

# Terms of Enrolment and Information Booklet



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# Welcome to Peter Pan Preschool.

Attending preschool is an exciting and often new experience for children.

We provide a play environment in which children can explore their independence and build connections. We can provide many new experiences that will develop lifelong skills.

Each year we look forward to meeting a new group of children and their families. We hope you will be involved in our preschool family and benefit from the experience we provide.

Inside this booklet is all the information you will need to make your time with us enjoyable. Please keep this somewhere safe so you can refer to it when needed. We encourage parents/carers to have regular contact with educators and to provide suggestions at any time.

Enjoy your time with us.

*Karen*

Karen McIlveen  
Director.



## **First Nations Acknowledgement**

We at Peter Pan Preschool acknowledge the Kamilaroi people as the traditional custodians of the land we play and learn on. We strive to continue building ongoing connections and respectful relationships with members of our local indigenous community and include the local culture into our program. We will continue our journey with learning the Gomeroi language and welcoming regular visits from local Aboriginal artists, elders, and school groups.

We are a Child Safe environment and implement the 10 Child Safe Standards that comply with NSW Office of the Children's Guardian Guidelines

## **History**

Peter Pan Preschool has been operating for over 40 years. We have operated in our current building since 1987. We are an incorporated, not-for-profit centre. We are run by a Parent Committee from the parents who currently use the preschool.

## **Our Mission**

**We are committed to being a service providing education and care for children 3 to 6 years old from our community in a not-for-profit environment.**

**We want to provide an exceptional experience for you and your child by building strong relationships, providing qualified educators and by providing a stimulating environment.**

**We want every child to leave our service with the ability to play, with new skills and knowledge, a strong sense of well-being, social competence, a strong understanding of language and a love of learning.**

## **Vision**

Each child is part of a community which includes their family, their culture, their place and now Peter Pan Preschool.

We feel that Education and care is about partnerships - with the children, the families, the staff, and the broader community - and we aim to build strong relationships so we can provide quality educational programs.

We want every child to achieve their potential by providing the best staff, environment, curriculum, and knowledge we can.

## **Management Committee**

Each year the committee is elected at the Annual General meeting from the parents who are currently using the preschool. The committee is elected by you, the parents to run the preschool on your behalf. They meet regularly to make management decisions. All parents are encouraged to be involved with decisions by communicating with educators and administration staff, completing surveys and questionnaires, contributing to the development of our philosophy, programs and Quality Improvement Plans (QIP).



# *Philosophy*

Here, at Peter Pan Preschool

We play. It is our right.

Our Play is rich and meaningful and it belongs to us.

Play is how we understand our world and discover who we are

Our Play is valued, protected, encouraged and understood by our educators

Our play is documented and shared with families

We get to take our time, explore and be curious.

Sometimes we wander and wonder....

We can revisit our play as many times as we need too

We can choose where to play.

Here,

We respect the country we are on and give thanks to its  
custodians, the Kamilaroi people

Our environment is authentic, natural and precious and teaches  
us so many things in so many ways.

We can swing “so high it feels like we are flying” (Marhni 2023)

We can walk barefoot in the water, run on the grass in the sun,  
throw and catch the autumn leaves, cover ourselves in sand and climb in the trees.

There are so many natural parts to look, touch, smell and listen too.

We take care of the plants and animals

Here,

We are cherished as unique and wonderful people,

We treat each other with kindness, empathy and respect.

All of our voices are important and we are encouraged to use ours

Sometimes we have big emotions and that is okay. We use strategies and techniques to help  
us learn to express our feelings in positive ways

We learn to listen to each other.

We all belong in this space.

Here,

Learning happens everywhere

We become joyful learners.

Our learning journeys are all different

We learn to manage risk and to keep ourselves safe.



We can climb to great heights and physically challenge our bodies

We follow our own interests and our educators help us when we need it

We use our imaginations and have lots of resources and loose parts that we can use to  
create our play

Connections are made and relationships formed, sometimes this can take time

Educators talk to our families and share stories of all the things we do

We discover that we can make friends when we are kind.

We laugh a lot.

Here,

There are always wonderful experiences happening.

Some are planned, some are spontaneous, some go for a long time and others are over  
quickly.

Educators here spend time playing and talking with us, they know lots about how we learn  
and grow and they like to include our thoughts and ideas

The program is flexible and responds to what we need and when we need it to help us  
become the best we can be.

