

Welcome to Preschool for 2023

NEWSLETTER October 2023

Important Dates.....

- **Monday 9th October** – Term 4 begins
- **Intergenerational program** - every Friday from 13th October to 24th November.
- **Christmas hamper donations** - by Wed. 29th November.
- **Christmas celebrations** at Preschool - Mon 4th & Thurs 7th Dec, 1-3pm.
- **Thurs 14th December** – Term 4 ends

Preschool will be collecting donations for Gateway

Christmas Food Appeal, if you have donations please drop them into the boxes located near the sign in books by Wednesday 29 Nov, thank you. Below is a list of suggestions.



CHRISTMAS FOOD APPEAL

We're collecting food donations for our Christmas Hamper Appeal. Can you help us?

Every Christmas we put together 250+ hampers to support families in need. Here's a list of food items we need for our hamper program:

- | | |
|---|---|
| <input type="checkbox"/> Christmas fruit mince pies | <input type="checkbox"/> Breakfast cereals (incl. child favourites) |
| <input type="checkbox"/> Christmas cakes and puddings | <input type="checkbox"/> Salmon and tuna (large tins) |
| <input type="checkbox"/> Shortbread and sweet biscuits | <input type="checkbox"/> Tinned veg (peas, corn, carrots, beetroot etc) |
| <input type="checkbox"/> Savoury biscuits and crackers | <input type="checkbox"/> Lollies, chocolate and sweets |
| <input type="checkbox"/> Long life juice cartons (1 litre) | <input type="checkbox"/> Dried fruit snacks |
| <input type="checkbox"/> Soft drinks (small bottles and cans) | <input type="checkbox"/> Tins of pineapple and fruit salad |
| <input type="checkbox"/> Instant coffee (jars) | <input type="checkbox"/> Long life custard and long life milk |
| <input type="checkbox"/> Sauces, chutney and salad dressing | <input type="checkbox"/> Jelly crystals |

Any excess items are sent to our food pantry and distributed through our Essentials emergency relief program - all donations are appreciated!

'Like' us on Facebook: www.facebook.com/springwoodpreschool

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

Springwood and District Preschool Kindergarten Inc.

9 Macquarie Road Springwood PO Box 93 Springwood 2777 Ph: 4751 3360

admin@springwoodpreschool.org.au www.springwoodpreschool.org.au www.facebook.com/springwoodpreschool

ABN: 70 745 650 688

Scan the QR codes to find us




Update of the Preschool QIP Goals 2023

Throughout this term we have had our 2023 QIP Goals on display in the classrooms for your feedback. We thought we would take this opportunity to provide an update of where we are currently up to.


Goal 4 New Roof & Solar – We continue to wait for the BMCC to respond back to the paperwork supplied by them and returned to them in term 1 - where our management committee had to seek out professional advice from a builder before signing in term 1. Additionally, we continue to wait to hear back for the go ahead with replacing all our windows around the veranda, as our management committee were successful in gaining a grant in 2022/23 for this to happen.

Goal 6 Child Safe Standards. We have completed this goal as off the end of term 3. Thank you to our families for enabling us to embed our Child Safe Standards involving the new policies, procedures, and risk assessments. We hope that we were able to answer all your questions around this topic from our display we had of all these documents. .

Goal 7- Electronic Sign in and out. – Moving forward in the later part of this final term we plan to transition from the traditional paper form of parent signing in and out each to transitioning to an electronic method. This feature of our 'HubHello' systems and should be an easy automotive method which will rely on linking with family's mobile phone numbers where all parents and contacts will their own unique 4 digit log in code to enable signing in and out. We will update you over the next few weeks with further details.




Parenting Programs
TERM 4, 2023







Program	Date/Time	Location	Register
Cool Little Kids Six week program that gives parents skills to help their 0-6 year old children manage their anxiety.	Every Friday 27th Oct - 1st Dec 10:00am - 11:30am	Tanderra COSH 14 Raymond Road SPRINGWOOD	Phone 4720 6500 groups@gatewayfamily services.org.au
Circle of Security Seven week program that helps parents form secure relationships and stronger bonds with their children.	Every Monday 24th Oct - 4th Dec 10:00am - 12:00pm *** Childcare available ** Must register	Nepean Multicultural Access 29 Swanston Street ST MARYS	Phone 4720 6500 groups@gatewayfamily services.org.au
Tuning in to Teens Six week program that supports you to help your adolescent develop emotional intelligence.	Every Monday 23rd Oct - 27th Nov 6:30pm - 8:30pm	Online via ZOOM	Phone 4720 6500 groups@gatewayfamily services.org.au

Our parenting programs are funded by DSS and DCJ and are offered FREE to residents of Penrith and the Blue Mountains.

