

**HAWKESBURY COMMUNITY
OUTREACH SERVICES INC.
MOBILE PRESCHOOLS**

2016 PARENT INFORMATION PACK

Please keep for reference

**BLAXLANDS RIDGE - MONDAY, TUESDAY & WEDNESDAY
BILPIN - THURSDAY & FRIDAY**

Phone: Bilpin & Blaxlands Ridge 0429 707 858

**HOURS OF OPERATION: 9 am to 3 pm (FULL DAY)
9 am to 12 pm (HALF DAY)**

"PLAY TOGETHER-LEARN TOGETHER"

**Our Educational Curriculum is based on the
Australian Early Years Learning Framework.**



A PROJECT OF:

**HAWKESBURY COMMUNITY OUTREACH
SERVICES INC.**

OUR PRESCHOOL PHILOSOPHY

As a community organisation, we believe in forming partnerships with our families in order to provide each child a safe, supportive and stimulating environment that allows them to develop to their full potential and prepare them not only for school but a life time of learning.

We value the importance of each family situation and will accept and provide support for every family and be a link in the local community.

Through play, we aim to focus on each child's developmental needs and interests in our curriculum.

We believe in building children's self esteem as a necessary tool for each child to grow into happy, healthy, independent, socially well adjusted adults.

Each day we will provide opportunities which allow children to explore and experiment; to strengthen skills in problem solving; to be honest & consider others; to appreciate our environment; to make choices with their behaviour; develop independence and engage in numeracy and literacy activities.

Our program operates within a relaxed, flexible environment.

2016 SCHOOL TERMS

TERM 1 2016:	Thursday 28th January to Friday 8th April
TERM 2 2016:	Wednesday 27th April to Friday 1st July
TERM 3 2016:	Tuesday 19th July to Friday 23rd September
TERM 4 2016:	Monday 10th October to Friday 16th December

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**HAWKESBURY COMMUNITY OUTREACH SERVICES INC.
MOBILE PRESCHOOL
P.O. BOX 220, KURRAJONG 2758**

Preschool Director's Mobile: 0429 707 858 (Monday to Friday)

Head Office Phone: 4573 1166 Head Office Fax: 4573 1088

ABOUT OUR ORGANISATION

Hawkesbury Community Outreach is a community managed, non-profit organisation providing childcare and community services to the remote and isolated regions of the Hawkesbury Local Government Area. Our income is derived from fees charged to parents and subsidies from Human Services - NSW Community Services (formerly DoCS). As well as three mobile Preschools, we provide Youth Services, Family Support, Vacation Care and Before & After School Care for school-aged children, for parents, Mobile Minds childcare for non-profit groups, excursions and activities for over 50s, Community Development and Playgroup support.

We encourage parents and carers to become involved in their community be either joining our volunteer management committee or subcommittees, taking part in our fundraising ventures or volunteering to help at Preschool by providing occasional administrative assistance or helping the Preschool staff run programmes for the children (excellent hands-on experience if you are considering childcare as a career path).

We are an incorporated non-profit organisation, therefore clients who pay for and use our services are automatically members of our Association and entitled to vote at our Annual General Meeting, usually held in November or December each year.

As a community organisation, we aim to keep our fees and charges as low as possible to keep our services affordable to the community members we are privileged to serve. From time to time, however, we are compelled to increase fees to maintain our service budgets. Client co-operation in prompt payment of fees assists us to maintain affordable fee levels.

ABOUT OUR PRESCHOOLS

Our Preschools are licensed by NSW Community Services. Every three years, Community Services officers carry out inspections of our venues and staff practices to ensure that we adhere strictly to their regulations and criteria. The Preschools follow NSW School Term start and finish dates (except Term 1 - see start date Page 1) and are currently licensed to operate at Blaxlands Ridge from 9 am until 3 pm (Monday, Tuesday and Wednesday) and Bilpin from 9 am until 3 pm (Thurs and Friday). **WE WILL BE OPEN ON PUPIL FREE DAYS, EXCEPT IN TERM 1.**

To be accepted at Preschool, children must be at least 3 years of age and preferably toilet trained.

The curriculum is based on the Early Years Learning Framework.

DAILY ROUTINE

The daily routine may be changed depending on the weather and our sun safety policy.

Times are a guide only as we are flexible depending on the children's needs & interests.

