

# Welcome to Preschool for 2022

## NEWSLETTER August 2022

### Important Dates.....

- Debby's last day at Preschool 5<sup>th</sup> August – Remember to wear green.
- **Dental Health Awareness visit 11<sup>th</sup> & 16<sup>th</sup> August 10:30am**
- **Open Day 27<sup>th</sup> August 10am – 12:30pm.**
- **Rooms re-open to families 1<sup>st</sup> September**

'Like' us on Facebook

[www.facebook.com/springwoodpreschool](https://www.facebook.com/springwoodpreschool)



Visit our Website for information & events

[www.springwoodpreschool.org.au](http://www.springwoodpreschool.org.au)

Springwood & District Preschool Kindergarten Inc.

## OPEN DAY

Saturday 27<sup>th</sup>  
August  
10am to 12:30pm

**Everyone is welcome  
to join us for Open Day.**

Enjoy the Reptile Show at 11am, grab a bite to eat from our sausage sizzle, and enjoy our amazing outdoor play space.

As our enrolments are full for 2023, this will be the first opportunity for our new families to explore the preschool. New enrolments will have an opportunity to enjoy a small music group time in the classrooms at 10:30am before the Reptile show.



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# Farewell Debby

*We would like to let you know that Debby from the Possum Room will be leaving preschool to begin an exciting new career opportunity.*

*Her final day is Friday 5th August. Debby has been a treasured part of our preschool team for over 10 years and she will be greatly missed.*

*We wish her all the best and look forward to seeing her out and about in the community.*



## Reporting Illness at Preschool

Maintaining a healthy and safe environment for educators and families is paramount. Springwood Preschool 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. We understand that children do become ill however 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.

**PLEASE contact us if your child is unwell whether it is your child's day at preschool or not, whether it's Covid related or not, so that we may take the necessary steps to follow our infection control procedures.**

If your child or a member of your family is Covid positive please contact the preschool as soon as possible. Children must stay at home if a member of the household has Covid. We will require a copy of the Medical Clearance Certificate issued by NSW Health (for the person who has covid) with the isolation dates for our records and to determine when your child can return. If the certificate is delayed please provide a screenshot of your message from NSW Health in the meantime. Please ensure it clearly shows the person's name and the isolation period dates, thank you.

We hope to lift the restrictions further from the 1<sup>st</sup> of September and open up the Preschool again to families, but for this to happen we need everyone's help by staying home when unwell and notifying preschool of all illnesses. Thank you for your co-operation.





## Re-opening Preschool from 1<sup>st</sup> September

From the 1<sup>st</sup> of September we hope to open up Preschool further for families to enter the rooms again which we're excited to be able to do. For this to happen though we will need your co-operation. Thank you in advance.

### Important things to note once the rooms re-open to families:-

- *Entry will continue through the back gate to the yard.*
- *Sign-ins will remain under the veranda.*
- *If parents have any symptoms when dropping off or picking up please stay out of the rooms and communicate with educators so that we can collect your child's belongings and bring them out to you.*
- *Continue to keep children home if they are unwell, report all illness, keep children home if a member of the household has Covid.*

## Skoolbag app no longer in use for Preschool

Unfortunately due to a significant drop off in subscribers and use of the Skoolbag app, the preschool has decided to discontinue our subscription.

From now on please refer to your email or our private Facebook group for notifications regarding important information or events. If you are not yet a part of the 2022 Facebook group and would like to be please send us a request to join.



## Dental Health Week

This week is Dental Health week and it is a great time to 'brush up' on oral hygiene knowledge and practices.

We will be having a visit from Winmalee Dental Practice to talk to the children about Dental Health in a fun presentation.

They will visit on Thursday 11<sup>th</sup> and Tuesday 16<sup>th</sup> August at 10:30am.

## QR code for the National Law & Regulations.

Should you wish to read them, we have provided QR codes below to access the most up to date copies;

~Education and Care  
Services National Regulations



~ Children Act (Education  
and Care National Law)



## StEPS Vision Screening Clinics

If your child is 4 and going to school next year and you missed our screening days at preschool, below are a list of clinics you can attend.

**Please contact the StEPS team on 4730 5100** if you would like to make a booking.

If your child is 4 years old but returning to preschool in 2023 they will have the opportunity to do the free screening at preschool next year.



