



Springwood and District
**PRESCHOOL
KINDERGARTEN Inc.**

PARENT HANDBOOK 2026

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Like us on Facebook:



www.facebook.com/springwoodpreschool



Springwood & District Preschool Kindergarten acknowledge the traditional custodians of the land on which we live and work, and pay our respects to Elders past and present.



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WELCOME TO OUR PRESCHOOL

Welcome to Springwood preschool. We do hope you enjoy your time with us at our service. We hope your family's time here will be happy and rewarding. We welcome your contributions of ideas, time, resources and family experiences so we can work together as an effective team for the benefit of your child.

Our Family Handbook provides important information you need to know to ensure the best possible start to quality education and care at Springwood Preschool. Please take the time to read it and if you have any questions, please do not hesitate to come into the office and speak with us. Most importantly, talk to our teachers and educators about your child's interests, aspirations and development. We encourage you to embrace the vital role you play as your child's primary educator and to work closely with us to facilitate the building of solid foundations for your child.

GENERAL INFORMATION

Springwood Preschool is a 'Not for Profit' Community Based Preschool. We have had 50 years of delivering a preschool experience for many families within the local community since 1975.

We provide a high-quality program that is guided by *Being, Belonging and Becoming*, known as 'The Early Years Learning Framework' (EYLF). The vision of the EYLF at Springwood Preschool is for all children to experience & engage in play-based learning to build success for life. Where children are encouraged and supported to develop a strong sense of identity, connections with the world, a strong sense of wellbeing, confidence and involvement in learning and effective communication skills.

The main sources of finance for the preschool are from our fees and the funding we receive from ECED (Early Childhood Education Directorate)

Due to a high volume of enrolment applications and an extensive waitlist, the preschool is committed to ensuring equitable access to early childhood education. In alignment with government research highlighting the importance of children receiving at least 15 hours of preschool experience per week, the Management Committee has agreed to prioritise enrolment for children who do not currently hold a preschool placement elsewhere. This decision supports our goal of enabling as many children as possible to benefit from a quality preschool experience during this critical stage of development.

The Preschool is licensed for up to 54 places per day for children in the year before they go to school. We operate two classrooms: the Wombat Room and the Possum Room, and both run on a similar routine. The age range and group composition in both rooms varies each year according to enrolment patterns, known friendships, family and community needs. Each room caters for 20 children daily and has above ratio of staff to promote high quality education by supporting small group work and supporting any children with additional needs. This helps ensure all children have a successful preschool experience that helps support a smooth transition to primary school.

The preschools facilities include:

- Two large, fully equipped teaching rooms.
- An additional room utilised for small group programming.
- Reverse cycle air conditioning for year-round comfort.



Our Preschool operates in accordance with the requirements of the Department of Education and the Parent Committee.

HOURS OF OPERATION

The Preschool is open five days a week during school terms between the hours of 8:15am – 3:45pm and is closed for school holidays and public holidays. Families are not charged fees for school holidays or public holidays.

COMMUNICATION

We do most of our communication by email. General newsletters are sent each month and the occasional email is sent for a specific event or a health warning such as the outbreak of chicken pox. For this reason, it is very important that we have a current email address that you check regularly.

We request that any fee enquiries are sent by email so that there is a written record if needed.

Important dates are shown on the Preschool calendar which can be found on the Preschool website, <http://springwoodpreschool.org.au/calendar/> as well as mentioned in newsletters and emailed classroom communication.

There is also a noticeboard we use to “grab” your attention on the way in at the front door and a table outside the office for general information, brochures, etc.



Statement of Philosophy

Our Philosophy....what we believe.

At Springwood Preschool we strive to honour children, families and educators in all that we do. We endeavour to provide a space in which our children, families, educators and community feel that they belong. Experiencing belonging and connection – knowing where and with whom you belong – is integral to our existence and our ability to learn and grow. Springwood Preschool values strong, respectful collaborative relationships between families, children, educators and community through open and meaningful communication. We believe relationships are the first and most important step to creating a successful preschool experience for children. Therefore, we give priority to nurturing secure and respectful relationships through engaging with and sharing life's joys, discoveries and challenges. We encourage and support children to learn about kindness, to collaborate with each other, express empathy, and challenge bias. We recognise that families are children's first and most influential teachers and that learning outcomes are most likely to be achieved when we work together. Building quality partnerships with families is key to providing a meaningful and sustainable learning environment and enriches our preschool. A safe and happy environment for children, families and educators will be created to ensure they feel part of and connected to the preschool community.

"Springwood Preschool is a beautiful and supportive community where kindness is valued above all things".

*We advocate childhood as a unique and special time of life in which children have the right to play and enjoy being children. **Play is the heartbeat of our preschool.** We believe play should be fun, exciting, spontaneous, hands-on, stimulating, relaxing, comforting and challenging. We believe it is important to*



provide opportunities for children to experiment, discover, create, investigate, practice theories, solve problems and express ideas with the support of other children and educators. We believe in celebrating children's play, discoveries and learning through reflection and meaningful documentation. We believe children are capable, resourceful and valued members of the community and they should be encouraged to follow their interests with the support of the preschool community. We believe that play is essential to children's learning and wellbeing, and that children learn best within an unhurried environment with meaningful and authentic experiences. We believe that we are all (children, caregivers and educators) on a continuous journey of learning. At Springwood Preschool children's identities, knowledge, understandings, capacities, skills and relationships will change and grow on their journey of becoming confident, competent and active citizens.

"At Springwood Preschool childhood is treasured as a precious and fleeting time".

"We are having the best day at preschool! You can choose where you want play. You can go inside or outside!"

There are many ways of living, being and knowing. Our curriculum will acknowledge the beliefs and practices of those within our preschool community. We value children's different capacities and abilities and respect differences in families' culture and homelives. Each child, educator and family are a unique and valued individual. We also believe that our curriculum should reflect and promote a better understanding of Aboriginal and Torres Strait Islander ways of knowing and being. Springwood Preschool acknowledges that we play and learn on Gundungurra and Dharug Country. We acknowledge the Gundungurra and Dharug as the First Peoples of this land.

"At our preschool you can be safe. There are nice people and you can practice things".

We believe children should have natural spaces and places to play in all weather. A sense of wonder, connection and custodianship of the land are critical for children to develop lifelong respectful and positive attitudes to our environment and a sustainable future. We believe in giving children time to play every day outdoors. We believe in the rights of children to be able to feel the land beneath their feet, the sun on their face, experience the natural rhythms of the seasons and breathe fresh air. This nurtures everyone's sense of wellbeing. We believe it is our job and privilege to share the importance of nature play for children through our bush preschool program.

"Our preschool has trees for shade and to breathe".

"I love going to bush preschool. It's the best day ever!"

We believe that trusting children, viewing them as capable, competent, and active members of the community is empowering and nourishes self-esteem, resilience, and stamina. We believe that all children are capable of learning and success and commit to high expectations. We believe in advocating for the rights of children and early childhood education, empowering children to have a voice in matters that affect them and their lives. We believe in building a community that values children, respects their rights and gives them love.

"Our children feel safe and comfortable to be themselves and are supported in their individual learning journey".

"I like preschool because there are caring people with play areas and a lounge to read and relax on".

