



2-4 Centennial Drive
Pottsville, NSW 2489
02 6676 1448
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ABN: 42 645 460 513

Welcome to Pottsville Community Preschool

Our History

Pottsville Community Preschool was established in 1981 by the local community and is a non-profit organisation. This means that any profit made by the Preschool goes back into the Service to provide higher child to Educator ratios and to provide new resources for your children. We are governed by the Education and Care Services National Regulations 2011 and updated version 2017/2018 and guided by the National Quality Framework which includes the NSW Early Learning Years Framework V2.0.

The Preschool is a community-managed service. This provides parents and Educators the chance to work collaboratively. Parents have the opportunity to be part of the committee or can help out by volunteering to be a parent helper; or you can take part in fundraising activities, donate items for the Preschool to use, or volunteer skills that you may have.

We recognise that young children learn through play, so we have created an indoor/outdoor program which supports children's learning, within an atmosphere that is supportive, happy, stimulating and safe for the children. We have a large range of equipment and books for children to access during play. There is plenty of room for children to run, play and explore in our outdoor area.

We have an excellent group of Educators, who work collaboratively. Throughout the year they have the opportunity to attend workshops and seminars to further develop their knowledge and skills, thus keeping up with current changes and research within the Early Childhood Industry. Team meetings are held regularly for information sharing, review of programming and policies.

We work in partnership with local primary schools to foster a positive transition to school for your children.

Management Team

Nominated Supervisor/Director

Sofia Machado - Bachelor of Teaching (Early Childhood)

info@pottsvillepreschool.com

2IC and Nature Explorer Leader

Adelle Jarvis

info@natureexplorers.com

Educational Leader

Katrina McGilvery

educational.leader@pottsvillepreschool.com

School Administration

Denise Vicente-Woods

admin@pottsvillepreschool.com

Preschool Educating Team

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| <p><u>Katrina McGilvery</u> Educational Leader Bachelor of Education (Birth to Five)</p> | <p><u>Jenna Prior</u> Bachelor of Teaching, Early Childhood Education</p> |
| <p><u>Becky Paulson</u> Bachelor of Education (Birth to Five)</p> | <p><u>Megan Byrnes</u> Bachelor of Teaching (Birth to Five)</p> |
| <p><u>Kelly Brown</u> Diploma of Community Services (Children's Services)</p> | <p><u>Renee Gilmore</u> Diploma of Community Services (Children's Services)</p> |

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| <p><u>Kelsie McGilvery</u> Diploma of Community Services (Children's Services)</p> | |
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Nature Explorers Teams

| Nature Explorers Monday & Tuesday | Nature Explorers Thursday & Friday |
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| <p><u>Adelle Jarvis</u> 2IC NE Leader Diploma of Community Services</p> | <p><u>Karyn McKinnon</u> Certificate III in Children's Services</p> |
| <p><u>Justine Grantham</u> Certificate III in Children's Services</p> | <p><u>Vanessa Slater</u> Diploma in Children's Services</p> |

| Nature Explorers <u>Wednesday</u> |
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| <p><u>Kelly Brown</u> Diploma of Community Services (Children's Services)</p> |
| <p><u>Justine Grantham</u> Certificate III in Children's Services</p> |
| <p><u>Karyn McKinnon</u> Certificate III in Children's Services</p> |
| <p><u>Kelsie McGilvery</u> Diploma of Community Services (Children's Services)</p> |
| <p><u>Vanessa Slater</u> Diploma in Children's Services</p> |
| <p><u>Catherine Underwood</u> Master of Teaching (Birth to Five Years)</p> |

Operating Hours

The Preschool operates Monday – Friday (NSW School terms only).

Sessions:

Monday & Tuesday: 8.00am – 3.30pm

Wednesday: 9.00am – 2.00pm

Thursday & Friday: 8.00am – 3.30pm

We have five (5) School Development days per year. You will be provided with the dates with plenty of notice.

Sign-In and Sign-Out

PARENTS/CARERS:

The Preschool uses OWNA – Childcare Management App. The App allows for Educators and families to communicate easily and effectively through real time access to your child's data including images and videos, digital attendances (including time in/out & digital signatures), as well as notifications about posts, and important notices like incident reports, forms etc. All parents and carers are given a login username, PIN and passcode by the Preschool.