Here at Peter Pan, we are all shining stars who will leave a bright trail wherever we go.

We will take wonderful memories of our time with us when we leave, and perhaps bring our  
own children here one day as so many of our past families do...



## Programming

We program as a whole centre taking into account children's interests and skills. (Our programming is on the big white board as you go into the bag room, it is updated each week.) We offer a continuous provisions program and intentional experiences which are guided by educator's observations of the children.

Children are planned for individually and all children (mix) play and learn together regardless of age or ability.

## OUR STAFF

### **KAREN MCILVEEN - DIRECTOR**

Bachelor Education Early Childhood

### **GEORGIE PASCOE - TEACHER/ EDUCATIONAL LEADER**

Bachelor Education Early Childhood

### **TINA SIPPLE - TEACHER**

Bachelor Teaching Early Childhood

### **LOU SHEPPARD, KAREN BOOTH, ALYSSA KAUFMANN, SHANNON FELL, MEG SHEPPARD, HAYLEY GOODCHILD, MELISSA LEWIS, BRI SELF, KATE KING, TAHLIA STYLES, MOLLY JOHNS- EDUCATORS**

Diploma Children's Services

### **SHELLIE FLETCHER, JOSIE PYNE - EDUCATORS**

Certificate III

### **CLAUDIA ATKINS - EDUCATORS**

Trainee

### **CAROL STUCKINGS - OFFICE MANAGEMENT**

## Enrolment Procedure

Our enrolments are for 3 days as this is the way we receive our NSW Government funding. An Enrolment and Membership form must be completed. A **\$70 Enrolment fee** needs to be paid. This covers a holding fee, membership fees, supplying a hat and polo shirt. The child is then given a place for the appropriate year.

## Birth Certificate

You must provide the child's Birth Certificate as proof of age.

## Immunisation

Your child's immunisation status must be provided by law. We require a copy of their ACIR accessed through your my.gov.au account or Centrelink.

## Enrolled Children

Children who present with Additional needs (whether notified by families or not) may have hours or days reduced especially if an additional staff member is required to assist the child one on one to engage with our programs and routines. Children are to be toilet trained and may have their enrolment deferred if they are having multiple accidents at preschool.

## Children need to bring

- A bag – a large backpack or grocery type
- A whole piece of fruit or vegetable, sultanas, cheese etc. each day they attend for the Healthy food platter (we cut fruit up so it can be shared – children do not eat anything out of their lunch box)Lunch – Please provide a sandwich/wrap, a yogurt/cheese, fruit and **one snack item only**. (With allergies we are unable to allow nut products such as peanut butter, Nutella or similar) Please see Healthy Food section
- Drink – a bottle with **water only**.
- Full change of clothes



## **PLEASE LABEL EVERYTHING YOUR CHILD BRINGS**

Lost property is kept for a term, anything unclaimed at the end of each term is donated to charity.

# FEES

You will receive an account at the beginning of each term. Fees are payable by the due date to keep them in advance. The first payment is due on the first day of the term. Fees must be in advance at all times or your child's place may be lost. We use the services of a debt collection agency, and all charges are added to the debt owing.

Payment is by Internet Transfer direct into our Trust Account:

**Account Name:** Peter Pan Preschool T/A

**BSB:** 082-842 (NAB Tamworth)

**Account No.:** 50 992 8151

Put child's name in reference box.

- ❖ Fees must be paid for sick days or if you take holidays.
- ❖ Withdrawal - from preschool - two weeks' notice must be given when a child's enrolment is being cancelled.

## Term Fees - 10 weeks (3 day attendance)

(NSW Government is providing additional funding to reduce costs to attend preschool. To access reduced fees a Declaration form must be completed.)

**Full fees 4 year old \$32.82 per day**

**Full fees 3 year old \$45.00 per day**

**Equity fees \$30.78 per day**

(Health Care Card or ATSI)

**Early/ Late charge \$5 per day**

**Voluntary Maintenance Fee \$25 per term**

\*\*An early/late fee of \$5 per day is charged for drop off from 8.30am till 8.55am and pick up between 3.00pm and 3.15pm (when not already paying for extended hours) plus \$20 for every 5 minutes will be charged if your child is picked up after 3.30pm.



## **Hours**

Preschool hours are 9.00am – 3.00pm.

Extended hours are 8.30am – 3.15pm. (At the \*\*\$5 per day extra cost)

We operate school terms and are closed for Public Holidays (as we have a weekly fee Public Holidays in term time are charged.)

