

# February

## 2025 NEWSLETTER

### Important Dates...

- Seniors group visit preschool 25<sup>th</sup> Feb.
- **Welcome Morning Tea** at Preschool on Tuesday 4<sup>th</sup> & Thursday 6<sup>th</sup> of March @ 9am.
- **Preschool AGM** Thursday 13<sup>th</sup> March at 9:15am.
- **Term 1 ends** Fri 11<sup>th</sup> April.
- **School holidays** 12<sup>th</sup> - 27<sup>th</sup> April – Preschool is closed.



**FEBRUARY 2025**

*'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)

## Welcome to Preschool

Dear Families,

Welcome to preschool in 2025, we have enjoyed welcoming all our returning families back to preschool and our new families who are beginning their preschool journey with us. Our team takes great pride in supporting your family's preschool journey and we look forward to the opportunity to share this journey with all the lovely children in our care.

We would like to take this opportunity to outline a few important things as we begin term 1;

- **Preschool Hours:** Our preschool opens from **8.15am to 3.45pm**. Please don't feel pressured to arrive at exactly 8:15am, most children generally arrive anytime up until about 9:30am. *Pick up times generally begin from 2:30pm.*  
For legal, award and insurance restrictions we need to clearly communicate that it is imperative that families have picked up children and are exiting our gate with their child **no later than 3.45pm**. *If you would like time to chat with your child's educators please arrive earlier to give you sufficient time to talk.* Late fees will begin from 3.45pm because we are a Not For Profit Preschool operating on a very tight budget which doesn't accommodate staff overtime wages.
- **Late fees:** Due to insurance and license agreements with the Department of Education we need to ensure that all children have been *picked up and be walking out the gate* **no later than 3:45pm**. Unfortunately, late fees will be applied from 3.45pm and charged at **\$20 for the first 10 minutes, and then \$20 per every 5 minutes from then on** because a minimum of two staff are required to be paid overtime to remain with children after our closing times.
- **Preschool Fees:** Invoices for Term fees are sent by email from HubHello. **Please look for the email to come from [communications@hubhello.com](mailto:communications@hubhello.com)**
- **Sign in & out:** Please remember to always **sign your child** in and out each day using the electronic sign in on the iPad or your phone by scanning the QR code.
- **Sun Screen:** When we begin preschool at the beginning of February it can be very hot and many children will choose to begin their day outside so please remember a hat, and to apply the preschool sunscreen which can be found near the sign in books. If your child has sunscreen allergies, please feel free to provide your child's teacher with a preferred sunscreen and we will make sure they are applied with their sunscreen. Please do not leave personal sunscreens or any other creams in your child's bag where an educator is unaware of it. Please give sunscreen to our educators so they can keep them in a safe place.
- **Communication:** Please make sure you touch base with one of your child's educators before you leave for the day.
- **Medication:** Please seek out one of your child's educators if you require us to give your child prescribed medication from a practitioner. We have short term medication forms for one off giving of medication or long-term forms for illnesses such as asthma etc.

