

PINEWOOD
PRESCHOOL

Family Handbook

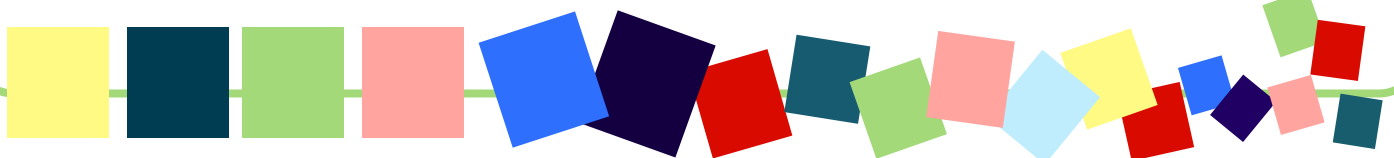


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WELCOME TO PINWOOD

We extend a warm welcome to all children, their parents or guardians and we hope that you and your children will be happy, feel safe and have an enjoyable experience while attending our preschool. This booklet is intended to give you some information about our centre, and to assist in making your child's next step in their learning journey a relaxed and enjoyable one.

PHILOSOPHY

We would like to acknowledge and express our thanks to the Wurundjeri People for the land on which we play and learn.

Pinewood preschool has recently been transformed into a brand-new Early years Hub, with connections to the Maternal child health nurses and playgroups that also share this amazing new space, collectively we can support children and families from birth to four-year-old Preschool. We are centrally located in the community of Mount Waverley, embracing local families for over fifty years. Many parents return to give their children the opportunity to experience kindergarten, where they too created fond memories. Our teachers have also had a long-term affiliation with our service, originally being the parents of children here too.

At Pinewood we recognise that families are the child's first teacher and therefore know their child best. Our educators work in partnership with families to provide opportunities for children that enables them to thrive. We encourage our families to be a part of the preschool by creating a sense of community through constant communication, social events, being a part of our committee and by listening to their thoughts, ideas, and suggestions.

Children learn as they play, and we value their unique ideas, interests, and abilities. Our educators are passionate and committed to the early childhood sector as we believe children are capable and confident learners, who have the right to feel safe and supported, be heard, make decisions, learn new skills, and take risks in order to construct their own identities and understandings of the world.

When we think about our teaching and learning at Pinewood, we as a teaching team believe that **KINDNESS** is prominent as it is something we all strive for in our practice. We embrace kindness with children through tools such as our kindness jar, as well as friendship fins, inspired by the Rainbow Fish book. We have recently incorporated the "Kindness Monster" and "Kiya" as unique tools to support the children in developing their social skills. We use kindness as we respond to diversity with respect and show interest in and explore other cultures. We also use kindness as we support our reconciliation journey, where we are committed to restoring kind and friendly relationships and to learn and understand the importance of our past, and to celebrate the ancient sovereignty of our First Australians. One of our children pointed out that "Kindness is like a boomerang, when you throw a boomerang it comes back, just like when you are kind to others, they will be kind back to you". Bunjil the creator is a song that guides us in our attitude towards our curriculum; "Today we are learning, tomorrow we will teach". The children tell us that "friendships" are what makes Pinewood special, in addition to "cooking in the mud kitchen, with herbs and flowers from our garden".

Pinewood Preschool values the connections to our natural world and have fondly named our adjoining parkland 'Tree Island' due to the tree covered landscape we visit during our community outings. We have adopted the concept of 'Planet Warriors', which allows the children to champion environmental responsibility. We have puppets 'Sustain-a-BILL' & Reuse-a-BELLE' that go home to connect sustainable curriculum with children's own home settings. We extend our responsibility of caring for the living things by looking after and providing a loving, clean, and safe environment for our kinder pet lizard Alfie.

Our 10 Educators are valued, respected, and connected to families which promotes a strong sense of wellbeing for all. We are renowned for our smiling faces as we greet children upon arrival and our welcome attracts wonderful new families to the area as it progresses.

