



# Windsor Preschool

## PARENT HANDBOOK

Quality Area 6: Collaborative Partnership with Families

**Welcome** | to Windsor Preschool as we extend a warm welcome to you and your family. We are committed to support and nurture your child during these important preschool years. We look forward to this journey and getting to know your child's needs and interests.

We follow the **Early Years Learning Framework (EYLF)**, giving children opportunities to explore, discover, communicate, imagine, and understand their environment and the world around them.

The Parent Handbook explains imperative information you will need to be responsive of whilst your child is attending Windsor Preschool. The handbook has been prepared to help you understand how Windsor Preschool operates and the responsibilities we have together in this partnership.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how Windsor Preschool operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

We have an open-door policy. You and your family are welcome to visit our Centre at any time. If you have any queries, please feel free to call us on 45774386 or email [info@windsorpreschool.nsw.edu.au](mailto:info@windsorpreschool.nsw.edu.au).

## Our Philosophy

*Through acknowledging the Darug People, the traditional custodians of the land, we at Windsor Preschool believe every child is entitled to a safe, secure and engaging environment free from bias.*

*We believe that through the uniqueness of each child, they learn and develop best when exploring their world through stimulating, enriching and challenging play so to reach their potential as a wholistic member of our community.*

## Mission Statement

*Windsor Preschool believes children learn and develop best when exploring their world through stimulating, engaging and challenging play. Our environment provides opportunities for children to reach their potential in the areas of: physical abilities, creative arts, problem solving, mathematical skills, language and literacy, caring for their environment and the importance of sustainability - and importantly we build positive and collaborative relationships with peers and Educators.*

*We believe families are a valued part of our centre and bring hopes and ideals about their child's education and learning to the centre. We encourage families to have input into our program and offer times for family engagement with the service and their child. We are committed to and value the importance of Early Childhood education and the role it plays in laying the foundation for lifelong learning or love of learning*

*Throughout your child's Preschool journey, staff engage in intentional teaching experiences, we believe in building rich relationships with the children and therefore the children are our priority. We believe young children learn effectively through hands on experiences and provide experiences to engage and challenge the children. Windsor Preschool engages in a structured program working in conjunction with local schools to prepare our children for their school journey.*

*Our children are given positive guidance within the bounds of age appropriate acceptable behaviour. We model fairness and resilience, whilst building self-esteem and encouraging independence. Windsor Preschool values the importance and recognises the importance of relationships amongst all stakeholders and the influence of these relationships on the program.*

*Windsor Preschool has developed strong bonds within the community and regularly invite these members into the preschool to engage in Preschool programs. Windsor Preschool has strong bonds and values the Community and the contributions it makes to our service.*

*"We as the Management Committee believe Windsor Preschool is a vital part of our community and the community is a vital part of the Preschool."*

## Management

The Management of the Preschool is the responsibility of the Director in conjunction with a Management Committee, consisting of elected volunteer parents and community members. The Management Committee is made up of a President, Vice-President, Treasurer, Secretary, and ordinary members. The committee is actively involved in decision making within the Preschool. We invite parents to become management committee members. The Director attends to the day to day running of the Preschool with the cooperation of staff.

The Management Committee is actively involved in decision making for the Preschool, with everyone working together for the benefit of the children. Committee meetings are held in school terms and are currently on the 3<sup>rd</sup> Tuesday of each month at 7pm, days may change at the discretion of the Committee.

On payment of the \$2.20 (incl. GST) Association Membership fee you will become a member of the Windsor Preschool Association Inc and as a member you are entitled then to vote at the Annual General Meeting of the Association held in March each year. Membership fee will be charged upon enrolment or at the beginning of each enrolment year.

## Service Information

Our Service caters for children aged 3-5 years. We are open from 8.15am to 3.45pm Monday to Friday, (during public school terms) and closed on NSW public holidays and NSW public school holidays. Notice will be given in our newsletters when these days occur throughout the year.

