

Rocky Hall Preschool

Information Book



Rocky Hall Pre-school Association Inc

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The Preschool is an incorporated non-profit association providing a preschool education program for our children. We are dedicated to providing the very best of early childhood services, and creating a safe and caring environment.

Rocky Hall Preschool – A Vision for Learning

Rocky Hall Preschool is set in a beautiful 120 year old building that is nestled under Big Jack Mountain surrounded by native pasture and bush land abundant in native flora and fauna.

This creates an idyllic environment for children to grow, play and learn within a safe and supportive environment.

Our curriculum is based on the Early Years Learning Framework “Belonging, Being, Becoming” . This provides play based learning experiences , in response to children’s interests, ideas, strengths, needs and abilities. We acknowledge the whole child including their physical, mental, emotional and spiritual selves. We strive to honour all aspects of the child’s being and experience by providing a program that responds to children and families, with respect , social justice and sustainability as our guiding principles.

ENROLMENT A child must be enrolled for a full term. Unfortunately our insurance does not allow for casual enrolment. If bookings are high, a booking fee of \$10 is requested to reserve a space for your child, and is deductible from term fees.

A variety of forms are required throughout the year. These are all necessary and your prompt return is appreciated. Please feel free to seek assistance where necessary.

A copy of your child’s immunisation record is also required when first enrolling. The preschool provides Immunisation exemption conscientious objection forms.

HOURS Preschool operates on Wednesdays and Fridays

One session – Half day
9 am – 12.30 pm or
12 noon – 3 pm

Two sessions – Full day
9 am – 3 pm

- NEEDS Your child needs to bring
- i) A nutritious packed lunch
 - ii) One piece of fruit *per session* to share
 - iii) Spare clothes
 - iv) Suitable hat i.e. broad brim or legionnaire style hat, no caps

All items such as lunch boxes and removable clothing should be name tagged. Children's lunches should contain healthy food with no lollies. There is also no need to bring toys.

FEES Fees are maintained and altered at the discretion of the Committee and passed at an annual general meeting. We aim to provide affordable Early Childhood Education of the highest quality. We have an affordability policy which provides reduced fees for holders of the Centrelink Health Care Card. Fee levels may be obtained by speaking to the Director. The Director will verify the income and mark the appropriate fee level for the treasurer's information. All information is treated confidentially. Term fees can be delivered by email or by printed invoice. Term fees payment options: Cash, Cheque, Direct Deposit, Direct Debit or payment by credit card/eftpos. Alternative arrangements can be made with the Director if there is difficulties.

ATTENDANCE Children will benefit more from their experiences and learning if they attend regularly. The program is designed for the children as a group, and for individual children's learning. If circumstances mean that you can only arrive late, then it is better late than not at all.

PROGRESS REPORTS

If you ever want to discuss your child's progress or development with Jodie please let her know.

Individual observations are recorded and placed in a portfolio, available at all times. Daily programming is recorded in a Diary situated on the sign-in desk. Photos taken at pre-school are sometimes sent home for family involvement and discussion. Kinderloop is a secure online page that is available for families to view

and comment on children's individual development and participation in group learning experiences. Ensuring that your child is happy and comfortable at preschool is a very important goal for the staff. Newsletters and parenting/health resources are posted on Kinderloop and provided in hardcopy if required to be sent home regularly. Sustainability is embedded in our curriculum , therefore we aim to minimize paper and ink usage .

STAFF

Jodie Dickinson is the Director and Leading Educator of the preschool. She lives in the community and works with families and community members to create partnerships that build on children and families sense of belonging and ownership within the service and wider community.

Melissa Wainwright is an Early Childhood Educator .She is passionate about creating learning spaces that encourage and strengthen a sense of connection, awareness and inspiration.

INSURANCE An annual fee of \$2.50 is paid per child. This amount may increase on request of insurance company.