9 am:	Children arrive and settle in. Free play - every day we have painting (easel printing, etc.), construction toys, puzzles, playdough or clay, home corner and outside play activities to foster turn-taking, decision making, encourage socialisation and imagination.
10 .00 – 10:30 am	Morning Tea (little lunch). Children share the fruit we have cut up and have their own drink, biscuits, etc. Staff assist children with social and self-help skills and encourage a healthy diet by example and discussion.
10.30 am:	Gross Motor activities - Ball games, tumbling on mats, balancing on a beam, music & movement, etc. As well as exercising, children are developing skills in working as a team, socialising, taking turns and anti-bullying.
11.15am	Craft time - pasting, cutting, colouring in, box collage, etc. These activities develop fine motor skills (getting fingers ready for writing and cutting-out), eye-hand co-ordination, memory, turn-taking, problem solving, etc.
12:00	Group time - children gather in a group for stories, finger plays, circle games, puppets, colour and shape games, music, etc. The children are encouraged not only to act as part of the group but also to assert themselves as individuals. They learn how to sit quietly and listen when needed and are developing their concentration, turn-taking and socialising skills.
12:30 pm:	Lunch time (big lunch)
1 pm:	Children's rest or quiet time. Part of our Literacy Development program is to encourage children to engage in reading activities. They can sit and read, listen to tape stories or music. Older children participate in pre-writing and transition to school activities available.
2:30 pm	News
3 pm:	Home time / Centre is Closed

FOR PRESCHOOL, YOUR CHILD WILL NEED:

- ◆ A hat with a brim or legionnaire style to wear all year round
- ◆ A drink (preferably water) and a healthy lunch
- ◆ A piece of fruit for the morning tea and lunch shared fruit bowl
- ◆ A material drawstring library bag
- ◆ A change of clothing
- ◆ A sheet for quiet rest time

Please name all your child's belongings. We ask each family to donate a packet of flour or bottle of oil or packet of salt or paper towel rolls each year.

FOR YOUR CHILD'S FIRST DAY, YOU WILL NEED:

- ◆ Two weeks' fees in advance
- ◆ A copy of your child's Birth Certificate & sight the original
- ◆ A copy of the immunisation record from Medicare Health

PRESCHOOL STAFF

Our Director, a qualified Early Childhood teacher, is the Authorised Supervisor for the service, and is responsible for the overall running of the Preschools.

Staff consists of Early Childhood Teachers, and several experienced assistants.

Staff attend in-service training on a regular basis and have experience in working with children with special needs.

All staff have completed a "Working with Children" check and have a current First Aid Qualification

ENROLMENT

For an enrolment to be accepted, and before your child starts Preschool, parents must:

- **Complete and sign the Enrolment and Permission Forms**
- **Provide the original to be sighted plus a copy of the child's Birth Certificate & Immunisation register**
- **Pay the first fortnight's fees in advance** (an insurance requirement).

MULTICULTURAL/ANTI BIAS CURRICULUM

We actively support non gender-specific and multicultural activities. During the year, children will participate in special days, which will focus on activities such as national dress or food, social customs, etc.

PARENT INFORMATION / COMMUNICATION

Each child has his or her own named pocket, in which notes, accounts & fee receipts and information from Preschool staff are placed.

ARRIVAL & DEPARTURE AT PRESCHOOL

On arrival, children must be entered on the day's attendance sheet, with any alternative pick up arrangements noted under "Comments". The Enrolment Form enables you to give names and contact details of relatives or friends who have your permission to collect your child. If a different person altogether will be collecting your child, please inform staff in writing or we will not allow your child to be released into their care. The welfare and safety of your child is our primary concern. If staff do not know the person collecting your child, they will be asked for identification. Please accompany your child into Preschool and make sure a staff member is aware of his/her arrival before leaving. Do not leave your other children unattended in the car; siblings are welcome to arrive at Preschool with you, but please supervise them at all times and do not allow them to interfere with another child's artwork/activities or the equipment.

Please strictly observe our opening and closing hours at each centre. Our staff have duties that cannot commence until all children have left the centre. We understand that circumstances can arise that make it impossible for you to pick up your child from Preschool on time. If you cannot arrange for a relative or friend to collect your child, please inform staff by phone. **Non-notification can result in anxiety for staff and**

children concerned. If late pick-up occurs on more than three occasions in any one Term, a fee of \$5 for each the first minute and \$2 for every minute thereafter.

HAT AND SUNSCREEN POLICY

In line with the Cancer Council's recommendations, our policy is "No hat – no outside play". Please ensure your child brings a hat in all seasons. Sunscreen must either be applied at home before attending Preschool or be applied by Preschool staff. The Permission Form allows you to state your preference. If applied at home, please indicate on the Daily Attendance Sheet when signing in.

