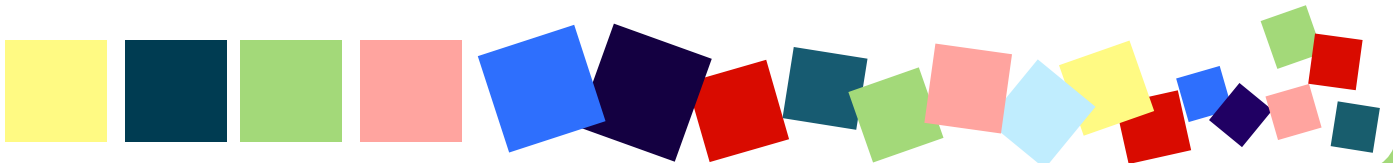


PINEWOOD

PRESCHOOL

Family Handbook



# TABLE OF CONTENTS

## PHILOSOPHY

### WELCOME

- Groups
- Educators
- Relief Staff
- The Programs and the National quality Framework
- Committee of Management
- Preschool Governance
- Relevant Legislation

### GETTING READY FOR PRESCHOOL AND THE FIRST DAYS

- Immunisation
- Orientation
- Meet and Greet
- Staggered Starts
- What to bring
- What to wear
- Register of Attendance
- Collection of Children
- Lateness
- Children's work

### FAMILY INVOLVEMENT

- Fundraising and Social Activities
- Working Bees
- Room Helpers
- Family Sharing

### OTHER IMPORTANT THINGS TO KNOW

- Open Communications
- Family/Educator Conversations
- Complaints and Grievances
- Privacy and Confidentiality
- Working With Children's Check
- Non-Smoking
- Children's Health
- Birthdays
- Emergency Procedures
- Hot Days
- Recyclable Material
- Healthy Eating
- Excursions/Incursions
- Money at the Preschool

## PINEWOOD PRESCHOOL PHILOSOPHY

Pinewood preschool is a warm, welcoming and inclusive environment where all children, parents and educators are valued, respected, informed and involved. We pride ourselves on our firm roots based within our ever changing multicultural community.

We acknowledge that each child's family knows their child best and educators work in partnership with families to ensure that each and every child reaches their full potential. The connections and partnerships we build and instil within our preschool community are forever lasting.

Children learn as they play and are encouraged to value their unique interests and abilities, in response educators are passionate and committed as we believe children are capable and confident learners, who have the right to make decisions, learn new skills and take risks in order to construct their own identities and understandings of the world.

Pinewood Preschool values the connections to our natural world and embeds a holistic approach to sustainability. Through this practice our children learn to contribute to the health of their local environment and the planet now and into the future.

We would like to show our respect and thank the Wurundjeri People for the land on which we learn and play.

## WELCOME TO PINewood

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

### GROUPS

There is one 3 Year Old Activity Group (Green); the number of enrolments for the 3YO activity group is a maximum of 25 Children.

**NB:** Children are not able to attend this program until after they have turned three (3) years of age by 30th April of the year of attendance and fees must be paid in full (or in line with the schedule of instalments) to secure a position at Pinewood Preschool.

There are two 4 Year Old funded kindergarten Groups (Blue and Red), the number of enrolments for each 4YO funded kindergarten group is a maximum of 30 Children.

**NB:** Children must be at least four years old by 30 April to be eligible to attend either four year old kindergarten programs.

### EDUCATORS

Name	Position	Qualification/s
Debbie Brereton	Director, 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
Gayle Dever	Lead Educator Activity Group	Certificate 111 Children's Services Diploma Children's Services
Jeannine Barber	Co-Educator	Diploma Children's Services
Keshia Wilson	Co-Educator	Diploma Children's Services

### RELIEF STAFF

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

## **THE PROGRAMS AND THE NATIONAL QUALITY FRAMEWORK**

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

The framework has a strong emphasis on play-based learning, and recognises the importance of communication and language and social and emotional development. Through implementing the EYLF 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

## **COMMITTEE OF MANAGEMENT**

The Committee of Management is made up of members of the association (i.e. parents or other interested community members) and is elected during the AGM, which is held in November each year. The Committee of Management is responsible for the smooth running of the Preschool, meeting all the legal requirements and regulations as necessary, issuing annual reports and fundraising.

