



Learning through play

# Parent Handbook

**Cooma Lambie Street Preschool  
Association Incorporated**

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# Contents

## Welcome

### About Lambie Street Preschool

Mission, Vision and Philosophy statements  
Assessment and Rating  
Educators and support staff  
Management Committee  
Hours of operation

### Preschool program

The value of play  
Belonging, Being and Becoming - the Early Years Learning Framework (EYLF)  
Early Literacy Program  
Protective behaviours Program  
BYou  
Fundamental Movement Skills Program  
Excursions and Incursions  
Sustainability  
Cultural Diversity  
School readiness/Transition to school  
Developmental Records

### Enrolment

Enrolment waiting list  
Priority of access  
Required documents  
Notice period for withdrawal of enrolment  
Immunisation

### Attending preschool

The first days  
Daily Program  
What to bring to preschool  
Arrival and departure times  
Handwashing  
Food  
Clothing  
Sun safety  
Illness and Medications  
Medical Conditions

### Attending preschool continued

Absence  
Casual/Occasional Care  
Children's belongings  
Birthdays  
Classroom visitors/Parent involvement  
Carpark safety

### Communication with families

Day book and photo display  
Email addresses  
Newsletter  
Facebook  
Family correspondence files

### Fundraising

#### Donations

Classroom supplies  
School Building Fund

### Events

#### Preschool fees

Payment of fees  
Non-payment of fees  
Child Care Subsidy

### Policy and Procedures

### Complaints handling



*Lambie Street Preschool acknowledges the traditional custodians of country throughout Australia and their connections to land, sea and community. Our preschool is situated on Ngarigo country and we pay our respects to the Ngarigo people, their culture, and to the elders past, present and emerging.*

## Welcome to Cooma Lambie Street Preschool

The staff and management committee at Cooma Lambie Street Preschool extend a warm welcome to you and your family. Thank you for choosing Lambie Street Preschool for your child's early education. We look forward to a wonderful year of learning.

## About Lambie Street Preschool

First established in 1959, Cooma Lambie Street Preschool is a **community based, not-for-profit** preschool. The preschool delivers a teacher lead, early childhood education program to children aged between three and six years.

Our aim is to create an environment that is safe and welcoming for children and their families. By valuing and respecting diversity, we promote positive relationships with families as we work collaboratively to provide an inclusive play based program.

Our environment is both stimulating and supportive, catering to children's varied interests, abilities and needs. We encourage exploration, imagination and discovery. With qualified, dedicated and energetic early childhood educators, we have a strong emphasis on the value of play to facilitate learning.

The preschool is managed by a volunteer committee consisting of parents. The preschool is licensed to operate by the NSW Department of Education and receives funding from the NSW Government's Start Strong for Community Preschools program.

### Mission Statement

Empowering children, through education to respect, explore, challenge and question their world.

### Vision Statement

To nurture each child, through an individual education program, to develop self-confidence and enthusiasm for lifelong learning.

### Philosophy Statement

To **value and respect the diversity** of children, families and staff. Ensuring there is a strong sense of belonging, being and becoming.

To **promote positive relationships** between families and staff in a supportive environment where information can be shared, and families can be involved in the preschool program.

To **create an environment which is safe and caring** where staff, children and their families feel welcome. For children to develop to their fullest potential in all areas of development including social, physical, intellectual, language, creative and emotional.

To **provide a supportive environment** which is responsive to children's individual abilities, interests, experiences and needs.

To **provide a stimulating environment** which provides opportunities for children to explore, experiment, investigate, question, problem solve, discover, imagine and explore their creativity.

To **value play** as an important medium of learning.

## Assessment and Rating

Education and care services in NSW are assessed and rated against the seven quality areas of the National Quality Standards. Lambie Street Preschool received an overall rating of **EXCEEDING the National Quality Standards** during the last assessment and rating visit conducted by the Department of Education and the Australian Children's Education and Care Quality Authority.

Service Approval Number: SE-00007020  
Assessment and Ratings ID: ASR-00027359



Education

### Cooma Lambie Street Preschool

has achieved the following ratings:

Quality Area 1	Educational program and practice RATING: Exceeding National Quality Standard (E)
Quality Area 2	Children's health and safety RATING: Meeting National Quality Standard (M)
Quality Area 3	Physical environment RATING: Meeting National Quality Standard (M)
Quality Area 4	Staffing arrangements RATING: Meeting National Quality Standard (M)
Quality Area 5	Relationships with children RATING: Exceeding National Quality Standard (E)
Quality Area 6	Collaborative partnerships with families and communities RATING: Exceeding National Quality Standard (E)
Quality Area 7	Governance and Leadership RATING: Exceeding National Quality Standard (E)

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at  
**Exceeding National Quality Standard (E)**

NSW Department of Education

Date of issue: 06 January 2020

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011

## Meet our team of educators and support staff

Lambie Street Preschool's early childhood educators are qualified, experienced and committed to providing a quality learning environment for your children. All the staff bring a wealth of knowledge, expertise and enthusiasm to their job and the preschool service as a whole.



