

# 2018 INFORMATION BOOKLET



Winston Hills Pre-School Association Inc.

"A Joyful Beginning"

RATED

**EXCEEDING**

NATIONAL QUALITY STANDARD



WE ARE PROUD TO  
ACKNOWLEDGE THE

**Wurundjeri**

PEOPLE AS THE TRADITIONAL OWNERS  
OF THESE LANDS AND WATERS



© Harold Thomas 1971, Aboriginal Flag

# TIMETABLE

**3-year-old groups**  
 (5.5 hours a week per group)  
 - **Blue Group**  
 - **Green Group**

**4-year-old groups**  
 (15 hours a week per group)  
 - **Red Group**  
 - **Purple Group**  
 - **Yellow Group**

<b>BILBY ROOM</b> Capacity 22				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>Red Group</b> 8:30-1:45 (5 hrs 15 mins)	<b>Yellow Group</b> 8:30-2:30 (6 hrs)	<b>Red Group</b> 8:30-1:45 (5hrs 15 mins)	<b>Yellow Group</b> 8:30-2:30 (6 hrs)	<b>Red Group</b> 8:30-1:00 (4.5 hrs)
				<b>Yellow Group</b> 1:30-4:30 (3 hrs)

<b>POSSUM ROOM</b> Capacity 22				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>Purple Group</b> 11:00-4:00 (5 hrs)	<b>Blue Group</b> 9:15-12:15 (3 hrs)	<b>Purple Group</b> 11:00-4:00 (5 hrs)	<b>Green Group</b> 9:15-12:15 (3 hrs)	<b>Purple Group</b> 10:00-3:00 (5 hrs)
	<b>Green Group</b> 1:30-4:00 (2.5 hrs)		<b>Blue Group</b> 1:30-4:00 (2.5 hrs)	

## WELCOME

Welcome to Winston Hills Pre-School. We are confident that your time with us will be an enjoyable and rewarding experience.

The following information is intended for all families at Winston Hills Pre-School.

Preschool years are a wonderful time for your child to explore his/her expanding world and our aim is to provide an environment where your child feels safe, happy and excited to learn.

This may be your child's first experience at being away from you and often both children and their caregivers take a little time to adjust. We understand the needs of both parents and children. With patience and care, we aim to make the transition from home to preschool as comfortable and worry free as possible.

We encourage all parents to communicate any information you have about your child or any queries or feedback you may have regarding the program with us.

**When parents and educators work together, the positive benefits are passed onto the child and development and learning are enhanced.**

At Winston Hills Pre-School, we aim to foster your child's ability to develop and learn. This includes developing a program which facilitates growth through the interconnected areas of physical, social, emotional and cognitive development.

Throughout this booklet we will repeat many times that parental involvement is encouraged, appreciated and welcomed. We believe the best education for your child is achieved when there is a partnership between parents and early childhood educators. We highly value your input and insights throughout the year.

## TERM DATES 2018

Winston Hills Pre-School operates in accordance with the Victorian School term dates.

**Term 1: Tuesday 30 January - Thursday 29 March**

(29 January 2018 is a set up day for educators. Children do not attend on this day).

**Term 2: Monday 16 April - Friday 29 June**

**Term 3: Monday 16 July - Friday 21 September**

**Term 4: Monday 8 October - Thursday 20 December**

(21 December 2018 is a tidy up day for educators. Children do not attend on this day).

A Professional Development day for Teachers & Educators will be held during the year. This date is TBC. Children do not attend on this day.

*Please note:*

*One of your child's sessions this year will be utilised as an orientation / interview day for the 2019 families. Your child does not attend this day.*

*Dates are as follows:*

*Tuesday 4 December 2018 - Yellow Group*

*Wednesday 5 December 2018- Red Group*

*Thursday 6 December 2018- Green Group and Blue Group*

*Friday 7 December 2018- Purple Group*

Winston Hills Pre-School is staffed between 8.00am and 4.30pm daily. Winston Hills Pre-School is **CLOSED** on public holidays, school holidays and the dates stated above.