- Katoomba Community Health Centre – Thursday 29<sup>th</sup> September
- Cranebrook Community Health Centre – Friday 30<sup>th</sup> September
- Cranebrook Community Health Centre – Tuesday 4<sup>th</sup> October
- Springwood Community Health Centre – Wednesday 5<sup>th</sup> October
- Hawksebury Community Health Centre – Thursday 6<sup>th</sup> October

## Bread Bag recycling has come to an end

Thank you to everyone who brought in bags for our recycling efforts but unfortunately we haven't made the weight to qualify for rewards and will need to ask families not to bring any further bags in. Thanks again to those who participated.



# Policies currently under review.....

## Incident, Injury/Trauma Policy

### Legislation:

*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulation 2018*  
*Occupational Health and Safety Act 2000*  
*Occupational Health and Safety Regulation 2001*  
*United Nations Convention on the Rights of the Child 1989*

### Quality Area 2: Children's Health & Safety

Education and Care Services National Law Act 2010: Sections 174(2)  
Education and Care Services National Regulations 2018: Regulations 12, 77, 85–87, 89, 103, 136–7, 177, 183  
Occupational Health and Safety Regulations 2007  
Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces

### Policy Statement:

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old. Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child
- trauma to which a child has been subjected
- an illness that becomes apparent.

### Rationale:



An 'Accident' is an incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. It is important that all educators working at Springwood Preschool Kindergarten are aware of the emergency procedures in the case of accidents occurring at the preschool.

**Aim:**

- To adhere to all legislation regarding serious incidents as outlined in Education and Care Services National Regulations Division 2 – Incidents, injury, trauma and illness.
- To minimise the distress to children by ensuring all emergencies as the result of an accident are dealt with in an efficient manner by educators and by maintaining and continually updating policies and procedures to ensure such.

**Procedure:**

- All educators have a duty of care to immediately notify and report any accident to the Director.
- In the case of an Accident at Springwood Preschool Kindergarten, The Director (or nominated educator) or the Certified Supervisor will:
  - Call an ambulance immediately if required on '000'



- Contact the parents to advise and ask for further instructions
  - If the parents are not able to be contacted then the Director (or nominated educator) will contact the child's emergency contacts (found on the child's enrolment form)
  - If the child's nominated emergency contacts are not able to be contacted then the Director (or nominated educator) will contact the child's nominated Doctor (found on child's enrolment form)
- First aid is to be administered to the child according to the accident and consequent injury and a written 'Incident, Injury, Trauma and Illness form' completed. Parents will be required to read and sign the 'Incident, Injury, Trauma and Illness form'.
  - the original form will be file in the Accident folder in the office,
  - duplicate given to the parents if requested.
  - 2nd duplicate will be filed with child's enrolment form.
- A first aid kit will be available in both rooms maintained by the Director or nominated educator. The kit will always be kept in a position for easy access by staff on shelf next to external entrance, so can easy be accessed when in outdoor environment. A current first aid manual is included with the kit and first aid procedures as outlined in the manual are to be known and followed. A complete kit will be taken along on excursions and all fire drills. See First Aid Policy, Occupational Health and Safety Policy and Excursion Policy for more information
- Notification of the accident is to be recorded in the Accident folder kept in the office. The accident is noted and assessed for further risk. Steps will be taken to minimise any further accidents from occurring.
- CPR charts are displayed in the indoor and outdoor environment.
- Emergency telephone numbers are displayed near all telephones and family contact information is available to educators
- An educator *Apply first aid* certificate is on the premises at all times and educators are encouraged to complete first aid qualifications as part of their ongoing professional development. The three basic aims of First Aid are:
  - To keep the patient alive.
  - To prevent the condition from worsening.
  - To relieve anxiety, pain and discomfort.
  - All staff will remember that first aid is FIRST aid only, consisting of measures to be taken before medical staff attend (if required) to give second aid, which is proper treatment.
- Educators take precautions to minimise and prevent potential accidents. If an accident occurs educators remain calm and ensure all children and educators are safe. Injuries are assessed and appropriate first aid administered.
- If the injury involves above the shoulders and requires monitoring other than the initial first aid, then the parents will receive a courtesy phone call at the time to inform them of the incident.
- The person attending the first aid, and the Room leader will be required to submit a **Notification of Serious Incident** to ACECQA. A copy is located in Accident folder, please photo copy or jump on line; <http://www.acecqa.gov.au/SearchResults.aspx?keywords=Notification+of+Serious+Incident> (A **Notification of Serious Incident Report** needs to occur – when an ambulance is called to assist, anaphylaxis incident, when a serious complaint is filed, any injury where a parent MAY seek medical advice- if in doubt fill it out)- this notification form needs to be filled in and **SUBMITTED within 24hours of the incident occurring.**
- Injured children are made as comfortable as possible while other children are reassured and continue to be supervised by educators.
- If a child requires transportation to hospital an educator will accompany the child in the ambulance and wait with them until the parents arrive. Families accept liability for any medical or ambulance fees that may be incurred.