Whomever brings your child to Preschool or collects your child from Preschool must sign the child in/out using the App.

VOLUNTEER HELPERS:

For insurance purposes, all volunteer helpers at the Preschool must sign themselves in and out also.

Authorisation to Collect Children

At Preschool, we are required to follow the Family Law Act (1996) which recognises that both parents are responsible for their children and may collect them from Preschool, unless the Preschool has a copy of an appropriate court order.

Parents authorise who is able to pick up their child from Preschool on their enrolment forms and/or by filling out a Pickup Authorisation Form on OWNA. If an unauthorised contact is collecting a child on a specific day, please inform Educators at the Preschool and School Administration so we can ensure that Educators release the child to the correct person. Educators will not release children to unknown persons.

Settling In

Settling into an early education and care service, such as Preschool, is a unique experience for each child and family. At Preschool, Educators will work collaboratively with our families to ensure each child feels comfortable, settled and builds secure relationships with Educators.

Primary Educators will provide families with strategies if they are concerned about their child's emotional well-being whilst settling into the Preschool and its routines.

What to Bring and Wear at Preschool

(PLEASE REMEMBER TO LABEL EVERYTHING)

- All children must have a hat that covers their ears and neck and shades their face. As we are recognised as a Sun Safe Preschool, we will follow the Cancer Council guidelines for hats for children. Information is included within your information pack.
- Please put sunblock on your child before Preschool and Nature Explorers each day. Educators will reapply sunscreen throughout the day.
- Practical play clothes (sun smart i.e. cover the shoulders) that are easy to run and climb in and can get dirty.
- Sensible footwear that is easy for your child to run and climb and easy for your child to put on and take off.
- A spare set of underwear and clothing for changing after water or mud play.
- A bag for wet/dirty clothes.

A Bit About Personal Belongings

At Preschool, we value your child, rather than the toys that they own. We know that children often use toys from home to try to initiate play with other children.

As a parent this can be hard to negotiate with your child, especially if they are struggling with attending or settling in. At Preschool, we are concerned about your

child's emotional well-being when these toys get lost and/or broken. We would prefer if these toys remained at home.

Your child could bring in some other types of things for us to use or look at:

- Shells, leaves, natural things from the environment.
- Photos of family, friends, holidays, etc.
- Recycled boxes and collage items for our art and collage tables
- Books to read
- News to tell

Food at Preschool

FOOD AND NUTRITION

At Preschool, we follow and implement the NSW Health's "Munch N Move Program" This project focuses on increasing healthy eating and physical activity for children.

OUR MEALTIMES

At Preschool, children are encouraged to eat when they are hungry. As each individual household has different routines, these are respected and acknowledged at the Preschool by offering children the opportunity to eat when they are hungry. We acknowledge that some children wake early and may eat breakfast early, therefore, will be eager to eat their morning tea quite early. Of course, the opposite applies for those children that might wake later and be looking to eat their morning tea later in the morning.

Educators check children's lunch boxes daily to ensure that children have eaten.

MEALS

You will need to provide morning tea, lunch and afternoon tea for your child.

These will need to be provided in a lunchbox – and will be kept in the fridges at Preschool – children will have access to their lunchbox throughout the day. Nature Explorers will keep their lunch box and drink bottle in their bags so please ensure you have an ice brick.

Children are encouraged not to share food from their lunch boxes.

Educators will provide regular cooking experiences throughout the term for children to be involved in.

The service is allergy aware for nuts in the preschool environment. We encourage that you don't pack nuts inducing muesli bars with nuts and nut butters. Please speak to the Director if you are concerned about your child's nutritional intake. You will be informed of any other allergies that may be present.

DRINKS:

Water is the only drink that families are asked to provide for their children. It will need to be a drink bottle that is clearly labeled and placed on the water shelf. Children can access their drink bottles at any time throughout the day and are also able to refill their drinks from our water station.

To promote independence, please make sure your child can open any packaged food items by themselves. It is helpful if fruit is cut and peeled if required, and a spoon also provided. They can bring whole apples to use our 'apple slinky machine'.