## TEACHING STAFF CONTACT DETAILS

<b>Educational Leader, Nominated Supervisor:</b>	<a href="mailto:winston.hills.kin@kindergarten.vic.gov.au">winston.hills.kin@kindergarten.vic.gov.au</a>
<b>4-year-old Teachers:</b>	
<b>Red Group</b>	<a href="mailto:winstonhillsredgroup@gmail.com">winstonhillsredgroup@gmail.com</a>
<b>Yellow Group</b>	<a href="mailto:winstonhills4yearoldyellow@gmail.com">winstonhills4yearoldyellow@gmail.com</a>
<b>Purple Group</b>	<a href="mailto:winstonhills4yearoldpurple@gmail.com">winstonhills4yearoldpurple@gmail.com</a>
<b>4-year-old Educators:</b>	
<b>Red Group</b>	<a href="mailto:winstonhillsredcoeducator@gmail.com">winstonhillsredcoeducator@gmail.com</a>
<b>Yellow Group</b>	<a href="mailto:winstonhillsyellowcoeducator@gmail.com">winstonhillsyellowcoeducator@gmail.com</a>
<b>Purple Group</b>	<a href="mailto:winstonhillspurplecoeducator@gmail.com">winstonhillspurplecoeducator@gmail.com</a>
<b>3-year-old Teachers:</b>	
<b>Blue Group</b>	<a href="mailto:winstonhills3yearoldblue@gmail.com">winstonhills3yearoldblue@gmail.com</a>
<b>Green Group</b>	<a href="mailto:winstonhills3yearoldgreen@gmail.com">winstonhills3yearoldgreen@gmail.com</a>
<b>3-year-old Educator:</b>	
<b>Blue and Green Groups</b>	<a href="mailto:winstonhillsbluegreencoed@gmail.com">winstonhillsbluegreencoed@gmail.com</a>

Please do not hesitate to contact your child's teacher via email or the preschool phone (03 9459 7593) if you wish to discuss any matter concerning your child's needs.

## NATIONAL QUALITY STANDARD (NQS)

The National Quality Standard (NQS) sets a national benchmark for early childhood education and care in Australia.

Winston Hills Pre-School has achieved a National Quality Standard rating of EXCEEDING in all 7 National Quality Framework areas.

Hence receiving the below rating:



This rating is testament to the educators at Winston Hills Pre-School: their knowledge, program delivery, passion and drive.

## OUR PHILOSOPHY

*“At Winston Hills Pre-School we foster creative, responsive, respectful relationships and learning opportunities where children can discover, flourish and become.”*

Winston Hills Pre-School operates under a set of core values:

### **Be Yourself**

We believe that no two children are the same and we cherish each child and family’s diverse culture, values and experiences. We aim to provide safe, equitable and accepting learning environments that reflect and enrich the lives and identities of children and families.

Our focus is to nurture children as they build their self-esteem and to support and reinforce an emerging sense of self-identity, belonging and resilience. We truly believe in each child's unique capacity to be amazing.

### **Relationships and Connections**

We focus on fostering relational spaces where trusting, warm and reciprocal connections with others can be built, as we believe that through these interactions and attachments, a child's innate strengths, skills and potential can be maximised.

Through the creation of opportunities for cooperative and positive interactions with other children, families, teachers and the wider community, children acquire vital social knowledge and skills.

Each child is supported and encouraged to develop responsibility for their actions and interactions with others, as they develop an understanding and respect for the interrelationships between themselves, others and the natural environment.

The special 'character' of our preschool is primarily built around the genuinely collaborative and committed relationships between families, children and educators.

Parents are treasured and invaluable contributors to the Winston Hills Community and are actively involved as 'Session Helpers' in each and every learning session. We are proud that our preschool is completely independent and we rely on children's families for our Management Committee, working bees and fundraising.

### **Openness and Spontaneity**

We strive to foster an atmosphere of openness, where 'what is possible' has not been predefined. Mutual discovery and learning is fostered so that each child's unique way of experiencing, being and interacting with the world can be recognised and supported.

Naturally occurring and intuitive opportunities within our indoor and outdoor learning environments encourage and inspire children to imaginatively explore, experiment, invent, question and solve problems. We focus on sensitively recognising, celebrating and extending on what unfolds for each child within the open-ended play experiences.

## **Building on Strengths**

Active learning through play is facilitated through the provision of a range of opportunities, environments and experiences built thoughtfully around the individual strengths and interests of each child.

Strengths that emerge through creative play such as curiosity, cooperation, confidence, persistence and reflexivity are carefully acknowledged and celebrated so that they can become part of a child's lifelong attitudes towards learning and being.

## **Continuous Improvement**

Through regular staff, parent and committee meetings and informal discussions we constantly reflect on and ask ourselves "How we can do better?"

Educators at Winston Hills Pre-School are encouraged to engage in reflexive practice and to critically reflect on our philosophy, values and ethics to guide decision making. We recognise and value the knowledge and commitment of the educators and fully support continued professional learning.

