

2023

INFORMATION BOOKLET



CONTENTS



Dates for Your Calendar



Statement of commitment to
child safety



Session Times



Arrival and Departure



What to Wear



What to Bring



Food



Parent Partnerships





Dates for Your Calendar

Family Welcome Picnic: Friday 17 February from 6 – 7:30pm @ Possum Hollow

Preschool Open Day: Saturday 25 February

Preschool Photos: Term 2 - Week 4 - 15 to 19 May

Committee Meetings: Every month – Day TBA

Family and Special Person Celebration: Week of May 8th

Family Lantern night: Thursday 7th September

End of Year Celebration Picnic: Thursday 14th December

AGM: TBC November

Last day of attendance: Tuesday 19th December

2023 Term Dates

Term 1	27 January	6 April
Term 2	24 April	23 June
Term 3	10 July	15 September
Term 4	2 October	20 December

2023 Public Holidays

The Preschool will be closed on the following dates:

Labour Day: **Mon 13 Mar**

Queen's Birthday: **Mon 12 Jun**

AFL Grand Final Friday: **TBA**

Melbourne Cup: **Tues 7 Nov**

The preschool will be closed on

Set up days: **Fri 27 Jan & Mon 30 Jan**

Pack up day: **Wed 20 December**

Curriculum Days: TBA

Please note your child does not attend on these days

First 2 days of Term 1: Educators set up the Preschool

2 professional development days: Dates TBA

Orientation/Interview day for 2024 families: Dates TBA





Statement of commitment to child safety

Winston Hills Preschool is committed to the safety and wellbeing of all children.

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.

Family involvement at Preschool

This is your community-run kindergarten! We want families to be involved both in our programs and on our Committee of Management. We invite you to make connections with your kinder community through participation in working bees, maintenance duty and fundraising/social events.

Preschool policies

Please take some time to read our policies which guide our Preschool procedures and practices. They are found on our [website](#).





Session Times

A link to our session times can be found on our website [HERE](#).

Keeping in touch

We invite you to email us anytime. Regular communications will be sent via email.

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Jo and Michelle





Arrival and Departure

Please be prompt in arriving at Winston Hills Preschool 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 collect any mail from the Communications Box.

For your children's safety the front door will be locked 10 minutes after session has started. If you arrive later, you can still use the intercom to buzz through to the room and we will let you into the foyer.

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.

Attendance Book

Parents/Guardians are legally required to record their child's ARRIVAL and DEPARTURE each day. 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 - MUM			
2	Bella Green	8:30	N Green	DAVE - UNCLE	2:35	David Wyke	
3	Jack Ellis	8:25	[Signature]	SHANE - DAD	2:36	[Signature]	
4							

Visitors Book

Everyone that visits Winston Hills Preschool **MUST** sign in and out of our Visitors Sign In book located in the foyer. Includes parent helpers and siblings.





What to wear

Preschool is a place for children to be fully engaged in play so they need to wear appropriate clothing to suit the many opportunities they will have to climb, run, paint, splash and get messy. Children should wear comfortable, older clothes that can be easily washed. Long dresses, thongs, crocs and loose sandals **are not suitable or safe** when your child is actively engaged outside. Most importantly please ensure your child is wearing:

- clothing that covers their shoulders during summer
- shoes that your child can run and climb in and that they can take off and put on themselves

Sun Protection

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 (please note baseball caps are not suitable).

Please apply sunscreen to your 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 sunscreen.





What to Bring

Preschool Bag

Your child's preschool bag should be big enough for your child's belongings and your child should be able to open and close it independently.

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, including socks
- Empty wet bag
- Sunhat (even in winter)
- Water bottle
- Snack/lunch
- Light raincoat with a hood or hat
- In winter a warm hat and a warm waterproof jacket are essential.

Please label all items.

Toys from Home

Children often like to bring things from home. Sometimes this can help children who are transitioning to an unfamiliar environment but unless it is a settling toy or comfort, we ask that toys are not brought to preschool.





Food

Winston Hills Preschool has a Nutrition and Active Play Policy and we are committed to promoting healthy eating. Treats should not be brought to Winston Hills Preschool. Your child should be able to open and close containers and drink bottles by themselves. 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.

Snacks and Lunch

For the 3-hour sessions your child only needs to bring a snack and drink bottle with water. All other groups require a snack, lunch and water bottle (water only). The preschool does not have facilities for heating lunches. Educators actively encourage all children to eat at least part of their snack / lunch.

- **Snacks:** fruit, vegetables, dry biscuits / crackers, yoghurt, cheese
- **Lunch:** sandwiches, sushi, wraps, fruit, yoghurt
- **Water bottle:** water only

Waste

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.

No nuts

Some children have a life-threatening allergy to nuts and therefore children are not permitted to bring nut products at any time. This means **NO Nutella, peanut butter, muesli bars, chocolates, hazelnut products, etc.** These items will be sent home.

Birthdays

We will acknowledge your child's special day and will sing them Happy Birthday with their group. We ask that parents do not bring cake or food items due to food allergies.





Family session helpers

We encourage families to volunteer their time to visit our session. We require all session visitors to hold and provide us with a current Working With Children (**WWC**) Check card (volunteer). Please apply using the following link - [WWC application](#).

Siblings are welcome but we ask that parents supervise them at all times and are aware of the suitability of the equipment for toddlers, especially small stones / beads etc. and climbing equipment. **On arrival all siblings and session helpers must wash their hands and sign in.**

Sharing Your Talents

If you 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!





Health Matters

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.

Please do not send your child to preschool if they are 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 and Medical Conditions

In the case of a child developing an infectious or communicable disease, please notify your child's teacher. All families will be notified by email whilst protecting the privacy of the child. The minimum exclusion periods for infectious diseases or infestations must be followed and can be found [here](#). Children are to be excluded from attendance if they have had a fever or have been vomiting in the previous 48 hours prior to attending.

If your child has an undeclared or new medical condition or allergy (asthma/anaphylaxis etc.) please inform your child's teacher immediately.

Safety

Front Gate and Front Door

Please make sure the gate and front door are closed and latched at all times. Please ensure no child exits the centre without their parent. Never hold open or prop open the front door.

Road safety

- Our car park can be a very busy spot and we ask that you model road safety by keeping your child off the road and do not permit the use of it as a play space.
- Children and animals should never be left in cars unattended.
- Please observe the 5km speed limit in the preschool carpark and roundabout.
- Please do not park in the car spaces directly by the entrance as this is for staff and not safe to use during busy drop off and pick up times.



Mission Statement

*We are committed to strong, positive,
respectful relationships*



Inspired by Bronfenbrenner's Ecological Systems Theory Model