Phone 4720 6500 or groups@gatewayfamilyservices.org.au



We acknowledge and respect the Traditional knowledge holders and custodians of the land on which we work, the Darug and Gundungurra people.



Please remember to pack Hats & Spare clothes for preschool days



We'd like to take this opportunity to ask families to please remember to send children to preschool with spare clothes including underpants in case of water play or accidents, and hats for outside play.



We have run very low on our stock of spare clothes which makes it difficult when children need to change if they don't have spare clothes in their bag.
Thank you.



Term 4
2023

Cool Little Kids Program

6 week parenting program - FREE to register

Cool Little Kids is a 6 week program that gives parents skills to help their child manage and overcome anxiety.

If you have a 3-6 year old child with excessive shyness, anxiety or fears, this program will equip you with skills to help support them.

The program will cover:

- Understanding anxiety and shyness
- Causes and risk factors for anxiety
- How to respond to your child's anxiety
- Skills and strategies to deal with fear
- Dealing with setbacks and difficulties
- Maintaining resilience long term



Help your child manage anxiety, excessive shyness and fears



Learn simple Cognitive Behaviour Therapy (CBT) strategies

DATES:
Fridays 27th Oct - 1st Dec

VENUE:
Tanderra OOSH
14 Raymond Road
Springwood, 2777

TIME: 10:00am - 11:30am

COST: FREE



CHILDCARE AVAILABLE
Bookings required



Register at 4720 6500 or groups@gatewayfamilyservices.org.au



We acknowledge and respect the Traditional knowledge holders and custodians of the land on which we work, the Darug and Gundungurra people.



Term 4
2023

Circle of Security Parenting

7 week parenting program - FREE to register

Circle of Security Parenting helps parents develop secure relationships and stronger bonds with their children.

The Circle of Security course helps parents and carers of children aged 0-12 years learn:

- How to help your child feel more confident and secure
- How to help your child manage their emotional responses
- How to better understand your child's emotional needs



build stronger parent/child bonds



learn positive parenting skills



promote secure attachments



DATES:
Mondays 23rd Oct - 4th Dec

VENUE:
Nepean Multicultural Access
Building 1, 29 Swanston Street,
St Marys

TIME: 10:00am - 12:00noon

COST: FREE



CHILDCARE AVAILABLE
Bookings required



Register at 4720 6500 or groups@gatewayfamilyservices.org.au



We acknowledge and respect the Traditional knowledge holders and custodians of the land on which we work, the Darug and Gundungurra people.



Blue Mountains Bushfire Resilience

*As shared on our Facebook page, Blue Mountains Bushfire Resilience has partnered with Simmy's Home and Garden Service to offer FREE Bushfire Property Preparation Service to people in the 2777 Postcode and are unable to prepare their property for the bushfire season. *subject to eligibility criteria.*

Blue Mountains Bush Fire Resili...

Posts About Videos More ▾

Follow

5d · 🌐

Springwood Neighbourhood Centre Cooperative Ltd is partnering with Simmy's Home and Garden Service to offer the following for a limited time:

FREE Bush Fire 🔥 Property Preparation Service 🌿 🪓

Are you in Postcode 2777* and unable to prepare your residential property for the bushfire season?

Contact SNCC to REGISTER by phone, QR code or Jot Form:

📞 (02) 4751 3033

QR Code (scan using QR code on poster)

<https://form.jotform.com/232690955172866>

*subject to meeting eligibility criteria

#bushfires
#preparedness
#bluemountains

www.bmbushfire.org.au

BLUE MOUNTAINS
BUSH FIRE RESILIENCE
Prepare | Respond | Recover

FREE Bush Fire
Property Preparation Service

LIMITED TIME ONLY
Are you in Postcode 2777* and unable to prepare your residential property for the bush fire season?

CONTACT US TODAY!

SCAN ME

📞 (02) 4751 3033
✉ bmbushfire@sncc.org.au
📱 @bmbushfireresilience

*This service is subject to availability and meeting eligibility criteria.
Blue Mountains Bush Fire Resilience is a locally led initiative of Springwood Neighbourhood Centre Co-operative Ltd. This Bushfire Local Economic Recovery project is jointly funded by the Australian and NSW Governments under the Disaster Recovery Funding Arrangements.