Our philosophy reflects the foundations of the National Quality Framework. We believe that a philosophy statement changes as new insights are gained and practice is evaluated.

## **OUR OUTDOOR PHILOSOPHY**

### **Fostering a Love of Nature**

In a world where children are spending increasingly less amounts of time outdoors we are committed to providing them with opportunities to re-discover the wonders of nature. Outside, children have access to a forever changing environment, where they can experience the natural rhythms of the seasons and the world they live in. Outside experiences instil in children a love of nature while providing them with lifelong learning skills that support their future development and responsibility in taking care of our world.



## **Nature Has No Barriers**

Being outside in nature is beneficial for everyone, regardless of gender, ethnicity, ability or age. It enables children to learn through all of their senses by providing them with unlimited open-ended opportunities and possibilities – which is exactly the way children and our brains want to learn.

## **Safe But with Challenges**

Although we are committed to providing a safe environment by removing hazards from our outdoor area, we are also committed to ensuring that children are able to learn about and take risks. During this sort of play and exploration children learn about themselves in relation to the real world, about their bodies and ways to keep themselves and others safe. It also builds their capacity to feel confident, independent, strong and self-assured.

## **Supporting Multiple Skills and Dispositions**

Spending time outdoors offers children the opportunity to improve their understanding of numeracy, literacy, science, environmental and sustainable practices. Outdoors is also a space for children to explore and improve their own levels of persistence, problem solving and curiosity. The range of naturally occurring features in our outdoor environments challenge children to be creative, resourceful and imaginative – a gumnut is a spaceship in the right hands!

## **Supporting Mental and Physical Health**

There is a wealth of research that supports the benefits of spending time outdoors and engaging with nature, such as improvements to memory and our immune system. For children to learn, first they must move. Aside from the physical benefits of spending time immersed in nature, outdoor time maximises a child's opportunity to self-regulate and to build important life-long learning skills such as concentration, commitment and focus.

## **Children Have the Right to Choose and Make Decisions**

Acknowledging the importance for children to have time to explore and deepen their play and learning, we ensure that children are always offered the choice to be either indoors or outdoors. Providing children with the opportunity to make choices and to experience the outcomes of those choices helps to strengthen their sense of autonomy in the context of their relationship with others and with the world around them.

## PLANNING AND TEACHING

Each child attending Winston Hills Pre-School is unique. There will be differences in maturity, stages of development, personality, background experiences and in the way they learn. Through the observation of children at play, the teacher & educator will gain information about each child.

Our planning and practice is closely linked with *The Early Years Learning Framework for Australia – Belonging, Being and Becoming* which draws on conclusive international evidence that early childhood is a vital period in children's learning and development.

In planning the environment, emphasis will be placed on encouraging and extending the following outcomes:

### **Children have a strong sense of identity – Emotional**

- E.g. separating confidently from caregivers, development of self-esteem, emotional intelligence, confidence, resilience, independence, decision making, enthusiasm, happiness, self-regulation and self-help skills, e.g. toileting routines, dressing and washing/drying hands.

### **Children are connected with and contribute to their world – Social**

- E.g. feeling like they belong, making friends, playing alongside and within a group of children, sharing, taking turns, interacting with adults, recognising and accepting differences in ourselves and others, sharing responsibilities, helping others and showing respect for the natural environment.

### **Children have a strong sense of well-being – Physical**

- E.g. balance. Flexibility, strength, hand/eye and hand/foot coordination, risk taking and assessing own safety.
- Gross motor – e.g. jumping, digging, running, climbing, throwing, catching and spatial awareness.
- Fine motor – e.g. drawing, painting, threading, picking up fine objects, cutting, block building and puzzles.

## **Children are confident and involved learners – Cognitive**

- E.g. developing imagination and curiosity, memory, auditory/visual perception, problem solving, lateral thinking and sensory awareness, experimentation, hypothesizing and persistence.

## **Children are effective communicators – Language**

- Using language for a variety of purposes such as questioning, expressing needs and emotions explaining, recalling events, describing, singing, being creative, the development of listening skills and the confidence to speak to peers and adults.

## **The Programs**

As early childhood educators we provide an educational program based on current research using play as the primary educational tool. The preschool is an ever-changing environment providing play spaces and experiences that vary according to the children's development, interests, ideas and our educational objectives. Each group's program (Statement of Intent) is displayed in their room for you to view at any time. Your child's teacher or educator can direct you to its location.

We review and update this according to children's interests and needs. We warmly welcome and encourage parents to provide information, resources and ideas to enrich our program.