Without the dedication and hard work of those volunteering to each of the positions, the Preschool would not operate. Whilst participation can be demanding at times, the rewards are great. Active participation by the Committee leaves the Educators free to concentrate on the children we entrust to their care.

## **PRESCHOOL GOVERNANCE**

A copy of the Preschool's Operational Guidelines, Preschool Constitution, and the Education and Care Services National Law and Regulations can be found in the parent's room.

Any parent/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**

Associations Incorporations Reform Act 2012

Australian Charities and Not-for-profits Commissions Act 2012

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Working With Children Act 2005

## GETTING READY FOR PRESCHOOL AND THE FIRST DAYS

### 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.

### ORIENTATION

An orientation day is organised in late November/early December, prior to each year of attendance, enabling the children to meet their classmates and Educators. During the orientation sessions parents are required to remain on the premises. To assist new families to the Preschool a few current parents will be available to answer any questions that you may have.

### MEET AND GREET

This night is for the parents/guardians only of enrolled children and has been organised as a way for all the parents and educators to meet in a relaxed and informal setting. You will spend the evening creating a portfolio front cover for your child as well as looking around the centre to familiarise with some of the routines and what to expect for your child and yourselves in the coming year. It is also a great time for the educators to find out about the unique qualities of your family.

On the night we will be asking the parents to create a personalised front page for their child's individual portfolio/memory book using resources available in the centre and photos and memorabilia from home; after you have created a lasting memory for your child it is placed in the front pocket of their folders which is then used throughout the year collecting work and observations of your child enabling us to plan for their continual learning.

This social event is very informal and assists in building relationships between families and the preschool centre, it also helps the child realise they belong to a family and the community and enhances their sense of belonging; engaging life and knowing who they are.

### STAGGERED STARTS

To assist in settling in at the Preschool the Children will be eased into the full program with reduced hours over the first few sessions of the Preschool year gradually building up to the full 5 ½ hour session (3YO's) or two 7 ½ hour days, total of 15 hours per week (4YO's). The full timetable for the reduced hours will be given to you on Orientation Day.

At the beginning of the year parents may want to stay a while with their children. 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.

On arrival choose an activity with your child and help them settle, watch briefly and offer encouragement. Then say goodbye and go without hesitation. This process can really help your child to feel comfortable and secure.

## WHAT TO BRING

Please ensure you pack:

- At least one complete set of clothes for your child in case of accidents or messy playtime.
- During the cooler months an outdoor/over jacket and beanie is essential as we will still play outside during winter and this will ensure children are kept warm.
- A small cushion for rest time.
- A lunchbox containing healthy snacks for morning tea as well as lunch for the day. Please include a reusable drink bottle containing water for your child which will be available at all times throughout the day. (As it is a long day at preschool 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 ideas...*)
- **Additionally**, as both 4 yr old groups have a shared platter of fruits, vegetables and savoury crackers for afternoon tea all 4YO group families are asked to supply one item from the list below.

A whole piece of fruit	Carrots
Bunch of grapes	Dried Fruits e.g. sultana
Pretzels	Cucumber
Cherry tomatoes	Snow peas or sugar snap peas
Dry biscuits such as premium crackers, rice crackers or rice cakes	

- Family photo for photo tree – *see Family Sharing section*

## WHAT TO WEAR AT PRESCHOOL

Please ensure all items of your children's clothing, including shoes are labelled with their name. Please also 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!

To avoid your child's clothes getting marked Pinewood have a selection of T-shirts, windcheaters and polar fleece jumpers that are printed with the Pinewood Preschool logo, these are available in each group colour (Green, Red and Blue). These items can be purchased at any time of the year by completing an order form and handing to the committee secretary. Please note that although the t-shirts and jumpers are not compulsory, the children enjoy identifying with their groups.

