



Peter Pan Kindergarten

Parent Information Centre Handbook 2014

Child's name: _____ Days: _____

Commencement date: _____

Welcome to our Preschool.

Peter Pan Kindergarten is a privately owned and managed centre providing care for 20 children aged three to five years each day. We have been situated in Port Hacking Road for 50 years and has contributed to the education of many children in Caringbah by paving the way as each child makes their transition to school. Our centre and program is based on the Early Years Learning Framework Curriculum to encourage your child to be an active and independent learner in a warm, friendly and positive environment. The small group size allows each child to be a part of the day by turn taking and becoming involved in group language and music times. Each teacher becomes involved with the children throughout the day in a variety of aspects and children are encouraged to be helpers towards their peers and teachers. Our teachers are approachable in regards to any queries or concerns you may have so please do not hesitate to ask. Parents and family members are free to visit the centre at any time.

Operating Hours

Short Day: 9am to 3pm

Long Day: 8am to 4pm

Peter Pan Kindergarten operates for 48 weeks in the year with a 4 week break over the Christmas period.

Fees

Short Day: \$50

Long Day: \$55

Peter Pan Kindergarten is approved for the Childcare Benefit and Childcare Rebate Schemes from Family Assistance Office. Please register your child and family details before your child commences preschool. You may then be entitled to a reduced fee depending on your personal income.

Families must bring in documentation from FAO for Director to confirm and work out the payable fee required based on the benefits received. If your entitlements change throughout the year you must also let us know.

Children who are booked in for short days are required to be collected at 3pm. If you are late you shall be charged the long day fee (additional \$5).

Late fees apply if you arrive after 4pm.

If you wish for your child to attend preschool between the long day hours please inform the staff member prior to this day to accommodate your child either in the morning or afternoon or both.

Payment

It is advised that fees should be paid fortnightly in advance into the fee box. If parents find it convenient they may pay for longer periods in advance. To enable staff members to continue to adequately supervise and interact with the children receipts shall be

processed at the end of the day and placed into your family pocket for collection next time you attend.

Method of payments include: Cash

Cheques ("Peter Pan Kindergarten")
Electronic Funds Transfer (as follows)

Peter Pan Kindergarten
Account # 484 527 211
BSB # 112 - 879

Please enter your child's surname as the transaction description and print or email your receipt as verification. A preschool receipt will then be issued.

Fees will not be handled during the preschool hours.

It is the responsibility of the parent to place fees into envelopes and label name and amount before placing into the fee box.

Two weeks notice must be given when withdrawing a child from preschool.

Fees must be paid for the days your child is enrolled at the centre, including public holidays, illness or family holidays. No fees are paid during the 4 week break over the Christmas period.

Make - up days:

A make - up day will only be offered to a child who misses their regular preschool day due to a public holiday where the centre is closed. This day should be scheduled in consultation with staff at a suitable time of the term. Parents should give a weeks notice if they wish to use a make - up day.

Staff

The centre educators consist of a small team of professional, experienced, dedicated people who welcome opportunities to talk with parents about their day, experiences and achievements. Each day there are two or three staff members on the premises, A Diploma Graduate / ECH Teacher and an experienced childcare worker.

If a regular staff member is absent due to illness one of our experienced casual teachers will replace that staff member. Where possible casuals are given opportunities to continue to get to know children and maintain contact with centre tasks and staff.

New Children

An Open day annually for new families will be organised in preparation for children commencing in the new year. This will be advised on return of the enrolment form in Term 4.

Parents are encouraged to bring their child for a visit before their commencement date (if taking a mid year position). Parents may ask any questions at this time that they may have.

Settling In

Your child may experience some distress during this period but this can be quite normal. Please speak to a staff member if you are unsure what to do. Never leave your child without saying goodbye and telling him/her when you will be returning.

A quick goodbye is always recommended and staff will assist your child if anxious or upset. This may be difficult for the parent but it will allow staff to assist the child to find an activity and settle into a normal routine quickly.