We value ongoing learning and reflective practice as early childhood educators and commit to continually seeking ways to build our professional knowledge. At Springwood Preschool we work hard to maintain a lively culture of professional inquiry in which everyone is involved in an ongoing cycle of review through which current practices are examined and new ideas generated.

"The educators have a genuine love of children and a passion for developing caring relationships".

"I notice that the team are always learning and implementing knowledge into practice. Every year there is something a little new as you embrace changes in early childhood".

We embrace the opportunity to join with families and their children on this preschool journey; learning together and from each other through the constant process of growth and change....a journey of **belonging, being and becoming**.

Our statement of philosophy is a collaboration of beliefs, ideas and voices from children, families, educators, and committee members, put together by the educational leader.

November 2023

Children and caregivers' voices are blue.



MANAGEMENT

The management of the preschool is the responsibility of the Management Committee, consisting of elected volunteer parents attending the preschool. The Management Committee is made up of a President, Vice-President, Treasurer, Secretary, and ordinary members. The committee is actively involved in all decisions being made within the preschool; parents are invited to become management committee members. The Director attends to the day to day running of the preschool with the cooperation of the staff and parents, with everyone working together as a team for our preschool for the benefit of the children. Committee meetings are held in school terms and are currently on the second Thursday of each month at 9am, days may change in 2026 at the discretion of the Committee. All parents are invited to attend meetings and become actively involved in the decision making of their child's Early Childhood Education.

Annual General Meeting - AGM

Springwood Preschool will hold its Annual General Meeting at preschool on 13th March 2026.

All are welcome.



POLICIES AND PROCEDURES

We have a comprehensive Policy and Procedure manual that the Parent Management Committee is involved in developing and reviewing. It reflects current best practice, and legislative requirements and individual policies can be emailed upon request. A current contents list is available on the website.

TOBACCO, ILLICIT DRUGS AND ALCOHOL FREE ZONE

The Preschool is a smoke free, illicit drugs, and alcohol free zone.

COMPLAINTS PROCEDURE

All complaints will be treated as confidential

Springwood Preschools complaints procedure has three levels:

1. **Internal** – simple, straightforward complaints should be referred to and resolved wherever possible by the staff concerned. Staff should record and refer records of all complaints to the **Director Jessica Jefferies** (Nominated Supervisor).
director@springwoodpreschool.org.au
2. **Formal** – more complex or serious matters should be made in writing and referred to the Director (Nominated Supervisor) or most senior staff member available. All such



complaints will be passed on to **the Management Committee, Pat Wilby (President of Management Committee)** c/o admin@springwoodpreschool.org.au

External – if complaints cannot be resolved internally, the complainant should be Complaints, incidents and serious incidents must be notified to the regulatory authority through the [National Quality Agenda IT System \(NQA IT System\)](#).

Contact Details Below

NSW Ombudsman 1800 451 524
Community Services Commission
NSW Ombudsman, Complaints
handling policy template
at www.ombo.nsw.gov.au
Level 3, 128 Chalmers St Surry Hills
NSW

NSW Early Childhood & Care
Directorate
Department of Education &
Communities
Locked Bag 5107
Parramatta NSW, 2124

Phone - (02) 9384 4999 (Sydney
metro)
Toll free 1800 060 409 (NSW country)
Fax - (02) 9384 4948
TTY - (02) 9384 4984
Email: mail@csc.nsw.gov.au

Website: www.det.nsw.edu.au
Email ececd@det.nsw.edu.au
Phone: 1800619113
Fax 86331810

***There is a summary of all notifications and timeframes
on the ACECQA website:***

acecqa.gov.au/nqf-changes/information-sheets-and-resources

MANDATORY REPORTING

Springwood Preschool Kindergarten is committed to the NSW Government goal of 'Keep Them Safe' in that 'all children in NSW are healthy, happy and safe, and grow up belonging in families and communities where they have opportunities to reach their full potential'. 'All children have the right to be safe and to receive loving care and support. Children also have a right to receive the services they need to enable them to succeed in life. Parents have the primary responsibility for raising their children, and ensuring that these rights are upheld.' *National Framework for Protecting Australia's Children 2009-2020*.

All staff at Springwood Preschool are required by the Child Protection Laws to be mandatory reporters. This means where necessary a report will be made by either e-report, Child story reporter website or by calling the Child Protection Helpline on 132111.

If there is some doubt about whether reporting should occur, the Director should consult with the Mandatory Reporters Community Services, phone: 133 627 or they may contact the Non Government Support Line (9am-5pm): 1800 772 479.

Government's Human Services website, at <http://www.hsnet.nsw.gov.au> or on the Families NSW website at <http://www.nswfamilyservices.asn.au>



ELECTRONIC MEDIA

Our preschool prefers to use electronic methods to communicate with our families. Monthly newsletters are sent out to families so please ensure you provide us with any email changes.

- All administrative or enrolment enquiries, and notifying of absences must be sent to the office via the admin email address first. admin@springwoodpreschool.org.au
- If families wish to communicate with their room teachers, please feel free to ring during the day or alternatively, you can email your child's room.

Office: admin@springwoodpreschool.org.au

Jessica: director@springwoodpreschool.org.au

Possum Room: possum@springwoodpreschool.org.au

Wombat Room: wombat@springwoodpreschool.org.au

Website: www.springwoodpreschool.org.au



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



PRIVATE FACEBOOK

ORIENTATION/COMMUNICATION GROUP

Our preschool uses a private Facebook group for sharing 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.

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.

PARENT INVOLVEMENT

Parents who want to contribute to the Preschool and would like to have a say in the strategic directions of the service are encouraged to join the Parent Management Committee. The Committee helps ensure the Preschool is meeting the needs of their child and the community, and the Committee makes all key decisions about what is happening and how the Preschool is managed.

Also, as part of the partnership, we are consistently looking to support communication between home and the Preschool. We do this currently via regular room update emails from your child's teachers that keep you informed of what has been happening during the day, with explanations of the current focus of the program and photos. We also encourage active involvement with our program, such as coming to play guitar and sing with your child's group, bringing in a new baby to bathe, cooking demonstration of a family dish, bringing in a pet, or doing a favourite craft activity with the children.

There are also several events throughout the year that we hope you will participate in as a family. The Preschool newsletters will keep you updated on what is happening in the service as well as the community at large.



ENROLMENT

The conditions of enrolment are clearly stated on the enrolment form which parents are asked to sign. Please read it carefully as the signatures you are giving us are legal authorisations.

SECURITY DEPOSIT

\$150 refundable security deposit is required to secure your child's position once enrolment has been confirmed. When your child leaves to go to school or your child leaves with **four weeks notice** and all fees are paid in full, this deposit is refunded.

***Please note:** Withdrawal of enrolments after 1st December may result in the forfeit of your security deposit. As a not for profit preschool, the security deposit will be used to cover administration costs of enrolment and withdrawal, as well as covering the loss of fees for the start of term 1 while we endeavour to replace your vacated position.

ENROLMENT AND ASSOCIATION FEE

This fee is to cover the cost associated with processing enrolments and your membership to the Parent Association. This is a one off payment \$25 per year.