Please note that if your child does get messy they may feel more secure in their own clothes other than the spare ones held at the Preschool and will not use them when necessary, so remember to pack extra pairs of spare clothes in their bag. These may be required if your child has an accident or in the warmer months gets wet through water play.

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 high SPF sunscreen to your child prior to them attending Preschool and the educators will assist them to reapply as per the sun screen policy.

In Terms 2 and 3 we encourage children to bring along warm outside jackets and warm hats to enable outdoor play whenever possible. If parents wish their child can bring gumboots that can be worn outside but generally enclosed shoes with socks are the ideal footwear apparel.

## REGISTER OF ATTENDANCE

It is a legal requirement that children are signed in and out of the Preschool attendance book each session. The attendance book is located in the parent's room.

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

- ✓ Arrival Time
- ✓ Signature of parent/guardian
- ✓ Who will collect the child

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

- ✓ Pick up time
- ✓ Signature

(Please do not sign out before you collect your child)

This makes it easy for the Educators to see at a glance how many children are present at any one time. This information is crucial in case of an emergency evacuation. Parents and siblings participating in the Preschool sessions must also be signed in the book in case of an evacuation.

## COLLECTION OF CHILDREN

At the end of the session families are asked to remain in the Parent's Room until an Educator opens the Preschool door.

- The Activity group children are to remain seated on the floor until their Educator says their name, indicating that the appropriate parent/adult has arrived to collect them.
- The 4year old groups have a flexible pick up time from 3.45pm until 4.15pm when the session ends.

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 the course of a session please call the preschool for over the phone authorisation.

**Please note that for the safe delivery and collection of your child that the  
Authorised Person must be over 18 years of age as per our policy.**

Children must not be left alone or unsupervised in the parents' room and it is important for the safety of the children that each child is escorted into the foyer of the Preschool at the beginning of each session. Please also be aware that when leaving the preschool that you only open the foyer door for you and your child and that you do not let another child leave without supervision from the person collecting them.

We appreciate prompt collection of your children after the session has finished. If you are going to be late, please let the staff know throughout the day so they can alleviate any fears your child may have by not being collected on time.

## LATENESS

Children will initially stay with the staff up to 15 minutes after the session. The staff will then contact the authorised person to collect the child (as nominated on the child's record). An authority may be contacted in cases of extreme lateness and 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 fee of up to \$50.00 for continual lateness as deemed appropriate.



## CHILDREN'S WORK

There is a named shelf provided for your child's art work and notices please collect the finished masterpieces at the end of each session from there.

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 activity rather than the finished product.

## FAMILY INVOLVEMENT

### FUNDRAISING AND SOCIAL ACTIVITIES

Fundraising is an important aspect of Pinewood Preschool as it enables us to purchase and upgrade equipment and provide experiences for our children that we would not be able to on Government funding alone. The Government Grant and the fees paid by parents cover only the basic necessities for the Preschool, i.e. wages, utilities, cleaning and everyday consumables, paper, glue, paint etc.

We have a few activities scheduled throughout the year. The aim of these is to raise funds for the preschool but to also build a fun and social community amongst our families. Events/Activities can include our Trivia night, the Bunnings Sausage sizzle, welcome morning teas and a pizza/social night at the preschool. **Each family is expected to volunteer with the Bunnings BBQ and participate in other Social activities throughout the year.**

If you have a skill or business that can support the kinder with maintenance, products, services or donations, they are always welcomed and appreciated, whether they are used directly by the Preschool or auctioned at our annual Trivia Night. Monies gained through fundraising over the past years, have allowed the Preschool to purchase a shade sail for our yard, water tank, air conditioning, extend the bike track, upgrade our playground equipment, upgrade the shaded structure over our sandpit, install a dry creek bed and bridge, install artificial turf, purchase new books and toys, computers, cameras and many other items, all of which enhance your child's Preschool experience.