We also have two detailed brochures providing additional information:

- Our Program
- Progressive Eating

## **Your Child's Progress**

We will be open and transparent about how your child is progressing. We will do this in a variety of ways, both in person and electronically. After each session we place a whiteboard in the foyer which outlines some of the learning that has occurred in your child's group for the day. A photo of the whiteboard and some photos from the day are emailed to families after each session. Copies of these documents are kept in each group's *Daily Reflection Folder* which is available in the foyer each session. We are always happy to have a brief chat to you about your child at the start of session and at the end of session. If you require more

time then please set up an appointment for a more detailed chat. We value all opportunities to seek your input and feedback on how your child learns. We will share examples of your child's artwork and creations with you regularly throughout the year.

We document each child's individual progress through an *Individual Plan*. This plan will be updated and shared with you at regular times throughout the preschool year. This document details how your child is progressing across a number of key developmental domains. Before your child leaves preschool we will prepare a *Transition Learning and Development Statement* which outlines how your child learns and gives their prep teacher a really good insight into how to best support your child's learning. We will seek your input with the completion of this document and with your permission, will forward it to your child's primary school.

### **Artwork**

We keep some of your child's artwork at the preschool to display or to be added to your child's portfolio. What we don't need we will send home via the *Art File Box* where your child's artwork will be stored in a file for you to take home. The *Art File Box* will be placed next to the *Daily Attendance Record Book* in the foyer at the end of each session.

## **PARENTAL INVOLVEMENT**

### **Ways to Be Involved**

We rely on parents for the preschool to run smoothly. Parent participation is an important part of the preschool program. The Committee of Management and Educators rely on parental support to ensure that the preschool remains financially viable and the quality of the educational program is maintained and remains the main focus.

There are several options as to how you can participate in the preschool.  
These include:

- Session helper duty each term
- Sharing your talents / skills / hobbies / crafts with the children
- Washing duty
- Maintenance duty

- Attending working bees
- Participating in fundraising events
- Volunteering for a position on the preschool Committee of Management.

### **Session Helper Duty**

During the session a parent, guardian or significant other is rostered to be the session helper. Session helpers provide valuable support to the program during this time and are valued as an 'extra educator' for the session. You will find your child looks forward to your session helper duty day and we hope you will too. Children love seeing their parent(s) involved at preschool. A *Session Helper Folder* is provided with more information about what you can do to help.

### **Sharing Your Talents**

If you or any of your family and friends have particular skills, interests or resources e.g. play a musical instrument, have a craft, skill or hobby that you would be willing to share with the children, please let us know as we would like to involve you in the program. You or your extended family may also have access to information or resources that could benefit our program. We would be very pleased to discuss any idea you may have.

# WHAT YOUR CHILD NEEDS TO BRING TO PRESCHOOL

To **every session** your child needs to bring the following items:

- **A large backpack (large enough for a child to be able to pack essential items independently)**
- **Change of clothes**
- **Sunhat (even in winter)**
- **Snack**
- **Water bottle**
- **Lunch (in a separate container from snack for the 4-year-old groups)**
- **Light raincoat with a hood or hat**
- **In winter a warm hat, warm jacket and gumboots are essential.**

**Please ensure you label all items clearly with your child's name.**

## **Bag**

Your child will be responsible for keeping his/her bag on their hook. It should be large enough for your child's belongings and your child should be able to open and close it independently. The larger the backpack the easier it is for your child to manage.

## **What Should Your Child Wear To Winston Hills Pre-School?**

Children are at preschool to have fun and learn and are provided with many sensory experiences including messy play, painting, sand, dirt and water. This means that they will more than likely get wet and dirty, so please send them to preschool in comfortable, washable older clothes. Good clothes are best left at home so children are not worried about getting dirty as this can inhibit their play.

Please provide a change of clothes for your child daily so they can get changed if they become wet or dirty. Toileting accidents do occasionally occur when children are busy. Children often leave their run to the toilet to the last minute, so please dress your child in clothes they can easily manage. Pants with buttons and studs are difficult for children to manage. Accidents can be very embarrassing for some children.

Some clothes and shoes make outside play difficult or unsafe. In accordance with our *Sun Protection Policy* children should wear appropriate clothing in summer including clothing that covers their shoulders. We would prefer your child to wear shoes that they can take off, put on and do up themselves, (shoes with Velcro are ideal). Long dresses, thongs, crocs and loose sandals **are not suitable or safe** when your child is actively engaged outside.

