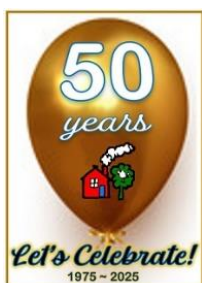


# June

## 2025 NEWSLETTER

### Important Dates...

- Health & Development visit for 4 & 5 year old school leavers - Tuesday 3<sup>rd</sup> and Thursday 12<sup>th</sup> June
- Kings birthday public holiday – Monday 9<sup>th</sup> June  
Preschool is closed
- School readiness Info night Thurs 12<sup>th</sup> June
- Seniors visit Preschool Friday 13<sup>th</sup> June
- Bush Preschool Mon/Tues children – 16<sup>th</sup> & 23<sup>rd</sup> June for Possums 17<sup>th</sup> & 24<sup>th</sup> June for Wombats
- Bush Preschool Thurs/Fri children – 19<sup>th</sup> & 26<sup>th</sup> June for Possums 20<sup>th</sup> & 27<sup>th</sup> June for Wombats
- Term 2 ends Friday 4<sup>th</sup> July



**JUNE 2025**

*'Like' us on Facebook:*

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

*Visit our Website*

for information & events:

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

# Celebrating 50 years of **SPRINGWOOD PRESCHOOL**

**Join us for a special anniversary celebration!**  
Saturday 6<sup>th</sup> September  
10am to 1pm  
9 Macquarie Road, Springwood

Come along and celebrate 5 decades of Springwood Preschool. We'd love to see everyone there!

Follow our **50<sup>th</sup> Birthday page on Facebook and Instagram** for exciting updates and photos of preschool over the decades!



# SCHOOL READINESS INFORMATION NIGHT

DO YOU WANT TO KNOW MORE  
ABOUT TRANSITIONING FROM  
PRESCHOOL TO KINDERGARTEN?

**12.06.25**  
**5- 6PM**  
**SPRINGWOOD**  
**PRESCHOOL**

**THIS IS AN ADULT ONLY EVENT.**  
THERE WILL BE NO CHILD  
MINDING AVAILABLE

## Picture Plates at Preschool

Personalised plates for keepsakes, gifts or just to add  
to your collection.

**Orders to be returned to preschool by 28/5/25 –  
NO LATE ORDERS ACCEPTED as the order is  
placed as a bulk order. Cost will be \$25/ plate.**

- **Collect a paper template/s**, take them home and have the children do their artworks.
- **Return the finished artworks** to the preschool **no later than 28/5/25.**
- **Make payment into the fundraising account by 28/5/25.** (Account details below. Please note



## Doing the drawings

### WHAT TO USE

Create your artwork with pens, paint, craft dyes, fingers, feet, photos—the brighter the better! Pencils, crayons, highlighters, alcohol-based markers\* and glitter should not be used.

\* Alcohol-based graphic markers are usually high-end and purchased from art shops (Copic, Prismacolor etc). These inks bleed onto other drawings in the post.

### DON'T WRITE NAMES OR DATES ALONG THE EDGES

When we produce the products, some trimming can occur—up to 0.5cm or 2cm depending on the product. While it's good to draw to the edge, write names and dates closer to the middle so they don't risk getting cut off.

Please don't draw a pencil guideline as it will be visible on the finished product.

### FILLING OUT THE DRAWING PAPER FORM

In the top-right of each drawing, write the artist's name and record the quantity of each product you'd like made from that drawing.

- plate orders must be paid for up front to be included in the order).
- **NO CASH PAYMENTS - ALL PAYMENTS TO THE FUNDRAISING ACCOUNT please:**  
**Name:** Springwood and District Preschool Fundraising  
**BSB:** 062601  
**Account:** 10271785
- **NOTE:** Please use your child's full name as reference for your payment.







### **Late pickups & Late fees**

**Please remember that our closing time is 3:45pm.**

**LATE FEES APPLY FROM 3:45PM**

We understand that everyone is busy and there is always a lot going on but **you must** be within the preschool grounds before 3:45pm to collect your child by our closing time of 3:45pm so that the preschool can adhere to its regulations and close our doors promptly at 3:45pm.