Programming

Indoor:

Our Diploma / ECH teacher plans on a daily basis using a curriculum called the Early Years Learning Framework (EYLF). Developmental, School Readiness, Child and Family Interests are part of the learning centres set up daily. These include: Cognitive, Fine motor, Social / Emotional, Language, Literacy, Art and Craft Construction, Project work, Family holidays or places of interest as well as child chosen activities. The children are also involved in an active music and group discussion time each day. Each week themes may emerge and a variety of activities stem from this throughout the week. From this projects develop and these could continue for a number of weeks. Please check our information board where these are displayed. The current curriculum is hung near the whiteboard. Feel free to look at this at anytime.

Outdoor:

A wide variety of gross motor equipment is rotated and children are encouraged to select activities of choice. These include items such as, chalk drawing, dress ups, babies, strollers, cubby house, sandpit, dinosaurs, blocks, ball games, slide, tea set, books, tennis bats, bikes, beanbag toss just to name a few.

Observations

Each child is observed regularly to document their learning and their readiness for school. Trained teachers collect samples of their writing, drawing and take photographs to document their progress. This information is kept confidential and is presented to the family at the end of the year in a collective portfolio / scrapbook. Areas include, name writing, number and letter recognition, colour awareness, fine motor abilities, social groups, special events at preschool, craft and activities of interest.

Rest time:

There is no sleep time at the centre although we have a quiet time where the children lay down and listen to music and stories after lunch. This session runs for approx 20 - 30 mins. Each child is provided with a pillow and a pillowcase to lay their head on at commencement. The pillows must be returned to preschool at the end of your child's placement. Please note there are sleeping mats available if a child wishes to sleep, however the child will be woken up before 3pm in readiness for the parents arrival. Please let a staff member know if you do not wish for your child to sleep at preschool. Rest time occurs in terms 1 and 2. During terms 3 and 4 children are engaged some alternative quiet play or Literacy activities as part of Quiet Time.

Parent Involvement:

Parents are encouraged to be a part of our centre if you wish to volunteer to share your skills. The children love having visitors and you may wish to share a story or do some cooking or share your job with us. There are many opportunities to be a volunteer when the children go on short walks to the library, YMCA or teddy bears picnic. Volunteers are required to adequately supervise the children and assist with holding hands. Please offer any suggestions you may have in the suggestion book near the locker area. Please keep an eye out on the white board for messages and information which is recorded each day.

Excursions:

The children have the opportunity to visit the local Caringbah library each term. Days are rotated so that all children will have the chance to attend story time. Visits to the local YMCA to participate in the Gymnastics program will also occur in Term 3 which will incur an additional fee. An end of year excursion is planned each year in term four and this usually involves a trip on a bus to the local area to a park, show or place of interest. Parents are welcome to attend. Parental permission is required before any child is taken from the centre and a signed permission note will be required by the parent.

Arrival and Departure:

Children must be signed in and out each day on the attendance list near the front door. This is the responsibility of the person bringing and collecting the child and is important for security and emergency reasons. Parents must inform a staff member if their child is to be picked up by anyone other than themselves or those adults authorised on their enrolment forms. Identification may be required if the person is new to the centre.

On arrival ensure that your child does their jobs, example: places bag in their locker, puts morning tea in box, lunch in fridge if required, puts show and tell in the basket and drink bottle in the box before playing. This encourages the child to become independent and have a sense of knowledge of their own belongings. In the afternoon all of the children's belongings should be back in their bags, please check before leaving.

Medication:

Medications must be in their **original packaging** from the chemist with the child's name and administration requirements clearly labelled. Otherwise the medication will not be given. A parent must fill out the medication register on arrival and hand the medication to a staff member for appropriate storage.

Asthma medication will be given and you need to provide the centre with your child's Asthma Management plan and place in the medication basket on arrival

Un prescribed medications will not be administered unless a letter from the child's doctor is given.

If a child is suffering from a contagious illness or high temperature above 38 degrees the parent will be contacted immediately and the child will need to be collected from the centre.

If an accident occurs details will be documented on an "accident record" and parents will be informed and signature required when the child is collected. A copy of the report is then given to the parent.

Head lice Policy:

If a child appears to have head lice they will require treatment before returning to preschool. All children will be checked through the week to check for additional cases. Please speak to your chemist to find one suitable and the appropriate steps to take. We suggest that you regularly use a head lice shampoo and keep an eye out to ensure that your child does not develop this problem. Head lice is commonly transferred from child to child mostly in schools. It is important that you bring your own child's hat and educate your child not to share their hat. Long hair should be tied back whilst at preschool and brushes should not be brought to preschool.