YOUR CHILD'S CLOTHING AND BELONGINGS

Please ensure you send along a complete set of spare clothing suitable for the season. Clothing should be loose and comfortable and cover the shoulders. Clearly label all your child's possessions and clothing. For safety reasons, please send your children in sturdy footwear suitable for play (**no thongs or slip-on shoes**). We prefer that gumboots are worn in wet weather only. To foster independence, please avoid braces, belts and overalls which children may find difficult to manage. Money and jewellery (other than pierced earrings) should not be sent to Preschool. We ask that, except for special occasions when they are asked to bring one, toys and other personal possessions should not be brought to Preschool, as they may get lost or broken.

HEALTH

The Director reserves the right to:

- ◆ Seek medical advice and/or attention if considered necessary.
- ◆ Send home any child who, in the opinion of the Director, has an infectious or contagious illness or is not well enough to attend.

Parents are requested to:

- ◆ Have their child immunised.
- ◆ Notify the Director if their child has an infectious or contagious illness and observe the required period of isolation and exclusion from Preschool.

(See "**Exclusion Periods**" – pages 10 to 11)

Although immunisation is not compulsory, we highly recommend that children attending Preschool have all age appropriate immunisations as per Health Department schedule. In the event of the outbreak of a vaccine preventable disease in Preschool, it is Health Department policy that they be informed and that children who are not immunised do not attend for the duration of the outbreak.

If in the opinion of the staff a child is unwell, the Director or Authorised Supervisor will request that the child's parent/s collect him/her. If there is difference of opinion between a parent and staff member as to whether a child is showing symptoms of illness, we will ask you to provide a letter from your doctor stating that your child is fit to return and can take part in normal activities.

If urgent medical or hospital attention is required, it will be sought without delay.

MEDICATION

Prescribed medication must have the original chemist's label with the name of the child for whom it is prescribed, the name of the doctor, the dosage details and expiry date. A letter must accompany **non-prescribed** medications from the child's doctor indicating the reason for the medication, the date, time & dosage required. All Medications must be given to a trained staff member and a medication authority form completed.

No prescribed or over the counter medication is to be left in a child's bag.

When a child is prescribed antibiotics they must be kept at home for the first 24 hours after the first dose (Department of Health NSW).

If your child is sick they should not be at preschool.

YOUR CHILD'S FIRST DAY

It is recommended that the first day at Preschool is a half day (9 am until 12pm) to allow a child to settle into the routine and get to know us.

KEEP US INFORMED

If your work or home contact details change or you change doctor, please let us know immediately so that we can update our records. ***It is critical that the information we have is correct, in case of an emergency.***

MANDATORY REPORTING REQUIREMENTS

Community Services require our staff to report any suspected child abuse or neglect, or any concern about the safety and welfare of a child.

FEES - All fees are processed at Head Office at Kurrajong 4573 1166

Fees for 2016 are: Full Day Permanent (9 am to 3 pm) \$36, Full Day Casual rate \$40, Half Days \$27 (9 am to 12 pm), Subsidy Rate \$28 (see SUBSIDIES for eligibility for discounts.)

Our Preschools operate for Full Days (9 am until 3 pm). New children are allowed up to four Half Days at any of our Preschools during their settling-in period. After this, Full Day fees must be paid, even if the child continues to attend half days for a longer period. There is no discount for more than one child of the same family.

Our administration fee is added to your account at a cost of \$20 per child, per year or part thereof (up to \$40 per family) to help with the cost of processing fees, this also includes membership to HCOS.

On a few occasions during the year, special events such as Wildlife shows and excursions may be arranged. Parents will be informed of any additional costs involved.

Christmas Party/Concert Day: is a normal day. Children are welcome to attend between 9 am and 3 pm. Days may not be swapped to attend. If you do not wish your child to attend for a full paid day, you are welcome to bring them for the Party and Concert.

Fees are payable strictly two weeks in advance, with the first fortnight's payment accompanying the child's Enrolment Form. We regret that we cannot allow a child to start Preschool without receiving both the completed Enrolment and Permission Forms and fees payment, due to insurance coverage requirements. If you wish to pay a lump sum amount this needs to be paid in advance.

Late payment of fees which results in a reminder notice from our office will attract an administration fee of \$5 per notice. If parents are consistently late with fees or fall behind by more than one month and there is no attempt to catch up, a Letter of Demand will be sent by the Management Committee, stating that if full payment of fees is not received within 14 days the debt will be placed in the hands of a debt collection agency for collection. If you experience difficulties in making payments, arrangements can be made to catch up over a limited period of time. Please contact the office as a matter of urgency if this occurs.