**Please label EVERYTHING with your child's full name. This includes your child's clothes, hats, all snack and lunch containers, lids, water bottle and bag.** We have up to 110 children enrolled at Winston Hills Pre-School and by labelling we can help ensure everything finds its way back to your child.

### **A Change of Clothes**

Please include a spare set of clothes (labelled) in your child's preschool bag in case of toileting accidents or if your child becomes wet or dirty during play, (remember to include a pair of socks).

### **Sun Protection**

In accordance with our *Sun Protection Policy* we are committed to ensuring that all children and educators practise 'SunSmart' procedures. As such a combination of sun protection measures are to be used for all outdoor activities.

**Sunhats** must be brought to preschool for every session. Children who do not bring sunhats to wear outdoors can only play in specified shaded areas.

A good sunhat should meet the following criteria:

1. Stays on when the child climbs.
2. Protects their face and necks for example; legionnaires hat, (please note baseball caps are not suitable).
3. Has a safety release mechanism if a string is attached.
4. Has the child's name clearly marked.

We highly recommend that parents apply sunscreen on their child prior to attending preschool in Terms 1, 2 and 4. Children should not have sunscreen in bags. The preschool has a sunscreen table with mirror and the children will be encouraged to reapply sunscreen throughout the session using the supplied roll-on sunscreen.

Sun protection may also be required at other times of the year when the UV index is 3 or above. This is why we ask a sunhat be brought to every session. Information about the UV index level is available in the weather section of the daily newspaper, on the SunSmart website at: [www.sunsmart.com.au](http://www.sunsmart.com.au) and is placed on our website at: [www.winstonhillspreschool.org.au/our-rules-preschool-constitution/sunsmart-index/](http://www.winstonhillspreschool.org.au/our-rules-preschool-constitution/sunsmart-index/)

## **Food**

Winston Hills Pre-School has a *Nutrition and Active Play Policy* and we are committed to promoting healthy eating. Treats should not be brought to Winston Hills Pre-School. The healthy food your child eats at preschool is the best thing you can do for your child's brain and therefore their learning!

We are committed to reducing our waste and involve children in sustainable practices from an early age. We encourage 'nude food' which means providing food in washable/reusable containers rather than pre-packaged snacks, glad wrap or tin foil.

- Educators actively encourage all children to eat at least part of their snack / lunch.
- Please provide containers and drink bottles that children can open and close by themselves and are clearly labelled with your child's name on both the container and lid.
- The preschool does not have facilities for heating lunches.
- Please be aware of how much food your child eats and do not over-stock their snack box.
- Due to allergies and dietary restrictions children are NOT permitted to share their food.
- There will be occasions when the children are involved in the preparations and consumption of food as part of the program. It is the parent's responsibility to ensure that teachers are aware of all known allergies, medical conditions or dietary restrictions due to religious or cultural beliefs.

**Due to the varying health conditions of children enrolled at Winston Hills Pre-School we may at times change the options of food to be brought from home. All families will be notified if this is the case.**



### **3-year-old Groups**

Each day children will have a snack brought from home. The children will need to bring a small container with healthy fresh food e.g. fruit, vegetables, cheese, crackers, yoghurt etc. and a labelled water bottle (water only) for drinking.

### **4-year-old Groups**

- A snack (i.e. fruit, vegetables, dry biscuits / crackers, yoghurt, cheese)
- Lunch (i.e. sandwiches, sushi, wraps, fruit, yoghurt and stored in a separate container from snack)
- Water bottle (water only) **AND all clearly labelled**

For the Yellow Groups 3 hour session on a Friday, your child only needs to bring a snack – as well as a drink bottle with water.

For the longer sessions, (the 5 and 6 hour sessions), your child should bring lunch as well as a snack and a drink bottle of water.

**NO NUTS or EGGS – Some children have a life threatening allergy to nuts and eggs and therefore children are not permitted to bring nut products or egg at any time. This means NO Nutella, peanut butter, muesli bars, chocolates, hazelnut products, boiled eggs, omelettes, egg sandwiches, mayonnaise, muffins, etc. These items will be sent home.**

### **Birthdays**

We ask that parents do not bring cake or food items due to food allergies. We will make sure your child knows it's their special day and we will sing them Happy Birthday with their group on the day you choose. You will need to organise this with your child's educators.

### **Toys from Home**

We ask that toys are not brought to preschool, as we already have plenty of equipment for the children. These toys can be broken or lost and this results in disappointment. In particular we ask that parents ensure that children do not bring in toy guns. There will be an opportunity for your child to participate in some show and tell occasions where they can share something special from home with the group.