CHANGE IN SITUATION/DETAILS

Please inform the Preschool ASAP if your family situation changes in any way. This includes change of address, contact numbers, email addresses, workplace, family status, custody, etc. This is to ensure that we have the correct details if we need to contact you in case of emergency.

COURT/FINAL ORDERS

Parents have joint legal responsibilities for their child unless there is a Court or Final Order determining otherwise. The Preschool needs a copy of any Access Orders as this is a requirement of the licensing regulation. We are not legally able to allow children to leave the Preschool without the permission of the custodial parent. When situations change, a new copy of the Custody Order must be provided to the Preschool.

BIRTH CERTIFICATE

Upon enrolment, licensing regulations requires all parents to provide the Preschool with your child's full birth certificate which will be copied and kept in your child's file.

PROOF OF IMMUNISATION

It is very important to provide preschool with the most up to date copy of your child's immunisation records at all times. It is imperative that we know the current status of immunisation of all children within our Preschool. The Government have also clamped down on records kept at Preschool hence the reason we have requested current ACIR Immunisation History Statements from all families. **The 'blue book' is no longer acceptable.** You can obtain a statement at any time by contacting Medicare:

- By telephone on **1800 653 809**
- using their Medicare online account through **myGov** <https://my.gov.au/>
- using the **Medicare Express Plus App** www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps
- For more information immunisation & enrolment requirements go to; <https://www.health.nsw.gov.au/immunisation/Publications/parent-childcare-brochure.pdf>





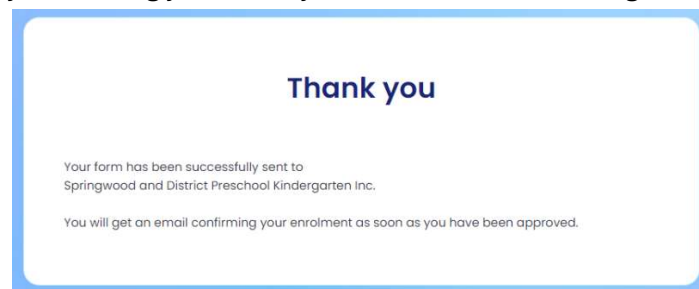
WAITING LIST:

VITAL INFORMATION FOR: *Siblings enrolment*

Please enrol your siblings onto our preschool waiting list as quickly as possible so we can try to ensure we are able to support our existing families. You need to submit their details on the online waitlist through our HubHello online enrolment portal. To do this please go straight to the link below or click on the link on the front page of our website **Online Waiting List**. Complete the online form and click submit at the bottom when you have finished. The completed form will be sent directly to our office. *Note: Children's names can be placed on the waiting list from birth.

<https://springwood.hubworks.com.au/registrations/register?waitlist=true>

Upon successfully submitting your form, you should see the message below on your screen;



Please keep your HubHello enrolment information up to date

It is extremely important that we have the most up to date information about your children available in the HubHello enrolment management system. It will ensure we can provide the best possible care for your child.

This is vital to prevent any situation where we are not able to contact a parent regarding their child because telephone numbers for example have been changed. **Please keep ALL information up to date.** This includes updating or checking information is complete for emergency pickups, medical information, health concerns, allergies etc.

HubHello is an online system which is accessible 24/7. If you do not have your login details please let us know and we can resend them. If you are having any trouble with your login or would like any further information about how to update your details please feel free to call the office or email us.

Log on to the parent portal by entering <https://hubhello.com> into your browser address Bar. From the log in screen, click on login in the top right corner.



A composite image illustrating a login process. On the left, a cartoon unicorn character with a blue body, white mane, and a white shirt with a blue square logo stands next to a stack of three documents. The top document is titled 'Marketing Plan' and shows a table with columns for 'Product', 'Category', and 'Sales'. The middle document is titled 'Sales' and shows a table with columns for 'Product', 'Category', and 'Sales'. The bottom document is titled 'Marketing Plan' and shows a table with columns for 'Product', 'Category', and 'Sales'. On the right, a login interface is shown. It features a white card with a purple background. The card contains the text 'Welcome Back!' at the top. Below this are two input fields: one for 'Username' (containing 'XXXXXXXXXX') and one for 'Password' (containing 'XXXXXXXXXX'). Red arrows point from the text labels 'Username' and 'Password' to their respective input fields. Below the input fields is a link that says 'Forgot Password?'. At the bottom of the card is a purple button with the text 'Log In'.

The screenshot shows the HubHello application interface. At the top, a purple header bar contains the HubHello logo and a heart icon on the left, and the user's name "Hi Catherine!" next to a circular profile picture on the right. Below the header, the main content area displays the name "Catherine Sample" in large blue text. To the left of the name are four small circular profile pictures labeled "Catheri...", "Amity L...", "Erika", and "Jonty". To the right of the name is a vertical menu with four options: "Profile", "Support", "Logout", and an unlabeled option at the bottom. Below this menu is a large blue banner with white silhouettes of people. Overlaid on the banner is the text "Navigate with these tabs to the area where you need to update information." with five red arrows pointing down to the navigation tabs at the bottom. The navigation tabs are: "My Identity" (highlighted with a red box), "My Health", "My World", "My Invites", and "My Account".

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Please be advised that in addition to any applicable attendance fees, families are required to pay a Membership fee to the Preschool Association of **\$25 once only per enrolment** as per our Constitution, as well as an **Equipment levy of \$100 per child per term** to support the provision of a high quality Preschool resources not covered by fee relief funding, and **Fee Relief Gap levy \$195 per child per term** to meet the gap left by the Department of Education reduction in Start Strong fee relief funding (an exception to the Fee Relief Gap levy are families with a concession card, aboriginal background or disability).

Fees can be paid by **Direct Debit Authority** from a bank account or Credit Card (direct debit authority can be set up online through your Hubworks enrolment), or by your own internet banking EFT to the account provided on our invoice. Please speak to the office if you are unsure of how to pay.

Fees **must be 2 weeks in advance** at all times, this means payment at the start of the week, fortnight or month and not at the end. Please ensure that your nominated account has sufficient funds available.


Dishonour fees are charged to families on failed direct debit payments (see Direct Debit fee schedule pg 10). Your prompt payment of fees is greatly appreciated.

FEE RELIEF DECLARATION FORM

To access "Fee Relief" at Springwood Preschool, families will be asked to fill in the "2026 Fee Relief Declaration Form" required by the Department of Education to nominate "Springwood Preschool" to access fee relief funding.

In 2026 this means a 2 day enrolment accessing fee relief will have a daily fee of only \$13.

Fee relief funding is scaled by hours of enrolment to encourage 600 hours per year of early childhood education for children in preschools. If your child attends a community or mobile preschool, the fee relief will be calculated based on the number of hours your child is enrolled (up to 600 hours per year). If a family nominates another preschool to receive the fee relief funding, then this will mean the full fee of \$77.50 per day will be applied for the child's attendance at Springwood Preschool.



NSW Department of Education
2026 Start Strong for Community Preschools
Fee relief declaration form

What is this form for?
This form is for families to apply for NSW Government fee relief for eligible children who are at least 3 years old on or before 31 July 2026 and enrolled in an eligible community preschool. It also gives your consent to your service to share personal information with the NSW Department of Education (the department). Please see more information about this consent on Page 3.