GET BUSH FIRE READY

FREE DOCUMENT SCANNING

**YOU BRING YOUR IMPORTANT DOCUMENTS
WE PROVIDE THE SCANNING, THE USB AND THE REFRESHMENT!**

VENUE DETAILS

WEDNESDAY 18th OCTOBER	11.00am - 2.00pm	MOUNT TOMAH BOTANIC GARDENS - Bells Line of Rd, Mount Tomah
THURSDAY 19th OCTOBER	12.00pm - 3.00pm	HAZELBROOK BOWLING CLUB - Bonnie View Ave, Hazelbrook
TUESDAY 24th OCTOBER	11.00am - 2.00pm	KATOOMBA RSL - 86 Lurline St, Katoomba
THURSDAY 26th OCTOBER	10.30am - 1.30pm	GLENBROOK PANTHERS - 1 Hare St, Glenbrook

***SERVICE AVAILABLE WEEKLY FROM MONDAY 9th OCTOBER 10.00am - 12.00pm
SPRINGWOOD NEIGHBOURHOOD CENTRE - 104-108 Macquarie Rd, Springwood**

**CONTACT US TODAY TO BOOK AN APPOINTMENT
(PLACES ARE LIMITED)**

CALL OR EMAIL: 📞 bmbushfire@sncc.org.au 📞 (02) 4751 3033

AN INCLUSIVE & ACCESSIBLE EVENT

Blue Mountains Bush Fire Resilience is a locally led initiative of Springwood Neighbourhood Centre Co-operative Ltd. This Bushfire Local Economic Recovery project is jointly funded by the Australian and NSW Governments under the Disaster Recovery Funding Arrangements.

Blue Mountains Bushfire Resilience are also offering FREE Document Scanning to get Bush fire ready.

**See our FB page for links to Blue Mountains Bush Fire Resilience
Or call 02 4751 3033.*





END OF YEAR CELEBRATIONS AT PRESCHOOL

Dear Families, friends and special people.

We warmly invite you to join us for our end of year celebrations at preschool.

WEEK 9


Monday 4th Dec & Thursday 7th Dec
from 1-3pm.



- BRING A PICNIC LUNCH TO SHARE WITH YOUR CHILD. *PLEASE REMEMBER WE HAVE CHILDREN WITH EGG & NUT ALLERGIES IN ATTENDANCE SO PLEASE REFRAIN FROM BRINGING THESE FOODS.*
- A VARIETY OF CREATIVE ACTIVITIES WILL BE PROVIDED SO THAT YOU WILL BE ABLE TO JOIN YOUR CHILD IN MAKING SOMETHING SPECIAL FOR THIS TIME OF THE YEAR. WE BELIEVE THAT OFFERING THE CHILDREN THE CHOICE TO MAKE A GIFT FOR THEIR FAMILY IN THIS WAY REFLECTS OUR PRESCHOOL PHILOSOPHY, PRINCIPLES & PRACTICES. THIS WILL TAKE THE PLACE OF ALL OF THE CHILDREN MAKING GIFTS AT PRESCHOOL.
- WE WILL FINISH OUR CELEBRATIONS BY GATHERING TOGETHER TO SING SOME OF OUR FAVOURITE SONGS

IN THE EVENT OF SEVERE WEATHER WE MAY NEED TO MODIFY OUR PLANS, BUT WE WILL KEEP YOU UPDATED.





Tuning in to Teens Parenting Program
 6 week parenting program - FREE to register

Tuning In To Teens is a 6 week program that supports you to help your adolescent develop emotional intelligence.

The goal of the program is to help parents teach and support their teenager to understand and express emotions in appropriate ways.

The program will cover:

- Foundations of emotion coaching
- Connecting and emotional acceptance
- Building connection and showing empathy
- Dealing with teen worry, sadness & anger
- Emotion coaching now and in the future

Help your teenagers understand and regulate their emotions

Develop a closer relationship with your adolescent children

DATES:
 Monday evenings
 23rd October - 27th November

VENUE:
 Online via ZOOM

TIME: 6:30pm - 8:30pm

COST: FREE

REGISTER NOW

Gateway
 FAMILY SERVICES

Register at 4720 6500 or groups@gatewayfamilyservices.org.au

We acknowledge and respect the Traditional knowledge holders and custodians of the land on which we work, the Dug and Gundungarra people.



