

February

2026 NEWSLETTER

Important Dates...

- **Welcome Morning Tea at Preschool on Tuesday 3rd & Thursday 5th of March @ 9am.**
- **Preschool AGM Thursday 12th March at 9:15am.**
- **Term 1 ends Thurs 2nd April.**
- **Good Friday 3rd April – preschool is closed.**
- **School holidays 4th - 19th April – Preschool is closed.**



FEBRUARY 2026

'Like' us on Facebook:

www.facebook.com/springwoodpreschool

Visit our Website

for information & events:

www.springwoodpreschool.org.au

Welcome to Preschool

Dear Families,

Welcome to preschool in 2026, we are pleased to welcome back all our returning families to preschool this week and welcome all 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.
- **Preschool Fees:** Invoices for Term fees are sent by email from HubHello. **Please look for the email to come from communications@hubhello.com**
- **No CCS in Preschool:** Springwood Preschool receives it's funding from the Department of Education and is not eligible to access Child Care Subsidy (CCS) as a Registered Care Preschool. CCS is applicable in Long Day Care services. Please speak to the office if you have further questions.
- **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.
- **Sign in & out:** Please remember to always **sign your child in and out** each day using the **HubHello 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.

Continued over page....

- **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. 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.
 - a. A medical/doctors' certificate will not be accepted if it is in conflict with the policy exclusion time line outlined above.
 - **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.
 - **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 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 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 and if it wasn't done when submitting your waiting list), update any health and medical info that might be missing or changed, add any authorised contacts that may be needed to collect your child if you are unable to be here and they must include the persons personal mobile number for Electronic Sign In. In short, we need to 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, please let an educator know **even if they are on your contact list**. Please ensure they bring ID if we have never met them before 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 anyone if we don't see proof that they are the authorised person to collect your child.
 - **Photographing Children:** To protect every child's privacy, we request no photos or videos at Preschool please.
 - **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 and 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 will be uploaded to the 2026 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 -> [Link to Facebook Group](#). 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.
*Important note: **If your Facebook name is different from your name on the enrolment** please let us know in advance so that we don't decline your request, thank you.
- Email contacts:**
- 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 (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 (to seek discussion & inform relating to your child from their Wombat Class teachers)
 - 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 12th March 2026

at 9:15am

at Springwood Preschool,
9 Macquarie Road, Springwood.

All are welcome.

Fancy a Cuppa?



Dear Parents,

On Tuesday 3rd & Thursday 5th 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.



Scan the QR codes to find us



Hats without strings

Recent changes to government regulations following a tragic incident in the Northern Territory, mean that children can **NO LONGER WEAR HATS THAT TIE UNDER THE CHIN**. Please ensure you either cut off the straps or use another hat at preschool please. These changes aim to prevent accidental strangulation or entrapment on playground equipment, as reported in studies by **Kidsafe**.

We thank you for your understanding and if you have any questions, please don't hesitate to ask one of our team.

Safety in the carpark and in the car

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. We know that dropping off or picking up children can be a challenge some days when you have other children in the car so please let us help you rather than leave a child alone in the car.

On occasion, if you're in need of a helping hand please call the preschool and we can gather your child's belongings and meet you at the gate/car to collect your child. Please note we will always do our best to help but this is limited by the number of staff available at the time.

*** 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/

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

Please keep one gate closed at all times 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 2026 Orientation and 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 -> [Link to Facebook Group](#) or search for the name shown in the picture above.

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.

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.

As our educators are also members of the private facebook group, we ask parents not to contact 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.

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Gateway FAMILY SERVICES Parenting Programs TERM 1, 2026



Courses provided FREE to residents of Penrith & Blue Mtns LGAs. [Click here to register online at gatewayfamilyservices.org.au](http://gatewayfamilyservices.org.au)