What do families do?
1. Give this completed form to the community preschool where your child is enrolled.
2. Complete a separate form for each child enrolled at an early childhood education and care service.
You do not need to send this form to the department.

How much fee relief will you receive?
Families with children who are at least 3 years old on or before 31 July 2026, and who are enrolled at an eligible community preschool may save up to \$4,456 in 2026. This fee relief is provided to the service you nominate below for them to pass on to you as a fee reduction.

Please check with your service how much fee relief you will receive.

Why is this form important?
This form allows your service to apply fee relief to reduce your child's fees.

Section 1 – Your child	
First name	
Last name	
Sex	
Date of birth <small>Your child must be at least 3 years old on, or before, 31 July 2026</small>	
Address <small>Where does your child live most of the time? (this should not be a PO Box address)</small>	

2026 Start Strong for Community Preschools 1 of 3

IMPORTANT NOTE RE: CHILD CARE SUBSIDY (CCS)

Springwood Preschool receives its funding from the Department of Education and is not eligible as a Registered Preschool to access CCS. Please note that fees are already reduced by the Start Strong Fee Relief funding and there is no further subsidy to be applied by CCS. Please speak to the office if you have further questions.

RECURRENT LATE PAYMENT OF FEES:

In an effort to eliminate recurrent late payments, the following point is noted from the Preschools procedures for payment of fees;

"Should late payments become a recurring problem with a child's fees during a term, parents without a direct debit in place will be asked to complete a direct debit set up prior to the commencement of the next term. As a consequence of defaulting on the Preschools policy of remaining in advance with fee payments at all times, direct debit setup will give Preschool authority to debit fees from a nominated



bank account or credit card on a regular schedule to eliminate future late payments. As the Preschool is a non-profit community based Preschool, we rely heavily on the payment of fees for the successful running of the service, hence the need to adhere strictly to payment procedures.”

The Preschool operates on a non-profit basis which means that lost fees impact upon the service and its ongoing viability. Therefore, it is important that all fees are kept up-to-date.

FEE PAYMENTS – DIRECT DEBIT:

Our Preschool is a non-profit organisation financed by attendance fees and a small amount of government funding. Fees are required to be two (2) weeks in advance at all times. Fees can be paid by **Direct Debit authority** from a bank account or credit card. The preschool is a **CASH FREE** service; **no cash or cheques will be accepted at the office.**

We do not have facilities to accept credit card at the office, however you can use your credit card with a direct debit authority.

Authority for setting up your Direct Debit is given online through your child's Hubworks enrolment. Please be aware

that when using a credit card there is a small service fee charged by HubDebit as per the schedule shown below. Direct Debits **are not** automatically paused over school holidays; payments will continue as per the nominated schedule unless you advise us otherwise. If you wish for the payments to be stopped over any holiday break please give sufficient notice prior to the scheduled date of the debit. If you continue to pay through the holidays (when fees are not charged) the credit you accumulate will be paid forward towards fees in the following term.

iPay Fee Schedule		
iPay Fees		
Bank Account	Per transaction	\$0.75
Visa / Mastercard	Calculated on transaction value	1.56% + \$0.75
Amex	Calculated on transaction value	1.56% + \$0.75
Failed Transaction	Per failed or returned transaction attempt	\$2.75
Claim / Chargeback	Only charged when payment is reversed	\$50.00
Refund	Per refund (credit / debit card only)	\$0.75
HUBHELLO CHILDCARE (for Credit Card or Debit Card debits) or HUBHELLO CCARE (for bank account (BSB & Account No. listed) debits) will appear as the transaction reference on customer account statement.		

Please note: It is your responsibility to ensure sufficient funds are available for your scheduled direct debit. Any failed transactions will attract a fee of \$2.75 each time a payment is unsuccessful.

SETTING UP DIRECT DEBIT

Step by step;


- Login to HubHello <https://hubhello.com/> using your HubHello username and password (see page 10: 'Please keep your HubHello enrolment information up to date').
- Click on the Cameo in the top right corner and go to your profile (as shown below).





- Click **'My Account'** from the tabs as shown below.




- then click on the iPay button  to change it from red to green. Tick the box to indicate if you accept the terms and conditions. You can also download a copy of the iPay Request Service Agreement here too.

iPay



☐ By clicking this box, you have understood and agreed to the terms and conditions governing the debit arrangements between you, HubHello Pty Ltd and linked services as set out in this Request and in your **iPay Request Service Agreement**.

- Click  to select either Credit/Debit card or Bank Account and then enter your details. You don't need to fill in both credit card and bank, just one option is okay.

iPay



☒ By clicking this box, you have understood and agreed to the terms and conditions governing the debit arrangements between you, HubHello Pty Ltd and linked services as set out in this Request and in your **iPay Request Service Agreement**.

Payment Method

Credit/Debit Card 

Name on Card

Card Number

0000 0000 0000 0000



Expiry

MM/YYYY

Bank Account 

Bank Name

Branch

Branch Number (BSB)

Account Number

Account Name

Linked Services

Payments for selected linked services below will be processed via iPay.

 Springwood and District Preschool Kindergarten Inc.

- Click  to change the button green under **'Linked Services'** to select Springwood and District Preschool Kindergarten Inc.



- Click **Save** at the bottom right corner when you have finished.
- Once you have activated your Direct Debit please contact the office by phone or email to let us know the frequency you would like your direct debit set to; options are weekly, fortnightly or monthly. Thank you.

FEE PROCEDURES

1. Upon acceptance of your letter of offer for a Preschool position, a Security Deposit of **\$150.00 is payable to confirm** and hold this position. This is classed as a fully refundable deposit and can be returned to parents via direct deposit to a nominated bank account once the correct notice of withdrawal from the Preschool is given and all fees are paid in full.
2. **Fees are payable two weeks in advance upon commencement** at Preschool. Direct debit schedules will be set up to debit fees at the beginning of the fortnight and not at the end. Once your child starts at Preschool, fees must then be kept 2 weeks in advance for the duration of the year.
3. For families continuing at Preschool, fees must be up to date before the new Preschool year and must also stay 2 weeks in advance for the year. No family will be able to start a new year at Preschool where fees are outstanding for the previous year. No sibling will be able to commence preschool where fees are outstanding for a brother or sister who has already left the preschool.
4. A fee statement will be issued each fortnight by email via Hubworks or into your parent file where email is not available. Receipts will be issued also by email or placed in your parent file and we ask that you check them on a regular basis. It is your responsibility to be aware whether your fees are paid up to date or not. You can go login at springwood.hubworks.com.au with your parent username and password to check on your fee status.
5. Fees are payable for all holidays taken *during* school term. Fees are **not** charged for gazetted school holidays or public holidays. If you notify the office in advance of your absence and where the Preschool has no other vacancies, if the vacant day/s **is** filled you **will not** be charged fees for that day/s. If the absence period **is not** filled you **will** be charged fees as usual.
6. Fees may be waived for serious illness, or prolonged hospital treatment, at the discretion of the Committee, on receipt of written notification with a Doctor's certificate attached.
7. **2026 FEE SCHEDULES are below;**
 - **4 year old enrolled 2 days per week - \$26/week for 2 days enrolment with Fee Relief funding applied and a Declaration form nominating Springwood Preschool as the service to claim fee relief funding, OR \$155/week** for 2 days enrolment where families do not claim the Fee relief funding at our service.
 - **3 or 4 year old children of Aboriginal descent enrolled 2 days per week - \$17/week for 2 days enrolment with Fee Relief funding applied and a Declaration form nominating Springwood Preschool as the service to claim the fee relief funding, OR \$155/week** for 2 days enrolment where families do not claim the Fee relief funding at our service.
 - **3 or 4 year old children of families with a health care card or pension/concession card attending 2 days per week - \$17/week for 2 days enrolment with Fee Relief funding applied and a Declaration form nominating Springwood Preschool as the service to claim the fee relief funding, OR \$155/week** for 2 days enrolment where families do not claim the Fee relief funding at our service.