### **Cathy - Preschool Director and Educational Leader**

Qualification: Diploma of Teaching



### **Alison**

Qualification: Diploma of Children's Services – Early childhood education and care



### **Amy**

Qualification: Certificate 3 in Children's Services



### **Belinda**

Qualification: Diploma of Community Services – Children's Services



### **Catherine**

Qualification: Diploma of Children's Services – Early childhood education and care



### **Emily**

Qualification: Certificate 3 in Children's Services



### **Michelle**

Qualification: Diploma of Children's Services – Early childhood education and care



### **Nicole**

Support Staff Administration



### **Shannen**

Qualification: Diploma of Children's Services - Early childhood education and care.



### **Vickey**

Qualification: Certificate 3 in Children's Services - Centre based care



### **Violet**

Qualification: Diploma of Children's Services - Early childhood education and care.

## Management Committee

**Lambie Street Preschool is a not-for-profit, community owned preschool. The service is run by a volunteer (non-paid) management committee**, elected annually at the Annual General Meeting (AGM). Committee meetings are usually held on the second Monday of the month. All parents are welcome to attend. Please consider becoming involved with this committee by attending meetings. This is a great way to get to know what is happening in the preschool. We also need parent's continual help and support to ensure that our centre remains open and viable and is offering a quality service that is meeting the needs of all families.

## Hours and Days of operation

Lambie Street Preschool **operates for 40 weeks per year during the NSW Department of Education school terms.** NSW school term dates (Eastern division) can be found at the NSW Department of Education website.

**The preschool is licenced to operate between 8:30 am to 4:00 pm, Monday to Friday.**

The preschool is CLOSED on Weekends, Public Holidays, NSW School holidays and staff development days.

Staff development days (also known as Pupil free days) will occur at the start of Terms 1, 2 and 3 and the end of Term 4. No children are to attend preschool on these days.

## Preschool Program

### The value of play

At Lambie Street Preschool we offer a teacher lead, play based program. Play is a valuable and important medium for learning and development. It provides children with opportunities to engage with the world around them, allowing children to **observe, explore, experiment, discover and play co-operatively.** Play enables children to express and test out their ideas, learn from others and also aids in the development of **self-regulation, problem solving, vocabulary and language skills.** Play provides a solid platform for life long learning.

## Belonging, Being and Becoming - the Early Years Learning Framework

The education program at Lambie Street Preschool is based around the principles and practices set out in the Early Years Learning Framework for Australia (EYLF). The aim of the EYLF is to assist educators to develop quality programs for young children. The EYLF has an emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development as priorities for young children's learning. The Early Years Learning Framework consists of five learning outcomes:

- Learning outcome 1: Children have a strong sense of identity.
- Learning outcome 2: Children are connected with and contribute to their world.
- Learning outcome 3: Children have a strong sense of wellbeing.
- Learning outcome 4: Children are confident and involved learners.
- Learning outcome 5: Children are effective communicators.

## Early Literacy Program

The early literacy program is based on the latest research which tells us that children's literacy skills develop before school age. Literacy is more than just 'reading and writing'. Our staff are all trained in the research based "Sounds good to me" phonetical awareness program which supports our preschool program. For children to become successful in all areas of literacy later in life there are many pre-literacy skills that need to be developed, including listening, speaking, critical thinking and visual literacy like art and drawing. **One of the best ways that you can help your child is to read to them.**

Preschool literacy bags are available for families to take home on a regular basis. These bags contain story books and activities to help promote early literacy skills and build upon the children's learnings at preschool.

## Protective behaviours program

At Lambie Street Preschool our protective behaviours program uses a resource called the SAFE series, developed by the Office of the Children's Guardian . The SAFE series is a set of books containing personal safety messages for children under the age of six. Each of the four books has a theme, teaching the children behaviours that will keep them safe from harm or abuse. We aim to help the children identify their feelings, identify parts of their bodies that are private and encourage them to think about people they can trust to ask for help if they feel sad, hurt or upset. Protecting children from harm is a shared responsibility for families, the community and child care services.

## BeYou Program

The staff at Lambie Street Preschool are proud to be involved with 'BeYou'. This is a program delivered by Beyond Blue, Early Childhood Australia and Headspace. BeYou aims to transform Australia's approach to supporting children's and young peoples mental health in early learning services and schools. The BeYou's vision is for every learning community to be positive, inclusive and resilient - a place where every child, young person, educator and family can achieve their best possible mental health. The staff at Lambie Street are currently engaged in on-line learning, developing valuable mental health knowledge, skills and strategies to enhance positive mental health in children. We are sure that this continued learning will help us further support your children's mental and physical health and wellbeing.