*Continued over page....*

## Welcome to Preschool

- **Medication (continued):** Please refer to our web page or ask for a copy of our 'medicine policy', as we are UNABLE to give NON prescribed medication - ie herbal or over the counter medications. Please note that children are unable to attend preschool within the first 24 hours of starting a new medication in case of any reaction. We are not practitioners and will only give Panadol for a fever that occurs while at preschool and we WILL ring you to confirm, please know that if your child is not feeling well we will call you and ask you to pick them up.  
**If your child is unwell during the night or the morning of preschool, please do not bring them to preschool as children pass on illnesses very easily which then spreads rapidly throughout the entire preschool.**
- **Illness & Exclusion Policy:** In order to minimise the spread of illnesses such as colds, gastro or vomiting within the preschool environment, the preschool sought advice from the NSW Health Department and thus the following guidelines have been established:
  - a. **A child MUST BE KEPT AWAY FROM PRESCHOOL UNTIL THEY ARE CLEAR OF ALL SYMPTOMS FOR 48 hours from close of the preschool day.** This applies to staff employed by the preschool too as it is vital to eliminate the spread of infection.
  - b. **A medical/doctors' certificate will not be accepted if it is in conflict with the policy exclusion time line outlined above.**
- **Immunisation Policy:** All children are required to be vaccinated when attending any Early Childhood Service enrolment requirements in Early Childhood Education and Care, hence our preschool will not be able to enrol children who are **unvaccinated**. Please refer to our preschools Immunisation Policy.
- **Notify Preschool of Illness:** Please ensure you notify the preschool when your child is ill so our preschool can ensure it adheres to our Infectious Disease policy.
- **Notify of enrolment changes such as contact details:** Please update us with any changes by logging into HubHello and update details at your convenience or phone the office to give the updated details. Whether you are a new or returning family, we need you to ensure all of your details are up to date on Hubhello, our online enrolment management system. Please take a few moments to login to Hubhello and check that all parent details are included (add parent 2 if required or if it wasn't done when submitting your waiting list), update any health and medical info that might be missing or changed, add authorised contacts that may be needed to collect your child if you are unable to be here, in general we need the most up to date details at all times.
- **Permission to leave with anyone other than a parent:** If you require someone other than yourself to pick up your child from preschool, even if they are on your contact list, please ensure they bring ID if we have never met them as we will be asking to see it. Your children are very precious, and we will refuse to allow your child to go home with them if we don't see proof that they are the authorised person to collect your child.
- **Preschool Website:** Please make use of our website for information and our calendar of events. Please view the calendar <https://springwoodpreschool.org.au/calendar/> for upcoming dates or read the monthly newsletters which can also be found on our website; <https://springwoodpreschool.org.au/>
- **Parent Handbook:** The handbook is attached to this email, and uploaded to the 2025 Facebook orientation group. Please read over it and familiarise yourself with all the ins and outs of preschool. Let us know if you have any questions about the Parent Handbook or Hubhello or anything else.
- **Private Facebook Orientation/Communication group:** If you haven't already, please join our **private facebook group** set up for orientation information and as another method of communication throughout the year. It includes lots of information to help you prepare for preschool and answers lots of frequently asked questions. The group can be found at <https://www.facebook.com/groups/1225696498698074> Please do not invite other family members to join, only parents and guardians of children attending preschool will be granted membership of this group. Family members are very welcome to follow our public Facebook page. If your Facebook name is different from your name on the enrolment please let us know so that we don't decline your request, thank you.

### Email contacts:

- **[admin@springwoodpreschool.org.au](mailto:admin@springwoodpreschool.org.au)** (general communication, administrative enquiries like "HubHello", to notify of illness, fee & enrolment information etc you might seek from Kellie)
- **[director@springwoodpreschool.org.au](mailto:director@springwoodpreschool.org.au)** (all other regulation, preschool operational and preschool management decisions seek Jessica who is the director of both Springwood preschool and Glenbrook Preschool)
- **[wombat@springwoodpreschool.org.au](mailto:wombat@springwoodpreschool.org.au)** (to seek discussion & inform relating to your child from their Wombat Class teachers)
- **[possum@springwoodpreschool.org.au](mailto:possum@springwoodpreschool.org.au)** (to seek discussion & inform relating to your child from their Possum Class teachers)



# Five compelling reasons to join our volunteer management committee

## 1. Make friends

Joining the volunteer committee is a wonderful opportunity to connect with other parents who share your commitment to early childhood education. By working together, you will build lasting friendships and a strong support network that enriches both your family's and your child's preschool experience.

## 2. Be involved in your child's early education

As a committee member, you'll have a say in the direction and policies of the preschool. You can voice your opinions and help shape decisions that affect your child's education and the preschool community as a whole. This can be a rewarding and empowering experience, and can help ensure that the preschool is meeting the needs of all families and children.

## 3. Make a positive difference for your community

Your efforts will help create a thriving preschool that supports the educational needs of all children and their families, ensuring a brighter future for the entire community.

## 4. Benefit from personal and professional growth

Develop new skills and expand your knowledge in areas such as leadership, communication, event management, teamwork, and decision-making. These skills are not only beneficial for the preschool but can also be applied to other aspects of your life, enhancing your personal and professional growth.

## 5. Share your Knowledge

Share your unique insights, talents, and expertise to help improve our preschool. Your contributions will help us develop innovative strategies, identify new resources, and implement best practices in early childhood education, ensuring that we continue to offer a high-quality learning experience for all our children. This could include anything from graphic design for event posters to cooking for fundraisers, to helping with IT and finance.

The volunteer management committee plays an essential role in the preschool's operations and success.

You will be involved in fundraising and organising social events for families, as well as contributing to decision-making processes related to the preschool's operations.



## AGM

### Springwood and District Preschool Kindergarten

Annual General Meeting is to be held on

**Thursday 13<sup>th</sup> March 2025**

**at 9:15am**

at Springwood Preschool,  
9 Macquarie Road, Springwood.