### WORKING BEES

Pinewood Preschool is very proud of the great learning environment we have created. To ensure that the facilities are well maintained and minimise the cost of maintenance to the kinder a working bee is held each term. They are held either on a Saturday or Sunday morning and usually run for about two hours. As well as helping out the kinder, working bees are great ways to meet other families and the children love showing you around and enjoy helping at kinder on the weekends. **Each Family is expected to participate in at least one working Bee per year of attendance.**

### ROOM HELPERS

In years gone by this has been labelled "parent duty". This is not really a duty and both you and your child will share an enjoyable, exciting and valued experience together. Your children will love to show you the things they can do at preschool and your involvement can provide the teachers with more time for meaningful interactions with the children at play time and will also facilitate in the smooth running of the program. The educators will appreciate ANY help you can offer, especially when children are preparing for special occasions i.e. Mother's Day and Father's Day.

At the end of each term a roster is placed in the foyer for parents to complete by filling in the times they are able to attend during their child's Preschool sessions. We realise that while many parents work and find it difficult to attend their child's session please remember that grandparents, uncles, aunts, cousins or close family friends are more than welcome. Younger siblings can benefit and enjoy the experience of coming with you when you come to help during session times. Please remember, however, that they are your responsibility to supervise at ALL times, e.g. if you are inside then they must be with you and not outside with the staff.

**Any amount of time you can spare is extremely appreciated.**

***Whist assisting in the sessions we ask that you:-***

Sign yourself and any children in and out of the attendance book, this is a legal requirement

- ✓ Spend time enjoying activities with the children
- ✓ Write the children's names on all their art work
- ✓ Read a book or help with a puzzle

Assist in the preparation for snack and or lunchtime by:-

- ✓ Helping to pack up activities
- ✓ Wiping down tables
- ✓ Bring in the trolley from the parents room
- ✓ Setting up the scrap bowls on the tables
- ✓ Cutting fruit for afternoon tea

After snack and or lunch: -

- ✓ Wipe down tables removing scrap bowls (you will be advised on the use of colour coded sponges and cleaning products that may be used.)
- ✓ Sweep the floor
- ✓ Wash dry and put away scrap bowls and any washing up in the kitchen
- ✓ You may be asked to assist with a specific activity/experience that has been arranged for the session
- ✓ At the end of the day wash the brushes that have been used during the session
- ✓ Assist in stacking chairs at the end of the day

All families will be asked to assist the centre with washing the art smocks, towels and dress up clothing throughout the year; this is done by a roster and is usually twice a term. We ask that you launder the items and return them at your child's next session time.

Helpers are an important part of our preschool community as it shows the connectedness with and different ways of belonging to people, cultures and communities; helping your children to learn ways of being, reflecting the values, traditions and practices of their families and communities. (VEYLF Outcome 2, Children and connected with and contribute to their world.)

Most importantly HAVE FUN!

## **FAMILY SHARING**

We love to learn a bit about YOUR story... Please provide a recent family photo so we can place it on our family tree! These photos will represent our Pinewood community and provide your children with a sense of connectedness between the centre and their homes.

Also feel free 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 or playing musical instruments, to speaking and reading to the children in another language.

## OTHER IMPORTANT THINGS TO KNOW

### OPEN COMMUNICATIONS

#### Website and Email

Our website is designed to keep current families up to date with the goings on at the preschool, upcoming events and activities as well as being a showcase for all the wonderful things that take place at our preschool.

In our efforts to reflect our sustainable living philosophy, we endeavour to use as little paper as we can throughout the year. Email is our most immediate and effective form of communication between both parents and educators, so it is very important that you provide us with your current email address to ensure you receive all the electronic notices that are issued throughout the terms, please note that you can email your child's educator at any time.

<b>Web Address</b>	<a href="http://www.pinewoodpreschool.com.au">http://www.pinewoodpreschool.com.au</a>
<b>Blue Group email Address</b>	<a href="mailto:bluegroup.pinewood.kin@kindergarten.vic.gov.au">bluegroup.pinewood.kin@kindergarten.vic.gov.au</a>
<b>Red Group email Address</b>	<a href="mailto:redgroup.pinewood.kin@kindergarten.vic.gov.au">redgroup.pinewood.kin@kindergarten.vic.gov.au</a>
<b>Green Group Email Address</b>	<a href="mailto:greengroup.pinewood.kin@kindergarten.vic.gov.au">greengroup.pinewood.kin@kindergarten.vic.gov.au</a>

#### Newsletters

Newsletters are produced throughout the year and are a summary of what the children have been doing throughout the terms and an outline of what to expect in the next term. The newsletter is made available for all families in your art slots.

