

Birubi Point Community



Pre-School Inc.

Parents Handbook

Birubi Point Community Pre-School Association Inc.



This parents handbook provides a general introduction to
Birubi Point Community Pre School, its aims and the way it operates.

By reading it we hope you will gain an understanding of how Birubi Point Pre School operates and will encourage you to become actively involved in Birubi Point Community Pre School. As a community based preschool, the input of parents is invaluable to the future wellbeing of the service.



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Department of Education and Communities
Early Childhood Education and Care Directorate
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Our Philosophy

At Birubi Point Preschool, we believe that children learn through play. When children play, they create social groups, test ideas, challenge one another and build new understandings. When educators establish respectful and caring relationships with children and families, they are able to work together to construct a creative and holistic learning environment, with experiences that are relevant and engaging for each child.

We recognize that the child's family and community have a significant effect on their learning and that successful outcomes are possible when we work in partnership with them. The experiences we provide for all children in our care, build success for lifelong learning.

We draw upon the principles of the Early Years Learning Framework for Australia and the National Quality Framework.

As educators, we make the use of both spontaneous, "teachable moments" and deliberate, purposeful, thoughtful "intentional teaching".

We believe that learning encompasses physical, emotional, social, personal, spiritual, creative and linguistic aspects.

We hold high expectations for each child's learning and are committed to the belief that all children have individual capacities to succeed, regardless of diverse circumstances and abilities.

We value and respond to all children's strengths, abilities and interests. We cater for different learning styles and behaviours and invite children to contribute ideas, interests and questions. We do this through sensitive and positive interactions.

We value and respect differences in families. We recognize that diversity in cultures, histories, languages, traditions, child rearing practices and lifestyle choices contribute to the richness of our society.

In collaboration with families, we continually examine what happens in our service and reflect on what we could change and improve on.

Reviewed and updated March 2012

Welcome

Birubi Point Community Pre-School is a community based pre-school, which is licensed and funded by the Department of Education and Communities. The pre-school is managed by a committee of parents who have volunteered their services and are elected to the committee at the Annual General Meeting. The committee is responsible for staffing, financing and maintaining the required standards to conduct a pre-school.

The preschool was established in June 1986, operating in the community hall next to our current building. Initially providing education and care two days a week to twenty children per day in the local community, to the centre growing to operate five days a week and twenty four children a day from across the Tomaree Peninsula.

Birubi Point Community Pre School aims to provide an environment that facilitates children's development through age-appropriate, open-ended free exploration and play.

- ❖ Our aim is to create an atmosphere that enhances positive partnerships between families, children and staff.
- ❖ Our commitment is to provide environments that are safe, secure, stimulating and that nurture every aspect of the child.
- ❖ Our belief is that diversity is an integral part of our commitment to our families. The needs and values of our families are incorporated into our programs enhancing a positive connection within the wider community.
- ❖ Our aim is to provide an environment that is supportive of all families.
- ❖ Our commitment is to foster and encourage a sense of community within the centre ensuring that we are flexible enough to respond to the changing needs of the community.

Operating Hours

The pre-school operates from 9:15am to 3:15pm from Monday to Friday.

The pre-school operates on a four term year, similar to that of the State schools with the exception of pupil free days which are taken in the last day/s of Term 4. Preschool does not operate on public holidays or school holidays.

Staff

Staff members are;

Director Ruth Diemar ~ Diploma in Teaching ~ Tuesday to Friday

Educators
Fiona Watling ~ Diploma in Children's Services ~ Monday to Friday
Lauren Doherty ~ Diploma in Children's Services ~ Tuesday to Thursday
Deb Bailey ~ Certificate III in Children's Services ~ Wednesday to Friday
Megan Pietraszek ~ Bachelor of Teaching ~ Monday to Wednesday
Isla O'Doherty ~ Cert III in Children's Services ~ Monday and Wednesday
Deb Solomon ~ Cert III in Children's Services ~ Monday

Admin Assistant Nicole Lamb ~ Wednesday and Friday

Educational Program

At Birubi Point Preschool we have introduced the **Early Years Learning Framework: Belonging, Being, Becoming**.

The framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

The five Learning Outcomes are designed to capture the integrated and complex learning and development of all children across the birth to five age range.

The outcomes are;

- ❖ 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

Educational Program (continued)

We view children as creative, curious, responsible, resilient, capable and resourceful individuals. We are committed to providing a warm, caring safe, respectful and stimulating learning environment for all children in our diverse society. The teachers main aim is to support children's learning through play.

Learning experiences, daily routines and resources are based on the children's strengths and interests. Topics of interest lead children to extend their learning through inquisitive investigation, creativity and project based experiences. Flexibility in the program allows children to investigate spontaneous interests that arise.

The planning and programming process recognizes that children mature at different rates and have individual preferred styles of learning; therefore the progress of each child is monitored closely. Teachers develop individual learning programs that are based on the holistic development of each child. We also see parents, families and friends as being an integral part of our learning community and encourage all to be involved in our programs.

Some of the experiences that are provided for children within the program are;

- ❖ Block building
- ❖ Water and sand play
- ❖ Imaginative and pretend play
- ❖ Drawing and painting
- ❖ Clay and dough
- ❖ Gardening and the exploration of the natural world
- ❖ Threading and sewing
- ❖ Finger painting
- ❖ Stories, storytelling and books
- ❖ Drama and movement
- ❖ Singing and music

Children are given time and space to explore these experiences, to develop skills and practice these over and over again.

We at Birubi Point are also concerned with the unseen. Those skills that are necessary for developing good citizens of the future, such as;

- | | |
|-----------------------------|-----------------------------------|
| self esteem | thinking and philosophy |
| social and emotional skills | conflict resolution |
| moral development | language skills and communication |
| independence | curiosity |
| and more..... | |

Our Routine

- ❖ Outside play and activities
- ❖ First break ~ lunch
- ❖ Story and language activities (small groups)
- ❖ Indoor play
- ❖ Reading/language
- ❖ Outside activities
- ❖ Second break ~ afternoon tea
- ❖ Quiet time ~reading/language
- ❖ Story and discussion
- ❖ Outside time
- ❖ Home time

Please note that our timetable is flexible in response to the needs of the children.

Your Child's Requirements

1. Lunchbox containing a nutritious lunch and afternoon tea.
A drink bottle of water that will be refilled for use at meal times and during outdoor play.
Please ask staff if you are unsure what to pack.
Please **DO NOT** send chips, lollies or fizzy drink.
2. One spare set of clothes in case of accidents and/or spillage.
3. A hat. Hats are to be worn at all times whilst outside.
4. Roll on sunscreen clearly marked with your child's name.
Sunscreen to be placed in basket in main room.

Lunch boxes should be placed in the children's fridge which is located in the corner of the main room.
Drinks bottles are to be placed on the trolley outside on the verandah.

PLEASE NOTE: ALL ITEMS MUST BE CLEARLY MARKED WITH CHILD'S NAME

Clothing

Parents are asked to consider carefully the clothes in which they dress their children. Clothing should be easy for the child to manage and suitable for active and sometimes messy play. Thongs are unsuitable for managing outdoor equipment. Joggers or sandals are appropriate.

Children are requested not to bring toys from home. Any toys brought to the pre-school are not the responsibility of the staff. All care will be taken but things irreplaceable are best left at home.

Arrival and Collection of Children

Children must be brought to and picked up from pre-school by an adult known to staff. The carer must be at least 18 years of age and is required to sign the child in and out of the centre on an Attendance Sheet for that day. Children will not be permitted to leave with any person unknown (including immediate family members) to the staff unless prior arrangements have been made. We ask parents to notify the staff when children are being collected by anyone other than their usual carer. Photo I.D. will be required to verify this.

Please notify staff immediately of change of address, phone number or custodial parent.