*From this philosophy we develop many policies, which provide guidelines for our service provision.
Policy review and development is ongoing.
Philosophy reviewed March 2023.*

COMMITMENT TO CHILD SAFETY

- Pinewood Preschool has zero tolerance of child abuse.
- Pinewood Preschool is committed to providing a safe environment, both physical and online, where children are safe and feel safe, and their voices are heard about decisions that affect their lives.
- Pinewood Preschool is committed to ensure the cultural safety of all Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability and children who identify with the LGBTIQ community.
- Pinewood Preschool is committed to preventing child abuse by identifying risks early and removing and reducing these risks through the implementation and monitoring of the child safe standards.
- Pinewood Preschool is committed to the rights, safety, participation, and empowerment of all children.
- Pinewood Preschool have a legal and moral responsibility to respond to all allegations, and safety concerns will be treated very seriously and consistently with our policies and procedures and contacting authorities when we are worried about a child's safety.
- Pinewood Preschool believes a child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- Pinewood Preschool's Code of Conduct outlines our expectations around appropriate conduct and behaviours of all staff, committee members, volunteers, and parents.
- Pinewood Preschool has recruitment procedures in place to ensure we employ suitably qualified candidates who are screened, reference checked and must hold either a current VIT registration or Working with Children check.
- Pinewood Preschool is committed to regularly training and educating our staff and volunteers on child abuse risks and have policies and procedures in place that support our leadership team and volunteers to achieve these commitments.
- Pinewood Preschool is committed to seek input from families in decisions impacting children and have effective open communication with families.
- Pinewood Preschool respects and supports all children as well as our staff and volunteers.

If you believe a child is at immediate risk of abuse Phone 000

COMMITTEE OF MANAGEMENT

Our Committee of Management is made up of parents of children attending the preschool and are elected during the AGM, which is held in November each year. The Committee of Management, along with the Nominated supervisor and Administration officer, is responsible for the smooth running of the preschool, ensuring it meets all the legal requirements and regulations as required. Without the dedication and hard work of those volunteering the preschool would not operate, and whilst participation can be demanding at times, the rewards are great.

PRESCHOOL GOVERNANCE

The Preschool's Operational Guidelines, Preschool Constitution, Policies, and the Education and Care Services National Law and Regulations are in the office, please ask an educator if you would like to see a copy. Any parent or guardian of a child who is attending the preschool, or any person employed by the preschool, has the right to propose changes to existing policy/s or the constitution. All proposals in the first instance should be made via written submission to the President and Committee of Management for consideration.

RELEVANT LEGISLATION

Children's Services Act 1996

Associations Incorporations Reform Act 2012

Australian Charities and Not-for-profits Commissions Act 2012

Education and Care Services National Law Act 2010

Children's Services Regulations 2020

Working With Children Act 2005

EDUCATORS

Name	Position	Qualification/s
Debbie Brereton	Nominated Supervisor, Educational Leader & Lead Educator	Bachelor Early Learning Teaching
Gabrielle French	Lead Educator	Bachelor Education Early Childhood
Kirsty Dunn	Lead Educator	Bachelor Early Childhood and Education
Jeannine Barber	Co-Educator	Diploma Children's Services
Chea Sea	Co-Educator	Diploma Children's Services
Kristine Wood	Co- Educator	Diploma Children's Services
Maria Napoleon	Co-Educator	Diploma Children's Services
Julie Occhipinti	Co-Educator	Diploma Children's Services
Sun Hee Oh	Lunch time relief	Diploma Children's Services
Gayle Dever	Co-Educator/Administration	Diploma Children's Services

ENROLMENTS

Pinewood preschool's enrolments are made through the Monash council central enrolment scheme. If you would like more information on the enrolment procedure, please contact the Preschool Support Officer at Monash Council on 9518 3530 or email kinderenrolments@monash.vic.gov.au

Enrolment in our 3-year-old kindergarten program does not guarantee a place in the 4-year-old program as each year's waiting list is processed and allocated separately.

GROUPS

Pinewood offers the following preschool groups: -

- Two 3-year-old funded kindergarten groups, Green and Yellow, with 25 children enrolled in each group. Please note the following: -
 - *Children must turn three (3) years of age by 30th April of the year of attendance to enrol in these groups.*
 - *Due to our educator ratios children are unable to start in this program until after they have turned three years old.*
- Two 4-year-old funded kindergarten groups, Blue and Red, with 30 children enrolled in each group. Please note the following: -
 - *Children must be at least four (4) years old by 30 April of the year of attendance to be enrolled in these groups.*

RELIEF STAFF

There are those times when our regular educators are unable to attend due to illness etc. and the Committee of Management employs relieving staff on such occasions. Please note that all relieving staff are fully qualified and have had all relevant checks conducted (e.g.- Police Checks, Working with Children Check and VIT).

PROGRAMS

At Pinewood our programs and practices are guided by the National Quality Framework and Standards, which embodies the nationally approved Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).