The following charges are in addition to any applicable attendances fees;



\$25.00 per enrolment once only Membership to Preschool Association.

\$100.00 per child per term equipment levy.

\$195.00 per child per term Fee Relief Gap levy (**not applicable for concession card holders, children with aboriginal background or children with a disability receiving DIP funding*)

8. Springwood Preschool is a **CASH FREE** service and **preferred payment is by Direct Debit Authority**. Springwood Preschool uses a facility called **HubDebit**. Your options for payment through HubDebit are from a bank account or credit card. You can request your payments to be debited weekly, fortnightly or monthly but must be in advance at all times.
9. Should a payment be dishonoured by our bank or Direct Debit facility for any reason the fee incurred by the preschool for the dishonoured payment will be added to your child's fees. Please ensure that your nominated account has sufficient funds for your Direct Debit.
10. If you fall into arrears with the payment of your fees (i.e. are not 2 weeks in advance) then you will receive a reminder letter from the Preschool. If you don't respond to the letter a phone call from the Treasurer requiring you to bring them up to date will occur. If, one week after you have been contacted by the Treasurer fees have not been brought up to date, you will receive a letter advising that unless the fees are brought up to date within 7 days your child's place may be declared vacant.
11. If your child is leaving preschool, notice in writing must be given **four weeks** in advance, or four weeks fees will be charged in lieu of notice. The correct notice and full payment of fees is required to allow for refund of the Security Deposit paid upon commencement.
12. **Fee subsidies are available for families who hold a Health Care card or Pension card**. Please bring your card to the office so that a copy may be taken for our records.
13. If you are experiencing any difficulties in the payment of fees at any time throughout the year, please feel free to come and discuss it with us. You will not know if we can help, unless you ask.

PRESCHOOL FEES

Fees are payable when your child is sick, away on holidays during the term and partial days.

Fees are not payable for pupil free days, school holidays or general public holidays. At these times, fees for the shortened week will be calculated according to the daily rate.

A receipt will be issued for all fees paid which will include child's full name, date of care, date of payment, amount, etc. This complies with the Government requirements. Please retain your receipts, as they are your proof of payment in cases of dispute and there may be an administration charge required for reprinting your receipts if you require them to claim childcare benefit.

If you are withdrawing from the Preschool, please ensure all your fees have been paid up to date and that you have provided the Preschool with four weeks' notice in writing (email is fine) **during term time** so that your Security Deposit can be refunded. If we are not provided with four weeks' notice during term time your Security deposit will be retained and used to pay for the vacancy until we are able to enrol a new child.

Enrolment patterns (days your child attends) are set as either **Monday/Tuesday** or **Thursday/Friday**. Your Fee relief funding is therefore applied to the 15 hours of preschool attended on either of these set attendance patterns. Limited enrolments exist on Wednesday for children in their final year before school where both parents or carer's are working. **Wednesdays hours do not attract Fee Relief funding** and are charged at a full unfunded fee rate, currently \$77.50 per day.

IMPORTANT NOTE RE: CHILD CARE SUBSIDY (CCS)

Springwood Preschool receives its funding from the Department of Education and is not eligible as a Registered Preschool to access CCS. Please speak to the office if you have further questions.



STAFF



The Springwood Team...

Springwood Preschool is fortunate to have a team of highly experienced staff. They are professional, passionate about children's learning and dedicated to early childhood education. All teaching staff hold current first aid, anaphylaxis and asthma qualifications.

Director

Jessica Jefferies is the Director of both;

Springwood & Glenbrook Preschools

- ❖ Bachelor of Education - Early Childhood Graduate.
- ❖ Diploma in Businesses .



Springwood Preschool days: Monday, Tuesday, Thursday & Friday 11.30-3.45pm (Half day)



Glenbrook Preschool days : Monday, Tuesday, Thursday & Friday 8:15-11.30am (Half day)

Educational Leader

Lisa De La Mare

Bachelor of Teaching (Early Childhood)

(Guides the Programming practises for the entire preschool)

Office Administrator

Kellie Power

Tuesday to Friday 8:15am to 3:45pm

Wombat Team

Lisa: Educational Leader – Monday to Wednesday

Wombat Team leader – Thursday/Friday.

(Bachelor of Teaching - Early Childhood)

Jade: Wombat Team leader – Monday to Wednesday

(Bachelor of Education Early Childhood)

Dana: Educator - Monday to Friday (Diploma)

Elyse: Educator - Monday to Friday (Diploma)

Debby: Educator - Monday to Friday (Diploma)





Possum Team

Meredith: Possum Team Leader – Monday/Tuesday and Thursday/Friday

(Bachelor of Teaching - Early Childhood)

Jenny: Educator - Monday to Friday (Diploma)

Annette: Educator - Monday to Friday (Diploma)

Belinda: Educator - Monday to Friday (Diploma)

Kayla: Trainee - Monday to Friday



Staffing for Additional Needs

Our staffing per group is above licensing requirements to allow us to do additional work with children with additional needs. Most children will have a need for additional support at different times during their learning and development. This can include emotional wellbeing and resilience, language and articulation, gross or fine motor movement, social skills or learning challenges. We believe that early intervention benefits all children, as their brains are so elastic at this time, so any potential concerns can be addressed more easily at this age and in this context.

Because of this, we will work closely with you to identify any areas for additional focus and we may approach you to discuss applying for additional funding to allow us to maintain this higher level of additional support for the children. This may include having assessments completed by outside specialist agencies, and the individual programs are then incorporated into the Preschool's program.

SAMPLE DAILY ROUTINES

The Preschool's routine is flexible and allows for changing moods, weather, energy levels and interests of both children and staff. Routines may change to reflect changing needs at various times of the year and the development level of the children. The following is a guide to how the day may be structured.

Winter

8.15am onwards	Arrival This is a relaxed free play transition time where parents and children can arrive at the time that suits them.
9.30 - 10.30 am	Indoor Activities Programmed activities include art/craft; reading corner; dramatic play; manipulative play; puzzles and other pre-math's and pre-reading games and science discovery area.