Please bring children as soon as possible after 9.15am so they can take part in all activities. The sign in/out record is a legal requirement by Department of Education and Communities, please ensure when signing out you state the actual time you leave the premises with your child, not the time you arrive to collect your child.

In the event that you are unavoidably late, it is a necessity that you phone the preschool to notify the staff of your delay and expected collection time. It is the responsibility of parent/s to arrive and depart the premises of Birubi Point Community Pre-School prior to 3:15pm. The pre-school closes at 3.15pm.

Remember, children become anxious if you are late.

Access to Children

Birubi Point Community Pre-School aims to ensure that a parent of a child attending the centre can contact their child at any time during the hours the child is attending the preschool. We will ensure that any person who has been forbidden by court order from having contact with a child attending the centre shall have no contact or be given any information concerning that child.

Orientation / Settling

If it is convenient for you, please feel free to come in for a visit, prior to commencement and spend some time familiarising yourself and your child with the pre-school. This may help your child adjust more easily. Please arrange a suitable time with the Director.

On your child's first few days, we suggest you say a warm goodbye and leave quickly. However, we encourage you to come a little earlier at the end of the day and share some time in play with your child before taking them home. Through experience we feel this helps children to settle more smoothly into their new environment.

Please feel free to telephone at any time to check on how your child is settling into the day.

Parent's Involvement

You are invited and welcome at the Centre at all times.

We encourage all parents and guardians to participate in our program. We value any input in both your child's development/skills and ways to extend them.

We value any skills, which parents would share with us eg. cooking/craft or an occupation or interest. At Birubi Point we strongly encourage open communication. If you have any queries or concerns about your child, the Director is available for consultation. Feel free at any time to make an appointment or have a quick chat in the morning or afternoon.

We also organise social events to encourage parents and staff to come together on a social level.

BENEFITS

Parent involvement in our program is beneficial to staff, families and the individual child. It assists in bridging the gap from home to pre-school so we can maintain consistency in your child's development. Any input on your child's development, interests or needs benefits the staff in creating an overall picture of your child and we can work together to create a positive learning environment.

Parental involvement means you are aware of what happens in your child's day and means you feel involved in their pre-school experience.

School Readiness Program

At Birubi Point Community Pre-School the staff are aware that children's needs change in their preparation for school. Included in our program is a school readiness program.

Whilst the program is determined still through the development needs of the children, the school readiness program prepares the children for a positive start at school.

Here are some of the areas we incorporate;

1. Extensions of fine motor skills
 - ❖ Developing mature pencil grip
 - ❖ Pasting with some accuracy
 - ❖ Starting to write their name
 - ❖ Cutting straight and curved lines

2. Extensions of gross motor skills
 - ❖ Developing better balance on equipment
 - ❖ Developing body co-ordination to run, hop, skip
 - ❖ Completing 2 to 3 activities in sequence

3. Extensions of language
 - ❖ Using prepositions e.g. next to, above, on under
 - ❖ Developing an awareness of rhyming words and be able to create own
 - ❖ Developing an awareness of text in story books

4. Social skills
 - ❖ Accepting we are all different
 - ❖ The skills of being a friend and ability to share and take turns
 - ❖ Learning to deal with our own feelings and other people
 - ❖ Becoming aware of right and wrong words and of choice and consequences
 - ❖ Tell his/her full name and age
 - ❖ Stay within physical boundaries
 - ❖ Pack away activities and on completion
 - ❖ Play imaginatively
 - ❖ Line up
 - ❖ Wait
 - ❖ Share adult attention with other children

School Readiness Program (continued)

5. Emotional skills
 - ❖ Work to an adults agenda and transition from one activity to another
 - ❖ Complete tasks independently
 - ❖ Comfortably separate from parents
 - ❖ Adapt to new tasks and change
 - ❖ Express anger without aggression
 - ❖ Tell his/her own agenda
 - ❖ Understand emotions and interpret other peoples body language

6. Self help skills
 - ❖ Wipe or blow nose independently
 - ❖ Being responsible for my own belongings and the schools
 - ❖ Managing toileting routine unaided e.g. zippers, buttons, flushing, washing hands etc.
 - ❖ Unpack, sit, eat lunch independently.