## **Sign In and Out**

Sign in and out sheets are situated on the desk as you arrive. You are required to sign the sheets with the arrival and departure times. The accuracy of the sheets is important in the event of an emergency as it is the roll we use.

## **Absences or Sick Days**

Please notify the preschool if your child is sick or if you are going on holidays.

Fees must be paid for these absences.

**Please notify staff if child is unable to attend.**

## **Family Involvement**

Parents are often invited to special days, functions, and social events. We provide skill development groups. Parents are encouraged to share skills and interests with the children. We go on excursions which require parent help throughout the year.

## **Communication with Families/Carers**

At Peter Pan Preschool we encourage parents to discuss their children with educators. Sometimes it will be necessary to make an appointment with an educator to discuss specific issues or concerns you may have.

We regularly email newsletters to communicate what is happening at preschool and what your child may be doing. We also have a Facebook page we post photos, reminders, and information on.

Notices are often placed on the veranda noticeboard to remind parents of events or items we may need. Please look often as they do change. Educators also spend considerable time completing documentation about the children throughout the day so spend some time looking at their displays and in your child's portfolio.

## **Parenting Information**

There are brochures and books available in the entrance for your information.



## **Sun Protection**

**We are a Sun Safe Service. Children must wear a hat outside at all times or they are not allowed to play outside. We have to follow the Cancer Council regulations therefore hats **MUST** be broadbrim or legionnaire styles; children **MUST** wear a sleeved shirt (NO shoestring straps or singlets).**

**Please apply sunscreen before you arrive at preschool. We reapply regularly before outside play.**

## **Clothing**

Remember that your children are at preschool to have fun therefore they need to wear clothing that is appropriate. All Clothing **MUST** be labelled with your child's name.

We paint, dance, climb, run and participate in water and messy play as well as many other fun activities. Clothing needs to be comfortable and also manageable for the bathroom.

A complete change of clothes (or two) must be provided in the child's bag.

Children must also wear suitable shoes which are joggers or enclosed sandals. We are not covered by our insurance if children are wearing thongs, crocs, gum boots, ugs or slip on shoes as they are dangerous for preschool activities. Children will be asked to remove inappropriate footwear before engaging in some of the preschool experiences for their safety

**For sale we also have Preschool polo shirts \$20 Bucket style hats \$12**

## **Medication**

Staff are able to administer medication prescribed by a doctor. It must come to preschool in its original container with the chemist label on it or, an action plan, if it is for asthma or anaphylaxis. We are unable to administer other medication. You will need to fill in a medication form in the kitchen and place the medication there too. Please read the Medical Conditions Policy so you know your requirements.



## Nutrition Information-‘Good for kids good for life’ program

Peter Pan Preschool follows the guidelines from the “Good for kids, good for life” program which was established by the NSW Government and Hunter New England Health.

It is our job as Educators, with you as parents, to educate our children to make healthier choices that will lead to living a healthier life. A balanced diet provides all of the essential nutrients for a child’s growth, development and overall health. On your enrolment form you will sign an agreement to send Healthy choices to preschool.

**We use the Traffic light system of Red, Amber and Green foods.**

●	●	●
Lollies, chocolate, chips, Twisties, Jumpys, cordial, juice, nuts, iced cupcakes, donuts, lamington	Muesli Bars, noodle snacks, shapes, fruit sticks, flavoured custard, Tiny Teddies, homemade cake uniced	Fresh fruit, vege sticks and humus or cream cheese, cheese, fruit yoghurt, plain milk, boiled egg, meat, plain crackers or rice cakes, pikelets, sushi, fruit bread, baked beans, tuna, fried rice, scone

**Children must not bring red foods and only one amber food is allowed at preschool.**

If more than one are sent then your child will be only allowed to eat one.

Pack an extra sandwich if you think your child will be hungry.



## **12. Medical Conditions**

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

#### **Policy Statement**

This policy acts to ensure that:

- Children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.
- Families can expect that Educators will act in the best interests of the children in their care at all times; meet the children's individual health care needs; maintain continuity of medication for their children when the need arises.
- Educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.
- Collaboration with families of children with diagnosed medical conditions or allergy, to develop a Risk Minimisation Plan for their child;
- All staff, including casual staff, educators and volunteers, are informed of all children diagnosed with a medical condition and the risk minimisation procedures for these;
- All families are provided with current information about identified medical conditions of children enrolled at the preschool with strategies to support the implementation of the Risk Minimisation Plan; whilst maintaining the dignity and confidentiality of the child and family in regards to their medical diagnosis and history
- All children with diagnosed medical conditions or allergy have a current Risk Minimisation Plan that is accessible to all staff;
- Majority of staff have First Aid Certificates and are adequately trained in the administration of emergency medication.