Policies currently under review.....

Sun Protection Policy

Legislation:

Education and Care Services National Law Act 2010: Section 167
 Occupational Health and Safety Act 2004
 Education and Care Services National Regulations 2018

Quality Area 2 Children's Health & Safety

Regulations

100 (risk assessment re: excursions –ie sun protection)

113- (The use of natural features such as trees, sand and natural vegetation.)

114, (Outdoor space—shade)

168 (2) Policies (a) health and safety, including matters relating to—(ii) sun protection

Rationale:

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Early Childhood Services play a major role in minimising a child's UV exposure as children attend during times when UV radiation levels are highest

Aim:

- To ensure that children and staff are protected throughout the year from the sun's harmful ultra violet radiation (UVR)
- To promote sun safety and reduce exposure to UVR through a comprehensive approach considering sun protective behaviour, organisation of activities, the preschool's outdoor environment and education of children, educators and parents and role modeling of adults in the preschool.
- To meet Education and Care Services National Law Act and Regulations 2010
- To meet Occupational Health and Safety Requirements (Occupational Health and Safety Act. 2000 and the Occupational Health and Safety Regulation 2001) relating to employees.

Procedure:

- Sun Protection will occur all year round.
- Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.
- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements
- UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site.
- When children are on excursions all sun protection practices are planned, organised, understood and available.
- Springwood and District Preschool Kindergarten will use 4 sun protection strategies:
 1. The use of sunscreen applied prior to children going outside
 2. The use of shade via trees and shade-cloth
 3. The use of hats and clothing with sleeves and sun glasses (where appropriate)
 4. A curriculum designed to keep children out of the sun during the high UV times of the day.

Sun Protection Behaviours:

- All children and staff will wear sun safe hats that protect their face, neck, ears and crown of the head.
 A sun safe hat is a:
 - Legionnaire hat.
 - Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
 - Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

- Parents are required to provide a legionnaires hat with a brim of approximately 5-6 cm or broad brimmed hat approximately 6-7 cm for their child, with their child's name clearly labeled.
- If parents forget to bring a hat for their child they will be required to play inside (if possible) or in the shaded areas. (This will most often be on the veranda).

Note: The Preschool will provide children with a spare hat and parents will be notified.



- Parents are requested to dress their children in clothing that gives protection from the sun, i.e. shirts or dresses with collars or high necks and sleeves; trousers, longer shorts or skirts and made from closely woven material. Clothing should cover as much skin as possible. Spare clothing will be kept if children attend the preschool inadequately dressed and a reminder given to parents on that day.
- Educators, volunteers and students will act as positive role models by wearing clothing that gives protection from the sun when outdoors and adheres to our clothing policy, by applying sun-block provided by the preschool and by wearing a suitable hat as outlined above.
- Parents, families and visitors will be requested to wear appropriate clothing and hats when involved in preschool activities.
- Staff, students and volunteers are required to role model Sun Protection behaviours by wearing a hat and appropriate clothing and wearing sunglasses that meet the Australian Standard 1067 (optional).
- Parents are requested to apply sunscreen to their children in the morning before they arrive. Each room has sunscreen pump for parents to use.
- All staff and children are required to apply SPF30 (or higher) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors **and reapply every 2 hours.**
- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.
- Cancer Council recommends usage tests before applying a new sunscreen.
- SPF 30+, broad spectrum, water resistant sunscreen will be applied to all children before morning outdoor play and reapplied before afternoon outdoor play.
- Sunscreen will be applied 20 minutes before outdoor play and reapplied every 2 hours.
- Sunscreen will be applied using tissues, one for each child. Children's self help skills will be encouraged by allowing them to apply their own sunscreen when developmentally appropriate.
- Staff will apply and reapply SPF 30+, broad spectrum, water resistant sunscreen to themselves before morning and afternoon outdoor play time.
- Permission for sunscreen use will be sought from parents on each child's enrolment form.
- The use by date of sunscreen is monitored by the person responsible for checking first aid kits.