- If death occurs due to an accident the Director or nominated educator will notify the child's family immediately and the Regulatory authority no later than the next working day (within 24 hours). See Death Policy.
- If the child's family seek any medical attention outside of the preschool, or emergency professionals are sought in response to the event then a Notification of Serious Incident will also be filled in by the responsible person at the time of the incident.
- The Nominated Supervisor will be contacted.
- Parents will be phoned at the end of the day to follow the incident

#### To prevent injuries:

- Educators to report any equipment repair needs to the Director (these generally arise with the daily indoor & outdoor daily safety checklists completed by both rooms). Remove dangerous toys and equipment from play areas.
- Running and throwing will be restricted to the playground.
- When using large muscle equipment, attentive educators can redirect any child misusing it to safer, more appropriate use of the equipment. Educators must be observant of all children in the room and interact with the children.

#### To prevent burns:

- The Director is to ensure any hot water in hand washing sinks is set no higher than 43.5°C.
- No heating of children's food will occur at preschool. Microwave ovens will not be used for food or drink heating for children, due to the difficulty of "hot spots" that tend to occur in the heating process.
- Protective covers to be placed and maintained on electrical outlets.
- Smoking is not allowed on the premises (see Smoke, Drug and Alcohol Free Environment Policy)
- Fire drills are to be carried out a minimum of quarterly and times will be varied.
- Hot drinks are not permitted when children are present.

#### To prevent poisoning:

- Separate child proof locked storage areas will be provided for art, cleaning products and educator's personal belongings. Food will not be stored with any of the above.
- All cleaning fluids must be kept in their original bottles with labels intact.
- Only paints that are non toxic (non poisonous) are allowed in the preschool, and these must be located out of reach of children.
- All spilled liquids must be cleaned immediately.
- Only lead free paint can be used on equipment and walls. Toys purchased will be covered with non-toxic paint.
- The telephone number of the Poisons Information Centre is posted with other emergency numbers by the phone.
- Never call or refer to medicines as 'lollies'
- Be alert to any side effects that may be developing as a result of medication. Check the child frequently.
- Ensure that only non-poisonous plants are present in the environment. Special care is taken during walks to avoid any unknown plants, trees or bushes.

#### To prevent choking and suffocation:

- Frequently inspect equipment to make sure there are no small detachable parts. Equipment should be age appropriate.
- Plastic bags are to be kept out of reach of children and should not be used to store materials or equipment.
- Parents are to be reminded not to send anything in plastic bags.
- Heavy string and rope should be stored out of the reach of children.
- Adults should blow up balloons only. Deflated balloons should not be available for children.
- Toilets and sinks are potential hazards for drowning. Supervise children in the bathroom.
- Children should be closely supervised during water play.
- Buttons, pins, needles and all small pointed instruments should be stored in a childproof container out of the reach of children.
- All children should be encouraged to eat their food slowly, chewing well. Children should always be encouraged to eat sitting down.
- The preschool does not serve hard lollies, gum or nuts.

#### Additionally:

- The Certified Supervisor shall conduct weekly inspections of potential hazards. The room is to be arranged to minimize safety hazards. Equipment and furniture are to be in good repair. (Daily indoor & outdoor Safety checks occur).

#### Links to National Quality Framework Standards:

Quality Area 2	Children's health and safety
Standard 2.1	Each child's health and physical activity is supported and promoted.
Standard 2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
Standard 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
Quality Area 3	Physical Environment
Standard 3.1	The design of the facilities is appropriate for the operation of a service.
Standard 3.1.2	Premises, furniture and equipment are safe, clean and well maintained
Quality Area 7	Governance and Leadership
Standard 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.



# Acceptance and Refusal of Authorisations Policy

## Legislation:

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2018

## Quality Area 7: Leadership and Service Management

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- Administering medication to children (regulation 92)
- 161; Authorisations to be kept in enrolment record. Children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- Children being taken on excursions (regulation 102)

## Rationale:

Springwood and District Preschool Kindergarten acknowledges the importance of understanding the legislation required in order to manage a children's service. It is acknowledged that authorisations for certain actions relating to the education and care of children is required under current legislation and that in some circumstances where correct authorisations are not received a refusal may result.