Our preschool is only licensed for the operating hours of **8:15am to 3:45pm**, Monday to Friday.

It would be greatly appreciated if you could also remind any other adults who are authorised to pick up your child of these times too.

We do not wish to appear unsympathetic or unfair however our operational hours must be enforced for license and insurance reasons. When children are not collected from the service by 3:45pm, the Preschool is breaching the conditions of its license which can lead to our license being revoked.

Furthermore, the preschool's public liability insurance only covers accident claims in conjunction with the conditions of our license, i.e. between the hours as stated above.

Disrespectful or inappropriate communication toward staff will not be tolerated. Staff are only following the preschool's policies and your understanding is appreciated.

**Late fees will apply immediately from 3:45 pm and will be charged at \$20 from 3:45pm to 3:55pm,**

**then \$20 for each 5 minutes from 3:55pm onward**

as two staff are required to be paid overtime to remain with children after our closing times. This amount will be added to your account. We thank you for your attention and understanding. The Management Committee will continue to monitor this to see if this amount is sustainable, or whether an increase needs to apply.

### **Please direct emails regarding enrolment, administration and illness to the Office**

Just a friendly reminder that all enrolment, admin and illness related emails need to come via the admin email please.

It is important that all of this information such as immunisation, adding authorised people to collect your child, enquiries about enrolment or fees, as well as if your child is ill or absent from preschool should be emailed to; [admin@springwoodpreschool.org.au](mailto:admin@springwoodpreschool.org.au)

The admin email is checked very regularly and we can ensure that information is confidential and all in one central place to be processed by the Admin Officer or the Director.

Please feel free to communicate with the rooms regarding wombat weekly/possum press or when responding to emails direct from the rooms. Thanks for your assistance.

### **Parking**

We have been made aware that some cars are being parked too far from the kerb on either side of our small carpark. When this happens it can make it very difficult for traffic to drive between cars when leaving.

We have had the gardeners cut back the bushes on either side of the carpark to enable cars to be parked as close to the gutter as possible so we'd like to take this opportunity to ask families to please be mindful of parking within the marked spaces and leave as much room for through traffic as possible, thank you.



## Illness at preschool...

As the colder months begin we see an increase in illnesses in our community.

The health and well-being of your children and our staff is always our top priority at preschool. To keep our community healthy we ask anyone who is unwell to please stay home. We would appreciate it if parents could please email or phone the office to let

us know that your child is unwell so that we can follow our procedures for reporting illness to the NSW Public Health Unit if required, for example in case of a gastro outbreak.

If you are ever unsure what to do, please don't hesitate to contact the office for assistance.

Thank you for your understanding.

### Should My child go to preschool today?



YES

No cough, cold, vomiting, diarrhoea, has a clear nose, had a good sleep, does not need medicine. Is healthy and well!  
**You are Good to Go!**

NO

Has a cough  
Has a runny nose  
Vomited last night  
Vomited this morning  
Diarrhoea either last night or this morning  
Is generally run down and unwell  
Had Panadol (or cough medicine) last night or this morning. (If they need medicine to be able to get through the day, then they should not be at preschool).  
Unsure as to whether they are well enough to stay or go..  
Parent thinks child is unwell but child says they want to go to preschool.



## Policies currently under review.....

### Incident, Injury & Trauma

- No changes, just reviewing to comply with regulations  
<http://springwoodpreschool.org.au/wp-content/uploads/2021/03/Incident-Injury-Trauma.pdf>

### The Administration of First Aid

- No changes, just reviewing to comply with regulations  
<http://springwoodpreschool.org.au/wp-content/uploads/2025/05/The-Administration-of-First-Aid-2023-.pdf>

### Infectious Diseases & Immunisation

- No changes, just reviewing to comply with regulations  
<http://springwoodpreschool.org.au/wp-content/uploads/2021/03/Immunisation-and-infectious-diseases-policy.pdf>

### Staff Wellbeing

- Newly developed 2025 QIP goal  
<http://springwoodpreschool.org.au/wp-content/uploads/2025/05/DRAFT-QA-4-Staff-Well-Being-Policy.pdf>