## Contact Information

Phone: (02) 45774386

Email: info@windsorpreschool.nsw.edu.au

Website: <http://windsorpreschool.nsw.edu.au/>

Service Providers: Windsor Preschool Association Incorporated

Service Director: Lyn Whitworth

Nominated Supervisor: Lyn Whitworth

Educational Leaders: Lyn Whitworth and Michelle Clifton

## Regulatory Authorities

Windsor Preschool complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Windsor Preschool is regulated by the national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in NSW. To contact our Regulatory Authority, please refer to the contact details below:

### New South Wales

NSW Early Childhood Education and Care Directorate  
Department of Education and Communities [www.det.nsw.edu.au](http://www.det.nsw.edu.au)  
1800 619 113, [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au), Locked Bag 5107 PARRAMATTA NSW 2124

**ACECQA** – Australian Children’s Education and Care Quality Authority  
Telephone: 130004220327  
Email: [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

## Fees

Windsor Preschool is a Non-Profit Community-Based service that is funded from two income areas: an operating grant provided by the State Government, and parent fees. It is imperative that all fees for child-care provided by our service be paid on time. All fees are required to be paid and kept two weeks in advance as per our Payment of Fees policy. Fee Statements are issued every week. Fees are paid by Direct Debit Monday weekly.

**Fees are not paid** during school holidays, for government public holidays or when the preschool may be officially closed during emergency.

**Fees must be paid** if the child is absent through illness or compulsory exclusion due to outbreak of contagious disease or if your child is absent on holidays, other than in school holidays. Please notify the Preschool before 9:00am if your child will be absent.

## Service Closing Time and Late Fees

Please be aware Windsor Preschool closes at 3.45pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 3.45pm. For all children collected after 3.45pm a late fee will be charged of \$20 per child for the first 15 minutes and then \$15 for every 5 minutes thereafter or part thereof and will be added to your next fee payment (if paying by Direct Debit) and will appear on your next statement of account.

The late fee is strictly adhered to, as two staff members are required to remain at the Service until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, we will contact Department of Education and Communities and the Police to take responsibility of your child.

## Confidentiality

Windsor Preschool is committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

We do not disclose personal information about you or your child to other people or organisations without your consent unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time or request a copy of information in the file.

## Preschool Policies and Procedures

You will find a copy of Windsor Preschool policies and procedures in the office for your perusal. We always expect our staff and families to adhere to our policies and procedures to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Director does so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

## Family Interactions with Staff

Windsor Preschool is committed to working in partnerships with families, however, any interactions with educators, deemed disrespectful by educators from families / family members will not be tolerated and may result in your child's position being immediately terminated.

## Grievance

Our staff are here to ensure that your child is happy and healthy in our care. If there is a problem that arises that you feel you need to resolve with our staff, then please let us know.

However, if you do have a grievance, the first point of contact should be the Educator in charge of your child's room. They will work with you to resolve the problem. If you feel that further resolution is required, then please speak to the Director of the centre who will work with you and the Educator to resolve the problem. All grievances will be taken seriously, and our best effort will always be forth coming.

## Enrolment Information

Prior to commencing at Windsor Preschool, you will be required to complete all enrolment documentation. A Resource Levy and Enrolment Pack Charge will be payable on acceptance of the enrolment. Should a Bond be required, this will also be payable at this time. Please understand that it is essential we have up-to-date information in case of an emergency.

It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

It is essential that we have copies of your child's birth certificate, up to date immunisation history, photocopy of concessions cards and proof of Aboriginality (if applicable). We are also required to have certified copies of any court orders relating to the child.

All these documents need to be received prior to enrolment start date. All documentation required as a part of your child's enrolment with Windsor Preschool will need to be provided prior to your child's start date.

## Immunisation

From 1 January 2018, children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in childcare. The Public Health Act 2010 prevents NSW child care centres from enrolling children unless approved documentation is provided that indicates that the child:

- Is fully immunised for their age
- Has a medical reason not be vaccinated and an exemption has been granted by your GP
- Is on a recognised catch up schedule

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR) and records provided to Windsor Preschool.

A copy of your child's Immunisations Schedule can be downloaded from your MyGov Account and provided upon enrolment. Should your child's immunisations fall due while attending our centre, families will be given 1 month notice prior to immunisations falling due. Should the updated schedule not be provided by the due date, your child may be unable to attend Preschool.

## Court Orders

Parents must notify the Service if there are any Court Orders affecting their child/children and a copy of this order is required by the Service.

## Goals for your child

Educators' practices and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and educators work together in partnership to support young children's learning. Children's early learning is a great start to developing lifelong skills.

We will create goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework and will include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; a child's first and most influential educators.

## Educational Program

We follow the Early Years Learning Framework as per our programming policy. This is Australia's first national Early Years Learning Framework for early childhood educators. The aim of this document is to extend and enrich children's learning from birth to 5 years and through the transition to school.

Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest-based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement, in order, to gather a comprehensive and holistic view of the child.

We know that children learn effectively through play and Educators who are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment that challenges, supports and nurtures a child's development.

If we as Educators have any areas of concern, we will inform you and advise where help may be pursued. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

## Early Years Learning Framework

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. From birth children are connected to family, community, culture, and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

### **BELONGING**

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

### **BEING**

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.



## **BECOMING**

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

### **Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

### **Outcome 4: Children are confident and involved learners**

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### **Outcome 5: Children are effective communicators**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

## Portfolios

Every child will have a personal, confidential hard copy portfolio comprising of:

- Observations
- Objectives for further development
- Work samples
- Checklists

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. You will be given your child's portfolio at the end of the school year or as they finish at Windsor Preschool.

## Communication

We have many types of communication we use for families, which include:

- ✓ Newsletter
- ✓ Emails
- ✓ Face to face
- ✓ Daily reports emailed via our communication platform
- ✓ Formal meetings

***It is the responsibility of the families to ensure they read all communication sent by Windsor Preschool to ensure your child does not miss out on any opportunities provided at the Preschool.***

## Family Skills, Interests and Talents

We welcome and encourage the input of all parents/families at Windsor Preschool. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities and knowledge. Here are just a few ideas.

### YOUR OCCUPATION OR HOBBY

Everything parents do interests children, and these talks are the best educational resources you can provide for the Service.

We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning. Please contact us via email should you wish to share your occupation or hobbies with us.

### YOUR HOME CULTURE

Your home culture is most welcome in our Service. We would greatly appreciate if you were able to share with our Service aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

## Suggestions

Parent input and suggestions are welcome. Please email or call the office at anytime as we value family input and provide an evolving service.

## Arrival and Departure

For safety and security reasons **ALL** children must be signed in on arrival and signed out on departure. The times must be noted.

No child will be allowed to leave our Preschool with a person who is not stated on the enrolment form unless prior arrangements are made by the parent/carer with the Director.

## Preparing your child for Preschool

Orientation is an important start for your child and family to connect to our Centre. We encourage each child to attend the Preschool for their assigned orientation. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

To help prepare your child for their first day, please use our 'My First Day at Windsor Preschool' booklet provided in your enrolment pack to help your child become familiar with routines and staff. discuss this with their assigned Teacher/ Educator so that they can develop strategies with you to support the transition from home to the Preschool.

Frequent and open communication between home and the Preschool will best support your child during their first few weeks. There may be tears and extra tight hugs when saying goodbye but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and are happy for you to call throughout the day to check on your child.

## Saying goodbye

Our pickup and drop off will take place at the gate located on the playground side of the Preschool. You will be able to say goodbye to your child and sign them in at the gate, before a staff member will assist your child to their room and help unpack their lunch box, drink bottle and hat for the day. At afternoon pick up you will sign your child out and a staff member will let your child know you are here and assist them with packing their belongings ready to meet you at the gate.

We encourage you to talk to your child before their first day of Preschool and let them know you will be saying goodbye at the gate. We will call you should your child become too distressed. Please feel free to call us during the day to check on your child.

## What to bring to Preschool

### BACKPACK

For independence, we work towards all children being able to recognise and open their own bag. Let them be involved in selecting their bag for Preschool and taking ownership of it. Please ensure it is large enough to hold all their belongings and is clearly labelled.

### MORNING TEA AND LUNCH

Children are asked to bring their lunch and morning tea in a plastic lunch box with a lid that they can open. As all lunches will be placed into the fridge in each room, please do not send it in a cooler bag, as these are not effective in the fridges and take up too much room. We ask that you to put your child's name on the bottom (at each end) and the lid. We always provide water and cups, but a drink bottle is a great start to school readiness. Please include a drink bottle with water- with your child's name clearly labelled on it.

### LUNCH BOX ITEMS:

We encourage a healthy lunch at the Service. Sprinkles & chocolate spreads are discouraged. Celery and carrot sticks (or vegetable sticks) or a salad are good additions to your child's lunch.

We recommend you pack two sandwiches for your child as children tend to eat one at morning tea and one at lunchtime. Fruit, cheese or yoghurt are great for snacks. Remember to keep it simple and don't over think it. Homemade items are always encouraged.