7. Language skills
 - ❖ To sit and listen to story or discussion for 15 minutes
 - ❖ Follow 3 part directions within normal routines
 - ❖ Greet and farewell individuals
 - ❖ Ask and answer questions
 - ❖ Request needs and wants; ask for help
 - ❖ Make choice
 - ❖ Talk about things of interest

Safety

The following precautions must be followed in order to maintain a safe environment for your child;

- ❖ NO SMOKING is permitted on the premises (indoor and outdoors).
- ❖ Gates and latches must be kept closed at all times.

Evacuation and Fire Drills

As a policy of the preschool, all children and adults must participate in regular fire drills. The fire drills occur once per term. Fire procedures are posted at each exit.

Excursions

There are very specific guidelines that must be adhered to when children leave the premises on an excursion. It is therefore necessary to call on the assistance of families to make an excursion possible. You will be notified of the intent of an excursion well in advance, and the excursion will only take place if sufficient numbers of adults are available.

Staff Development

Staff development training is an essential ingredient of a quality children's service and therefore Birubi Point Community Pre-School provides regular opportunities for staff to improve their knowledge and skills.

Ethical Conduct

Birubi Point Community Pre-School expects all staff to abide by the Code of Ethics as developed by the Australian Early Childhood Association. In addition it expected staff will; maintain standards of integrity, conduct and concern in their interactions with children, their parents and the community. Comply with the regulations, policies, procedures and legislative requirements.

Observe safe work practices so as to not endanger themselves or others.

Perform the duties of the position to a standard as agreed with their employer.

Children with Additional Needs

Birubi Point Community Pre-school encourages children with additional needs to fully participate (with any necessary help and support) in our programs. We respect, honour and appreciate each child's individuality and aim to assist and support each child's development to reach their life potential.

First Aid Requirements

Pre-school encourages all staff to hold a current First Aid Certificate. There must be one person holding a senior first aid certificate on the premises at all times.

Sick Children

When children become sick at pre-school, parents will be contacted so those children can be sent home as soon as possible. In the event of an injury, should it not be possible to contact the parent, the Director will seek medical aid and treatment as may be considered necessary.

Immunisation

Your child should be immunised against infectious diseases. When your child starts pre-school evidence of your child's immunisation needs to be sighted and copied by staff. The Immunisation History Statement issued by Medicare is the only documentation that is acceptable.

If your child is not immunised for a specific disease, and we have an outbreak of that disease, your child will be excluded from attending pre-school until the outbreak is over (fees will be payable for these days). This policy is in accordance with the Department of Health regulations governing Child Care Centres.

Parents must notify the Director as soon as they are aware their child has contracted a vaccine preventable disease. Directors must notify the local public health unit that a child in the centre has a vaccine preventable disease.

If visiting the doctor prior to coming to the Centre about any questionable symptoms eg. rashes, please request a doctor's certificate to confirm your child is well enough to attend the Centre.

Medicines

If your child is on medication, but is still well enough to attend pre-school, please;

On arrival at the centre, remove the medicine from your child's bag. Under no circumstances should medicines be left in your child's bag. Fill out the medication form which can be obtained from a staff member or download from our website www.birubipreschool.com.au and give medicine to the teacher. The medication form requires details of dosage and time etc.

The medication must be in the original packaging, only be administered to the child for whom it is prescribed, and have a current use by date. Dosage will not exceed the recommendation on the original packaging. Medication must be age appropriate.

When the medicine is given the form will be completed with the appropriate details and a copy placed in your child's information pocket. The remainder of the medicine (if any) will be retained by the teacher for you to collect.

If staff feel your child is unwell they will phone you and ask you to collect them. This must be done as soon as possible.