## Supplies

At the beginning of each year families are asked to contribute to expendable items.

This year we ask each child in:-

- Blue/Green/Purple Groups to bring in a 1 x 6 pack of good quality toilet paper & 1 x box of tissues
- Red/Yellow Groups to bring in 2 x reams of white copy paper (good quality and environmentally friendly is preferable)

## DAILY ATTENDANCE RECORD

A *Daily Attendance Record Book* will be placed in the foyer and parents **MUST** record their child's arrival and departure each day. It is a legal requirement that we keep this daily record and it is important that it be filled out correctly. If there is an emergency, educators collect the *Daily Attendance Record Book* so it must be up to date at all times. Each child has been assigned a numbered place in the book and needs to be signed in and out every time they attend preschool. Please do not record your child's departure time until collecting your child.

If the parent or person that you have authorised on your child's Enrolment Form will not be collecting the child, authority for a friend or relative to do so **must be written in the attendance book and educators informed.**

Here is an example:

First Name & Surname of Child		Day	MONDAY		Date	6 FEB 2017	
		Arrival Time	Signature of person who delivers	Name of Person Collecting Child	Departure Time	Signature of person collecting	
1	Harry Jones	8:25	BJ	BEV - MVM			
2	Bella Green	8:30	N Green	DAVE - UNCLE	2:35	David Hyatt	
3	Jack Ellis	8:25	[Signature]	SHANE - DAD	2:36	[Signature]	
4							

If an unauthorised person turns up to collect a child, the child will have to remain at the preschool until educators have contacted the parent/guardian or, if necessary, the emergency contact person, to ascertain that person's right to collect the child. **Verbal assurance from**

**the unauthorised person cannot be accepted.** Please be advised that if this person is unknown to educators then they must provide photo identification, (the person must be over the age of 18). We are sorry if these rules inconvenience you, but the welfare of the children is our utmost concern.

## VISITORS BOOK

Everyone that visits Winston Hills Pre-School MUST sign in and out of our *Visitors Sign In* book (lime green) located on foyer bench. This includes parent helpers and siblings.

## ARRIVALS / DEPARTURES

Please be prompt in arriving at Winston Hills Pre-School for your child's session start time as well as at the end of each session. Parents or guardians are requested to wait outside room doors in the foyer.

**Please take the time to read notices, the whiteboard, reflection folder and collect your child's artwork from the Art File box and mail from the Communications Box.**

For your children's safety the front door will be locked after we have let the first group through for the session. If you arrive later you can still use the intercom to buzz through to the room and we will let you into the foyer.

Prior to starting times educators are setting up activities and are unable to supervise children. Please note parents should arrive at the preschool at least 5 minutes prior to finishing of the session so that there is no delay in collection of children.

At the end of the session the children will be seated on the mat and called by name as each parent is sighted. Children will only be released from our care to their parents or authorised person/s, unless we have been notified of other arrangements.

As stated earlier please try not to be late collecting your child, especially in first term when children are settling into the routine of coming to preschool. If something comes up and you know you may be late, please phone us on (03) 9459 7593.

## ACCIDENT, INJURY, TRAUMA AND ILLNESS FORMS

All accidents, injuries, trauma and illness occurring at preschool are recorded. If the accident is serious or is of concern to the child you will be notified as soon as possible. Otherwise you will be notified at the end of the session and asked to sign the appropriate form.

If a child arrives at preschool with a significant injury we will ask parents or guardians to fill in an *Injury on Intake Form* in accordance with our *Child protection Policy*.

## SIBLINGS AT PRESCHOOL

Whilst we welcome brothers and sisters at preschool on duty days, they must be accompanied by their parents and/or guardian and are their responsibility at all times. We ask that parents be aware of the suitability of the equipment for toddlers, especially small stones / beads etc. and climbing equipment.

**On arrival all siblings and parent helpers must wash their hands.**

## HEALTH MATTERS

The well-being of all children is paramount. Please do not send your child to preschool if he/she is unwell. If a child develops an illness during the session the parent will be asked to collect them. Parents must provide an emergency number of a friend or family member who can care for the child if they cannot be contacted.

## Infectious Diseases

In the case of a child developing an infectious or communicable disease, a notice is displayed in the foyer without identifying the child and all families will be notified by email. The recommended protocol and minimum exclusion periods will be observed in regards to the outbreak of any infectious diseases or infestations. Parents can refer to the following link for exclusion periods from preschool:

[www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table)

To assist in this regard we request all children and adults use the hand sanitiser located outside the entrance door on arrival. There is also a hand sanitiser inside the foyer. Once children and session helpers are inside the room they **must wash their hands at the basin as well.**

## Food Allergies

Please notify your child's teacher if your child's diet needs to be monitored in any way. In addition, please ensure you read our *Dealing with Medical Conditions Policy* and *Anaphylaxis Policy* available on our website.