#### **Goals - What are we going to do?**

Clear procedures are required to support the health, wellbeing and inclusion of all children enrolled at the preschool.

Our preschool practices, policies and procedures support the enrolment of children and families with specific health care requirements. Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

#### **Strategies - How will it be done?**

##### **Enrolment**

◁◁ On application for enrolment families will be required to complete full details about their child's medical needs. We will assess whether Educators are appropriately trained to manage the child's special health needs at that time. A child will be unable to start at the

preschool until all medical forms are received, completed and signed by both a parent/carer and Nominated Supervisor

<< Where children require regular medication or have special medical needs for long term conditions or complaints, the child's doctor or allied health professional and parent/guardian must complete a Medical Management Plan. Such a plan will detail the child's special health support needs including administration of medication and other actions required to manage the child's condition.

<< The Nominated Supervisor will also consult with the child's family to develop a Risk Minimisation and Communication Plans. This plan will assess the risks relating to the child's specific health care needs, allergy or medical condition; any requirements for safe handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring educators/students/ volunteers can identify the child, their medication. This will also detail how families will inform educators about specific requirements for child(ren) in regards to medical conditions, and how educators will communicate to families; any intervention undertaken in relation to their child's medical condition.

<< Children with specific medical needs must be reassessed in regard to the child's needs and our preschool's continuing ability to manage the child's special needs, on a regular basis, depending on the specific child's medical condition. All changes must be shared with the preschool as soon as possible so medical plans can be amended as needed.

<< If a child's medical, physical, emotional or cognitive state changes the family will need to complete a new Medical Management Plan and our preschool will re-assess its ability to care for the child, including whether educators are appropriately trained to manage the child's ongoing special needs.

### Administration of Prescribed Medication

- Prescribed medication, authorised medication and medical procedures can only be administered to a child:
  - with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
  - Asthma medication will only be administered when a doctors action plan has been provided or in the case of an emergency.
  - with two adults in attendance both with First Aid qualifications. One adult will be responsible for the administration and the other adult will witness the procedure. The Asthma action plan must be checked for previous dose and how many puffs of medication before administering it. Medication forms will be checked for time and amount of previous dose before administering the next dose.
  - if the prescribed medication is in its original container bearing a chemist label with the child's name, dose and frequency of administration.
  - At Peter Pan Preschool we do not allow children to self administer medication.

## Medical Management Plans

Medical Management Plans are required if a child enrolled at our preschool has a specific health care need, allergy or relevant medical condition. This involves:

- requiring a parent of the child to provide a medical management plan for the child. The medical management plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs
- requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

## Risk Minimisation and Communication Plans

Risk Minimisation and Communication Plans are required to be developed in consultation with the parents of a child:

- to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised. To ensure our preschool is able to meet the specific needs of the child
- if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- if relevant, to ensure that practices and procedures to ensure that all families enrolled at the preschool (the parents) are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
- to ensure that practices and procedures ensuring that all staff members and volunteers can identify the child (using a photo when necessary with parental permission), the child's medical management plan and the location of the child's medication are developed and implemented.
- if relevant, to ensure that practices and procedures ensuring that the child does not attend the preschool without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented

## Communication Strategies

Our preschool will maintain, review and develop communication strategies to ensure that:

- Relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and Risk Minimisation Plan for the child.
- A child's parent can communicate any changes to the medical management plan and Risk Minimisation Plan for the child, setting out how that communication can occur.
- How families and educators will communicate regarding the child's/children's changing requirements and any interventions undertaken by the educators

## Asthma

Whenever a child with asthma is enrolled at our preschool, or newly diagnosed as having asthma, communication strategies will be developed to inform all relevant Educators, including students and volunteers, of:

- the child's name
- where the child's Medical Management Plan will be located
- where the child's preventer/reliever medication etc. will be stored (checks are made to ensure the medication is within use by date and families notified when a replacement is required)
- which Educators will be responsible for administering treatment.
- Asthma reliever medications will be stored out of reach of children, in an easily accessible central location.
- Reliever medications together with a spacer will be included in our preschool's First Aid kit in case of an emergency situation where a child does not have their own reliever medication with them.
- Asthma Australia provides training in Emergency Asthma Management (EAM) which instructs on all aspects of asthma management and administration of asthma reliever medications. Educators who will be responsible for administering asthma reliever medication to children diagnosed with asthma in their care, will have their First Aid certificate (including Emergency Asthma training). It is a requirement that at least one Educator has a First Aid certificate with Emergency Asthma training is at the preschool at all times children are present.
- Asthma Australia produces recommended guidelines on asthma management within the child care setting, including an Asthma First Aid Plan and Asthma Record Card.

## Asthma Emergencies

In the case of an asthma emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible

The National Asthma Council (NAC), recommends that should a child not known to have asthma appear to be in severe respiratory distress, the Asthma First Aid plan should be followed immediately. The following steps are recommended:

- If someone collapses and appears to have difficulty breathing, call an ambulance immediately, whether or not the person is known to have asthma:
  - Give 4 puffs of a reliever medication and repeat if no improvement;
  - Keep giving 4 puffs every 4 minutes until the ambulance arrives;
  - No harm is likely to result from giving reliever medication to someone who does not have asthma;
- In the event of anaphylactic emergency and breathing difficulties, an epipen must be administered first, then Ventolin.

## Anaphylaxis

- Whenever a child with severe allergies is enrolled at our preschool, or is newly diagnosed as having a severe allergy, a communications plan will be developed to inform all relevant educators, including students and volunteers, of:
  - the child's name;
  - the child's Risk Minimisation Plan;
  - where the child's Medical Management Plan will be located;
  - where the child's adrenaline auto-injector is located; and
  - which educators/staff will be responsible for administering the adrenaline auto-injector.
- In accordance with the Education and Care Services National Regulations, our preschool will advise families that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the preschool. Notices will be posted in the foyer, and on the wall of the room that the child is based in. The notice will advise which foods are allergens and therefore not to be brought to the preschool.
- It is required that the child at risk of anaphylaxis will have a Medical Management Plan. (The Australian Society for Clinical Immunology and Allergy (ASCI) has a plan format). Educators will become familiar with the child's plan and also develop an Individual Anaphylaxis Risk Minimisation Plan for the child in consultation with the child's parents/guardians and appropriate health professionals.
- A communication strategy will be developed with parents/guardians to ensure any changes to a child's health care needs are discussed and the health care plan updated as required.

## Anaphylaxis Emergencies

- In the case of an anaphylaxis emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible.
- For anaphylaxis emergencies, educators will follow the child's Emergency Action Plan. If a child does not have an adrenaline auto-injector and appears to be having a reaction, the educator will only administer adrenaline if the preschool has an additional adrenaline auto-injector for general use. Staff administering the adrenaline will follow the instructions stored with the device. An ambulance will always be called. The used auto-injector will be given to ambulance officers on their arrival. Another child's adrenaline auto-injector will NOT be used.

## Diabetes

- Whenever a child with diabetes is enrolled at our preschool, or is newly diagnosed as having diabetes, a communications plan will be developed to inform all relevant educators, including students and volunteers, of:
  - the child's name;
  - the child's Risk Minimisation Plan;
  - where the child's Emergency Action Plan will be located;
  - where the child's insulin/snack box etc. will be stored;



- which educators will be responsible for administering treatment.
- Educators will be aware of the signs and symptoms of low blood sugar including the child presenting pale, hungry, sweating, weak, confused and/or aggressive. Signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on breath.
- Management of diabetes in children at our preschool will be supported by the child having in place an Emergency Action Plan (with photo identification) which includes:
  - Administration of Insulin, if needed – information on how to give insulin to the child, how much insulin to give, and how to store the insulin. Insulin may be delivered as a shot, an insulin pen, or via an insulin pump.
  - Oral medicine – children may be prescribed with oral medication.
  - Meals and snacks – Including permission to eat a snack anytime the child needs it.
  - Blood sugar testing – information on how often and when a child’s blood sugar may need to be tested by educators.
  - Symptoms of low or high blood sugar – one child’s symptoms of low or high blood sugar may be different from another. The child’s Action Plan should detail the child’s symptoms of low or high blood sugar and how to treat it. For high blood sugar, low blood sugar, and/ or hypoglycaemia, educators will follow the child’s Emergency Action Plan.