Absences due to illness and holidays of up to two weeks are payable in full. Longer absences are payable in full for the first four weeks and then half payments for ensuing weeks. This ensures your child's place will be kept until their return. ***We often have a waiting list, therefore no position can be held without payment of fees.***

Payment of Fees: A fee tin, Fee Register and pre-printed payment envelopes, colour coded for each centre, are provided for parents. If your child attends more than one centre, please pay in separate colour coded envelopes, to assist the Fees Officer when processing payments. Please use separate envelopes for payments for excursions, raffle tickets, etc. and clearly mark what the payment is for.

BSB details:

Name: Hawkesbury Community Outreach Services Inc
BSB: 633-108
Account Number: 122426083
Reference: Use your child's name

The Fee Register is provided to enable us to keep track of the number of envelopes deposited and as a record of probable fees lost in the event of a burglary. It is also a means for parents to check when they last paid. **Please note that an entry made into the book does not constitute a receipt.** The Fees Officer will issue a statement separately once envelope contents are checked and the statement will be emailed.. Please check the pocket regularly for other information.

All Fees enquiries must be made with the Fees Officer (Angela on 4573 1166 (Mondays, Tuesdays and Fridays only), as Preschool staff do not have direct access to your account information and cannot help with any queries.

Notice of Withdrawal must be received in writing at least two weeks prior to the intended date of withdrawal otherwise two weeks fees will be charged in lieu.

Fees will not be charged for: Public Holidays or unavoidable closures (eg power cuts).

Dishonoured cheques: Bank fees will be charged to the parents' account. If cheques have been dishonoured more than once in any calendar year, further payments must be in cash or by Bank Cheque or Money Order.

CASUAL ATTENDANCE

Children may attend on a casual basis if numbers allow, but must complete and sign an Enrolment Form for insurance coverage. Please see Fee section for casual rates

PRESCHOOL SUBSIDIES

Community Services subsidies are available for:

- Children of Aboriginal or Torres Strait Islander descent, and
- Children from Low Income families that have government Health Care Concessions.

The subsidy for the 2016 financial year is \$8 per day.

An **Application Form** can be obtained from Preschool Staff.

COMMONWEALTH GOVERNMENT CHILDCARE BENEFITS

Childcare Assistance (for APPROVED CARE services): Some Preschools are funded by the federal government. Parents of children attending federally funded organisations may claim "Childcare Assistance" through these organisations. HCOS Preschool is not one of these, although our Before & After School Care and Vacation Care programmes are eligible for childcare assistance. ***Please note that the listing for HCOS on Centrelink's computer is for these particular services, not Preschool.***

Childcare REBATE (for REGISTERED CARE services): HCOS's Preschool is a REGISTERED CARE service. If your income is up to a certain level, one or both parents are working or actively seeking work or undergoing approved courses/training, your family may be eligible for federal government Childcare REBATE. Please contact your nearest Family Assistance Office (located in all Medicare offices, Centrelink and ATO access sites) or phone 136 150 to find out if you are eligible and to register. To claim the benefit you will need to take receipts for the fees you have paid to the Family Assistance Office (nearest is Richmond Marketplace Medicare office). If the special childcare rebate receipts for your claims, are issued at the end of each term. You can claim your benefit at any time up to 12 months after the care was provided.

CONDITIONS OF ENROLMENT

- 1 I understand that Fees are payable two weeks in advance, with the first fortnight's payment to accompany the Enrolment Form.
- 2 I understand that I am responsible for all debts incurred by my child's Preschool attendance and agree to pay these debts in full.
- 3 I understand that late payment of fees which results in a reminder notice being sent will incur an administration fee of \$5 per notice.
- 4 I understand that if I am consistently late with fees or fall behind by more than one month and there is no attempt to catch up, a Letter of Demand will be sent to me by the Management Committee, and that if full payment of fees is not received within 14 days the debt will be placed in the hands of a debt collection agency or the Office of the Sheriff for collection.
- 5 I understand that absences due to illness and holidays of up to two weeks are payable in full; longer absences are payable in full for the first four weeks and then half payments for ensuing weeks, in order to keep my child's place at Preschool.
- 6 I understand that Notice of Withdrawal must be received in writing at least two weeks prior to the intended date of withdrawal otherwise two weeks fees will be charged in lieu. I also understand that an absence of more than two weeks without explanation will be assumed to be a withdrawal and my child's place will not be kept. I will be liable for payment of fees for these two weeks.
- 7 I acknowledge that if my cheque is dishonoured, Bank fees will be charged to my fees account. If my cheques are dishonoured more than once in any calendar year, further payments I make must be in cash or by Bank Cheque or Money Order.
- 8 If my child contracts a disease or infection for which there is a quarantine period, I agree to keep him/her away from Preschool for the required period.
- 9 I agree to inform Preschool staff if my work or home contact details change or if the family changes doctor.
- 10 I agree to abide by Preschool's Hat and Sunscreen policies.
- 11 I will observe Preschool's arrival and departure procedures.
- 12 I will inform staff of any changes in pick-up arrangements in writing, if possible, or by phone in an emergency.
- 13 I understand that if my child falls ill while at Preschool, I will make arrangements to collect him/her within an hour.
- 14 I understand that Preschool hours are 9 am to 3 pm and will collect my child on or before closing time.
- 15 I understand that when my child is prescribed antibiotics or has received immunisation he/she must be kept at home for at least 24 hours from the first dose in case of an adverse reaction.
- 16 I understand that Preschool has no authority to prevent access to my child by an immediate relative unless a copy of a Court Order stating this is on record with the Preschool.
- 17 I understand that Preschool staff are required to report any suspected child abuse or neglect, or any concern about the safety and welfare of a child to DoCS.