## SAFETY

### Roundabout Outside the Preschool

For safety reasons no person is permitted to park in the turning circle at any time. The council checks our parking arrangements from time to time. Please inform all caregivers and family who deliver children to follow these conditions.

### Emergency / Fire Drill Evacuation

The Preschool educators conduct fire drills each term. The *Emergency and Evacuation Policy* is available in our *Policy Folder* located in the foyer or on our website. It is imperative that you carefully read these details.

## Front Gate

Please make sure the gate is closed and latched at all times that it's not in use. Although it is kind to hold the gate open for others, please make sure no child exits the centre without their parent.

## Front Door

The front door will be locked. This is done to maintain your child's security. Parents are always welcome and are invited to use the intercom to ring through to your child's room to gain entry. Please ensure that as you leave your child's room you **lock the door behind you** as well as **locking the main entry door behind you.**

## STATEMENT OF COMMITMENT TO CHILD SAFETY

Winston Hills Pre-School is committed to the safety and wellbeing of all children. This will be the primary focus of our care and decision-making.

Winston Hills Pre-School has zero tolerance for child abuse. We are committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as children with a disability. Every person involved with Winston Hills Pre-School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Winston Hills Pre-School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children

4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children;
7. Have high quality educators, staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

## MANAGEMENT OF THE PRESCHOOL

The Winston Hills Pre-School Committee operates in accordance with the Preschool's Rules as Winston Hills is an Incorporated Association.

A Committee of Management is comprised of parent volunteers. Photos and a list of the current committee members is on the notice board in the entrance foyer.

### **Management Committee:**

- President
- Vice President
- Secretary
- Treasurer
- Assistant Vice President
- Assistant Treasurer – Fees
- Assistant Treasurer – Fundraising

- 4-year-old Enrolment Officer
- 3-year-old Enrolment Officer
- Grants & Special Projects Officer
- Maintenance Officer / Working Bee Co-ordinator
- Maintenance Sub Committee x 4
- Fundraising Co-ordinators x 2
- Fundraising Sub Committee x 4
- Minutes Secretary / BCCKN Representative
- Newsletter Editor / Website Co-ordinator

If you would like to help the Preschool but cannot commit to a year round Committee role, please contact the President ([winstonhillspresident@gmail.com](mailto:winstonhillspresident@gmail.com)) to be added to our register for notification of ad hoc tasks.

## DEALING WITH CONCERNS OR COMPLAINTS

Most inquiries and concerns can be addressed and dealt with the person involved in an informal way. Parents wishing to discuss an issue with the teacher may make an appointment for a time mutually convenient to both parties during working hours.

At the discretion of the teacher and depending on the nature of the concern, the teacher may need to request the presence of the Director/Educational Leader when dealing with concerns.

Should a parent have an inquiry, concern or complaint of a nature not appropriate for informal discussion with the teacher or director, it would be appropriate for the parent to put concerns in writing and address the letter to the President of the Management Committee.

Our *Complaints and Grievances Policy* ensures that every possible and reasonable effort will be made to ensure fairness in sorting out all concerns and complaints. A copy of our *Complaints and Grievances Policy* is included in our Policy Folder located in the foyer and is also available on our website at [www.winstonhillspreschool.org.au/our-rules-preschool-constitution/our-policies/](http://www.winstonhillspreschool.org.au/our-rules-preschool-constitution/our-policies/)



The Department of Education and Training (DET) Children's Services Authorised Officer is also available to discuss any concerns you may have and can be contacted by phone on 1300 651 940 or by email [emr.qar@edumail.vic.gov.au](mailto:emr.qar@edumail.vic.gov.au)

## CODE OF CONDUCT

Our Code of Conduct policy reflects Winston Hills Pre-School's philosophy, beliefs and values, and are based on ethical principles of mutual respect, equity and fairness.

We ensure that the Nominated Supervisor, educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of the Preschool adhere to the expectations outlined in our Code of Conduct policy when communicating to and interacting with:

- children at the service and their parents and family members
- each other
- others in the community.

All educators, staff, contractors, volunteers, students on placement, parents and guardians sign a *Code of Conduct Acknowledgement* form that confirms their agreeance to abide by the values, principles and practices set out within the Code of Conduct policy.