**All are welcome.**

## Fancy a Cuppa?



### Dear Parents,

On Tuesday 4<sup>th</sup> & Thursday 6<sup>th</sup> March our Parent Management Committee are holding their

### "Getting to know you Morning Tea"

Just stay back when you drop your child off and have a cuppa in the staff room. Meet some new people and get to know the committee members who are the governing body of the preschool.

**Everyone is welcome and we look forward to seeing you.**





Pick up times can be a challenge some days.

*Baby Sleeping?  
Unwell children in the car?  
Let us help support you.*

We know that dropping off or picking up children can be a challenge sometimes when you have other children in the car so please let us help you. If you're in need of a helping hand on occasion please call the preschool and we will either meet you at the car or the gate to collect or drop your child to you.

We would kindly ask all parents and carers **NOT to leave children unattended in any vehicle in our car park.** The safety issues around this practice leaves our Preschool, children and parents open to potentially serious consequences.

Please ask for help so we can keep everyone safe.

## Safety in the car

- Did you know that all children must be fastened in the correct child car seat for their age and size, and **children under 7 years old cannot travel in the front seat?**
- Here is the link for information on **Kidsafe NSW** [www.kidsafensw.org/safety/road-safety/child-car-seats-child-restraints/](http://www.kidsafensw.org/safety/road-safety/child-car-seats-child-restraints/)

If you have any questions or concerns, please contact us.

Please keep our gates closed to keep children safe.

It is important that we always maintain safety around the gates in our outdoor space which means keeping at least one of our gates to the carpark closed at all times.

We know families are trying to be helpful by holding gates open for others but it presents a potential risk for children to exit through the gate into the carpark when there's a lot of foot traffic. An educator will always be stationed in close proximity to the gates but parents can be a big help to us by keeping at least one of the gates closed. We thank you for your understanding.



## Private Facebook group for communicating with families



### Springwood Preschool 2025 Orientation & Communication >

If you haven't already, please consider joining our **private facebook group** set up for communication with families throughout the year. Click the link below or search for the name shown in the picture above.

<https://www.facebook.com/groups/1225696498698074>

During the year we will use the group to share various information like links to our newsletter, notes on illness, upcoming events or even notifying families about traffic incidents that may impact pickup times due to heavy traffic. We find it to be a more immediate platform to get information out to families.

Please do not invite other family members to join, only parents and guardians of children attending preschool will be granted membership of this group. Family members are very welcome to follow our public Facebook page.

*Please note: If your Facebook name is different from your name on the enrolment, please let us know so that we don't decline your request, thank you.*

## Social Media

Springwood Preschool acknowledges that the use of social media and social networking can play an important part in engaging and interacting with families. As a preschool community, we are committed to embracing approaches that are relevant to the needs of our families in a safe and secure manner.

We acknowledge that social media and social networking will not replace other forms of communication, but that it can be useful in engaging with families and facilitating communication and consultation.

As our educators are also members of the private facebook group, we ask parents not to make contact with educators privately on their personal profile or send friend requests to staff. We believe that it is a conflict of interest and not appropriate for parents or carers to contact educators outside of preschool's proper communication channels. If you wish to discuss preschool matters please phone or emails to the preschool or comment in the group forum on the facebook group. This decision is supported by our Social Media policy.

*Due to this policy, staff will need to unfriend any existing friends during their preschool time. We apologise for any angst this may cause. If you would like more details on this request or about our policy, please free feel to speak with the Director.*



### Parenting Programs TERM 1, 2025

Courses provided FREE to residents of Penrith & Blue Mtns LGAs.  
Phone 4720 6500 or email [groups@gatewayfamilyservices.org.au](mailto:groups@gatewayfamilyservices.org.au)



Program	Date/Time	Location	Register
<b>Circle of Security</b> <small>Eight week program that helps parents form secure relationships and stronger bonds with their children.</small>	Every Wednesday 19th Feb – 9th April 10:00am – 11:30am <small>** Childcare available ** Must register</small>	Blaxland Uniting Church Hall 72 Old Bathurst Rd BLAXLAND	
<b>Tuning in to Kids</b> <small>Six week program that teaches parents to help children understand and regulate their emotions.</small>	Every Wednesday 26th Feb – 3rd April 6:30pm – 8:00pm	Online via ZOOM	
<b>123 Magic &amp; Emotion Coaching</b> <small>4 week parenting program that equips you with the skills to manage children's challenging behaviours.</small>	Every Monday 24th Feb – 17th Mar 6:30pm – 8:00pm	Online via ZOOM	
<b>Anxiety Coach</b> <small>4 week parenting program that helps reduce anxiety and build resilience in your children.</small>	Every Tuesday 4th Mar – 25th Mar 6:00pm – 7:30pm	Nepean Christian School (Puggles Preschool) 836 Mulgoa Road MULGOA	

Register online at [www.gatewayfamilyservices.org.au](http://www.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.