COMMITTEE The preschool is run by a voluntary committee and as such depends on partnerships between staff, committee, families and community. Volunteering for the committee is a rewarding donation of time and energy, offering your input into and knowledge of future plans of our service. The parents will elect a committee at the AGM early in the year. Meetings are held once a term and everyone is welcome to contribute your ideas about preschool issues and consider offering to fill one of the committee roles.

Positions elected at the AGM are:

President

Vice-president

Secretary

Treasurer

Fund raiser/Publicity Officer

Maintenance

Minutes of meetings are provided each term to all families.

FUNDING

We are funded by the NSW Department Education. Fundraising is also a vital part of the preschool, to assist with the continual improvement of equipment and quality materials. Fundraising activities are held throughout the year.

PARENT ROSTER Parent rosters are required during transition periods when both staff are providing quality interactions with the children. This involves cutting up fruit and washing of dishes after fruit. Fruit times are mornings 10:30 and afternoon at 2:30.
The roster list is on the notice board. Please fill in your name for the day/s that suit you.

ILLNESSES If signs of illnesses or communicable diseases are detected at preschool, we will ensure you have available the appropriate resources and information. Please keep your child at home if they are unwell. If head lice are found, please treat your child before they attend. Head lice information sheets are available in parent resources.

POLICIES The parents, committee and staff have worked together to formulate a constitution for the preschool as well as a policy book. These policies are relevant to issues arising in the preschool environment. Policies are regularly reviewed and updated, and any parent is welcome to submit ideas. Feedback about any part of Preschool operations is very welcome as it assists us in policy review.

The full policy book is available at the preschool for perusal. The current policies detail the following:

- *Aims and philosophies
- *Code of ethical conduct
- *Child protection
- *Programme Policy
- *Transition to school
- *Staff Policy
- *Staff code of conduct
- *Determining Responsible Person
- *Volunteers and students
- *Additional Needs Policy
- *Non-discrimination Policy
- *Interaction with children
- *Providing a child safe environment
- *Complaints and feedback Policy
- *Access and equity
- *Access to Children
- *Arrival and departure
- *Excursions
- *Confidentiality of Records

- *Child Health-General
- * Incident Injury Trauma and Illness
- *Administration of Drugs Policy
- *Infectious Disease Policy
- *Medical Conditions Policy
- *First Aid Policy
- *Nutrition Food and Beverage Policy
- *Water Policy
- *Sunsmart Policy
- *Emergency and Evacuation/Bushfire
- *Storage of Dangerous Goods
- *Governance and Management of Service
- *Maintenance and WHS
- *Acceptance and Refusal of Authorisation
- *Authorisation and times of collection Policy
- *Cancellations Policy
- *Property/toys/pets Policy
- *Enrolment and Orientation
- *Fee Policy
- *Behaviour Management
- *Birthday parties Policy

EXCURSIONS The preschool plans excursions during the year. They usually involve parents attending as well and providing their own transport. Cost is usually quite minimal. Walking excursions are planned during the year to explore the local environment; parents are welcome to attend and may need to assist with supervision. Risk assessments are carried out for all excursions and a first aid kit is available at all times.

CLOTHES The program involves water/mud play and paint is available at all times. Children are encouraged to immerse themselves in these sensory experiences therefore we advise older clothing to be worn. Ensure that spare clothes or water suitable clothing is packed. If you have any objection or questions please speak to the Director. Please apply sunscreen to your child in the morning; we tend to reapply after lunch for outside playtime. In winter a woolly hat and coat are required for outside play.

CREATIVE For the young child learning is an active process, as the child manipulates, explores, organises and creates, using a wide range of materials. We as adults need to value the process of learning rather than the end product. These first acts of creativity are, to their artistic development, like the first words are to language development. Rocky Hall Pre-school provides an extensive

Expressive Art Programme, with children's art work displayed in the classroom and sent home for discussion and display.

