



NEWSLETTER June 2019

Important Dates.....

- 10th June - Queens Birthday Public holiday, PRESCHOOL CLOSED.
- Thursday 4th July – Last Day of Term 2.
- Friday 5th July – Staff Development Day PRESCHOOL CLOSED.
- 6th July to 21st July – School Holidays PRESCHOOL CLOSED.
- Monday 22nd July – Term 3 starts.
- School photos in term 3; Monday 29th July – Friday 2nd August starting at 9am each day.

Remember.... for these dates and more please go to the calendar on our website;
springwoodpreschool.org.au/event

2020 Enrolments

Enrolments for 2020 are almost complete and you will be notified very soon to confirm your child's days for next year. Positions are limited so if you need to make changes please speak to us asap or if you know someone, maybe a friend or relative, with a child who would like to come to preschool next year please let them know to contact us asap;
email admin@springwoodpreschool.org.au or phone 47513360.

[Click HERE for the Online waiting list](#)



school leavers list

A list is on display in the foyer for children leaving us to go to kindergarten in 2020. Please write your child's name under the school they will be going to next year. This will help your child's teachers as they begin their planning to make a smooth transition for all the children moving onto "big school" next year. Thank you.



* Last Day of Term 2 is Thursday 4th July *

Important Note: You may have already noted from the May newsletter 'Important Dates' but if not please be aware that a Staff Development Day has been set for Friday 5th July which means that Preschool will not be open for children to attend. Children will return for Term 3 on Monday 22nd July.



Find us and 'Like' us on Facebook www.facebook.com/springwoodpreschool

Visit our Website for information & events www.springwoodpreschool.org.au



POSSUM ROOM attendance 2019							WOMBAT ROOM attendance 2019																				
Yellow group							Blue group							Purple group							Orange group						
July							August							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	*5	6						1	2	1	2	3	4	*5	6						1	2		
7	8	9	10	11	12	13	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9		
14	15	16	17	18	19	20	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16		
21	22	23	24	25	26	27	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23		
28	29	30	31	*Staff			25	26	27	28	29	30	28	29	30	31	*Staff			25	26	27	28	29	30		
Training-Preschool Closed														Training-Preschool Closed													
September							October							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	1	2	3	4	5	6	7			1	2	3	4		
8	9	10	11	12	13	14	13	14	15	16	17	18	8	9	10	11	12	13	14	13	14	15	16	17	18		
15	16	17	18	19	20	21	20	21	22	23	24	25	15	16	17	18	19	20	21	20	21	22	23	24	25		
22	23	24	25	26	27	28	27	28	29	30	31		22	23	24	25	26	27	28	27	28	29	30	31			
29	30												29	30					29	30							
Training-Preschool Closed							Training-Preschool Closed							Training-Preschool Closed							Training-Preschool Closed						
November							December							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6						1	2						1	2	
3	4	5	6	7	8	9	8	9	10	11	12	13	3	4	5	6	7	8	9	1	2	3	4	5	6		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	10	11	12	13	14	15	16	8	9	10	11	12	13	
17	18	19	20	21	22	23	22	23	24	25	26	27	17	18	19	20	21	22	23	15	16	*17	18	19	20		
24	25	26	27	28	29	30	29	30	31			*St	24	25	26	27	28	29	30	22	23	24	25	26	27		
Training-Preschool Closed							Training-Preschool Closed							Training-Preschool Closed							Training-Preschool Closed						

ATTENTION
Please Collect a new Pocket Calendar near the sign in books at Preschool.

Two important changes have been made to term dates and preschool closure periods due to Staff Training days at the end of Terms 2 and 4. Please speak to the office if you have any questions. Thank you.

Please return Spare Preschool Clothes

We'd like to take this opportunity to ask any families who may have spare Preschool Clothes at home if you could please return them as we are down to our last spare pair of pants to offer children who may need an extra change of clothes for what ever reason while at Preschool.

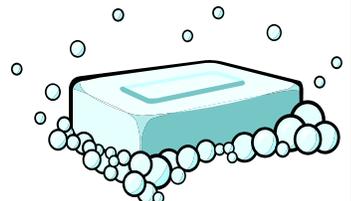


It's also a good reminder for families to please pack **at least one change of clothes in your child's bag**, especially through winter, in case a change of clothes is needed during the day. **Warm clothes** in your child's bag are advisable as the weather has cooled down and is a little changeable at the moment. If the weather suddenly turns cold it is important that children have warm clothes to put on when we are outside. Many Thanks.