## CONFIDENTIALITY

All matters concerning any child are kept confidential and are only discussed with the parent of the child.

# EDUCATION AND CARE SERVICES NATIONAL ACTS AND REGULATIONS

Winston Hills Pre-School must adhere to the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2012*.

## FEES

Fees are set by the Committee of Management annually and are payable each term. Whilst some State Government funding is provided to Winston Hills Pre-School (according to the number of children enrolled in the 4-year-old program), term fees are still required to be paid to cover operating expenses. Winston Hills Pre-School is a not for profit association, so the fees payable are purely to cover operating costs.

### **Children Turning Three during the Year**

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the 3-year-old program. Children can only commence the program when they have turned three.

If parents have any concerns regarding the payment of fees please see the Assistant Treasurer - Fees Officer – [winstonhillsfees@gmail.com](mailto:winstonhillsfees@gmail.com)  
Please take the time to read our Fees Policy available on our website.

## ENROLMENTS

Children must be 3 years old by 30 April in the year they commence 3-year-old preschool. **Children can only commence the program when they have turned three.**

Inclusion in the 3-year-old program does not mean you automatically have a place in the 4-year-old program at Winston Hills Pre-School. You must lodge an enrolment form with Banyule Council's central enrolment system to ensure your place.

Enrolment forms and further information is available from Banyule City Council via their website or by phone (03) 9490 4222. Forms are also available in the foyer.

## NO JAB, NO PLAY

Immunisation legislation named 'No Jab, No Play', took effect on 1 January 2016 and aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community. Your child's place at Winston Hills Pre-School is subject to you providing evidence that they are up to date with their immunisations or have a medical reason why they can't be vaccinated. Your child's *Immunisation History Statement* is available from the Australian Childhood Immunisation Register.

## HEALTH CARE SUBSIDY

The Health Care Card Subsidy is applicable to the 4-year-old groups only. Health Care Card holders are eligible for full funding for each term as long as your Health Care Card is up to date.

Supporting documentation details will need to be written in the 'Child's Health Information' section of your child's 'Confidential Enrolment Form' and sighted on commencement at Winston Hills Pre-School by your child's teacher. If your concession document expires prior to the end of the school year you will be required to bring new supporting documentation to be sighted by your child's teacher upon expiry. Please refer to our *Fees Policy* and the Assistant Treasurer – Fees Officer for more information - [winstonhillsfees@gmail.com](mailto:winstonhillsfees@gmail.com)

## CHILDCARE BENEFIT

Winston Hills Pre-School has a *Registered Care Provider Reference Number* – 332 001 739 C. A receipt can be provided specifically for Childcare Rebates if you are eligible for a childcare benefit. Please contact the Assistant Treasurer – Fees Officer for more information or phone Centrelink. This applies for both 3 and 4-year-old preschool children.

## PRESCHOOL POLICIES

A copy of our Policy Folder is kept in the foyer and is also available on the Winston Hills Pre-School website:

[www.winstonhillspreschool.org.au](http://www.winstonhillspreschool.org.au)

Please take some time to read our policies which guide our Preschool procedures and practices.

This includes (but is not limited to) the following policies:

Acceptance and Refusal of Authorisation Policy

Administration of First Aid Policy

Anaphylaxis Policy

Asthma Policy

Child Safe Environment Policy

Code of Conduct Policy

Complaints and Grievances Policy

Curriculum Development Policy

Dealing with Infectious Diseases Policy

Dealing with Medical Conditions Policy

Delivery and Collection of Children Policy

Determining Responsible Person Policy

Diabetes Policy

Emergency and Evacuation Policy

Enrolment and Orientation Policy

Epilepsy Policy

Excursions and Service Events Policy  
Fees Policy  
Food Safety Policy  
Governance and Management of the Service Policy  
Hygiene Policy  
Incident, Injury, Trauma and Illness Policy  
Inclusion and Equity Policy  
Interactions with Children Policy  
Occupational Health and Safety Policy  
Nutrition and Active Play Policy  
Participation of Volunteers and Students Policy  
Privacy and Confidentiality Policy  
Staff Grievance Policy  
Sun Protection Policy  
Supervision of Children Policy  
Water Safety Policy

**WE WARMLY WELCOME YOUR FAMILY  
WITH OPEN ARMS INTO THE  
WINSTON HILLS PRE-SCHOOL COMMUNITY!**



[facebook.com/WinstonHillsPreSchool](https://facebook.com/WinstonHillsPreSchool)

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