please see the Preschool Director. We have summarised some key policies below.

Sun Protection

As part of our sunscreen policy, we strongly encourage parents to:

- Provide their child with a hat which shades the face, back of the neck and ears, and a shirt with collar and sleeves. Fabrics which are closely woven in the style of Legionnaire or bucket hats with a minimum brim size of 5mm are recommended.
- Apply sunscreen to their child before arriving at Preschool. The Preschool will provide a minimum of SPF 50+ sunscreen for the children's use and will reapply sunscreen during the day. If your child requires a specific brand or type of sunscreen, please provide a labelled bottle to be stored within the classroom.
- Dress their children in clothing that protects their skin and covers their child's shoulders – no singlet tops.

Signing Children in and out of Preschool

The Preschool utilises the HubHello Electronic Sign-in system. Children are signed in and out of Preschool using the QR code at the gate, and the parent/carer uses their mobile phone number and unique PIN to log in.

Signing In at the Start of the Day

When arriving at Preschool, Parents/Carers are required to use the QR code to sign in their child and bring them to the classroom. We ask that you let the Educators know your child has arrived and pass on relevant information which may have an impact on your child's day (eg unsettled night, family visiting, alternate person picking up).

Signing Out at the End of the Day

The Preschool will only release your child to those people listed on the enrolment form, or additional individuals with written consent. It is the responsibility of Parents to keep this information up to date, and to advise the Preschool of updates to the list of authorised people – Authorisation to Collect forms are available from the office.

The only exemption to this rule is if the parent is unable to advise the Preschool personally (Eg. they are injured or otherwise detained), and another person has informed the Preschool (Eg. police officer, doctor or other), staff will contact the other parent or emergency contacts on the Enrolment Form, to verify the circumstances.

Any person unknown to staff who attempts to collect your child, will be asked to produce photographic proof of identification (ie. a driver's license or passport) and must be over 18 years of age.

Parking

There is no on-site parking at Preschool, only street parking on Tryon Road and the surrounding streets. A council carpark is located around the corner on Wellington Road at the local East Lindfield shops if no street parking is available. Please observe the “No Standing” and “Kiss and Drop Zone” signage outside Lindfield East Public School as this area is regularly patrolled by Council Rangers who do enforce parking penalties.

Please keep driveways free for residents, and do not double park or stop next to a parked car as this severely restricts traffic flow and impacts not only Preschool families, but also those at the adjacent Primary School.

Please ensure your family utilises the pedestrian crossing on Tryon Road, and do not leave siblings unattended in the car during pick up and drop off.

Excursions and Incursions

Each class group will experience age-appropriate incursions at Preschool during the year. These can include Australian animals, storytelling, music or emergency services visits. Children will be encouraged to participate at incursions; however we do understand some children may prefer to play and appropriate supervision will be provided.

Excursions to local parks or the shops are organised by individual class groups. These are walking excursions, and we do often ask for Parents volunteers to assist on the day. Risk assessments are undertaken prior to permission forms being distributed, and signed permission is required for children to attend.

Health and Illness

Immunisations

As per NSW Department of Education regulations all children attending Preschool are required to be immunised according to the NSW Department of Health Immunisation Schedule. If your child has a medical reason for not being immunised or is on a catch-up schedule, documentation is required from your family Practitioner. For more information please visit: <https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/immunisation#Preschool0>

Illness and Fever

We ask children to be kept at home if in the preceding 24 hours they have experienced:

- Vomiting
- Diarrhoea
- Fever over 38⁰C
- Cold/flu symptoms
- Topical rash

If a child does experience a temperature above 37.5⁰C whilst at Preschool, their temperature will be monitored every 15 minutes and the parents/guardians will be notified by phone. If the temperature increases or the child states, they are feeling unwell, parents

will be asked to organise for their child to be collected. Panadol/Ibuprofen will not be administered at Preschool and Educators will treat high temperatures with water, removal of jumpers/excess clothing and providing a cool environment for rest.

Emergency

In the event of an accident or emergency resulting in the need for immediate medical attention, parents will be contacted, and the child will be taken by ambulance to the nearest hospital. Every effort will be made to contact the parents/guardians before taking the child to hospital and before treatment is sought. If parents and emergency contacts cannot be reached, approval has been requested on the enrolment form for the Director to act on medical advice of the ambulance or the hospital.

Allergy, Anaphylaxis & Asthma

All staff at the Preschool regularly complete first aid training, including anaphylaxis and asthma management. Please provide the Preschool with the following information if your child has been diagnosed with an allergy or asthma:

- Asthma management plan
- ASCIA allergy/anaphylaxis management plan
- Clear photo of your child's face to be attached to plan and medications box
- Prescribed and labelled medication (including completed and signed Medication Authority Form)

In addition to these forms and the information on your child's enrolment form, our Preschool Director will discuss an allergy management plan with you to ensure the classroom and playground are safe spaces for your child.

Preschool has a spare EpiPen, allergy medication and Ventolin on site in case of emergency. If emergency medication is administered the nominated or certified supervisor must notify the parents and emergency services as soon as practicable.