Friendly reminder: The winter season is here.



Parents please remember to send your children off to the bathroom to wash their hands upon arrival at Preschool before they enter the rooms to play. Hygiene is an essential part in keeping the winter colds and flus at bay. Parents may use the hand sanitiser located on the shelf out of reach of children near the sign in area.





We would like to formally introduce you to the newest member of our team, *Jade*. Jade is a Diploma trained Educator who has joined our team to support both rooms across the week from Monday to Friday. We look forward to sharing in all the skills and knowledge Jade brings with her to our Preschool. **Welcome Jade!** We look forward to a great year ahead with Jade as part of our team.



Medication at Preschool



If your child requires medication whilst at Preschool please see educators for a medication form. If your child has just begun a course of antibiotics, as per preschool policy, they must remain home from preschool for **24 hours** from the time they start taking the antibiotic to ensure they do not have a reaction.

We are unable to give any over the counter medicine including Ventolin for a one off dose or ongoing without specific instructions from a doctor which includes your child's name as the person to receive the medication. Please ensure you complete an Asthma plan at preschool for ongoing Asthma treatment **OR** bring a letter from your doctor where a one off dose is required.

It is imperative that parents **DO NOT** leave any medication (over the counter or prescription) in a child's bag where it can be access by children and putting them potentially at great risk of harm. If you bring **ANY** medication please ensure you give it to an educator so it can be stored safely.

Please consider too if your child is in need of medication whether they are well enough to be at preschool or whether they should remain at home. Thank you for your co-operation.



Policies currently under review.....

Illness & Exclusion Policy

Legislation:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2018
United Nations Convention on the Rights of the Child 1989
Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001
Public Health Amendment Act
Health Act 1958
Information Privacy Act 2000
Health Records Act 2001



Quality Area 2: Children's Health & Safety

National Regulation; 88; 168(2)(c)

Education and Care Services National Law Act 2010: Section 167

LINKS TO OTHER POLICIES/ DOCUMENTS

- *Enrolment and Orientation*
- *Immunisation & Infectious Diseases*
- *Incidents, Injury, Trauma and Illness*
- *Cleaning and Maintaining*
- *Workplace Health and Safety*

Policy Statement;

Our education and care service is committed to providing a safe and healthy environment for all children, staff and any other persons attending the service by:

- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service;
- complying with current exclusion schedules and guidelines set by the Department of Health; and
- providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

Rationale:

Maintaining a healthy and safe environment for educators and families is paramount for best practice. Springwood and District Preschool Kindergarten educators have a duty of care to ensure the health and wellbeing of the children, educators and families within the preschool by implementing illness exclusion periods for the benefit of the preschool community.

To meet the requirements of [Regulation 88](#) and [Regulation 168\(2\)\(c\)](#), our service finds it valuable to review practices and procedures about effective hand washing, cough and sneezing etiquette, hygiene and cleaning routines and appropriate exclusions of unwell children, educators and staff.

Springwood and District Preschool Kindergarten understands that children do become ill. In order to prevent illness and cross infection and due to the number of children at preschool each day and the close proximity of children to each other we believe that infection control is essential and guidelines for isolation need to be clear. See also Immunisation and Infectious Diseases Policy for further information.

Aim:

- To follow the recommended exclusion guidelines to reduce the spread of illness at Springwood and District Preschool Kindergarten
- To carefully exercise prevention, isolation and exclusion procedures.

Procedure:

- Families will be informed upon enrolment of this policy and the exclusion practices of Springwood and District Preschool Kindergarten
- Families will be reminded of the need to keep children who are unwell home from preschool. Children who are unwell need to be in the care of their family so that the family can make important decisions about their health.
- Infection control within the preschool is closely monitored and maintained by measures such as:
 - Daily cleaning of the preschool
 - Exclusion of sick children as per Public Health Unit guidelines
 - Proper hand washing techniques
 - The use of gloves and safe disposal of blood and bodily substances
- The Director maintains the right to isolate and remove from the preschool any child who appears to be suffering from any condition which is likely to:
 1. Be transmitted to another child or educator
 2. Result in the educators compromising the care and education of other children whilst nursing the sick child
- Springwood and District Preschool Kindergarten will follow isolation and exclusion guidelines as per National Medical Research Council – Staying Healthy In Child Care (5th ed) (See copy in Illness and Exclusion file on display in foyer, staffroom, and playrooms)
- 'Staying Healthy in Child Care' fact sheets will be provided to keep families well informed at all times as well as regular newsletter items and information displays
- The Director further maintains the right to contact a child's parents in order to clarify information about any illness or medication
- If the parent cannot be contacted the Director further maintains the right to:
 - a. Contact the child's nominated emergency contact
 - b. Contact the child's nominated doctor