## Fundamental Movement Program

Lambie Street Preschool has been part of the NSW Health's 'Munch and Move' program for over 10 years. The Munch and Move program supports healthy development of children from birth to five years by promoting physical activity, healthy eating and reducing screen time.

Early childhood is the ideal time for children to develop and practice physical activity and healthy eating. This includes learning a range of fundamental movement skills that will help them take part in and enjoy physical activity throughout their lives.

## Excursions and Incursions

Excursions and incursions (classroom visitors or performers) are scheduled throughout the year for your child's participation. The children benefit greatly from these experiences and they form an integral part of the program. The learning developed within the preschool can be enhanced by providing the opportunity to practice them in the wider community. They also help us to achieve many learning outcomes from the Early Years Learning Framework and help the children feel connected to and contribute to their world.

Notification of an excursion will be provided to parents in the form a permission note. This note contains the details for the planned activity including purpose, date, duration, location, transport, cost and if parent helpers are required.

Regular, impromptu outings do take place from time to time. For example, short walks within our neighbourhood during Autumn to see the changes in season or visiting the Art gallery next door. Risk assessments are prepared for all outings and parents will be informed prior to these events when possible. Parental consent for regular outings is provided annually, on the child's enrolment form.

During the second half of the year, Lambie Street Preschool visits the local schools as part of our transition to school program. These school visits allow the children to become comfortable in the school environment, whilst feeling safe and secure with their preschool peers.

## Sustainability

Lambie Street Preschool has a strong commitment to the environment and nature based learning. We aim to encourage and increase awareness of environmental responsibilities and have embedded sustainable practices into the daily operations of the preschool.

The children have access to a wonderful, large outdoor learning environment and actively engage in gardening projects, composting, recycling, sustainable use of resources and caring for our worm farm and chickens. We also collect and store rainwater for use in the sand pit and for watering the preschool gardens.

## Cultural Diversity

Lambie Street Preschool embraces cultural diversity and we pride ourselves on having an inclusive, respectful and welcoming environment.

We welcome visits from families who wish to share their culture, traditions, language, food, dress and dance with us. The children benefit greatly from these types of experiences.

The preschool is also developing a Reconciliation Action Plan (RAP) which is a formal statement of our commitment to reconciliation. We wish to further develop relationships within our community and for children, educators and families to gain a meaningful understanding of Aboriginal and Torres Strait Islander cultures .

## School readiness

School readiness refers to whether a child is ready to make a successful transition into the school environment. The age of the child is only one consideration. While people often think of the academics as the important school readiness skills (e.g. writing their name, counting, knowing colours), there is so much more to consider, including self care (e.g. independent toileting, being able to open their lunch box, find their own belongings), emotional regulation, fine and gross motor skills, language skills and social skills.

Our program provides opportunities for the children to regularly participate in activities to develop the skills required to be competent, lifelong learners.

Lambie Street Preschool visits all the local schools during the year. These school visits allow the children to become comfortable in the school environment, whilst feeling safe and secure with their preschool peers.

During Term 3, the Director/Educational leader holds Parent/Teacher chats with families. This is an opportunity for parents to discuss their child's development, progress at preschool and readiness for school.

Parents are also encouraged to talk to the educators at anytime about their child.

## Developmental records

Developmental records are kept for every child enrolled at Lambie Street Preschool. These records are confidential and are used by the educators to develop an individual educational program that best meets the needs of each child.

These records are available for parents to view and can be discussed with the Director/ Educational Leader at any time.



## Enrolment and waiting list

To be eligible for enrolment at Lambie Street Preschool children must be aged 3 to 5 years at the time of enrolment and be up to date with all immunisations for their age.

Parents wishing to enrol their child are asked to complete an *Enrolment Waiting List Application*. Upon return of the completed application the child's name will be placed on the enrolment waiting list.

The annual enrolment intake, for the following preschool year, commences during Term 4 (October/November). Positions may also be offered throughout the year should they become vacant.

Enrolment at Lambie Street Preschool is for 2 days per week (15 hours) to meet the requirements of the NSW Governments *Start Strong funding program* (to provide 600 hours of preschool in the year before school).

An additional third day of enrolment may be offered (dependant on availability), to children who are in their year before school (i.e., 4-year-old children).

Three-year-old children will be offered a maximum of 2 days per week enrolment.

Other enrolment patterns will be assessed on an individual basis and are at the discretion of the preschool Director, who, if after assessing the developmental needs of the child is of the opinion that a different pattern and/or priority of enrolment is required for that child.