## Notification of changes to policies and procedures

(Regulation 172: Notification of change to policies or procedures)

This notice relates to a change in	<b><i>January to December 2025 Policy Review Policy Procedures</i></b>	
Change relates to	<b>Administration</b> <b>Enrolment and orientation</b> <b>Payment of fees</b> <b>Operational hours</b> <b>Nominated Supervisor</b> <b>Care procedures</b> <b>Health &amp; Safety</b>	<b>Menu planning</b> <b>Emergency evacuation</b> <b>Injury and illness</b> <b>Sun protection</b> <b>Staffing arrangements</b> <b>Excursions</b> <b>Management &amp; governance</b>
Name of policy or procedure	<b><u>February:</u></b> <b><u>Statement of philosophy</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Acceptance and Refusal of Authorisations 7</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations.</li> </ul> <b><u>Arrival and Departure 8</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Emergency Evacuation 38 &amp; Lockdown 39</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Responsible Person 21</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul>	
Name of policy or procedure	<b><u>March:</u></b> <b><u>Information &amp; Record Keeping 19</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Governance Management Committee Roles and Responsibilities</u></b> <ul style="list-style-type: none"> <li>• Annual review to support new appointed management positions.</li> </ul> <b><u>Commendation &amp; Complaints Policy 13</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul>	
Name of policy or procedure	<b><u>May:</u></b> <b><u>Child Safe, Child Friendly Organisation 10</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Child Protection 33</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Privacy and Confidentiality 20</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul>	
Name of policy or procedure	<b><u>June:</u></b> <b><u>Incident, injury &amp; trauma 30</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>first Aid 43</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul> <b><u>Infectious Diseases &amp; Immunisation 50</u></b> <ul style="list-style-type: none"> <li>• no changes just reviewing to comply with regulations</li> </ul>	



Scan the QR codes to find us







	<u>Staff Well Being 107</u> <ul style="list-style-type: none"> <li><b>NEWLY DEVELOPED 2025 QIP GOAL</b></li> </ul>
Name of policy or procedure	<u>August</u> <u>Access, Anti-Bias &amp; Inclusion Policy 6.</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Illness and Exclusion 49</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Medication 59</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul>
Name of policy or procedure	<u>September:</u> <u>Enrolment and orientation</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Fees 18</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Medical Conditions – Asthma 57</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Bush Fire 39</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul>
Name of policy or procedure	<u>November</u> <u>Sun Protection 68</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>Water Safety Policy 70</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul> <u>WHS Policy 63</u> <ul style="list-style-type: none"> <li>no changes just reviewing to comply with regulations</li> </ul>
Nominated change	this is just an updating of our policy which is just taking into account updated regs etc. This policy provides families and stake holders of the preschool a clear outline of the management of the preschool
Reason for change	<u>Changes relate to:</u> - the Regulation Act implemented Jan 2023 (Education & care Services National Regulations) -To incorporate the links to the Quality Areas & Standards of the introduction of the National Quality Framework. -To incorporate the legislative (Education & Care Services National Law)
Impact action required	Reflection and comparison between the old and new practices
Date changes will take effect	As dated outlined
Other relevant information (e.g. documents which inform the policy or procedure)	Education & care Services National Regulations National Quality Framework. Education & Care Services National Law <u>All Located in Folders located in the display shelves foyer (white pigeon boxes</u>

Services are legally required to ensure families are notified of any changes to policies which affect: the service's provision of education and care to any enrolled child or a family's ability to use the service; fees; or fee collection procedures, 14 days in advance.





## Tuning in to Kids

6 week parenting program that helps you support your child to understand and regulate their emotions.

**Term 1 2025**  
**ONLINE**

This program helps parents and carers of children 12 and under to "tune in" and improve communication and connection with their kids.

Discover practical tools that help you build emotional intelligence in your child and support you to manage challenging behaviour.