**Please note Windsor Preschool is an allergy aware centre and we discourage products or fresh food such as hard boiled eggs, egg sandwiches, quiche or items which contain egg, nuts, or sesame seeds.**

### *Remember fresh is best!*

Please do not send chips, lollies, chocolates, highly processed foods, chocolate custards or desserts, pizzas, sausage rolls, pies, flavoured milk, roll ups or other high sugar bars, biscuits or cakes. These items will remain in your child's lunch box for home time.

### RECOMMENDED DAILY INTAKES

*Recommended average number of standard serves per day in accordance with Nutrition Australia.*

Toddlers	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
GIRLS AND BOYS 2-3 YEARS	2.5	1	4	1	1.5	0-1

CHILDREN	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
GIRLS 4-8 YEARS	4.5	1.5	4	1.5	1.5	0-1
BOYS 4-8 YEARS	4.5	1.5	4	1.5	2	0-2.5

Reference: Nutrition Australia

<http://www.nutritionaustralia.org/national/resource/australian-dietary-guidelines-recommended-daily-intakes>

## Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her.

**UNSUITABLE SHOES AND CLOTHING** are thongs, crocs, open toe shoes and gumboots. These shoes must not be worn to Preschool. Velcro joggers or closed in sandals are appropriate. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no mid-drift tops or singlets).

### SPARE CLOTHES

Every now and then accidents occur, it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag...just in case! Please include socks, jumpers, pants, t-shirts and underwear.

## Toys

Windsor Preschool has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

## Behaviour Guidance

Educators follow a Behaviour Management Policy that extends across the whole Centre giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others including staff, property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy, please ask Educators and refer to the Policy manual.

## Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles,
- Improve strength and balance
- Develop Flexibility and coordination
- Develop Fundamental Movement Skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development

## Sustainability

Windsor Preschool is committed to sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure, and teaching.

In order, to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible. All children will be supplied with one packet of environmentally friendly sandwich bags to encourage the minimisation of packaging and landfill. We would appreciate and prefer if you could continue the use of these throughout the year when packing your child's lunch. This will help Windsor Preschool to achieve their goal on reducing unnecessary landfill.

## Rest and Sleep

We aim to make rest time a relaxed, pleasant time for all children. We provide an opportunity for the children to relax and listen to quiet music or read a book (rest time or quiet time usually lasts around 15-20 minutes) before engaging in afternoon activities. If your child falls asleep during this time, we will let them sleep.

## Birthdays

It is very exciting for a child to be having a birthday. If you would like Windsor Preschool to help your child celebrate your child's birthday, it is recommended cupcakes be provided. Mini cupcakes can be purchased at a very cost effective price. Cupcakes are to remain in the original store bought packaging so staff can check the ingredients in the case of any children attending with allergic reactions prior to giving them out.

## Sun Safety

Our centre takes care to protect the children and Educators from direct exposure to the sun. This is extremely important as children are very vulnerable to sunburns, which can increase their chances of acquiring skin cancer by almost 50%. This is one of the most common forms prevalent in Australia and skin damage from sunburn can never be repaired.

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of role modelling, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturer's recommendations. We ask that children come to Preschool with sunscreen already applied so they can participate in outdoor play immediately and not have to wait the 20 minutes after application.

We request that parents pack clothing for children that will protect them from the sun, such as longer sleeved t-shirts instead of singlets and loose clothing which covers all their body (i.e. no midriffs or bare backs).

### SUN HAT

Windsor Preschool provides a sun protective hat. This must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions clearly marked with your child's name.

## Library – Children's

Books are a vital part of your child's education, so we encourage you to borrow from our Library as part of the Library Program offered to all children throughout the year.

Each child must have a library bag (supplied by Windsor Preschool) should they wish to borrow a book from our children's library. Staff will assist your child to choose a book(s), then:

- 1) Find the white card in the envelope at the back of the book,
- 2) Fill in the child's name and the date the book was borrowed,
- 3) Return the book on their next allocated Library day,
- 4) Children's library will operate between week 2 and week 8 each term. All library books must be returned by the end of each term.

## When should I not send my child to the Preschool?

Preschool is a busy and demanding day for the bodies and minds of our children. We are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care until a parent / carer arrives.

To prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic
- All symptoms relating to COVID-19

Please do not bring your child to Preschool if they display any of the above symptoms. If a child becomes ill whilst at Preschool or staff feel the child is unwell, the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection. If your child is displaying COVID-19 related symptoms you will be encouraged to have your child tested and will be excluded from the Service until a negative test result has been received.