### Roles and Responsibilities

Role	Authority / Responsibility for
Approved Provider	<p>*Ensuring the development of a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child’s specific health care need, allergy or other relevant medical condition, this policy and its implementation.</p> <p>*Ensuring relevant staff receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.</p> <p>*Ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the preschool.</p> <p>*Ensuring that a Risk Minimisation Plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually.</p> <p>*Ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant preschool policies.</p>

<p>Nominated Supervisor Responsible person</p>	<ul style="list-style-type: none"> <li>*Implementing this policy at the preschool and ensuring that all staff adhere to the policy.</li> <li>*Informing the Approved Provider of any issues that impact on the implementation of this policy.</li> <li>*Identifying specific training needs of staff who work with children diagnosed with a medical condition, and ensuring, that staff access appropriate training.</li> <li>*Ensuring children do not swap or share food, food utensils or food containers.</li> <li>*Ensuring food preparation and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the preschool's procedures for dealing with emergencies involving allergies and anaphylaxis.</li> <li>*Ensuring a copy of the child's medical management plan is visible and known to staff in the preschool.</li> <li>*Ensuring staff follow each child's Risk Minimisation Plan and medical management plan.</li> <li>*Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan.</li> <li>*Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the preschool.</li> <li>*Maintaining ongoing communication between staff and parents/guardians in accordance with the strategies identified in the communication plan to ensure current information is shared about specific medical conditions within the preschool.</li> </ul>
<p>Early Childhood Educators</p>	<ul style="list-style-type: none"> <li>*Communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the preschool is current.</li> <li>*Being aware of individual requirements of children with specific medical conditions and following their Risk Minimisation Plan and medical management plan.</li> <li>*Monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor.</li> <li>*Ensure that parents/guardians are contacted when concerns arise regarding a child's health and wellbeing</li> </ul>
<p>Families</p>	<ul style="list-style-type: none"> <li>*Informing the preschool of their child's medical conditions, if any, and informing the preschool of any specific requirements that their child may have in relation to their medical condition.</li> <li>*Developing a Risk Minimisation Plan with the nominated supervisor and/or other relevant staff members at the preschool.</li> <li>*Providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs.</li> <li>*Providing all medications that the child requires and adhering to reasonable requests from educators to ensure the safety of their child and others</li> </ul>

## **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this Policy every two years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the preschool will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

## **Related Legislation**

Education and Care Services National Law Act 2010: Section 173

Education and Care Services National Regulations 2011: Regulations 90, 91, 96

Health Records Act 2001

## **Related Guidelines, Standards, Frameworks**

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

## **Resources / Useful Links**

National Asthma Council – [www.nationalasthma.org.au](http://www.nationalasthma.org.au)

Asthma Australia – [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)

Australasian Society of Clinical Immunology and Allergy – [www.allergy.org.au](http://www.allergy.org.au)

Diabetes Australia – [www.diabetesaustralia.org.au](http://www.diabetesaustralia.org.au)

## **Sources**

Guide to the National Law and National Regulation ACECQA

## **Settling Children at Preschool**

Children react differently to situations and during the first few weeks we are looking to make children secure, comfortable, and happy in this new setting. It is natural for children to be anxious when a parent leaves them. Your child may settle more easily if you stay for 10-15 minutes and share an activity. When its time to leave we suggest you

- Take your child to an educator or let them know you are leaving, even if they look busy.
- It is important you say Goodbye to your child! Say it once and tell them you will be back
- Be confident and happy to leave them – this helps them settle better.
- If your child is upset when you leave keep going. Do not come back as this often makes separation even harder. Give us a ring to check later on (often out of sight, out of mind). We will contact you if your child is too distressed and won't settle, we are very experienced with this.
- Children can be upset on certain days for any number of reasons. It is important for you to let us know if circumstances in the child's life have changed and what is happening.

Regular attendance is really important for children to get used to a routine and the preschool.

## **Children's Learning**

Our preschool is embracing the Early Years Learning Framework. The basis of the framework is that children learn through play. We facilitate this learning with a variety of activities where we encourage the children to explore, manipulate and interact with adults, peers, the environment and open ended resources. We also encourage supervised risky play (tree climbing, building with real bricks, use of real implements). Risky play is supported by plenty of studies and research. Please talk to educators if you are concerned and would like more information on the benefits of play and risk. Each child is unique and therefore learns at their own pace and with areas that interest them. We program to take into account the individuality of the children. Most activities are used for the process not the product. Children master skills by doing things over and over. We encourage all children to have a go and to try their best. Praise what they show you.