## Priority of access - allocation of positions

Whenever possible, positions are allocated to children in the date order that applications were received on the waiting list. However, when there are enrolment applications in excess of the positions available, priority will be first given to re-enrolling children who have no outstanding fees; followed by siblings or returning families on the waiting list; and then prioritised in accordance with the Australian Governments *Start Strong Funding Program Guidelines for Community Preschools*, with equal priority given to:

- Children who are at least 4 years of age on or before 31st July in the enrolling year
- Children who are at least 3 years of age who are:
  - Indigenous
  - Low income - child must be listed as a dependent on a current Government issued Low Income Health Care Card, Pension or Veteran card
  - Children with a diagnosed disability or additional needs
  - Children with a language background other than English
  - Children who are at risk of significant harm from a child protection perspective

Any remaining positions will be then offered to 3-year-old children from the enrolment waiting list, in the date order that applications were received.

To ensure that as many children as possible have access to preschool education, the service may also consider the hours a child is enrolled at other funded preschool services or care providers when making enrolment decisions. Children who have access to a preschool program at another funded service may be given a lower priority on the enrolment waiting list.

## Enrolment documents

The following documents must be provided at the time of enrolment.

- Enrolment form
- Identity document (e.g. Birth Certificate or Passport)
- Immunisation Statement issued by the Australian Immunisation Register
- Medical Action Plans for diagnosed conditions (e.g. Asthma, Diabetes, Epilepsy and Anaphylaxis)
- NSW Department of Education Consent form - for use of child's personal information
- NSW Department of Education Affordable Preschool Program Fee Relief Declaration form.

## Notice period for withdrawal of enrolment

Two weeks notice in writing is required when withdrawing your child's enrolment from preschool or reducing days enrolled. Failure to provide the required notice will result in two weeks fees being charged in lieu of notice. If you are withdrawing your child from preschool, all outstanding fees must be paid in full prior to their last day of attendance.

## Immunisation

To be eligible for enrolment at Lambie Street Preschool children must provide evidence of their immunisation status.

**Only children who are fully immunised for their age; or have a medical reason not to be immunised; or are on a recognised catch-up schedule can be enrolled at preschool.** Children who have not been immunised due to their parent's vaccine conscientious objection cannot be enrolled.

Parents must provide a copy of their child's immunisation record issued by the Australian Immunisation Register (AIR). This record can be one of the three document types listed below;

- **Immunisation History Statement** - showing the status of "up-to-date"
- **Immunisation History form** - on which the immunisation provider has certified that the child is on a recognised catch up schedule.
- **Medical Exemption Form** - on which the medical provider has certified that the child is unable to be immunised due to medical reasons.

**Other immunisations such as the baby 'Blue Book', Conscientious Objection Form, GP letter or an overseas immunisation record cannot be accepted.**

You can obtain a copy of your Australian Immunisation History Statement at any time by;

- visiting a Medicare office
- Using your MyGov online account
- Phoning the Australian Immunisation Register on 1800 653 809

## Attending Preschool

### The first days at preschool

The first days of preschool can be both exciting and daunting for many parents. Children, even if they have been in a care environment before may find leaving their carers stressful or difficult.

This first day experience is different for every family and every child. The staff at Lambie Street are happy to advise and help so please do not hesitate to ask. For some families staying for a while to watch their child engage and settle is best for them, for others leaving quickly is the best strategy. Please ensure that you always say goodbye to your child. If there is something particular which would help your child settle on their first day, for example a specific toy or book they enjoy please let us know so that we can have this available on your arrival.

Our role as educators is to ensure that your children are offered a learning environment that will best suit their needs and this in turn will allow them to develop to their full potential. For this to happen the child needs to feel safe, secure and happy. For this reason we do not allow the children to become overly distressed or anxious, so be assured that we will contact you if your child is having difficulty settling into our environment.

To create an inclusive and welcoming environment there needs to be good communication between the staff and families. Please do not hesitate to ask about anything you are unsure of. If your child tells you something that has upset them please pass this on, as even though it may be a little concern for you, it can be a very big concern for the child. Remember no question is silly! You can ring, email or talk to a member of staff at any time.

## Daily Program

Lambie Street Preschool offers a teacher lead, play based program. Our environment is both stimulating and supportive, catering to children's varied interests, abilities and needs. We encourage exploration, imagination and discovery. With qualified and energetic early childhood educators, we have a strong emphasis on the value of play to facilitate learning.

Our daily program usually starts with indoor activities. We have a selection of activities set up each day that the children can choose from. These activities include a range of fine motor craft, drawing and easel painting, playdough, box construction, blocks, numeracy, science, puzzles and dramatic play (dress-ups). During the summer months, or if the weather is forecasted to be particularly hot we may start our day outside instead.