The Early Years Learning framework has a strong emphasis on play-based learning and recognises the importance of communication and language, social and emotional development. Through implementing the EYLF and the VEYLDF in their programming, the educators are helping your child to develop:

- A strong sense of identity
- Connections with and contributions to their world
- A strong sense of wellbeing
- Confidence and involvement in their own learning
- Effective communication skills

STARTING PRESCHOOL

IMMUNISATION

The Victorian Government requires all children enrolling into an early childhood education and care service to be immunised in accordance with the National Immunisation Schedule. All children must provide an Immunisation History Certificate prior to commencing preschool; this can be obtained through Medicare.

Some medical conditions may prevent a child from being immunised and these children may be exempt from the requirement upon providing a Medical Contraindication Form signed by an appropriate medical practitioner and submitted to ACIR.

WHAT MEALS TO PACK

Please do not pack any nuts, nut products, including Nutella in your child's lunch box.

Please ensure you pack:

- A named lunchbox containing healthy snacks, mainly fresh fruit, and vegetables for morning tea as well as a healthy lunch for the day. Please make sure that there is plenty of variety and enough food in your child's lunch box to last the day, it is better to pack too much rather than too little. – *see the "Healthy Eating" section for some ideas to include in your child's lunch box*
- A reusable named drink bottle **only containing water** for your child, this will always be available to them throughout the day.
- A piece of fruit to share with all the children, platters are made up in the morning and afternoon.

WHAT TO WEAR

Please ensure:

- To dress your child in comfortable play clothes as it is not possible for children to stay clean all the time – and remember at Pinewood it's much more fun to be messy!
- If your child does get messy or wet, they may feel more secure in their own clothes rather than the spare ones held at the Preschool, so remember to pack extra pairs of spare clothing in their bag including socks and shoes; these may be required if your child has an accident or in the warmer months gets wet through water/messy play.
- Label all items of your children's clothing, including shoes with their name.
- In colder weather we encourage children to bring along a warm outside coat and beanie to enable outdoor play whenever possible.
- In rainy weather, waterproof outer clothing and gumboots are preferred so the children can play outside in the rain.
- Enclosed shoes with socks are the ideal footwear for preschool.
- To avoid your child's clothes getting marked Pinewood have a selection of T-shirts and polar fleece jumpers that are printed with the Pinewood Preschool logo, these are available in each group colour (Green, Yellow, Red, and Blue) and can be purchased at any time of the year by completing an order form, handing it to an Educator and submitting payment via Internet banking. Please note that these items are not compulsory.

SUNSMART

Pinewood Preschool is a Sun smart preschool, and the children are issued with a named hat to wear outside during periods where the UV Index is 3 or greater; these hats are kept at the preschool ensuring that your child ALWAYS has a hat to wear outside. Please apply a high SPF sunscreen to your child prior to them attending and the educators will assist them to reapply throughout the day using the sunscreen we supply at the preschool.

REGISTER OF ATTENDANCE

It is a legal requirement that children are signed in and out of each session via the Preschool attendance book, this is found in the parent's foyer at the front of your child's preschool room.

To sign your child into the session you will need to complete the first 3 columns as follows: -

- **Find** your child's name in the attendance book, look at the **number** beside it – this **number** will be the **same** every time you come.
- Write the **Arrival Time** against the number and name.
- **Signature** of parent/guardian who drops your child at the preschool.
- Write who **will collect** the child at the end of the session.

When you collect your child, please complete the remaining columns:

- **Pick up** time – please do not fill this in until you have collected your child and are leaving the building.
- **Signature** of person collecting the child - **must be over the age of 18 years.**

This makes it easy for the educators to see how many children are present at any one time and is crucial in case of an emergency evacuation, if any parents and siblings participate in the preschool session, they must also be signed into the visitor book in case of any evacuation.

ARRIVAL OF CHILDREN

The session starts at **8.30am** when the doors open and the children need to arrive **no later than 9.00am**, it is important for the safety of the children that they are escorted by their families into the preschool at the beginning of each session and that they are not left alone or unsupervised.