#### Facebook

While we do not have our own Facebook profile, we understand that members of our community are keen e-socialites. Accordingly, we ask that if you post anything in relation to the preschool, that you respect the following guidelines:

- Respect the rights and confidentiality of others;
- You may post film or photographs of your own personal child/ren that do not contain any other members of the community at your discretion;
- Surnames are not to be acknowledged at any time;
- Do not impersonate or falsely represent another person;
- Do not bully, intimidate, abuse, harass or threaten others;
- Do not make defamatory comments;

#### Notices

It is also important to read notices posted on the notice boards in the parent's room to keep up to date with information about the programs, social activities, fundraising and working bees and what's happening within the community for example local schools transition programs.

Generally all relevant notices will also be placed in your child's art pocket along with their art.

## WITHDRAWING FROM THE PRESCHOOL

If you decide to leave Pinewood Preschool during the year, you must give the staff and the Enrolment Officer four weeks' notice in writing, please complete a Pinewood Preschool **Exit Form**. Pro rata fees will be refunded only if your child is replaced and please note that there are no replacements made in term four.

## FAMILY/EDUCATOR CONVERSATIONS

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 learning and development progress, we encourage you to make an appointment with your child's educator. Such open channels of communication are the most effective way for both the family and the educator to provide the best opportunities for your child.

At the end of each term, your child will bring home their portfolio showing some examples of work along with photos of them at play. (Mid-year for 3 Year Old Group.) This is an opportunity for families to see what their child has been doing and to provide feedback to the educator.

At all Preschools, including Pinewood Preschool the Government Regulations have introduced a Transition Statement which is completed for each child at the end of the 4 Year Old preschool program, these statements will assist with the transition of your child into their primary school. The statement is completed by your child's educator and sent home for the parents to read and comment on, the form is then forwarded to the primary school.

## COMPLAINTS AND GRIEVANCES

Sometimes a situation may arise where you have a concern or a complaint. In such instances it is very important that these matters are raised and addressed promptly through our preferred communication channels. All feedback from our families is respectfully addressed with the aim of reaching a satisfactory resolve for all.

In the first instance, we encourage you to make a time with your child's educator. If the issue cannot be resolved at this level, then the following individuals should be approached:

- ✓ Nominated Supervisor of Preschool
- ✓ President of Preschool

If the matter is still not resolved, please refer to the policy for complaints and grievances.

## 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.

***If any of the information changes throughout the year, please advise the Preschool immediately.***

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.

In accordance with Pinewood Preschool's privacy policy the parent/guardian will be required to complete a consent form giving permission to display the parents' name in the preschool where

necessary and for displaying children's photographs at the Preschool. 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 will have the opportunity to be involved with many activities and children throughout the year at preschool and 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 strongly suggested that all parents/guardians that 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. To apply for the WWC Check you need to complete a WWC Check Application Form online. Then submit your application, along with identification and a passport photo at a participating Australia Post office. Instructions for completing the application are on the [Apply for a check](#) page on the Working with Children Check website.

## **NON-SMOKING POLICY**

In the interest and health of our children, staff, parents, guardians and volunteers Pinewood Preschool prohibits smoking 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. Please notify the Preschool if your child is sick and will not be attending the session. If your child is suffering from any of the following symptoms, please keep your child at home and notify the Preschool:

- ✓ Vomiting
- ✓ Diarrhoea
- ✓ Fever (38 degrees or higher overnight prior to session)
- ✓ 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 first contact [AMBULANCE VICTORIA](#) 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 so please ensure that your [Ambulance Cover](#) is up to date and that the membership number on your child's Confidential Enrolment Form.