10.30 - 10.40 am	Pack Away All children are encouraged to help and be responsible for tidying the room.
10.40 – 11 am	Group Time This can include music, dancing/free movement, drama and organised games. Children can either be in a small or large group.
11 - 11.30 am	Morning Tea
11.30 - 12.30 pm	Outside Activities Programmed activities can include the fixed equipment e.g. fort, sandpit, cubby and climbing frames; moveable equipment e.g. bikes; art/craft; mix and mess, etc.
12.30 - 12.40 pm	Pack Away
12.40 – 1 pm	Literacy This can include finger plays, songs, rhymes and stories.
1 - 1.30 pm	Lunch
1.30 - 2.00 pm	Quiet Time This gives children a chance to rest and an opportunity for quieter learning experiences.
2.00 – 3.00 pm	Afternoon activities May be indoor, group games, or outdoor according to what has been programmed, weather and the children.
3.00 - 3.45 pm	Preparation to go home and gradual departure e.g. Putting on socks and shoes and putting their art works in their bags. This is again a relaxed free play transition time where parents and children can depart at the time that suits them.

Summer

Summer routine changes mainly in having outdoor time first thing in the morning, as this is when the sun and heat are less intense.



ARRIVALS AND DEPARTURES

On arrival please:

- Sign in using the iPad for Electronic Sign In as this is a licensing regulation. Please let an Educator know if anyone else will be picking up your child. All people authorised to drop off or pick up must be on your child's HubHello enrolment and have a mobile number recorded to use the Electronic Sign In.
- Notify your child's teacher of his/her arrival so that your child can be welcomed.
- Help your child find a hook for their bag in their locker to hang their bag, then remind them to put their drink bottle on the drink table and lunch box in the fridge.
- Apply sunscreen on your child (if you have not already done so before leaving home) and ensure that he/she is wearing a hat before sending them off to play.
- When you are ready to go, say your goodbyes to your child and let them know when you will return.

If you are in anyway concerned about how your child has settled after you've left, please ring the Preschool during the day to chat with either your child's teacher or the Director.

On departure please:



- Sign out using the iPad for Electronic Sign out.
- Notify your child's teacher of your departure so the staff member can confirm who is collecting your child.
- Collect your child's bag, drink bottle and artwork for the day.

To ensure the safety and welfare of your child, please inform the Preschool if someone other than the authorised person (i.e. those nominated on the enrolment form) is collecting your child. Alternative arrangements must have been made prior to your child being permitted to leave the Preschool. If they have not been made, your child will not be allowed to leave until we have been able to contact you to confirm. Photo identification e.g. a driver's licence, will be required from any unrecognized person/s collecting your child. Please ensure that whoever is collecting your child has been informed of this and comes prepared with an ID. The minimum age for a collector is 18 years of age.

LATE PICK UPS



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.

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.



Things to remember

Hats – Hats are a compulsory item which the children need to bring.

Important note: Our regulations now state that children **must not** wear hats with a string under the chin as it poses a risk to children's safety.

You can supply your own or you can purchase a preschool hat, see

Kellie in the office to add it to your account.

Sunscreen - You need to apply this to your child each morning either at home or when you arrive.

Sunscreen is provided at the sign in sheets in the foyer.





Sleeveless Dresses/shirts - Please be aware that children need sleeves to protect their shoulders.

Please wear t-shirts under sleeveless dresses as well to protect shoulders.

Footwear like 'party' shoes and thongs (even with elastic at the back) can pose safety risks. So we prefer sandals or closed in shoes for comfort and safety.

Also note that some of the messier activities may cause clothing to become soiled though generally all the paints and glues we use will wash out in cold water. However, as a precaution, we ask that children come dressed in clothing that allows them to enjoy their day without worrying about getting it dirty.

Naming Belongings – Please be sure to name items in your child's lunch/morning tea as we have had a few mix ups with poppers and yogurts etc. As children put their lunch/morning tea down on the table after opening, it is easy to lose track of who each one belongs to especially if children have similar products. Also as a side note we would prefer water bottles instead of poppers at preschool, as recommended by the Health Department.

A **complete change of spare clothes** appropriate for both hot and cold weather

A **healthy morning tea and lunch**. It is important for children to learn nutritious eating habits. We request that you do not send items such as lollies, chocolates, chips, or fizzy drinks. These are sometimes treats to have at home.

Sandwiches, fruit, vegetable sticks and yoghurt are healthier alternatives, and children are often willing to try things here with their new friends that they may not at home. Also, when packing your lunch box, consider if the food packaging is easy for your child to open and if it is recyclable.

A **refillable, stable, easily opened plastic bottle** of drinking water.

LOST PROPERTY

Please **label** all your child's clothing and belongings. We cannot guarantee that anything that is unlabelled will return home. All lost property will be displayed outside of the office area or room and is kept for a short period of time only before being donate to charity.

TOYS

Children are encouraged to leave their toys at home E.g. cars, dolls, swords, guns, etc. We find that children may be excited to bring in these special things, but only want their friends to look, and not touch. They can find it very difficult to share, and to remember to look after the item. Tears from broken or lost toys usually result. If your child particularly wants to bring something in for news, then their teacher will put it in a 'safe' place. Comforter toys are fine. Just discuss and practice with your child that the comforter toy must be put in their bag to have a 'sleep' when they are not playing with it.

BIRTHDAYS -



If you wish to celebrate your child's birthday, to maintain the highest hygiene practices, we ask that you bring 'prepacked cupcakes' (as can be found in a supermarket) sealed in its packaging.

Please feel free to chat further with your teachers



DEVELOPMENTAL RECORDS

We keep extensive written and photographic records on each child and we email updates to families regarding the class events each week. We use this information to plan on a weekly basis, the range of activities and learning opportunities that are provided. We will discuss with you any areas we may wish to focus on, but conversely, if you have any concerns or questions about your child, please speak to your child's teacher or the Director. We do not hold formal teacher-parent interviews, but if you wish to have a longer conversation than the morning or afternoon "Hello's" and "Goodbyes", we are happy to meet with you after 3:45pm on a mutually convenient day.

ROUTINES OF THE POSSUM & WOMBAT CLASSES DAY

Each room in the preschool displays the rooms routine which covers approximate times for activities such as indoor, outdoor play, group times, roll, morning tea, lunch & news. Routines will vary from time to time according to the needs of the group and individual children. For further information about your child's routines please see the team in your child's room.

INDIVIDUALISED PROGRAM PLANNING

Each team within the rooms are responsible for planning an early childhood program which reflects a child centred approach, this is developmentally appropriate and is based on the children's observed interests. Staff observe each individual child on a regular basis recording these observations and work samples are used to develop individual objectives for each child. These are then incorporated into the overall group program of activities and learning experiences. A wide variety of early childhood curriculum and developmental areas are provided for within the indoor and outdoor play environments including cognitive, physical (gross and fine motor), social and emotional development, language and literature, art and craft, music, science, maths and number, drama, movement and dance and construction. Parents are welcome to discuss their child's development at any time by seeing your child's teacher.

BEHAVIOUR MANAGEMENT

Our aim is for the children to gain maximum benefit from the Preschool program through the fostering of positive behaviour that will lead to the development of self-discipline and self-direction and an understanding of how individual behaviour affects others. This involves helping children understand the limits to acceptable behaviour, and the reasons for these limits.