Program	Date/Time	Location	REGISTER NOW 
Circle of Security Seven week program that helps parents form secure relationships and stronger bonds with their children (0-12 yrs).	Every Tuesday 17th Feb - 31st Mar 6:00pm - 7:30pm	Nepean Christian School (Puggles Preschool) 836 Mulgoa Road MULGOA	
Tuning in to Teens Six week program that teaches parents to help children (10-18 yrs) understand and regulate their emotions.	Every Monday 23rd Feb - 30th Mar 7:00pm - 8:30pm	Online via ZOOM	
Splash & Play Family Fun Day Join your child (0-5 yrs) in a morning session of sensory "splash and play" outdoor fun.	Friday 27th February 9:30am - 12:00noon	Lapstone Public School 1/3 Achievement Ave LAPSTONE	
Tuning in to Kids Six week program that teaches parents to help children (0-12 yrs) understand and regulate their emotions.	Every Wednesday 18th Feb - 25th Mar 7:00pm - 8:30pm	Online via ZOOM	
Blaxland playgroup Join us at our supported playgroup in Blaxland. NO NEED TO REGISTER, just come along! (0-5 yrs)	Thursdays during school term Starts 9:30am	Blaxland Public School Baden Place, BLAXLAND	



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



Scan the QR codes to find us



ST THOMAS AQUINAS PRIMARY

We're enrolling now for 2027!



*subject to eligibility.
See website for more details.

OPEN DAYS

3, 4 & 9 MARCH

9:30am and 4:30pm



Scan QR code
to register
your interest

168 Hawkesbury Road, Springwood T: 4723 3800 W: staspringwood.catholic.edu.au

We proudly belong to  Catholic Schools Parramatta Diocese



*subject to eligibility. See website for more details.

OUR LADY OF THE NATIVITY Primary School

WE'RE ENROLLING NOW FOR 2027

We invite you to
attend our OPEN DAY!

10 March 9:30am - 10:30am

11 March 6:00pm - 7:00pm

12 March 9:30am - 10:30am



Scan the QR codes to find us





Notification of changes to policies and procedures

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

<p>This notice relates to a change in</p>	<p>January to December 2026 Policy Review Policy Procedures</p>	
<p>Change relates to</p>	<p>Administration Enrolment and orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety</p>	<p>Menu planning Emergency evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance</p>
<p>Name of policy or procedure</p>	<p>February: <u>Statement of philosophy</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <p><u>Emergency Evacuation 38 & Lockdown 39</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <p><u>Acceptance and Refusal of Authorisations 7</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations. <p><u>Arrival and Departure 8</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <p><u>Incident, injury & trauma 30</u></p> <p>This update reflects recent changes to reporting timeframes for notifying the regulatory authority for incidents or allegations of physical and sexual abuse.</p> <ul style="list-style-type: none"> policy updated to adhere to changes in National Regulations- child safety additional section added- Physical and Sexual Abuse and notification requirements to regulatory authority include Trauma information additional child safe practices added- Safe Use of Digital Technologies and Online Environments (National Model Code) sources updated annual policy review edits to head injury management <p>added information on reviewing/reflecting/identifying areas for improvement following an incident, injury</p>	
<p>Name of policy or procedure</p>	<p>March: <u>Information & Record Keeping 19-</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <p><u>Governance Management Committee Roles and Responsibilities</u></p> <ul style="list-style-type: none"> Annual review to support new appointed management positions. <p><u>Commendation & Complaints Policy 13</u></p> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations 	





<p>Name of policy or procedure</p>	<p><u>May:</u> <u>Child Safe, Child Friendly Organisation 10</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Child Protection 33</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Privacy and Confidentiality 20</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations </p>
<p>Name of policy or procedure</p>	<p><u>June:</u> <u>Responsible Person 21</u> no changes just reviewing to comply with regulations <u>first Aid 43</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Infectious Diseases & Immunisation 50</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Staff Well Being 107</u> <ul style="list-style-type: none"> <u>NEWLY DEVELOPED 2025 QIP GOAL</u> </p>
<p>Name of policy or procedure</p>	<p><u>August</u> <u>Asthma.</u> <ul style="list-style-type: none"> For best practice, Springwood Preschool require that all children have their asthma plan updated/reviewed every 12 months as recommended by Asthma Australia. <u>Illness and Exclusion 49</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Medication 59</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations </p>
<p>Name of policy or procedure</p>	<p><u>September:</u> <u>Enrolment and orientation</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Fees 18</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Bush Fire 39</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations </p>
<p>Name of policy or procedure</p>	<p><u>November</u> <u>Sun Protection 68</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>Water Safety Policy 70</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations <u>WHS Policy 63</u> <ul style="list-style-type: none"> no changes just reviewing to comply with regulations </p>