- It is strongly recommended that all children attending Springwood and District Preschool Kindergarten should be immunised – See Immunisation and Infectious Diseases Policy for more information.
- The Department of Health Directive ‘Notification of Infectious Diseases under the Public Health Act 1991’ mandates that notifiable diseases must be reported to the Public Health Unit. The Director must notify the Public Health Unit as soon as they are aware that a child at the preschool has contracted a vaccine preventable disease (confirmed by a medical practitioner) – this includes diphtheria, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles) and tetanus. The Public Health Unit will investigate and provide advice.
- Staff are susceptible to illness and infectious diseases and are subject to the same isolation and exclusion procedures as children
- Children who are ill are to:
 - Remain within the room but separated sensitively from the group (a child is never to be isolated from the group)
 - Be made comfortable
 - Be closely monitored until the parent or emergency contact comes
- Educators will implement correct hygiene practices when assisting an ill child
- Parents or the child’s nominated emergency contact are to be notified immediately if the child had Diarrhea, vomits or has a high temperature

IMPORTANT FACTS

- I. A child **MUST BE KEPT AWAY FROM PRESCHOOL UNTIL THEY ARE CLEAR OF ALL SYMPTOMS FOR 48 HOUR- FROM CLOSE OF THE PRESCHOOL DAY.** This applies to staff employed by the preschool too, it is vital to eliminate the spread of infection.
- II. A gastro outbreak occurs **when 2 or more** children or staff have sudden onset of vomiting or diarrhea in a **2 day period**
- III. A medical/doctors certificate will not be accepted if it is in conflict with the policy exemption time line outlined in i) and ii).

- If requested by the family or emergency contact person, educators may administer ‘paracetamol’ in an attempt to bring a child’s temperature down, however a parent or emergency contact person must still collect the child. A Medication Authorisation Form must be completed if a family requests Springwood and District Preschool Kindergarten to administer medication - this needs to be signed by the parent when they come to pick up the child
- It is essential that parents notify the educators if their child is sick. Educators keep records of all child absences for accountability purposes in the Incident, Injury, Trauma and Illness Log

PUBLIC HEALTH UNIT:

Penrith Office	PO Box 63, Penrith 2751 Ph: 02 4734 2022 Fax: 02 4734 3300 / 3444	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
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- *NB: this policy applies to children and adults.*



Recommended minimum exclusion periods

ADAPTED FROM STAYING HEALTHY | 5TH EDITION | 2013

Condition	Exclusion of case	Exclusion of contacts ^a
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

*Note that Viral Gastroenteritis has now been updated to 48 hour exclusion since the printing of this table.





Fees Policy

Legislation:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2018
Associations Incorporation Act 2009 No 7
Rules of Incorporation
Fair Trading Act 2003
Family Law Act 1975 as amended in 2011

Quality Area 7 Governance & Leadership

National Regulations 2018. 168 (2)(n), 172

Policy Statement:

Our preschool has a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office and Privacy Act All records held at preschool will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

Rationale:

Springwood Preschool is an incorporated association. It is a not for profit community based preschool that must ensure that it is financially viable and legally accountable at all times. It requires financial management and record keeping systems that are fair and equitable for all parties and that maintains legislation. The service is governed by the Constitution. The objects of the association are detailed in the Constitution. The Constitution is available in the foyer of the preschool.

Aim:

- To provide a clear fee structure and payment system and thorough and professional management of finances.