ROUTINE

Children thrive on routine and preschool follows a basic routine so that children become familiar and comfortable with it. The day starts with outside free play if fine, followed by fruit /morning tea. Indoor time starts with a story or song, group learning experiences and then art and craft activities until lunchtime. At lunch the children sit at tables with their lunchboxes and share a social relaxed time together. After lunch is quiet time on the mat with puzzles, quiet games, yoga and relaxation. Another session of outdoor experiences culminates with outdoor play to revisit ongoing projects or extend group interactions or interests then fruit for afternoon tea. These routines assists in building friendships, security, confidence and a sense of belonging.

TRANSPORT

Many children share transport as parent's car pool to reduce driving. The advantages of this favour the children, the adults and the fuel costs. Parents must list on the enrolment form those other parents involved as authorised to collect their child. A phone tree distributed each year assists in establishing contact with other parents. All children must be safely fastened in the correct child car seat for their age and size. Information on N.S.W Road Safety Regulations is available in the Parent Resources.

HEALTH AND SAFETY

Staff will do their best to ensure that each child can grow and develop to their full potential, and provide a positive influence for their later lives. All children are cared for in a safe, caring and nurturing manner. A strong health, safety and hygiene policy maintains a healthy and safe environment for children and staff with healthy habits taught and reinforced. Children are taught effective hand washing and nose blowing techniques, and encouraged to use them at appropriate times. Reinforcement of these habits at home is also beneficial. Health and safety checklists of indoor and outdoor environments and play equipment are undertaken daily.

Preschool is a whole new world for your child and often is the first time that a child has the opportunity to learn something away from their parents and to report back with their new knowledge.

Encourage your child, share their interest and wonder and get involved in their new world. It is the start of their own independence in life and they want to share it with you. Preschool life is a wonderful opportunity for your child to learn all the life skills required for school and later life.

THE FIRST DAY

Parents are welcome to stay for as long as they feel their child needs them. Ensure that their bag is packed with the items listed on page 1 (lunch, fruit, hat, spare clothes etc)

Parents should also bring immunisation book, proof of income (healthcare card) for verification of fee level .

Procedure on arrival

- * Parent sign child in
- * Parent on roster to sign in
- * Parent to encourage child to hang bag on hook
- * Place fruit in fruit bowl
- * Place lunch boxes in fridge.
- * Check noticeboard for any notices for you
- * Ensure child is wearing hat

Lunch recommendations

We encourage a high nutrition lunch preferably void of a high content in colours, sugars, fats and salts. No lollies. Water from home may be included but drinking water will be available at all times. Children are discouraged from sharing their food. It is preferred that commercial pre-packed foods are minimised in the lunch box.

Children staying for the morning session only, can remain for lunchtime with the others if they wish.

Please sign your child out again as you leave. This is a legal requirement.

THE GROUNDS The preschool also consists of an outdoor play area with circular cement track for ride on toys, a sandpit, cubby house, wooden play equipment and climbing fort with a slide, and swings. Shade

is provided by sunshades and trees. Green lawn and surrounding gardens are safe for children.

WORKING BEE Working bees usually occur once a year. The need for working bee is usually determined by the Maintenance Officer and committee. These are fun and social experiences for staff, children , families and community to come together . Your support is appreciated as many hands make light work.

ACCESS AND EQUITY Rocky Hall Preschool is an inclusive service promoting and practicing inclusion and diversity within the preschool and broader community. We foster positive partnerships with all families to create a sense of connection and belonging to the service. Our aim is for all children to have equitable access to appropriate and quality services that maximize and foster all aspects of the child's development. Families are urged to speak with staff with concerns of equity and access. See policy 12a for further information.

PROGRAMME A stimulating and educational programme is designed by the staff, appropriate to the developmental needs of individual children as well as the group as a whole. The programme covers many different and comprehensive facets according to the Early Years Learning Framework.

- * The communicating child
- * The thinking child
- * The sense of self
- * The spiritual moral child
- * The social child
- * The physical active child
- * The creative child
- * The feeling child

MEMBERSHIP Association membership is \$1 per family. This is optional but

entitles you to vote at meetings and to be elected as part of the committee.