Medications

Educators will only administer medications that have been prescribed by a registered medical practitioner and with written parental consent and only maximum of two doses daily. Two staff members will be present when providing medication – one will administer the dose, and the second will confirm dosage and identify of the child and act as a witness. Please note:

- Any child on antibiotics must not attend for a minimum of 24 hours, when first commencing the medication.
- Over-the-counter medications will only be administered by staff with written parental consent. These medications include Ventolin or topical ointments.
- Only medication with the original label and dosage will be administered. Staff must ensure the label includes the child's name, dosage and expiry date.
- Parents must complete a Medication Authority Form (available in the Preschool Office) for medication to be administered. The Information is to be recorded accurately by the parent, as to the exact reason, time, dosage and manner of

administration as per the pharmacist's instructions on the label. If parents omit to record this on the Authority Form, medication will NOT be administered.

- All medications must be handed to your child's Educator or the Preschool Director, and it will be stored out of reach of children in a cupboard or refrigerator (if required) with a child proof lock or in area inaccessible to the children. Medication must not be left in a child's bag or locker.
- Parents are to collect medication from their child's Educator at the end of the day, and to check dosages given.

Absences

If your child will not be attending Preschool, please contact us by phone or email, and please advise if they do have an illness. The daily fee will still be charged, and we do not offer casual/make up days. If your family will be away for an extended period or a full term, please speak with the Director well in advance to assist our Educators with planning their class curriculum.

Withdrawal of Enrolment

If you wish to withdraw your child's enrolment from Preschool, parents/guardians are required to provide the Director *4 term weeks* written notice. This notice period is to allow the classroom Educators to finalise any classroom projects and prepare transition paperwork which may be requested; and allows another child on the Preschool's waitlist to take up the vacancy with some advance notice. If less than 4 term weeks' notice is given, the Preschool will charge 4 weeks of fees to cover the Preschool's costs associated with the position.

Your child's holding deposit will be refunded at the end of their enrolment at Preschool provided:

- 4 term weeks' notice has been given; and
- All outstanding term fees, equipment and incursion levy and any other charges have been paid in full.

A copy of our fee policy is provided with our enrolment forms.

Parent Involvement

As we are an independent, not-for-profit Community Preschool, we rely on active Parent involvement for the running and maintenance of our service. There are multiple opportunities to contribute your valuable time and skills throughout the year to fit within your family's busy schedule. All parents who have completed a Membership Form are eligible to join our Parent Committees.

Management Committee

This committee consists entirely of volunteers from the parents of enrolled children. They are responsible for the Preschool's financial management; building and facilities; and collaborating with the Preschool Director on decisions regarding the best interest of the Preschool

Elected office bearers and committee members maintain these positions until the AGM the following year. Please note that prior experience on committees is not necessary, however the position of Treasurer needs preferably to be filled by a parent with accounting or financial background.

Management Committee meetings are held approximately every six weeks – about two per school term each about two hours duration. Parents are welcome to attend committee meetings. The Management Committee is capped at 10 members, and has the following Executive Office bearers: President, Secretary, Treasurer with the remaining being General Members.

Social & Fundraising Committee

A Social & Fundraising Committee may be formed prior to the AGM, and reports into the Management Committee. This Committee organises fund-raising events that assist in the purchase and maintenance of equipment for the Preschool. The Social & Fundraising Committee meets through the year, the frequency of meetings depending on fund-raising events and activities. Parents are welcome to attend committee meetings. The Social Committee is capped at 15 members and has the following Executive Office bearers: President, Secretary, Treasurer with the remaining being General Members.

Working Bees

Working bees are held twice a term to tidy the Preschool gardens and conduct any basic maintenance. Parents are welcome to volunteer for as many Working Bees as they like, and we only ask that young children stay home as often there are many people working with power gardening tools and tall ladders. Working bees are held on Saturday afternoons from 2pm – 4pm.

Class Parents

Each of our classes have a Class Parent(s) who organise social functions within the class, may assist in passing on messages from the Preschool to the group and may assist committees in organising special gifts.

Preschool Borrowing Library

Over the past few years, the Social & Fundraising Committee along with generous families and grandparents, have donated a borrowing library for the children. Each week the children can borrow a book, which is facilitated by Parent volunteers on a Wednesday or Thursday morning. A link to sign up is sent out twice a year to all enrolled families.

Suggestions and Grievances

Our Preschool values the feedback of educators, staff, families and the community as a mechanism to support the continuous improvement of our preschool. We take complaints seriously and aim to manage them in a confidential, timely and transparent way.

All complaints will be acknowledged and responded to as soon as practicable and will be dealt with in a timely manner. The complaint will be documented and any legal requirements in relation to the complaint considered, such as the need to notify the regulatory authorities.

To resolve any concerns or complaints, please contact the following people/groups in this order:

1. Your child's teacher
2. Preschool Director (director@eastlindfieldpreschool.org.au)
3. Management Committee
(President, Secretary and Treasurer contact details are at the Preschool entrance)
4. Early Childhood Education Directorate, NSW Department of Education
Email: ececd@det.nsw.edu.au
Phone: 1800 619 113 (toll free)
5. NSW Community Services & Justice
Web: <https://www.facs.nsw.gov.au>

If the complaint relates to an individual or group listed here, please escalate the complaint to the next person/group. If you would like more information, please contact the Preschool Director (director@eastlindfieldprechool.org.au).

Term Dates

2022

Term 4	Monday, 10 October – Friday, 16 December
Pupil free days	Monday, 19 December & Tuesday, 20 December

2023

Pupil free days	Friday, 27 January & Monday 30 January
Term 1	Tuesday, 31 January – Thursday, 6 April
Term 2	Monday, 24 April – Friday, 30 June
Term 3	Monday, 17 July – Friday, 22 September
Term 4	Monday, 9 October – Friday, 15 December
Pupil free days	Monday, 18 December & Tuesday, 19 December