COLLECTION OF CHILDREN

- In case of emergency, you must ensure that you are contactable throughout the day. If we are unable to contact you, we will call your Authorised Emergency Contacts to ensure the wellbeing of your child.
- At the end of each session families are asked to remain in the parents' foyer until the preschool door is open. **Children can be picked up from 3.30pm and must be collected by no later than 3.55pm**, the doors are locked at 4.00pm.
- If you know you are going to be late, please let the educators know throughout the day so they can alleviate any fears your child may have by not being collected on time.
- Adults, other than known parents/guardians, will be required to show appropriate identification and only be able to collect children with written authority from the parent/guardian. If events change during a session, please call the preschool for over the phone authorisation.
- ***Please note for the safe delivery and collection of your child that the 'Authorised Person' must be over 18 years of age as per our policy.***

LATE COLLECTION OF CHILDREN PROCEDURES

- Children will wait with educators and families will be called 15 minutes after the session has ended, if parents are unable to be contacted the staff will contact the next authorised person as stated on the enrolment form and continue until they reach someone.
- In cases of extreme lateness, a regulatory authority may be contacted and a notification of the child's whereabouts and contact names will be placed on the main door. Please avoid this distress for your child and plan your day appropriately.
- The Committee of Management may charge a **late fee of up to \$50.00** for continual lateness.

TRANSITIONING INTO PRESCHOOL – Reduced hours

To assist in settling the children into the preschool they will be eased into the full program with reduced hours over the first few sessions at the beginning of the year and then gradually build up to the full two 7 ½ hour days, total of 15 hours per week. The times and dates for the reduced hours is found in the Information pack.

SUPPORTING ANXIOUS CHILDREN

At the beginning of the year parents may want to stay a little while with their children as saying goodbye can be as distressing for the parents as well as your children. If saying goodbye is difficult, it may be helpful to work within definite time limits such as saying to your child "I'll stay and watch you do one activity, and then I will go", or leave something of yours with your child, so your child then knows you will be coming back, e.g., a family photo etc. Choose an activity with your child and help them settle, watch briefly, and offer encouragement and then say goodbye and go without hesitation. This process can really help your child to begin to feel comfortable and secure.

CHILDREN'S WORK

Many of the experiences and activities the children participate in cannot be taken home in the form of a product, so please do not become anxious if your child has little to take home. Our emphasis is placed on the process involved in participating in an experience or activity rather than the finished product.

FAMILY INVOLVEMENT

- We have a few activities scheduled throughout the year with the aim of building a fun and social community amongst our families. Events/Activities can include welcome morning teas and a pizza/social night at the preschool.
- If you have a skill or business that can support the kinder with maintenance, products, services, or donations, they are always welcomed and appreciated.
- We encourage you to contribute to the program with your ideas and interests that are occurring within your home and community, this assists all the children with their sense of being and belonging whilst cementing their understanding of a community.
- If someone in your family has a special talent that they are willing to share with the children, we would love for you to let us know so we can include this in our program. This may be anything from sewing, cooking, painting, drawing, gardening, playing musical instruments, to speaking and or reading in your native language.

IMPORTANT THINGS TO KNOW

COMMUNICATIONS

In our efforts to reflect our sustainable living philosophy, we endeavour to use as little paper as we can throughout the year. The Seesaw App and email is our most immediate and effective form of communication between both parents and educators.

Seesaw

- The preschool uses **Seesaw** to communicate **all** information to the families, so it is very important that you download the Seesaw family App and sign up to the communication platform, if not you will miss out on critical information about your children and events.

WhatsApp

- The administration officer along with the class representatives will organise a WhatsApp group for parents to be able to communicate with each other to arrange play dates etc.

Email

- Please note your child's educator's email address for you to use at any time throughout the year. We have also supplied a handy card with your child's educators email address on it for easy reference. Please make us a safe email address so that emails go to your Inbox and don't get lost in your spam/junk folder and if your email address changes, please notify your educator ASAP.

Web Address	http://www.pinewoodpreschool.com.au
Blue Group email Address	bluegroup.pinewood.kin@kindergarten.vic.gov.au
Red Group email Address	redgroup.pinewood.kin@kindergarten.vic.gov.au
Green Group Email Address	greengroup.pinewood.kin@kindergarten.vic.gov.au
Yellow Group Email Address	yellowgroup.pinewood.kin@kindergarten.vic.gov.au

WITHDRAWING FROM THE PRESCHOOL

If you decide to leave Pinewood Preschool during the year, you must inform both the preschool and Monash council that you are leaving.

FAMILY ↔ EDUCATOR INFORMATION SHARING

Our educators are available outside of session times to discuss your child's development, both formally (via appointment) and informally. If you have concerns or want some feedback about the learning and development progress of your child, we encourage you to make an appointment via Seesaw, email, or a phone consult with your child's educator. We believe that open channels of communication are the most effective way for both the family and the educator to provide the best opportunities for your child.