I have read and understand the 'Conditions of Enrolment' and agree to adhere to the points above:

Parents Name: _____ Parents Signature: _____

EXCLUSION PERIODS

MEASLES:	Patient is excluded for 5 days from appearance of the rash or until a Medical Certificate is obtained.
GERMAN MEASLES:	Patient is excluded for at least 5 days from the appearance of the rash or until a Medical certificate is obtained. Contacts are not excluded.
WHOOPING COUGH:	Isolate immediately. Patient is excluded for at least 3 weeks from onset or until Medical Certificate is obtained. If contacts have not already had the disease, they should stay away from Preschool for at least 3 weeks after the last exposure.
MUMPS:	Patient is excluded for 10 days from the onset of swelling until fully recovered. Contacts not excluded.
CHICKEN POX:	Patient is excluded for at least 7 days after the first spots appear. Scabs must be gone and child fully recovered. Contacts not excluded.
IMPETIGO:	Excluded if on exposed parts of the body and not covered by clean dressing (hands, face, legs). Contacts regularly inspected.
INFECTIOUS HEPATITIS:	Excluded until all symptoms have disappeared or until a doctor issues certificate of recovery. For at least 7 days from the first signs of jaundice. Contacts not excluded.
CONJUNCTIVITIS:	Excluded until all discharge has ceased. Contacts not excluded.
DIPHTHERIA:	Isolate immediately. Excluded until a doctor issues a certificate. Contacts living in same house excluded until proved to be free of infection.
GLANDULAR FEVER:	Excluded until recovered or medical certificate produced. Contacts not excluded.
HEAD LICE:	Excluded until treatment undertaken. Hair should be free of nits. Contacts not excluded but need to be regularly inspected. Treat all children in family.
RINGWORM:	Excluded until appropriate treatment has begun. Contacts not excluded but need to be regularly inspected.
SCABIES:	Excluded until proper treatment has begun. Contacts not excluded but need to be regularly inspected.
BRONCHIOLITIS/BRONCHITIS:	Exclude until medical treatment given and child is feeling well.
CROUP:	Exclude until fully recovered.
HAND, FOOT & MOUTH:	Exclude until all blisters have dried.
HERPES SIMPLE (COLD SORES OR FEVER BLISTERS):	Exclude until lesions have dried.

HIV, AIDS:	Exclusion is not necessary until the child has a secondary infection.
INFLUENZA:	Exclude until the child feels well.
MENINGITIS (BACTERIAL):	Exclude until child is certified non-infectious.
ROTAVIRUS (DIARRHOEA)	Exclude until vomiting and diarrhoea ceased.
SALMONELLA:	Exclude until diarrhoea ceased.
MENINGOCOCCAL:	Infectious as long as organisms are present in nose/mouth. Exclude until medical certificate obtained.
ANTIBIOTICS:	Please exclude for first 24 hours on antibiotics.

THANK YOU:

To all parents who assist us from time to time with lawn mowing, covering library books, typing, fundraising etc. Please let staff know if you can spare a little time to help.

We always welcome donations of plastic shopping bags (to line rubbish bins), paper and cardboard – we can recycle just about anything.

WE ASK EACH FAMILY TO DONATE: A packet of flour or bottle of oil or packet of salt or roll of paper towel each year; this helps us keep costs down.

PLEASE KEEP THIS INFORMATION PACK FOR FUTURE REFERENCE

Your child's happiness and welfare are our main concern. If you are worried about your child in any way or just wish to know how he or she is going at Preschool, please feel free to speak to the staff. We assess each child's individual development and needs continually and we try to make Preschool an extension of the child's home environment with many new experiences and new friends. We aim to make this first step outside the home an enjoyable and valuable experience which your child will recall with fond and happy memories.