Organisation of outdoor activities

- Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.
- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements
- Outdoor activities will be held in shaded areas wherever possible.
- Sun protection will be a specific consideration for excursions. Timing, sunscreen application/re application and the use of shade will be considered. Parents will be informed of specific sun protection requirements. (See Excursion Policy)
- From April to September (excluding June and July) outdoor activity can take place at any time. However sun protection is required.
- We will consider the Ultra Violet Radiation level when conducting outdoor activities. Temperature is not an indicator of UV radiation levels. UV radiation can penetrate clouds and bounce off surfaces. The easiest and most accurate way to work out the UV radiation levels is to check the UV alert which show the UV Index for Springwood. When the Index is 3 or above, skin damage can occur and sun protection is required. UV Alert can be checked at www.bom.gov.au/weather/uv (or via UVR monitor).
- The preschool has a summer and winter program that utilises the best times of the day to be outside and considers UV factor and weather conditions.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions (See Excursion Policy)

Shaded environments:

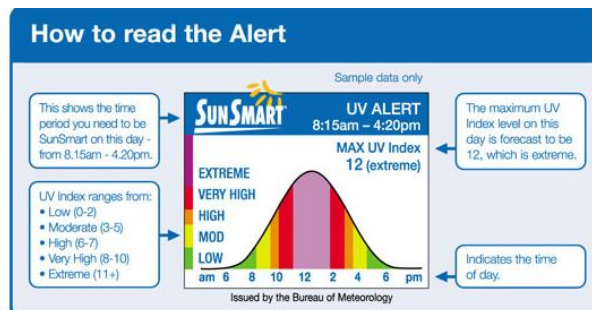
- The preschool will provide adequate shade for outdoor play and main outdoor equipment will be set up under shade structures. Equipment will be moved throughout the day to stay in the shaded areas.
- Springwood and District Preschool Kindergarten has many shade structures over areas where children play for extended periods, e.g. Sand pit and fixed play equipment, in order to maximise shade.
- The preschool has established trees which provide natural shade. Re-planting with established natives is done when necessary. Natural shade is considered when setting up and continuing experiences.
- A regular shade audit will be done to assess where and when the shade falls throughout the day to better plan the setting up of outdoor equipment.
- Yearly monitoring the quality and quantity of shade will occur.
- Fabric covering material should provide at least 90% shade and 95% UV-B block-out and shall comply with Australian Standard AS4174-1994.

Education:

- As part of WH&S UV risk controls and role modelling, staff, families, and visitors demonstrate SunSmart behaviours when outside, including:
 - Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional).
 - Applying SPF30 (or higher) broad-spectrum water-resistant sunscreen.
 - Promoting the use of shade.
 - Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.

Sun safety is everyone's responsibility. By being role models ourselves and leading the way with our own sun safety, we can inspire our children to be SunSmart when they step outside.

- Sun protection is incorporated regularly into learning programs. Children understand why sun safety is important and learn how to take effective sun protection, including taking leadership roles in managing sun protection e.g., accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.



- Sun safety messages will be promoted to educators and parents via posters and literature and through educator professional development courses.
- Sun protection messages will be incorporated into enrolment information, excursion notes and parents newsletters.
- Brochures and posters will be accessed through the Cancer Council of NSW and displayed throughout the service.
<http://www.cancercouncil.com.au/editorial.asp?pageid=1852>
(see Attachment 1 for UV Alert Brochure)
- Information will be provided in various languages, if required, to ensure NESB parents understand the need for sun protection for all children and staff.
- This policy is available to parents in the policy located in the office.
- Regular sun safety information will be made available to parents such as 'Sunsmart facts for parents' from NSW Cancer Council
<http://www.cancercouncil.com.au/editorial.asp?pageid=2454>
- Management and staff will monitor and review the effectiveness of the sun protection policy regularly. The preschool's sun protection policy must be submitted every two years to the Cancer Council for review to ensure continued best practice. Refer to the Cancer Council's guidelines and website www.cancercouncil.com.au/sunsmart for further information.

Links to National Quality Framework Standards:

Quality Area 1	Educational Program and Practice
1.1 Program	The educational program enhances each child's learning and development.
1.1.1 Approved learning Framework	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
1.1.2 Child Centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3 Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning
Quality Area 2	Children's health and safety
2.1 Health	Each child's health and physical activity is supported and promoted.
2.1.1 Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2 Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3 Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
Quality Area 3	Physical Environment
3.1 Design	The design of the facilities is appropriate for the operation of a service.
3.1.1 Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
Quality Area 4	Staffing Arrangements
4.1 Staffing Arrangement	Staffing arrangements enhance children's learning and development.
4.1.1 Organisation of educators	The organisation of educators across the service supports children's learning and development.
Quality Area 5	Relationships with children
5.1 Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1 Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
Quality Area 6	Collaborative partnerships with families and communities
6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2 Collaborative Partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Quality Area 7	Governance and Leadership
7.2 Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2 Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.