We follow the indoor activities with time at the 'pink chair' where we engage in all sorts of wonderful group discussions. The children then move into smaller literacy and numeracy groups with an educator and share a story, followed by some recall/recount activities. The children then each take turns at 'news time'. The children are encouraged to bring something to school that they would like to show their friends. This can be 'showing' or 'telling' news. News time builds self confidence and language skills and is one of the children's favourite parts of the day.

After morning tea, we get moving with dance and music, followed by outdoor play and gross motor activities. We have a large outdoor environment where the children have plenty of room to explore, run, jump, climb, tumble, dig, chase bubbles, catch and kick balls. We offer both free play and educator lead activities during this time.

After lunch we have rest time. The children all lay down to rest on a mat. Some children sleep, while others do quite activities like breathing exercise, yoga, mindfulness, looking at a book, or listening to an audio story.

We start the afternoon session with some numeracy activities and then head outdoors again for some more fun.

At around three o'clock the children come back indoors to share a group story at the 'pink chair'. The remainder of the afternoon is a combination of fine motor activities and free play until parents arrive to collect their children.

An example of our daily schedule is below;

8:30am - 10:00am	Indoor activities
10:00am - 10:30am	Literacy groups and News
10:30am - 11:00am	Morning Tea
11:00am - 11:30am	Music and movement
11:30am - 12:45pm	Outdoor and gross motor activities
1:00pm - 2:00pm	Lunch and rest
2:00pm - 2:20pm	Numeracy
2:20pm - 3:15pm	Outdoor activities
3:15pm - 3:30pm	Group story
3:30pm - 3:50pm	Fine motor

## What to bring to preschool

<b>School Bag</b>	A bag that is large enough to fit all the child's belongings
<b>Morning tea</b>	Please bring a piece of fruit or vegetable to share
<b>Drink Bottle</b>	Containing water
<b>Lunch Box</b>	Children's lunches are placed in the fridge on arrival. Please do not bring insulated lunch box covers. Health advise tells us that these covers can prevent food from being stored at the correct fridge temperature. We do not reheat food at preschool, so please do not pack foods that need to be heated prior to eating.
<b>Spare clothing</b>	A full change of clothing (including socks and shoes). During the warmer months we also have water play activities in our daily program so there are always plenty of opportunities for children to become wet or muddy!
<b>Nappies/Pullups</b>	If your child wears nappies or pullup's you must supply these.
<b>Sun hat</b>	Wide brim, bucket or Legionaries hat.
<b>Warm Clothing</b>	During the colder months, particularly Autumn and Winter please pack a warm jacket and beanie for outside play.
<b>Sensible shoes</b>	Please avoid open toe shoes and thongs. Children should wear shoes that will aid in keeping them safe while climbing and running outdoors.
<b>Rest time</b>	Individual choice of what to bring. Many children like to have a pillow, a small blanket or a favourite soft toy to cuddle at rest time.
<b>News time</b>	Children are encouraged to bring something to school that they would like to share during our daily literacy group. This can be 'showing' or 'telling' news.

## Arrival and Departure

**The preschool is licenced to operate between the hours of 8:30am to 4:00pm. Early 'drop off' or 'late pick' up outside of the licenced hours are not permitted.**

To assist with the smooth running our class room, we ask that you try your very best to arrive and collect your children during what is known as the **"drop off"** and **"pick up"** zones. **This zone is between 8:30am and 9:00am in the morning and between 3:30pm and 4:00pm in the afternoon.** This allows staff to supervise the children adequately, program activities effectively and be available to talk to parents at these times.

We understand that there may be times when you may need to arrive late or pick up your child early and we are happy to accommodate this. Please communicate any planned changes to a member of staff.

For every day your child attends preschool, we require you to sign in on arrival and sign out on departure. We cannot allow your child to leave the preschool premises with anyone other than a parent or other authorised person as indicated on the enrolment form.

If an authorised person is not known to the preschool staff they will be asked to show photo identification prior to collecting your child.

## Handwashing

To reduce the spread of infection from home to preschool and vice versa, all children are required to **wash their hands on arrival at and on departure from the preschool.**

The children are supervised washing their hands during the day, after toileting, nose blowing and before and after meal times.

## Food and drink

Lambie Street Preschool recognises the importance of healthy eating for the growth, development and wellbeing of young children. If your child has any food allergies or specific dietary requirements we ask that you notify the preschool.

**Your child will need to bring a piece of fruit or vegetable for morning tea.** All fruit/vegetables are cut up and the children share the fruit/vegetable platters.

**We encourage healthy foods.** Children are encouraged to eat "always food" such as sandwiches, wraps, pasta, fruit and yogurt. The children's lunches are placed in a fridge on arrival so foods that require to be chilled, like yogurt and meats can be included.

**The preschool will not reheat food,** so please do not pack foods for your child that need to be heated prior to eating.

**Your child will also need a drink bottle containing water.** We will refill your child's drink bottle throughout the day if required.