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. 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 Epi Pen 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.

The 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.

**Please 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.**

**This list is displayed in the parent foyer for your convenience.**

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with their friends so a simple birthday cake or cupcakes that do not contain any nuts is acceptable to share. Parents and friends are welcome celebrate along with their child. If you wish to be on duty on your child's birthday, please request it on the roster or swap with another parent.

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. If you wish to give party bags or treats to the children, please ensure that the contents are safe and age appropriate for the children, these items will be handed out as the children leave their session.

## **EMERGENCY PROCEDURES**

Emergency procedures for fire and evacuation are practiced at Pinewood. If we are evacuated the closest meeting place will be the football oval adjacent to the preschool building. Please see our emergency plans which are displayed in the parent's room.

## **HOT DAYS**

There is no policy regarding the Preschool being closed on very hot days. The decision to keep a child at home is left to the discretion of the parents. All attempts are made to keep the children cool by using the air-conditioning and misting the children with cool water when they are outside.

## **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
- Tissue 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 remembering that 4 year old Preschool has morning tea, lunch and then a shared fruit platter for afternoon tea.

The Three year old Activity Group children have morning tea and lunch.

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 available for refilling bottles at all times.

No lollies, sweets, chocolate or chewing gum are allowed to be brought to the Preschool unless for a special occasion, i.e. a child's birthday. These items will be removed from the child's 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.

Where a child has dietary requirements parents must advise staff in writing of any restrictions or food intolerances and/or allergies their child may have. This is very important as the children will often experience special days throughout the year such as birthdays where cakes etc. are shared or on the Preschool's "Cooking Days" where they may make biscuits, pizzas etc.

***No nut or nut products are to be brought into the Preschool at any time such as peanut butter, Nutella, etc. due to life threatening allergic reactions. These items will be removed from the Child's lunchboxes and returned at the end of the session.***

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

Please try and limit the amount of pre-packaged foods in your child's lunch box as we support 'Nude food'. Nude food is simply food without excess packaging. This reduces the amount of 'stuff' that needs to go in bins to be sent to landfill. Durable, reusable containers are a great way to bring food to preschool providing long term cost savings and environmental benefits.

## **EXCURSIONS/INCURSIONS**

Each year we endeavour to arrange excursions/incursions that are relevant to each of our programs. These excursions/incursions are an integral part of the program that enhances your child's understanding of experiences.

Most excursions/incursions are covered in the term fees and Pinewood Preschool has a policy that, providing funds permit, at least one excursion/incursion per year for each group will be funded by the Preschool; however there may be from time to time other additional smaller excursions/incursions which will need to be funded by the parents/guardians.

We are not permitted to take children off premises without the written consent of parents. The consent form supplied by the Preschool is the only form of consent that we are able to accept. Please return these consent forms with any money, if required, promptly when the occasion arises.

Parents who are willing to assist with supervision of children while they are on excursions should notify the class teachers. To ensure safety we aim to provide a ratio of 1 parent to 3 children for the 4 year old groups and a 1:1 ratio for the 3 year old group on all of 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.

## **MONEY AT THE PRESCHOOL**

The fee collector will collect fees in three payments throughout the year. Payments can be made by cheque, Internet Banking or Direct Deposit at the Bendigo Bank located at Pinewood.

Any fundraising or payments for other activities will also be managed in the same fashion.

The banking details for Electronic Payments are as follows:

Bank:	Bendigo Bank
BSB	633-000
Account Number:	1200 58599
Account Name:	Pinewood Preschool

If you chose the electronic payment option, please hand or email a copy of the receipt of the transaction to the Fee Collector / Event Officer to confirm payment. The fee collector and event officer will advise you of their email address at the commencement of the new preschool year.

Cheques must be written out to Pinewood Preschool and placed in a labelled envelope including the details of the payment. (I.e. Child's name, child's group, the amount and what the payment is for). Please hand all cheques and copies of EFT transactions to the fee collector, event officer or Educator.

**WE LOOK FORWARD TO A SUCCESSFUL AND HAPPY YEAR TOGETHER.**