Enrolment and Orientation 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

Quality Area 6: Collaborative Partnerships With Families And Community

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2018: Regulations 168(2) (k), 160, 161, 162 177, 183

Privacy Act 1988 (Cth)

Public Health Act 2010 No 127: Part 5 Division 4, Section 87

Health records and Information Privacy Act 2002 (NSW)

Family Assistance Law www.dss.gov.au

Policy Statement:

Our service will implement a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and family as well as ensuring all legislative requirements, including the Australian Government Priority of Access Guidelines are adhered to.

We will ensure:

- Children are provided with support and comfort to settle into the service and establish new friendships and relationships;
- A thoughtful process is planned in consultation with families, to assist in separating from their child;



- Educators are provided with a clearly explained enrolment process; time to get to know families before children start; strategies to support families in introducing children to our service, time to develop close professional relationships with families; support from referral agencies; and information about custodial issues;
- Home language, cultural background and family priorities are considered at all times during the process.

Rationale:

Springwood and District Preschool Kindergarten recognises that parents want the best quality education for their children and that when first coming to Preschool they may feel anxious about enrolling and leaving their child.

Aim:

- To ease parent's sense of unease by supplying information on enrolment about Springwood and District Preschool Kindergarten's educators, routines, programming and policies
- To support families through the enrolment process
- To adhere to legislative requirements regarding enrolment records as outlined in Education and Care Services National Regulations Chapter 4 – Operational Requirements, Part 4.7 – Leadership and Service Management, Division 1 – Management of services, Subdivision 1 Attendance and enrolment records – Attendance and enrolment records.

Procedure:

- Ensuring an Enrolment procedure is followed such as:
 - Enrolment protocol –Starting in term 3 concluding final places in November each year, parents whose children are on the waiting list will be advised if their child has obtained a position at the preschool for the following year. Should they wish to accept this position then parents will be asked to accept places through acceptance letters, from their parents will be given access codes to Hubworks, to conclude enrolment procedures.
 - Orientation for children will occur late November and December where opportunity to chat with Educators and familiarize families with preschool environment.
 - Families will be emailed a "Parent Information Booklet", which details all the required information for parents to commence their child at preschool and gives a brief outline of the preschool's policies and philosophy. Parents are given the opportunity to read Springwood and District Preschool Kindergarten's Policy and Procedures Manual and
 - Reassuring parents that the enrolment process is flexible and can be organised to meet family and child needs, e.g. – short days to begin with or parent staying for a few hours, etc.

Enrolment Form:

The enrolment form must be completed by each enrolling family and occurs in an electronic format linked through our web page . Where enrolling families are not fluent in English the enrolment meeting will, wherever possible be conducted in the families primary language. At enrolment, parents are encouraged to provide any further information about their child that will support continuity of care between home and the service.

The enrolment record will include the following information for each child:

- Full name, date of birth and address of the child.
- Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the service.
- Details of court orders, parenting orders or plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.
- Gender of the child.
- Language used in the child's home.
- Cultural background of the child and child's parents.
- Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need).
- Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Authorisation for the service to take the child on regular outings.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical condition.
- Details of any allergies or anaphylaxis diagnosis.

Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan.

- Details of dietary restrictions for the child.
- Immunisation status of the child - a vaccination certificate
- All information will be checked before enrolment is complete including a copy of the Immunisation Certificate, ensuring all enrolled children are fully immunised. Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of the appropriate form signed by a medical practitioner.

Additional authorisations will be sought

- Consent to the medical treatment of the child by Springwood and District Preschool Kindergarten's 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 fact that enrolling parents/guardians are able to gain access to their information;
- permission to provide information to Department of Ed information collection
- permission to seek additional funding from organisations to which the information may be given.



- any law that requires the particular information to be collected;
- the main consequences for not providing the required information.
- Enrolment forms will be updated electronically when a family's circumstances change, to ensure information is current and correct.

Custody Arrangements

The Education and Care Services National Law requires our service to have details of all custodial and access arrangements.

Enrolling family members are responsible for informing the Director of custody and access arrangements on enrolment, and must advise the Director immediately of any subsequent alterations to these arrangements.