**Lunch boxes** - all lunchboxes are placed in the fridge. Please do not bring insulated lunch box covers. Health advise tells us that these covers can prevent food from being stored at the correct fridge temperature.

The educators sit with the children during all meal times to role model healthy eating and encourage self-help skills. We provide the children with enough time to eat and enjoy their food, and opportunities to socialise with the educators and other children.

## Clothing

Learning, experimenting and exploring can be messy! During our preschool program it is more than likely that your child will get dirty. For children to gain the most benefit from our daily program it is important that they are involved in 'hands on' activities. They cannot do this comfortably if they are worried about getting their clothes dirty. We recommend that children wear comfortable and easy to wash clothing.

While the weather is warm, it is also lots of fun to play with water in the sandpit and mud digging patch so children may at times get a little wet and muddy. It is all good fun and provides wonderful tactile and cognitive learning opportunities for your children.

**Please remember to send some spare clothing to preschool with your child, to ensure that they remain comfortable during the day, should they get wet or muddy in the playground.**

Preschool clothing (polo shirts, bucket hats and hooded jumpers) are available to purchase during the year. Please contact the preschool for more details.

## Sun safety

Lambie Street Preschool is a member of the NSW Council Council's Sun Smart program. We ask that you help us protect your children by;

- Providing a broad brimmed, bucket or legionnaires hat for your child.
- Avoid dressing children in sleeveless clothing like singlet tops and strappy dresses that expose the shoulders.

The preschool will provide minimum SPF 30+ broad-spectrum sunscreen for both normal and sensitive skin for the children's use. Children who require other types of sunscreen due to allergy must supply their own, accompanied by evidence from a medical practitioner.

Sunscreen application will occur during the months of October to March and on any other day when the UV Index is 3 or above.

## Illness and Medications

To reduce the risk of infection being spread, children should not attend preschool if they are unwell, including;

- Diarrhoea
- Vomiting
- Discharge from eyes or ears (e.g. Conjunctivitis)
- Elevated temperature/fever
- Severe colds and flu (coughing, sneezing, coloured discharge from nose)
- Headlice (child may return to preschool after treatment)
- Infectious disease (e.g. Chicken Pox)
- Or any other signs/symptoms of illness where you have had to medicate the child with pain relief (e.g. Panadol or Nurofen) or cold and flu (e.g. Cough syrup) before their arrival at preschool.

In the event that your child becomes ill whilst at preschool you will be contacted and requested to collect them.

If your child needs to take any prescribed medication whilst at preschool please ensure that the staff have been informed and that you have filled out the medication register. Only medication in the original packaging and displaying the child's name, dosage, expiry date, storage requirements and details of the practitioner who prescribed the medication can be administered by the preschool.

## Diagnosed Medical Conditions

If your child has a diagnosed medical condition, we need to know about it. Lambie Street Preschool is committed to the well being of all children in our care.

Medical Management Plans (Action Plans) are required for all enrolled children who have a diagnosed medical condition or allergy (e.g. Asthma, Diabetes, Epilepsy or Anaphylaxis). It is the parent's responsibility to provide a current plan from their child's doctor or allied health professional. The plan must include a photo of the child and provide information about the child's medical condition including signs/symptoms, triggers, emergency care and medication.

In collaboration with the child's parents, the preschool will develop a Risk Minimisation and Communication Plan to ensure that the risks relating to the child's specific medical condition are assessed and minimised within the preschool environment.

Parents must also provide any prescribed preventative medicines (e.g. Ventolin inhaler or an EpiPen) to the preschool. This can be brought in and taken home daily, or can be left at the preschool. Please ensure that medication is handed to a staff member and is not left in child's school bag.

## Absence

Please advise the preschool if your child is absent from preschool for any reason.

The preschool does not offer "catch-up days" for any absences, including illness or planned absences such as vacations. You are required to pay fees for all day's which your child is enrolled.

## Casual / Occasional care

When vacancies exist, the preschool can offer 'casual' care days to enrolled children. These additional days of care are charged at the casual care daily rate and must be pre-arranged with the preschool office or Director.

## Children's belongings

**Please ensure that all your child's belongings are clearly labelled with their name.**

Many children become distressed when they cannot find their belongings or if they think someone else has taken something of theirs. Looking after your own belongings is a very important life skill for the children to learn, especially for those heading off to school the following year. Please assist your children and the staff by ensuring that all personal items are clearly labelled, including lunchboxes and drink bottles.

If your child has lost something, please check the lost property box at the preschool.

## Birthdays

On your child's birthday you are welcome to bring a cake to preschool to share.

You may even like to roster yourself on for Parent Help on that day so you can join in the celebration!