PARENT INTERVIEWS

- Early in the year educators will organise a 15min interview or a survey to assist in planning activities, experiences of interest, learning outcomes and set goals alongside your family for your child.

PORTFOLIOS

- Portfolios will show some examples of their work, photos of them at play and a summative assessment of their development. These will be a keepsake of your child's preschool year for you to keep at the end of the year.

TRANSITION STATEMENTS

- At the end of the 4-year-old preschool program a School Transition Statement is completed by your educator about your child, these statements are then forwarded to the primary school that your child will attend and will assist with their transition to school.

COMPLAINTS AND COMPLIMENTS

If a situation arises where you have a concern, complaint, or a compliment, it is very important that these matters are raised and addressed promptly. In the first instance, we encourage you to make a time with your child's educator to discuss any issues and if it's unable to be resolved at this level, the following individuals should be approached:

- Nominated Supervisor of Preschool, then the
- President of Preschool

All feedback from our families is respectfully addressed with the aim of reaching a satisfactory outcome. Refer to our policy for complaints and compliments if the matter is still unable to be resolved.

PRIVACY AND CONFIDENTIALITY

- All parents/guardians are required to complete a confidential enrolment form when their child commences Preschool, providing the Preschool with information about the child and their family.
- Please ensure your current contact information is kept up to date throughout the year in case your child is hurt or ill while at the Preschool.
- Information about allergies also helps us to better care for your child.
- Any personal information given to the Preschool will be dealt with in a professional manner and be kept strictly confidential.
- As a parent / guardian, you may have the opportunity to be involved with many activities with the children throughout the year at preschool, it is important to remember that you must respect the privacy and confidentiality of other children and their families in any discussions that may take place while assisting at the preschool.

WORKING WITH CHILDREN CHECKS

- It is suggested that parents who assist us throughout the year apply for their Volunteer Working with Children Card, there is no application fee for volunteers, and it is valid for 5 years.

- If any family member, other than a parent, wants to join in with the sessions they will be required to show a current WWC card before they can attend the preschool.

NON-SMOKING OR VAPING POLICY

- In the interest and health of our children, staff, parents, guardians, and volunteers Pinewood preschool prohibits smoking or vaping by anyone inside the building or within 10 metres of the preschool ground's perimeter.

CHILDREN'S HEALTH

Your child's wellbeing is of the highest priority and children must not attend the preschool if they are unwell. If your child is suffering from any of the following symptoms, please keep your child at home and notify the preschool:

- Cough
- Sore throat
- Runny nose – clear or coloured
- Sneezing
- Headache
- Vomiting
- Diarrhoea
- Fever (37.5 degrees or higher)
- Or any other infectious disease

The preschool is not equipped or staffed to care for sick or injured children and whilst we will take every care within our means, it is the parent's responsibility to see that their child is properly attended to, consequently when your child becomes ill at the preschool or injured whilst playing; we will notify you and ask that you collect your child. This is necessary to prevent the risk of cross-infection to other children, families, and staff members.

Remember the place for a sick child is at home.

- In all serious cases the preschool will contact **AMBULANCE VICTORIA** first for emergency medical advice and treatment on behalf of your child and then contact the parent/guardian, in all such cases, payment of these accounts and invoices will be the responsibility of the parent/guardian, please ensure that your **Ambulance cover** is up to date to cover any unforeseen circumstances.
- It is our policy that parents/guardians are required to acknowledge that a form of first aid has taken place by signing an accident report and parents must also complete and sign the medication book daily if any medicine/lotion needs to be administered by the educators to your child.
- If your child has asthma and/or an allergy or intolerance, please ensure that you have a completed current Asthma Management Plan and/or Action Plan for Anaphylaxis/Allergies in conjunction with your family doctor. A current EpiPen and relevant medications, asthma medication and spacer must be supplied and kept at the preschool whilst your child is attending the centre. This plan will then be recorded and displayed at the Preschool and when necessary, implemented. This information is confidential. Any details of immunisations, anaphylaxis, allergies, or other medical conditions must be completed on your "Confidential Enrolment Form" at the commencement of the year and a copy of your child's immunisation history must also be filed at the centre.
- Familiarise yourself with the Department of Health's exclusion list of Communicable Conditions, this list shows illnesses that require your child to be isolated while contaminated.