## Aim:

- To adhere to all legislative and legal obligations in regards to authorisation requirements and records.
- To ensure that Springwood and District Preschool Kindergarten will only act in accordance with correct authorisations as detailed in the Education and Care Services National Regulations 2011.
- To ensure this information is communicated to all stakeholders of Springwood and District Preschool Kindergarten in a suitable and efficient way.

## Procedure:

- The Director will ensure that the dated enrolment form contains necessary legislative requirements under the Education and Care Services National Regulations - see Enrolment and Orientation Policy for specific details.
- The Director will ensure that documentation includes, but is not limited to the following authorisations:
  - Consent to the medical treatment of the child by Springwood and District Preschool Kindergarten educators.
  - Consent to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
  - Consent to transportation of the child by an ambulance service.
  - Consent to photographs being taken for use at Springwood and District Preschool Kindergarten.
  - Fee policy and payment agreements.
  - Consent to apply sunscreen.
- The Director will:
  - Ensure that these authorisations are collected and kept in the enrolment record.
  - Exercise the right of refusal if written and/ or verbal authorisations do not comply.
  - Waive compliance where a child requires an emergency medical treatment for medical conditions such as Anaphylaxis, Asthma and Diabetes - See Medical Conditions Policies. Springwood and District Preschool Kindergarten can administer medication without authorisation in these cases, the parent will be contacted as soon as practicable after the medication has been administered. See Medication Policy.
  - Ensure that the original dated enrolment form is kept at the service.

## Links to National Quality Framework Standards:

Quality Area 2	Children's health and safety
Standard 2.2	Each child is protected.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children's learning and development.
Standard 4.2	Management, educators and staff are collaborative, respectful and ethical.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Quality Area 7	Governance and Leadership
Standard 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Standard 7.2.1	There is an effective self-assessment and quality improvement process in place.





Connect Child & Family Services are looking for volunteers for their “**Connect & Nurture**” program. Please get in touch with them if you think you would like to help.

## WHO WE ARE

### BACKGROUND

We help families nurture and educate their children. Connect is a not-for-profit organisation serving communities in the Blue Mountains, Lithgow, Hawkesbury and Western Sydney. We are committed to overcome barriers to a child's development, their transition into school and into community life.  
Call us: Hazelbrook (02) 4758 9966  
Lapstone (02) 4739 2606

### OUR VALUES

Tune In  
Connectedness  
Kindness  
Social Justice  
We all walk together  
Celebration.

### GOALS

At Connect child and Family Services we aim to help children and families Educate, Nurture and Grow.

## CONTACT US



CONNECT CHILD AND FAMILY SERVICES.  
48-50 OAKLANDS RD,  
HAZELBROOK, NSW 2779.  
PH: 47589966  
EMAIL: [CONNECT@CONNECT.ORG.AU](mailto:CONNECT@CONNECT.ORG.AU)



connect  
AND  
nurture



connect | EARLY CHILDHOOD  
CHILD AND FAMILY SERVICES | EDUCATION AND CARE

PREVIOUSLY KNOWN AS YAWN.

## OUR SERVICE



### WHAT WE DO...

Connect And Nurture is a home visiting service for families with a child under one year of age. The service led by a Coordinator and is staffed by community volunteers. It was developed in partnership with Connect Child and Family Services and parents in the community. The service was established in 2012 and originally known as You Ask We Nurture.

The service offers:

- practical support in a family's home, that follows the needs of the family.
- acknowledgement of the challenges of parenthood - volunteers nurture, empower and value parents and the important work of caring.
- assisted referrals to other family services if further support is necessary.
- connection to the local community.



### HOW IT WORKS...

Our volunteers are fully trained and evaluated for suitability into the program.

Once connected with the program, you will be offered a volunteer who will visit you weekly, for six months to assist in light house work, connectedness and child care needs.

Our staff will ensure that all appropriate considerations are accounted for.

Get in touch now to learn more about our Connect and Nurture Program:

Contact the Coordinator on:  
Ph: 0452 335 893

connect | EARLY CHILDHOOD  
CHILD AND FAMILY SERVICES | EDUCATION AND CARE

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### MORE ABOUT OUR SERVICES

For more about our services please see our website:  
[www.connectcfs.org.au](http://www.connectcfs.org.au)

Alternatively, get in touch with our office:  
Ph: 024758 9966