If your child has food allergies or other dietary requirements, please feel free to bring in a small treat for them for the preschool to store frozen (e.g. dairy or gluten free cupcake). This way, your child will not feel left out on days that we share birthday cakes.

## Classroom visitors and Parent involvement

Parents and carers are always welcome in the preschool environment. **Our education program is enhanced by parent and community involvement.** There are many ways parents can be involved, including;

- becoming involved with the preschool management committee
- assisting with and/or attending fundraising activities/events
- sharing skills or interests (e.g. story telling, cooking, playing a musical instrument, language or culture)
- helping on excursions
- rostering for parent help (e.g. cut up fruit for morning tea or cover books)
- gardening and grounds maintenance
- attending parent workshops
- supporting the Early Literacy Program

If you would like to help out in anyway, please talk to one of the educators.

## Carpark safety and supervision of children outside the preschool

Morning and afternoons are particularly busy times at the preschool. There is a lot of traffic on the road, and many cars coming and going from our carpark. We ask that parents hold their children's hands while outside of the preschool gate, in the carpark area and especially when crossing the road.

Quite often parents stop and have a chat after the preschool day, which is lovely to see. However, we ask that you please supervise your children during this time. Having the preschool children and their siblings running around the building and yard unsupervised is not safe.

Your continued assistance would be appreciated.

## Communication with families

### Day book and photo display

To assist with communication and to allow families to see a little bit more of what happens in a preschool day we have two resources, the day book and photo slideshow.

The computer screen located at the sign in area is uploaded daily with photos from the day.

This is a wonderful opportunity to see what has been happening during the day and to initiate some discussions with your child. Children often find it difficult to tell you about their day as it is quite an abstract concept. If you can guide their conversation you are more likely to find out more about their day. For example, "look at all the children in the sandpit, did you play in the sandpit today?", or "there is a photo of the finger painting was that fun?".

The day book is provided to tell you about the day and to give you a bit more information regarding the program and the learning outcomes we are currently working on. We endeavour to do the day book each day but on really busy days it may not be completed before pick up time, but can be read the next time you are at the preschool.

### Email addresses

The preschool endeavours to keep families up to date with everything happening in the centre. If you have any questions at anytime regarding your child, or your child tells you something after hours that you want clarification on please do not hesitate to ask. It can sometimes be a little difficult for staff to chat during the busy morning drop off and afternoon pick up times, but please feel free to either leave a note in the office mail box or email the preschool and we will contact you at the earliest possible time.

The preschool has two email addresses;

If your question/concern is regarding the education program or your child specifically please email the director Cathy: [lambiest@tpg.com.au](mailto:lambiest@tpg.com.au)

If your concern/question is regarding fees, fundraising or more administrative issues please email Nicole in the office: [admin\\_lamibest@tpg.com.au](mailto:admin_lamibest@tpg.com.au)

If in doubt, email both!

### Newsletter

The Lambie Street Preschool Newsletter is emailed weekly to families. Please take some time to read it as it is a great way to keep up to day with all that is happening at the preschool. There is also a handy list of 'dates to remember' on the front page.

### Facebook

The Lambie Street Preschool has a Facebook page which is updated regularly with information about upcoming events, special visitors or fundraising activities. Find our page by searching for Cooma Lambie Street Preschool Association.

### Family Correspondence Files

Each child enrolled at Lambie Street Preschool has a Family Correspondence File. These files are located in the filing cabinet near the sign in area. We ask families to check their file regularly for excursion notes and children's artwork.



## Fundraising

Lambie Street Preschool is a community based, not for profit preschool. We fundraise so we can continue to provide a quality preschool program and learning environment, while keeping fees as affordable as possible for families.

Whilst community preschools receive some funding from the NSW Government, the short fall in funds required to operate our service means that we need to supplement our income through fundraising and fees. Fundraising provides our preschool with important, additional income that can be used for special projects or improvements. The renovation of the children's bathroom, recent replacement of the roof and preschool building extension are great examples of what can be achieved through fundraising.

Each year we have one major fundraising event, either a Spring Fete or an Art Show. We hold other smaller fundraisers during the year like raffles, picture plates and sausage sizzles. We need parents to become involved on our fundraising committee. Maybe you have some great new ideas, can you help write grant applications, or are you willing to help organise an event? We all know the saying that many hands make light work and this is defiantly true when it comes to fundraising.

## Donations of classroom supplies

To help reduce the running costs of the preschool, we welcome donations. Items such as, flour, salt, cornflour (used in our daily program to make play dough) pasta (for threading), recycled items such as cardboard tubes, shoe boxes, milk bottle lids etc. (used in our box construction craft corner) and tissues and toilet paper are always needed.

Any donations would be most appreciated.

## School Building Fund

Lambie Street Preschool is an endorsed Deductible Gift Recipient. Cash donations made to the School Building Fund are tax deductible. Donations over \$2 will be issued with a receipt for taxation purposes.