If your child's temperature reaches above 38 degrees Celsius we will notify you and confirm permission to administer Panadol. If you can not be reached the director will check for allergies then in accordance to the directions on bottle administer one dose of Panadol.

Any child who is on medication for long periods or has a specific condition, eg. asthma, epilepsy must have a completed Administer of Long Term Medication form for the staff to follow. Please obtain form from the Director or from website.

Non prescription medication will not be given.

Children are not permitted to self medicate.

Illness Policy

When should my child **NOT** be at pre-school?

A sick child is the parent's responsibility. Children should be excluded from pre-school if;

- ❖ They have had a temperature in the last twelve hours.
- ❖ Vomiting/diarrhoea in the last twenty four hours.
- ❖ Green runny noses.
- ❖ Children with a "bark" cough.
- ❖ Any communicable disease eg. measles, chicken pox.

In accordance with the NSW Department of Health guidelines a copy of which can be located in our Pre-School Policy Folder in sign in area or available online <http://www.health.nsw.gov.au> as follows;

Do I keep my child at home?

Chicken Pox	Yes, for five days from the onset of the rash and the blisters have dried.
Conjunctivitis	Yes, while there is discharge from the eye.
Gastroenteritis	Yes, at least twenty four hours after diarrhoea stops.
German Measles (Rubella)	Yes, for at least four days after the rash appears.
Glandular Fever	No, unless sick.
Hand Foot & Mouth Disease	Yes, until the blister have dried.
Head Lice/Nits	Yes, until head lice management is complete.
Hepatitis A	Yes, for two week after first symptoms or one week after onset of jaundice.
Impetigo	Yes, until treatment starts. Sores should be covered with watertight dressings.
Influenza	Yes, until they look and feel better.
Measles	Yes, for at least four days after the rash appears.
Meningococcal Disease	Seek medical attention immediately. Patient will need hospital treatment.
Molluscum Contagiosum	No.
Mumps	Yes, for nine days after onset of swelling.
Ringworm	Yes, until the day after fungal treatment has begun.
Scabies	Yes, until the day after the treatment has begun.
Scarlet Fever	Yes, until at least twenty four hours of treatment has begun and the child is feeling better.
Slapped Cheek	No, as it is most infectious before the rash appears.
Whooping Cough	Yes, until the first five days of a special antibiotic have been taken.

Fees

An enrolment fee of \$225.00 must be paid at the commencement of your child's time at preschool. A \$75.00 non-refundable admin/enrolment fee and a \$150.00 bond which will be refunded on leaving if fees are at a nil balance.

Fees may be paid by cash, cheque or direct deposit. Please place fees in an envelope with your child's name in the red Fee Box located on top of the lockers.

Fees are to be paid for all day/days the child is enrolled regardless of attendance.

Account details for direct deposit via internet are as follows;

Account Name	:	Birubi Point Community Pre-School Inc.
BSB No.	:	062 826
Account No.	:	2800 7329

Child Protection

The Child Protection Policy for NSW requires notification to the Department of Human Services if a child appears to be in an unsafe situation in accordance with NSW Department of Human Services legislation which states *...anyone who forms the belief on reasonable grounds that a child has been or is in danger of being abused should notify the Department of Human Services...* This policy has been developed to protect children and provide a framework for the staff working at the Centre. Please refer to our "Child Protection Policy".

Policies

The pre-school has a set of written policies and procedures relating to the running of our centre.

The Policy Folder is located in the sign in area and available to all parents for viewing.

Should you require a copy of any policy please request from the Director.

Comments, Suggestions & Complaints

We welcome comments, suggestions and complaints because it assists us in providing a better service.

Please address your comments, suggestions or complaints to a member of staff at an appropriate time. They shall then be relayed to the Director by the staff member. Alternatively, in writing addressed to the Director or President of the Management Committee.

If necessary an appointment will then be made with concerned parties at time convenient to all to discuss.

We shall endeavour to resolve any grievances as quickly as possible.

We hope you and your child enjoy your time here with us at
Birubi Point Community Pre-School.