Procedure:

a) The Budget

- In term three each year the budget will be prepared for the following year. The Nominated Supervisor of Springwood Preschool, the Administration Officer and the President and Treasurer of the Management Committee shall prepare the budget.
- After preparation of the budget the Management Committee in association with the Nominated Supervisor of Springwood Preschool shall meet and discuss the level of fees for the forth-coming year. It is to be remembered that the preschool is a non-profit, community organisation and the preschool exists to provide a service to the community, at a reasonable cost.
- Fees will be set at a level that covers basic operating costs for the preschool and all other required expenditure.
- Fees should not be set at such a low level that the financial viability of the preschool is threatened.
- Fees should be set that reflect the Department Of Education and Communities Funding Agreement and Universal Access Policies. Springwood Preschool will set fees lower for all children who will be eligible for school the following year. Springwood Preschool will set fees lower for equitable children who hold a health care card or are from an indigenous background.
- Parents will be informed of the fee schedule given a minimum 1 month notice.

b) Payment of Fees

- For all families fees are payable two weeks in advance once your child starts at preschool fees must then be kept 2 weeks in advance for the duration of the year. It is up to individual families to choose an appropriate way of paying e.g. each week, fortnight, and month or by term.
- Our Preschool is a non-profit organisation financed by fees and a small amount of government funding. Fees are required to be two (2) weeks in advance at all times.
- Authority for setting up your Direct Debit is online through your childs Hubworks enrolment. Please be aware that when using a credit card there is a small service fee charged by Hubdebit. All transaction fees are shown below. Direct Debits are not automatically paused over the school holidays, payments continue as per the nominated schedule. If you wish for the payments to be stopped over any holiday break please give sufficient notice prior to the scheduled date of the debit.
- Fees can be paid by **Direct Debit authority** from a bank account or credit card. The preschool is a **CASH FREE** service, **no cash or cheques will be accepted at the office.**
- We do not have facilities to accept credit card at the office, however you can use your credit card with a direct debit authority.
- A fee statement will be issued each month, and receipts are emailed.
- It is parents responsibility to collect these fee receipts and to be aware whether fees are paid up to date or not. Parents are asked to please contact the office if unsure.



- Fees can also be paid by electronic funds transfer (details of the Preschool Account can be found at the office). We do not have facilities for credit card payment.
- Fees are payable for all absences and holidays taken during the school term. Fees are not charged for gazetted NSW School holidays or Public holidays.

c) Overdue Fees

RECURRENT LATE PAYMENT OF FEES:

In an effort to eliminate recurrent late payments, the following point is noted from the Preschools procedures for payment of fees; Should late payments become a recurring problem with a child's fees during a term, parents will be asked to complete a Direct Debit set up prior to the commencement of the next term. As a consequence of defaulting on the Preschools policy of remaining in advance with fee payments at all times, Direct Debit setup will give Preschool authority to debit fees from a nominated bank account or credit card on a regular schedule to eliminate future late payments. As the Preschool is a non-profit community based Preschool, we rely heavily on the payment of fees for the successful running of the service, hence the need to adhere strictly to payment procedures.

- If you fall into arrears with the payment of your fees (i.e. are not 2 weeks in advance) then you will receive a reminder letter with your outstanding fees, as well as a copy of the preschool's 'Financial Management' policy.
- If, one week after you have received your fee reminder letter you have not paid fees, you will receive a letter advising that unless the fees are brought up to date within 7 days your child's place will be declared vacant. At this point any debt collection fees will be added.
- No family will be able to start a new year at Preschool where fees are outstanding for the previous year. No sibling will be able to commence preschool where fees are outstanding for a brother or sister who has already left the preschool.
- If you intend to withdraw your child from Preschool notice in writing must be given two weeks in advance, or two weeks fees will be charged in lieu of notice.
- If you are experiencing any difficulties paying your fees at any time throughout the year then it is essential that you discuss the problem with the Treasurer, the Administrative Assistant or the Nominated Supervisor.

Youth Mental Health First Aid




Adults, learn how to **support adolescents** (12-18) who may have a mental health concern or be in a **mental health crisis.**

Date + time:
Monday 17th - Tuesday 18th June
Registration 8.30-9am
Course: 9-4pm both days.

Venue: The Carrington Hotel
15-47 Katoomba St, Katoomba

Cost: \$95/\$40 (concession)
(cash on the day or invoice by prior arrangement)

RSVP by June 13th by contacting Principal Master MHFA Instructor Jane Armstrong on 0422 363 912 or email omanepadmehum55@hotmail.com

Morning & afternoon tea provided.

Find out more about MHFA: mhfa.com.au



MENTAL HEALTH FIRST AID Australia

Proudly supported by:





Springwood and District Preschool Kindergarten Inc.

9 Macquarie Road Springwood PO Box 93 Springwood 2777 Ph: 4751 3360 Fax: 4751 3220
 admin@springwoodpreschool.org.au www.springwoodpreschool.org.au www.facebook.com/springwoodpreschool
 ABN: 70 745 650 688



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