The school building fund is solely for funds to maintain the preschool building or construct new school buildings in the future. All donations are greatly appreciated.

## Annual Events

Each year the preschool host a number of events to bring the preschool community together.

Some of our annual events are;

**Mother's Day and Father's Day craft evening** - during the week leading up to both Mother's Day and Father's Day the preschool holds a craft evening. The children are invited to bring along their parent or any special friend to spend some time with them at the preschool, play games and make some wonderful gifts to take home.

**Farwell concert** - this is a farewell celebration for those children who are finishing preschool and heading off to 'big school'. The children perform a short concert for their families and are presented with their preschool memory books, certificate and a gift.

**Art Show** - The Art Show is held every second year. It is a great way to celebrate the children and their creativity. The exhibition showcases the art work created by the talented children of Lambie Street, whilst highlighting the importance of early childhood education. Art and visual literacies are a vital part of children's development and are an essential stepping stone to success in literacy in later life.

## Preschool fees

Lambie Street Preschool is a not for profit, community based preschool. We rely on the payment of fees to ensure that the preschool continues to deliver a quality program and meet its financial obligations. Fees are invoiced each term for a 10 week period.

If you have any questions relating to payment of fees, please contact the preschool office.

Below is a list of the fees payable by families at Lambie Street Preschool

### **Enrolment fee**

When your child receives an offer of enrolment, upon your acceptance of the position you are required to pay a one off \$50.00, non-refundable enrolment fee. The enrolment fee is credited towards the child's fee invoice.

### **Daily Fee**

A daily attendance fee is charged for all days that your child is enrolled, including absences due to illness or family holiday. There are no fees payable for public holidays, staff development days or school holiday periods.

Fee discounts are available for Indigenous children and children who are listed as a dependent on a Government issued Low Income Health Care card, Pension card or Veteran card. Please contact the preschool office to determine your eligibility. Discounted fees are not applied to a child's the third day of enrolment or casual care days.

Daily fees are reviewed annually and are determined based on the Government funding available to community preschools and the projected operating costs for the service.

### **Operational Levy**

The Operational levy is used to help with the ongoing costs of maintaining the preschool building and grounds. Whilst we will still have the occasional working bee, the levy greatly assists with the repairs and maintenance to ensure that the preschool continues to meet regulatory and work health safety compliance.

The Operational Levy is \$120.00 per year charged at the rate of \$30.00 per term/per family.

### **Portfolio Levy**

The portfolio levy is to help cover the cost of children's end of year portfolios, memory books and photo USB. The portfolio fee is \$40.00 per year, charged at the rate of \$10.00 per term/per child.

### **Association Fee**

This fee is paid only once and will be added to your first term invoice. This enables a parent to become a member of the Preschool Association, with voting rights at the general committee meetings.

The Association fee is \$1.00 per year.

### **Late Collection fee**

The service has a right to charge late collection fees for children who are not collected from the service before closing time of 4pm.

## Child Care Subsidy

Care provided at Lambie Street Preschool is not eligible for the Child Care Subsidy.

## Payment of fees

Fee invoices will be emailed to families at the start of each term (10 week period).

The payment term is strictly 30 days, unless an EZIDEBIT pay by instalment agreement is in place.

For families using EZIDEBIT, fees must be paid in full before the end of each school term. Please ensure that your elected payment amount and payment frequency will adequately cover the term fees in full. Any bank fees charged for dishonoured payments are payable by the family.

The following methods of payment are accepted;

- Direct bank deposit
- EFTPOS
- Cash. Please ensure correct amount is provided as change is not always available.

If paying fees by cash, please place money in an envelope, labelled clearly with the child's name. The envelope can be placed in the office mail box located in the preschool foyer.

## Overdue accounts / Non-payment of fees

Non-payment of fees will result in the child's enrolment at Lambie Street Preschool being withdrawn. Overdue accounts will be forwarded to the nominated debt collection agency and legal action may follow.

## Policy and Procedures

To ensure the smooth operation of the Preschool we have many policy and procedures in place. The policies and procedures are regularly reviewed by the staff and the management committee, in consultation with interested parents to ensure that we continue offer a quality program and meet our regulatory requirements. The policy manual is available to view at any time. It is located at the preschool foyer . Feedback on the policies is always welcome and should be addressed to the Management Committee. We encourage parents to become familiar with the following policies;

- Medical conditions
- Emergency and Evacuation
- Confidentiality and privacy collection statement

## Complaints

Cooma Lambie Street Preschool committed to continuous improvement. We value the feedback of families and the wider community.

Should you have a complaint about any aspect of our service please address the complaint to the President, Cooma Lambie Street Preschool Management Committee.

All complaints will be dealt with in the strictest confidence.