Clothing:

When attending the centre children should wear clothing they can manage themselves and is easily cleaned. Although aprons are worn during painting and messy activities, some marking of clothes may occur. Your child may also need a change of clothes if they have an accident before getting to the toilet or participating in water play. We suggest that you bring spare clothes for your child just in case.

Staff will use their discretion to ensure that children are appropriately clothed according to weather conditions. In general, children only require the same level of clothing as adults although some may have particular needs.

Thongs are not permitted for preschool. Sandal style shoes with straps are recommended during the summer months.

Sun Protection:

Outdoor activities are an important part of the centre program. To ensure that children are protected adequately from the sun parents are requested to provide their child with a suitable sun hat clearly labelled with their child's name.

The centre has sun cream available which will be applied to your child prior to outdoor play. However it is the parents responsibility to administer sun cream for your child in the mornings during terms 1 and 4 before the child goes outdoors to play. It is displayed by the sign in book. Alternatively you may provide your own at home before arrival if you wish.

Food and Nutrition:

The centre's long term objectives include educating children and developing an awareness of good nutrition and an enjoyment of meal times as social occasions.

Morning Tea: Is to be provided in a container/bag clearly marked with the child's name and is to be placed in the morning tea box each morning. This should include at least one piece of fruit and a snack for your child.

Lunch: Should be provided in a lunch box or bag, including a sandwich, yoghurt, crackers, fruit, cheese etc and include a popper or drink bottle.

Foods should be healthy alternatives. Lollies, chocolates and chips are not recommended. Peanut Butter and Nut Products are not permitted as some children have allergies to these types of foods. Foods with nuts as an ingredient eg- "Nutella Spread" will not be given and returned home in the child's bag.

Immunisation:

All children are required to have a copy of their current immunisations on file whilst enrolled at the centre. Please bring in a photocopy from your child's blue health book or Immunisation history statement. This outlines the type of immunisations your child has had and the date which they were administered by the doctor.

If your child is unimmunised they will be excluded during any outbreak of vaccine - preventable diseases for their own protection. Please inform staff if your child is unimmunised and you will be required to sign a statement acknowledging that they have chosen not to have their child immunised and understand that their child will be excluded for the prescribed period during any outbreak.

Safety Zones:

The Preschool has two designated safety zones in case of an evacuation. These are:

- The front safety zone: If evacuated through the front doors, the safety zone is in the council car park next door to the preschool
- The back safety zone: If evacuated through the back door, the safety zone is through the preschool gate in the council carpark.

Children may be evacuated to the grass area inside the grounds of Our Lady of Fatima Church for an extended period of time if at all required.

Please check the evacuation procedures displayed near the front and the back doors to familiarise yourself with the procedure. The children will be involved in practise emergency evacuations on a regular basis.

In the event of an emergency you will hear the whistle blow.

Behaviour Management:

For our teaching to be effective we have implemented a positive discipline policy which enhances children's self - esteem and caters for a range of developmental levels and individual needs. Staff will positively guide each child depending on their age and level of maturity in regards to the situation. We aim to assist children to make their own judgements about the behaviour and educating them on why the behaviour is unacceptable. Staff constantly emphasis good behaviour throughout the day and will reward with stickers, stamps and opportunities for the child to be a helper at routine times of the day.

Any dangerous behaviour must be stopped immediately and staff will consult with parents for any specifically challenging behaviours.

What to bring to Preschool (inside your preschool bag)

- Immunisation Book (on enrolment)
- Letter from Family Assistance Office, If applicable. Verifying Family and Childs CRN Numbers
- Morning Tea - Fruit and one other snack in a brown paper bag
- Lunch - Healthy foods, in a box
No chips, lollies, chocolate, Peanut Butter or Nut products permitted
- Drink Bottle, water
- Show and Tell - one day a week only, to be placed into the box for show and tell time only. Speak to the teacher about your child's day.
- Spare clothes
- Hat (Summer and Winter)
- Pillow (provided on commencement, Term 1 and 2)