Our nutrition policy recommends healthy eating. Some suggestions include fresh fruit, raw vegetables, healthy sandwiches and bread rolls (salad, meat, cheese, fish etc). Snacks such as yoghurt, crackers or dried fruit.

For more information and ideas on healthy eating go to:

<https://healthykids.nsw.gov.au/>

As per our Nutrition Policy Educators will encourage children to return any uneaten food to lunch boxes. In this way, parents can monitor their child's eating habits at Preschool.

Please Note: Preschool is a nut free environment. This includes ALL nut butters.

Hygiene

At Preschool, we follow best practice guidelines in regard to health and hygiene. Children are encouraged to be independent and capable learners. Children will learn about how to wash their hands, blowing their noses and catch their sneezes and coughs. Educators will support children's learning by role-modeling and supervising correct techniques and promoting best practice guidelines.

Health of Children

Please do not send your child to Preschool if they have an infectious illness e.g.: flu, diarrhea, vomiting, high temperature or fever, head lice, impetigo or school sores or any infectious disease i.e. COVID, chickenpox, measles etc. If you are unsure, it is best to check with the Educators.

If a child displays any signs of not being well, or is not coping within the Preschool environment, or is at risk of infecting another child or an Educator, their parent/caregiver will be asked to take them home.

Note:

Children who have been unwell or sent home unwell will need to stay home until 24 hours after the last symptoms. This includes vomiting and diarrhea (As per the Preschool's Illness policy).

For example, if your child vomits at Preschool, they will not be allowed to attend the following day. This is to ensure Educators and other children are not exposed to the illness.

Children with a temperature of over 38.0 (Celsius) will be sent home. Preschool does not provide Panadol or Nurofen to children unless supported by a doctor's letter.

Immunisation

It is a current condition of our funding that all families must provide a current copy of their child's immunisation status from the Australian Immunisation Register upon enrolment.

<https://www.health.nsw.gov.au/immunisation/Publications/parent-childcare-brochure.pdf>

You can provide the Service with a copy of one or more of the following documents:

Children who are up to date:

- An Australian Immunisation Register (AIR) Immunisation History Statement which shows that the child is 'up to date' with their scheduled vaccinations.

Children on a catch-up schedule:

- An AIR Immunisation History Statement that includes the words 'catch up schedule until (date); OR
- A copy of an AIR Immunisation History Form that has been completed and signed by a medical practitioner.

Children with a medical reason not to be vaccinated:

- An AIR Immunisation History Statement that includes the words 'medical contraindication' or 'natural immunity'; OR
- A copy of an AIR Immunisation Medical Exemption Form completed and signed by a medical practitioner.

Note: Approved documentation as outlined above must be provided before your child can attend our Service.

Should any child present with any illness on the infectious diseases list, your child or children are to be excluded for the respective period of time to ensure the health of the child or children and the other children and adults attending the Preschool. Fees are payable for any period of time that your child or children are excluded from the Service.

Medication

If your child requires medication, please discuss this with the Educators as well as submit a Medication Report on the OWNA App so that the appropriate information and forms can be recorded and signed by both parent/carer and Educator. Only medication prescribed by a doctor who has the child's name, dosage and date noted on the original container can be administered by Educators. Please also advise Educators if your child is on any medication at home or has been unwell or upset.

Medication is to be handed to an Educator. Educators will not administer Panadol, Nurofen or similar medication without a doctors' authorisation.

ASTHMA

If your child requires regular asthma medication – or has been diagnosed with asthma you will need to provide an Asthma Medication Plan signed by your doctor. You will also need to provide medication for your child that is in date and supports your child's plan.

ANAPHYLAXIS

If your child has been diagnosed as requiring an EpiPen – you will need to provide this on the days they attend, as well as an Anaphylaxis Plan. You will need to be involved in developing a risk minimisation plan with the Director, primary caregiver and parents/caregivers.

What to do if your Child is Away from Preschool

Please inform the following if:

- Your child is sick and will be absent
 - Please submit an absence note on OWNA and inform Educators
- Your child is absent for other reasons i.e. holidays during the school term
 - Please submit an absence note on OWNA and inform Educators as well as School Administration
- Your child is leaving the Preschool
 - Please inform Educators as well as School Administration
- Or any other reason
 - Please inform Educators as well as School Administration

If your child is absent for two (2) weeks without notification, your child's place will be forfeited and no fees will be refunded.