Your child should not attend Preschool if they have had Panadol or Neurofen within 48 hours for a temperature.

Medication of any type should not be added to a child's drink bottle. Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with the Director as to whether or not you will need a medical certificate before your child returns. It is at the discretion of the Director if your child can return to Preschool regardless of whether you provide a Medical Certificate.

In the interest of health and safety for all children, staff and families, your child must be **100% SYMPTOM FREE** of any disease or illness to attend Windsor Preschool.



## Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Exclude until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
IMPETIGO	Exclude until all blisters have dried.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RESPIRATORY SYNCYTIAL VIRUS (RSV)	Exclude until well.
RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.
SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.

WORMS (INTESTINAL)	Exclude if diarrhoea present.
GASTROENTERITIS	Exclude until vomiting or diarrhoea has been 48 hours since last episode
CORONAVIRUS (COVID-19)	Exclude until a negative COVID-19 test result can be provided to the service

## Acceptance and Refusal of Authorisation

Windsor Pre-School Association requires authorisation for administration of medications prescribed by a doctor, collection of children, excursions and providing access to personal records. We will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011* and correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

The following information outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal to comply with your request. **For example:** If you bring medication for your child that is not labelled correctly, or in a non-prescription or dietary supplement that is not prescribed by a doctor, the Nominated Supervisor/Director can refuse to administer this medication.

Therefore, the Director will ensure documentation relating to authorisations contains:

- the name of the child enrolled in the service;
- the current date;
- signature of the child's parent/guardian
- enrolment form; the original form/letter/register provided by the service.

The Director will apply these authorisations to:

- the collection of children,
- administration of medication,
- emergency medical treatment
- participation in excursions
- access to records.

The Director will keep these authorisations in the enrolment record. The Director may exercise the right of refusal if written or verbal authorisations do not comply.

The Director will waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

***You will be required to sign at the end of this document to confirm your acceptance of these conditions.***

***Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.***

***On arrival at the Preschool, families must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.***

## Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. The Preschool has a procedure the staff follow to minimise allergic reactions.

The Preschool requires an Action Plan completed by your Doctor to assist in managing your child's needs. The Action Plan is to be regularly reviewed as required by your child's Doctor and reviewed plans provided to the Preschool. Children requiring an Action plan cannot attend the Service until it has been provided to the Preschool.

## Accidents

The Director will contact parents immediately if a child is involved in a serious accident at the Preschool. As a matter of extreme importance parents must ensure that the Service has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator, the Nominated Supervisor/Director and by the parent.

## Emergency Drills

Throughout the year the Preschool will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Educators will be trained in using the fire extinguishers that are in the Preschool. An emergency evacuation plan will be displayed in every room.

## Children's Safety

- Never leave children unattended in cars while collecting children from Preschool.
- Cars parks are dangerous places for children, we ask that you do not park in the staff car park
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen or staff room areas.

## Mandatory Reporting

Windsor Preschool is committed to the NSW Government goal of 'Childstory' 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 receive loving care and support.

Staff at Windsor Preschool are all Mandatory Reporters, have a duty of care and a responsibility to ensure all children have a safe environment.

## Withdrawing your child from Preschool

If you decide to withdraw your child's enrolment from Preschool two weeks written notice is required to be given to the Director or Office Administrator.

When fees are applicable and you withdraw your child without notice, two weeks fees will be payable, together with any outstanding fees. If a bond has been paid, only after fees are paid in full will your security bond be refunded to your nominated bank account.

## Educator Ratio and Qualifications

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators hold First Aid qualifications, have a current Working with Children Checks completed and attend monthly Educators' meetings.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

## Quality Improvement Plan (QIP)

Our Quality Improvement Plan is constantly evolving and under review. It contains the things we plan to do to continually improve our service in the 7 quality areas. There is a copy for families available in the office.

## Parent Acknowledgement

- *I/We have read this handbook carefully*
- *I/We understand the commitment that we are undertaking and our responsibilities to the Service*
- *I/We have completed the Application for Enrolment Form and have submitted it to the Service*
- *I/We have read the Policies provided as part of our Orientation Pack*
- *By signing below, I/we agree to comply with the requirements set out in this handbook*

CHILD/REN'S NAME	
PARENT NAME	
PARENT SIGNATURE	
PARENT NAME	
PARENT SIGNATURE	

Please return this page to our office.  
Thank you