All relevant legal documentation is to be shown to the Director and a copy will be maintained in the child's enrolment record.

The orientation and settling in period will consider and respect the needs of both families and children. Parents/guardians will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/guardian and/or educators feel may be necessary to ensure the child's wellbeing. We will always consider the feelings and time constraints that families may have in regard to participating in orientation processes and aim to make the experience a positive and welcoming introduction to the service.

Our service will provide options for orientation to the education and care service for families which includes:

- Inviting new families to visit the service with their child at times that suit them, to familiarise families with the service prior to the child's attendance.
- Providing all new families with a conducted tour of the premises which will include introductions to other educators, children and families, and that highlights specific policies and procedures that families need to know about our service.
- Ensuring each family has a copy of the Family Handbook and an opportunity to have any questions answered.
- Supporting family members the opportunity to stay with their child during the settling in process.

Ensuring all new families are encouraged to share information about their child and any concerns, doubts or anxieties they may have in regard to enrolling their child at the service.

- Prior to the enrolment interview providing families with a list of 'what to bring' ready for the enrolment interview such as:

- Birth certificate
- Immunisation record
- Emergency contact details
- Medication number
- Doctor's details
- Health Care Card (where applicable)
- Health Fund details (where applicable)

- Providing avenues for parents to feel reassured about their child's day such as:

- Suggesting the child bring their favourite toy
- Suggesting parents telephone during the day
- Allowing flexible settings in routines, e.g.) to spend time with siblings
- Learning about the child's cultural background
- Discussing the child's day with the parents
- Learning about the child's cultural background to assist in familiarising the child with the preschool
- Learning about key settling strategies/words/phrases/comfort items particular to the child
- Supporting and comforting children
- Helping parents to say goodbye and explaining why this is important
- Welcoming parents at the end of the day and imparting knowledge about the day
- Planning separation procedures and processes step by step with the parents and evaluating and if necessary modifying the process.

- Ensuring all families are aware of the Open Door Policy which is:

- **O** - Our Preschool is open at all times for parental inspection
- **P** - Please come to see how we can help your child's development
- **E** - Entry by you at any time is your guarantee of the continuing quality of our working practices and protection for Educator and Management's reputation
- **N** - Never use a service where you are not welcome
- **D** - Don't hesitate to visit us
- **O** - Our Preschool is proud of the quality of care we provide
- **O** - Our Educators are qualified, trained, experienced and talented
- **R** - Rather that take our word for this...
- **S** - See for yourselves!!!!



NOW AVAILABLE FROM BUB HUB

MOBILE CRECHE CARE SERVICE

Make your event family-friendly!
Support and enable parents and carers to attend
your events by providing onsite creche care.
We bring childcare to you!

For inquiries and bookings:
Contact Sarah on T: 0422052080 or
Email: bubhubbluemountains@gmail.com



FIND US ON SOCIAL MEDIA

@BUBHUBBLUEMOUNTAINS




MORE INFO:

HTTPS://BUBHUBBLUEMOUNTAINS.CARRO.CO



Links to National Quality Framework Standards:

Quality Area 1	Educational Program and Practice
1.1 Program	The educational program enhances each child's learning and development.
1.1.1 Child Centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3 Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning
1.2 Practice	Educators facilitate and extend each child's learning and development.
1.2.1 Intentional Teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.2.2 Responsive teaching and scaffolding	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
1.2.3 Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
1.3.3 Information for families	Families are informed about the program and their child's progress.
Quality Area 2	Children's health and safety
2.1 Health	Each child's health and physical activity is supported and promoted.
2.1.1 Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.2 Safety	Each child is protected.
2.2.1 Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2 Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3 Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
Quality Area 3	Physical Environment
3.1 Design	The design of the facilities is appropriate for the operation of a service.
3.1.1 Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2 Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2 Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1 Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
Quality Area 4	Staffing Arrangements
4.1 Staffing Arrangement	Staffing arrangements enhance children's learning and development.
4.1.1 Organisation of educators	The organisation of educators across the service supports children's learning and development.
Quality Area 5	Relationships with children
5.1 Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1 Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2 Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2 Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
Quality Area 6	Collaborative partnerships with families and communities
6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1 Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2 Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3 Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2 Collaborative Partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.1 Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2 Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
6.2.3 Community engagement	The service builds relationships and engages with its community.
Quality Area 7	Governance and Leadership
7.1 Governance	Governance supports the operation of a quality service.
7.1.1 Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2 Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3 Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2 Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1 Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2 Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