Children are able to choose and decide within the program. This develops their independence and reasoning skills.

## The Program

Our program will develop the whole child in the following areas

**Social/ Emotional:** making friends, new adults, sharing, waiting turns, following rules, building self-esteem and confidence, cope with and name emotions, value other people, toys, develop independence, build emotional regulation skills, develop conflict resolution skills.

**Gross Motor:** climbing, jumping, swinging, bike riding, balancing, core strength, stability, proprioceptive and vestibular development

**Fine Motor:** drawing, painting, threading, dough manipulation, cutting

**Cognitive:** increasing knowledge in different subjects, concentration, problem solving, game play,

**Language:** talking, listening, singing, doing rhymes.

Programs are planned after observations on each individual child. This includes their skills and interests. Activities are appropriate for



the age of the child and developmental level.

Each room has information displayed about what they are involved in.

## School Readiness

Most children develop through the year and are then ready for school by doing the activities we provide. We have a school transition statement on display as we believe our whole program throughout the year is getting your child school ready. If we are finding your child is struggling in any area, we will discuss the issue with you or if you are concerned about your child starting school make an appointment to speak to an Educator.

### Our school readiness includes:

**Social/Emotional** – Empathy, fair play, sharing, respect, co-operation, perseverance, commitment, resilience

**Language** – sounds, prepositions, rhyming, opposites, letters, matching words, questioning, recognising words from signs etc, conversational skills

**Fine motor** - name cards for each child and encourage them to begin writing their name in the correct script, correct pencil grip, manipulation toys, cutting complex shapes, writing patterns, development of pincer grip, finger isolation, finger dexterity, finger/hand/wrist strength and coordination

**Gross motor** – circle games, partner games, gym program including ball skills, balancing, throwing, eye/hand coordination, fundamental movement skills, proprioceptive and vestibular development, core strength, bilateral movement

**Cognitive** – memory games, board games, listening, guessing, thinking, problem solving



## Routine

- 9.00 Play Program
- 10.30 Progressive Healthy Platter & Drink
- 10.55 Play Program
- 11.45 Guided Play (Story, small group experiences, Music games, table games, & more)
- 12.45 Toilet / Lunch
- 2.00 Play Program
- 2.30 Pack Away / Shoes on
- 2:40 Music activity
- 3.00 Home



# COMPLAINTS PROCEDURE

## Providing a Better Service



### Do you have a concern about the preschool?

If you are not happy with an aspect of our preschool, you have the right to complain. All complaints are strictly confidential.

### Any ideas or suggestions?

Are welcome to help us improve the running of the preschool for your children.

### How to make a Complaint?

- Talk to the Director
- Often talking to a staff member can sort a problem out.



### Problem not solved?

- The next step is to put the complaint in writing to the Director and Committee (form available at office)
- The Department of Education and Communities will be notified of the complaint alleging a breach of regulation within 24 hours of the complaint being made



### How long before the Problem is solved?

The complaint will be solved as soon as possible and no longer than 14 days.

## **Policies**

**Our preschool has to have policies to cover every aspect of the centre. Our policy book is reviewed and updated regularly. A copy can be viewed or emailed on request.**

**The following is a list of the policies we cover**

1. Enrolment and Orientation \*
2. Acceptance and Refusal of Authorisation \*
3. Delivery and Collection of Children \*
4. Responsible Person \*
- 4a Staff Code of Conduct \*
5. Volunteers and Students \*
6. Interactions with Children \*
7. Providing a Child Safe Environment \*
8. Excursions \*
9. First Aid \*
10. Emergency and Evacuation \*
11. Child Protection \*
12. Medical Conditions \*
13. Infectious Diseases \*
14. Incident, injury, trauma, and illness \*
15. Nutrition \*
16. Physical Activity
17. Sun Protection \*
18. Water Safety \*
19. Sleep and Rest \*
20. Governance and Management \*
21. Fees \*
22. Complaints and Feedback \*
23. Privacy and Confidentiality \*
24. Privacy Collection Statement \*
25. Client Protection (insurance requirement)
26. Harassment Free Environment
27. Family Participation and Communication
28. Environment Sustainability
29. Diversity and Equity

\* Required by regulations