Contact School administrator at admin@pottsvillepreschool.com

The Program at Preschool

Our program is play based and reflects the principles outlined the NSW Early Years Learning Framework.

<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

The framework forms the foundation for ensuring that children in 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. The framework has been designed for use by early childhood educators working in partnership with families.

Children's learning is dynamic, complex, and holistic. Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic aspects of learning are all intricately woven and interrelated. Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts
- Stimulates a sense of wellbeing

Viewing children as active participants and decision makers opens-up possibilities for Educators to move beyond pre-conceived expectations about what children can do and learn. This requires Educators to respect and work with each child's unique abilities.

Each child will have an individual digital 'Portfolio' in which Educators, members, and family can contribute observations, comments, photos, work samples and ideas for the program. This digital 'Portfolio' documents your child's learning over the course of the year, allowing you to 'see' their emerging skills developing into learned concepts.

Our Enrichment Program

These may include:

- Library visits/story dogs
- Musicians
- Dance groups
- Dental Nurse visit
- Walking excursions
- Music experiences
- Birthday celebrations
- Any other relevant celebrations that families would like to share.

Partnerships with Families and Communication

At Preschool, we recognise that families are children's first and foremost influential teachers. We will create a welcoming environment where all children and families are respected and actively encouraged to collaborate with Educators about curriculum decisions to ensure that learning experiences are meaningful.

Partnerships are based on the foundations of understanding each other's expectations, attitudes and builds on the strength of each other's knowledge.

At Preschool, we offer families a variety of ways to communicate with Educators and gain information about what is happening at Preschool. These include:

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| Our website | OWNA Childcare Management App |
| Parent-Educator meetings | Emails |
| Newsletters | Face to Face conversations Texts |

To ensure that you are always informed about what is happening at Preschool please notify Educators and School Administration if there are changes to your child's:

- Enrolment form details, i.e. address, phone number, emergency contacts etc.
- Personal circumstances i.e. health, new siblings, moving house etc so that we may be in tune with how your child may be feeling.

Grievances, Questions, Concerns or Feedback

At Preschool, we value feedback from our families. This can be in the form of a grievance, question, concern or survey. This provides us with an opportunity to evaluate our practices and work collaboratively with our families and children to provide better outcomes for the Preschool and the programs we provide.

If you have a concern, please speak to an Educator or the Director.

Our Committee

Pottsville Community Preschool is a community managed service which enables Educators and parents to work together to enable a high level of care and educational support for the children of this community.

All parents are encouraged to offer their service as a member of the management committee and all parents are invited to our monthly meetings.

The management committee is involved in making decisions in conjunction with the Director on a range of issues from educating team, purchasing resources, interacting with government departments, undertaking fundraisers and ensuring the smooth running of the Preschool.

Fresh faces and fresh ideas are an important part of keeping our Preschool an interesting and exciting place for you and your child.

Privacy and Confidentiality

Please note that every child and family have the right to privacy and confidentiality.

At Pottsville Community Preschool this will always be honored with dignity and respect.

Policies

Preschool has a number of policies which guide our practices. They are available for you to read on the OWNA App. Policies will be updated throughout the year and the process will be communicated to you via OWNA. We ask that you take the time to read them and offer any comments or suggestions so that we may best obtain a holistic view of what is best for the children and families at this Preschool.

Traffic

Parking is available at the front of the Preschool (**please do not park in front of the main gate as it is our Emergency Exit**). When in car parks and near roads with small children, we need to take extra care:

- Be aware of small children when you are reversing
- Keep control of your child or children if you are talking with others in the car park
- Children are to hold an adult's hand/pram/bag when leaving the Preschool and in the car park
- Do not stand with the gate open whilst you talk with others
- Do not let any other child out of the gate at any time!

Fees

The Preschool's Fee and Levy Schedule can be found on the OWNA Childcare Management App. Please contact our School Administration if you have any queries about the Preschool's Fee and Levy Schedule.