Children are presented with models of acceptable behaviour and staff role model appropriate expression of feelings. Staff and curriculum expectations are designed to be developmentally suitable. Intervention, explanation, constructive solutions and positive guidance are the main strategies used. Observing to identify the possible triggers and to provide individual teaching and support are also critical. We know that acceptable behaviour takes time to learn, and we actively teach skills such as sharing, as part of the curriculum. Rules are simple and positive. Be kind to each other, look after our things, and listen to your teacher. Children are supported to verbalise and negotiate, as interactions with each other provide the most consistent challenges for children at this age.



HEALTH AND SAFETY FOR CHILDREN



SICK CHILDREN

As we have many first time families to the Preschool environment we would like to remind all families not to bring your child to Preschool if they are sick. A clear indicator is if you need to administer Panadol to your child on the morning that they are to attend Preschool then it is best not to bring them as; 1) Panadol masks bugs and does not fix bugs, 2) the sick germs pass to 20 other children and 4 staff in the room. **PLEASE** be kind to our teachers and children and keep your child at home!!! Children have limited hygiene awareness at this age and it is a daily occurrence for children with colds to sneeze in other children's & teachers faces. Do not be surprised to receive a phone call from us if your child is unwell or has a green nose and is spreading mucus to others.

INFECTIOUS DISEASE/ILLNESS

Children will be excluded from the Preschool if they have an infectious illness. Information is available regarding various infectious diseases. Please see the Director if you require specific information.

Children will not be accepted at the Preschool if they arrive with an elevated temperature, as this is an indicator that your child is fighting an infection. The most effective means of minimising cross infection and supporting your child to get better is for them to be at home resting. If your child becomes unwell during the day, you will be contacted and asked to collect your child.

Practices to reduce the chance of being infected or spreading an infectious disease or illness will include:

- Regularly and thoroughly cleaning hands with an antibacterial soap and water for at least 20 seconds, with an alcohol-based hand sanitiser or with soap and water.
- Encouraging children to avoid touching eyes, nose, mouth and general face area as much as possible.
- Following good respiratory hygiene, when coughing or sneezing:
 - cover mouth and nose with bent elbow or tissue and
 - dispose of the used tissue immediately and
 - wash hands with soap and water or, if water is not available, use hand sanitiser.
- Excluding children or staff from the service who are unwell and are reasonably suspected to have a communicable disease, until they are cleared by a doctor to return.



- No child can attend preschool with any cold/flu symptoms. Please keep them at home until they are symptom free.
- **No child or Staff member can attend preschool if they are unwell. Please keep them home until they are well. Preschool is a sensitive environment where infection can .**
- Encouraging social distancing where appropriate (eg, parents coming to drop or pickup children.)

PROCEDURE FOR RETURNING TO THE PRESCHOOL FOLLOWING A CONTAGIOUS ILLNESS

Please advise the Preschool ASAP if your child will be absent due to a contagious illness.

IMPORTANT FACTS

- A child MUST BE KEPT AWAY FROM PRESCHOOL UNTIL THEY ARE CLEAR OF ALL SYMPTOMS FOR **48 HOUR- FROM CLOSE OF THE PRESCHOOL DAY.** This applies to staff employed by the preschool too, it is vital to eliminate the spread of infection.*
- A gastro outbreak occurs **when 2 or more** children or staff have sudden onset of vomiting or diarrhea in a **2 day period***
- Children with a temperature of **38°C** or above will not be permitted to attend preschool for **24 HOURS FROM CLOSE OF THE PRESCHOOL DAY.***
- A medical/doctors certificate will not be accepted if it is in conflict with the policy exemption time line outlined in i) and ii).*
- In regards to exclusion and disclosures:**
 - No out of date, unclear, wrongly labeled or decanted medicines will be administered.
 - Any child on antibiotics must not attend preschool for a minimum of 24 hours when first prescribed the medication, *the 24 hour period begins at the end of the preschool day e.g. 3pm.*
 - Staff will not be responsible for administering the first dose of ANY medication (for more information on Medication Policy -59)

A gastro outbreak is required to be reported to the Public Health Unit **when 2 or more** children or staff have sudden onset of vomiting or diarrhea in a **2 day period.**

Below is a list of contagious diseases requiring **exclusion** from Preschool:

- | | | |
|--------------------------------|----------------------|----------------------------|
| • chicken pox | • giardiasis | • poliomyelitis |
| • conjunctivitis | • influenza (type B) | • ringworm |
| • COVID-19 | • impetigo | • rubella (German measles) |
| • diarrhea | • leprosy | • salmonella |
| • diphtheria | • measles | • streptococcal infection |
| • hand, foot and mouth disease | • meningitis | • tuberculosis |
| • hepatitis A | • meningococcal | • whooping cough |
| • head lice | • mumps | |

ADMINISTRATION OF MEDICATION

- Medication (prescription or otherwise) will only be given if a Medication sheet completed and signed by you. (Medication forms are in the medication folder in your child's classroom).
- Prescription medication has to be in its **original** packaging with your child's name and dosage clearly labelled.
- Please give the medication to your child's teacher so that it can be stored away from accidental ingestion by other children.



LONG TERM MEDICATION (E.G. ASTHMA)

Please see your teacher as soon as possible if your child is an asthmatic, as a management plan needs to be developed and implemented and staff informed and trained appropriately Allergies

If your child suffers from any allergies or intolerances e.g. nut, bee, sunscreen, etc, please note this on the enrolment form and bring it to the office and your teacher's attention as a management plan is required before they start.

Asthma

- **Upon enrolment** families are asked to bring support medical **documentation PRIOR to the child's first preschool day**. So staff can ensure all procedures are clearly in place.
- If a child has asthma management instructions different to standard asthma management this must be identified and a copy attached to the Child Asthma record. A notice will be displayed in an appropriate location at Springwood Preschool Kindergarten detailing these individual child instructions.
- Parents will be asked to ensure their child has an adequate supply of appropriate medication clearly labelled with the child's name and including expiry dates. Medication forms as per Springwood Preschool Kindergarten's Medication Policy must be completed and signed by the parent.
- At all times at least one educator at Springwood Preschool Kindergarten, whether or not there is a child diagnosed with asthma attending Springwood Preschool Kindergarten, is present at all times and undertakes training in Emergency Asthma Management and record this in the staff records.
- A mobile Asthma Emergency Kit for used on excursions outside the preschool
- A parent will be asked to replace the spacer in the preschools emergency kit if used by their child.
- Parents will be asked to complete an assessment of the potential for accidental exposure to asthma triggers while children are at preschool and develop a *Risk Minimisation Plan*
- A *Communications Plan* for educators to ensure all are informed about the medical conditions policy and risk minimisation plan for the child.
- A *Communications Plan* for the parents to ensure any changes to the medical management plan and risk management plan for their child at preschool is communicated efficiently and effectively.
- Administer emergency management treatment if required accordingly to each child's Asthma Record
- Parents must provide up to date information to the preschool community about resources and support for managing asthma, if this does not occur then enrolment of the child may occur until all appropriate forms are given to the preschool.

ACCIDENTS AND FIRST AID

In the event of an emergency or a serious accident happening to your child whilst at Preschool, you will be contacted immediately. If every effort to contact you fails, emergency contacts will be called and staff will arrange for your child to see the nearest doctor available or hospital.