**The program will cover:**

- Foundations of emotion coaching
- Regulating and working through emotions
- Identifying and validating emotions
- How to develop emotional intelligence
- Developing resilience and facing challenges

**REGISTRATIONS CLOSE: 20th February 2025**

Register now via our secure online portal

SCAN HERE



**Program details**

**Where:** Online via ZOOM

**When:** Wednesdays  
26th Feb - 3rd April  
6:30pm - 8:00pm

**Cost:** FREE for residents of Penrith & Blue Mtns LGA

**For more information or to register via our website:**


**Phone:** 4720 6500

**Email:** groups@gatewayfamilyservices.org.au

**Web:** www.gatewayfamilyservices.org.au

**Gateway FAMILY SERVICES** **PENRITH CITY COUNCIL**

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



## Circle of Security Parenting

8 week parenting program to develop secure relationships and stronger bonds with children.

**Term 1 2025**  
**BLAXLAND**

This 8 week program will teach you how to be a bigger, stronger, wiser, and kinder parent. *Circle of Security Parenting* is based on decades of research about how secure relationships can be supported and strengthened with children aged 0-12 years.


**The program will cover:**

- Understanding your child's behaviour
- Help your child feel secure in relationships
- Navigating your role as parent in tough times
- Supporting your child in managing difficult behaviours, tantrums and meltdowns

**REGISTRATIONS CLOSE: 13th February 2025**

Register now via our secure online portal

SCAN HERE



**Program details**

**Where:** Blaxland Uniting Church  
72 Old Bathurst Road,  
East Blaxland

**When:** Wednesdays  
19th Feb - 9th April  
10:00am - 11:30am

**Cost:** FREE for residents of Penrith & Blue Mtns LGA

**For more information or to register via our website:**

**Phone:** 4720 6500

**Email:** groups@gatewayfamilyservices.org.au

**Web:** www.gatewayfamilyservices.org.au

**Gateway FAMILY SERVICES** **BELONG BLUE MOUNTAINS**  
COMMUNITY AND NEIGHBOURHOOD SERVICES

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## Anxiety Coach™ for Parents

4 week parenting program that helps reduce anxiety and build resilience in your children.

**Term 1 2025**  
**MULGOA**

While some feelings of anxiety can be a normal part of a child's development, an increasing number of children experience higher levels of anxiety that can impact their day-to-day life.

This 4 week program teaches parents why children experience heightened anxiety and discusses a range of practical steps that parents can take to help build resilience in their children (4-12 years).

**The program will cover:**

- How the brain works and how anxiety develops
- How loved ones can influence anxiety
- Building resilience and reducing anxious symptoms
- Practical strategies to use in moments of anxiety
- Lifestyle influences that can help improve anxiety

**REGISTRATIONS CLOSE: 27th February 2025**

Register now via our secure online portal

SCAN HERE



**Program details**

**Where:** Nepean Christian School  
Puggles Preschool  
836 Mulgoa Road Mulgoa

**When:** Tuesdays  
4th March - 25th March  
6:00pm - 7:30pm

**Cost:** FREE for residents of Penrith & Blue Mtns LGA

**For more information or to register via our website:**

**Phone:** 4720 6500

**Email:** groups@gatewayfamilyservices.org.au

**Web:** www.gatewayfamilyservices.org.au

**Gateway FAMILY SERVICES**

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## 123 Magic & Emotion Coaching

4 week parenting program that equips you with the skills to manage children's challenging behaviours.

**Term 1 2025**  
**ONLINE**

123 Magic & Emotion Coaching is a FREE 4 week parenting program that teaches carers positive parenting skills that produce quick results.

Discover practical tools and learn strategies that help your children aged 2-12 identify and manage the emotions that are driving their behaviour.

You'll learn emotion coaching and cognitive strategies that you can teach to your children.

**The program will cover:**

- How to manage challenging behaviours
- How to use positive parenting skills
- Helping children manage emotional responses
- Using emotion coaching to encourage good behaviour

**REGISTRATIONS CLOSE: 20th February 2025**

Register now via our secure online portal

SCAN HERE



**Program details**

**Where:** Online via ZOOM

**When:** Mondays  
24th Feb - 17th March  
6:30pm - 8:00pm

**Cost:** FREE for residents of Penrith & Blue Mtns LGA

**For more information or to register via our website:**

**Phone:** 4720 6500

**Email:** groups@gatewayfamilyservices.org.au

**Web:** www.gatewayfamilyservices.org.au

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