BIRTHDAYS

Children enjoy celebrating their birthdays with their friends. If your child has allergies, please supply a selection of safe treats that will be kept at the centre so that your child can still enjoy the celebrations.

EMERGENCY PROCEDURES

Each term Emergency procedures for fire and evacuation are practiced at Pinewood. If we are evacuated the closest meeting place will be the park adjacent to the preschool building. Please see our emergency plans which are on display.

RECYCLABLE MATERIAL

Please save and collect items that can be recycled and reused by the children from your home or work throughout the whole year such as: -

- Cardboard boxes
- Shoe boxes
- Inside rolls from plastic wrap, alfoil etc.
- Ice cream containers

Please be aware that we can no longer accept any boxes or packaging that have the possibility of nut contamination or any egg cartons or cardboard toilet rolls.

HEALTHY EATING

- Pinewood Preschool promotes a healthy food philosophy and as such we encourage parents to pack healthy snacks and lunches in name labelled containers. Sweet and salty snacks should be kept to a minimum and it is important to provide enough food that the child enjoys and can manage easily.
- Water is the only drink required at the centre and needs to be in reusable bottles. No glass containers are allowed for safety reasons. Water is always available for refilling bottles.
- **No nuts of any kind, including any nuts, nut products and Nutella, lollies, sweets, chocolates or chewing gum should be brought to the preschool in your child's lunchbox. These items will be removed from the lunchbox and returned at the end of the session; this can be very upsetting for children so please do not pack them in your child's lunch box in the first instance.**
- We support 'nude food' which is simply food in your child's lunchbox without excess packaging, this reduces the amount of 'stuff' that needs to be sent to landfill and using durable, reusable containers are a great way to bring food to preschool providing long term cost savings and environmental benefits.
- Parents must advise staff in writing of any dietary requirements, restrictions, or food intolerances and/or allergies that affects their child.

Please see the list below for some healthy food ideas that you could pack for your child to bring to preschool.

SOME HEALTHY SNACK AND LUNCH IDEAS		
Fresh Fruit	Cucumber	Rice Cakes
Pikelets	Dips	Corn Thins
Sultanas	Cheese Sticks	Cherry Tomatoes
Carrot Sticks	Wholemeal Crackers	Snow Peas
Pasta	Wraps	Wholemeal Bread
Rice Dishes	Salads	Grain and seeded Bread
Noodles	Vegetables	Ham
Sushi	Cheese	Vegemite

EXCURSIONS/INCURSIONS

- Each year we endeavour to arrange excursions/incursions that are relevant and are an integral part to our programs, they enhance your child's understanding of different experiences.
- Most excursions/incursions are covered by the preschool, however, there may be other additional excursions which will need to be funded by the parents/guardians. A specific permission form will be issued for these excursions and if required, will need to be returned with any money.
- Parents who are willing to assist with supervision of children while on excursions should notify their educators, to ensure safety we aim to provide a ratio of 1:3 ratio for the 4-year-old groups and a 1:2 ratio for the 3-year-old groups on all our excursions.
- A Risk Assessment for all excursions will have been conducted prior to the excursion being approved and available at the centre to all families.

COMMUNITY WALKS

- Our program encourages children to view different aspects of our natural world and community. As a part of our program we take all the children on walks into the local community, by signing the enrolment form you are consenting to educators taking your child out of the preschool and into the local community for the period 1st February to 20th December 2024.
- A risk assessment has been prepared and is available at the preschool.
- A Seesaw notification will be sent to you whenever your group leaves the preschool letting you know where we will be going, approx how long we will be out for and a mobile number for you to contact in case of an emergency.
- During these regular outings we expect to take out 26 3-year-old children and 32 4-year-old children, the child to staff ratio will be 1:11 for all groups.

ONE-OFF VOLUNTARY CONTRIBUTION

While the program is provided free of charge, we are asking for a one-off **voluntary contribution of \$150.00 per family** to offset costs the government subsidy does not cover. The voluntary contribution will help us to continue to provide a safe, fun, and educational facility for your child and will go towards the regular repair and maintenance of children's play equipment, upkeep of yard spaces, etc.

Payments can be made into the following account.

Bank:	Bendigo Bank	Account Name	Pinewood Preschool
BSB	633-000	Account Number:	1524 14579

WE LOOK FORWARD TO A SUCCESSFUL AND HAPPY YEAR TOGETHER.