There will always be at least one staff member with a current first aid certificate on the premises at times.

Minor accidents will be dealt with by staff in a manner appropriate to the injury and an accident report will be completed. This accident report will be shown to you when you collect your child and you will be required to sign this.



IMPORTANT NOTES:



• Preschool is a NUT FREE ZONE.

Please be aware children in our service have been diagnosed with **ANAPHYLAXIS**.

This means **NO nuts or nut products**



• No Hot Drinks at Preschool

We love having families visit preschool and spending time with us but before you do, please note that we have a strict rule of **No hot drinks** to be brought into Preschool, including insulated cups.

This follows our child safe policy and we'd really appreciate your support to keep children safe.

Please enjoy your hot drinks before you come or please leave them at the gate 😊

Thank you for your co-operation



Steps 4yr old Vision Screening

StEPS will visit Preschool annually.

This is an initiative of NSW Health and

offers all 4 year old children free vision screening prior to starting school. **When this occurs we will provide you with consent forms for you to complete and return to the Preschool.**

Screening takes about 5 to 10 minutes. Children that don't usually attend on the scheduled day of screening can be brought in by their parent for screening on the day.

What is StEPS?

The StEPS program is an initiative of NSW Health and offers all 4 year old children free vision screening.

Why would my child need their vision screened?

- Children rarely complain of eye problems
- Children may not realise they can't see well
- Some children can see well with one eye but have very poor vision in the other eye
- Children's eyes may look OK, and parents/caregivers might think that their child can see well but some children might still have a vision problem
- The only way to tell if a child has a vision problem is to have their vision tested one eye at a time.



Did you know?

- If a child has a 'lazy eye' it may lead to severe vision loss or blindness in that eye if not treated
- If a child has a vision problem, the earlier the problem is detected and treated the better the vision outcome
- If parents wear glasses or had vision problems as a child their children are more likely to have vision problems too
- After eight years of age some childhood vision problems cannot be treated and the child will have poor vision for the rest of their life - glasses won't help
- Low birth weight babies and children with neurological problems are at a greater risk of developing eye problems

Does my child need their vision screened?

NSW Health advises all children to have their vision screened before they start school and strongly recommends that all 4 year old children participate in the vision screening program.

How can my child access the StEPS program?

Your local Area Health Service will target preschools and child care centres to offer all four year old children a free vision screening. To have your child's vision screened you will need to complete a consent form and return it to your child's preschool/childcare centre. You can also have your four year old child's vision screened for free through your local Child & Family Health Service. Contact details for your local Child & Family Health Service are on the back of this pamphlet.



How will I know if my child has a vision problem?

Every parent/caregiver of children who have a vision screening will be informed of the results of their child's vision screening assessment. Should a vision problem be detected you will be contacted by your local Area Health Service and asked to have your child's eyes fully tested by an eye health professional. As children's eyes continue to develop until approximately 8 years of age it is important to ensure every child's vision develops normally throughout these formative years. The StEPS program is a vision screening program and does not offer a full diagnostic assessment. If you have any concerns about your child's vision you are recommended to have your child's vision tested fully by an eye health professional.

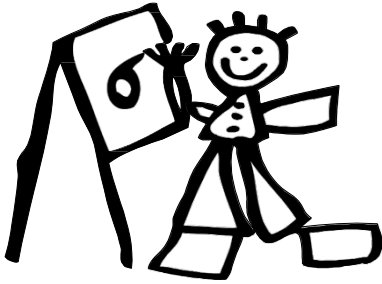
FIRE DRILLS

Springwood Preschool Kindergarten acknowledges that situations will arise where an emergency evacuation is necessary for the safety and *wellbeing* of the children and educators at the preschool. It is important that all educators working at Springwood Preschool Kindergarten are aware of the procedures for an effective and safe evacuation to occur and that all persons on the premises at the time of the emergency evacuation, including families, volunteers and students are aware of the procedures to follow.

Evacuation procedures/policy are displayed by major exits.



SCHOOL READINESS



Children can commence school if they are 5 years old on or before July 31 of that year.

There is no magic pill that makes children ready for school, no magic program which can instantly switch on the brain. School is for a long time, and it is important to ensure that we send our children to school when they are ready and have the ability and interest to grow, and learn in a group of children.

The NSW Education Department has helpful information for parents at the following links:

<https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/transition-to-school/covid-19-parents->

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/primary-schools/starting-school>

If you are in doubt please feel free to discuss your child's readiness for school with his/her class teams.

Please remember that children develop as individuals, there is no right or wrong. Not all children develop at the same pace.

PARENT SUPPORT

As a community based non-profit Preschool we rely on your support to keep the Preschool functioning within the community and to keep fees low. If the parent committee chooses to do fundraising, there may be requests for support with fundraising events.

If you have any particular skills that you are happy to use on our behalf that is also greatly appreciated. We particularly look for parents who can sew, paint, and have IT skills to help us when we occasionally need it. If you would be happy to help out, please email us.

SAFETY ISSUES WHEN EXITING PRESCHOOL & CARPARK

We would like to address some important safety issues which are vital given one of the busiest times at preschool is between 3:00 & 3:45pm and we need your help to ensure all children make a safe exit of the preschool.

- *We require your assistance regarding ALL children in our preschool- please be mindful **when you exit to only allow your own child through the gate!***
- *As you are aware the parking area is always busy so please use the footpath where possible to keep the area clear for cars to leave. Please take care with children around moving vehicles and **ALWAYS** hold your child or children's hands until you reach your car.*
- *We would like to take this opportunity also to 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.*
- *It is **against the law in NSW to leave a child unattended in a vehicle** and it is the duty of care of the Preschool to uphold this law.*
- ***Car parking areas can present a huge risk of harm to a child**, please use caution at all times. Thank you for your assistance in this matter.*





Hold My Hand - Watching children is not enough.

The best way to protect children near traffic is to hold their hands. Young children do not make effective use of their hearing and vision, and lack the skills to make safe decisions when in the road traffic environment.

- Young children need adult support. Wherever you are, on a quiet road or busy one, in a car park or on a footpath, hold each child's hand securely.
- If an adult's hand is not available, help children to hold onto a pram, your bag or clothing. If possible, put your hand over the child's hand for added security, for example, push the pram or stroller together.
- Give lots of positive feedback and encouragement when children hold your hand.
- Children may be able to tell you how to cross the road but this does not mean they have the skills and understanding to cross safely without an adult's supervision.
- Children may be able to recite road safety messages but not understand what they mean nor put them into practice.
- Listen to what children say about pedestrian safety. You may need to change the words you use with children to make your meaning clearer.
- Be a safe role model yourself and talk with the children in your care about all road safety.



Thank you for all your support

END OF YEAR CELEBRATION

We usually have an end of year celebration where the children share with you favourite songs or stories that they have done at Preschool.

We attempt to keep this low key to minimise the concept of a “performance”, information on how we conduct our Christmas celebrations this year will be communicated later in 2026.



We hope this handbook is helpful and relevant for your family when your child starts at our preschool. If there is any further information you seek please feel free to ask any staff member. Furthermore, we are always seeking input from parents so if you have any information that may need to be added to this handbook please see Jessica or Kellie in the office. Thank you.

The Springwood Preschool team.