



# Lismore Preschool Family Handbook

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Hours:	Monday to Friday 8.00am – 4.00pm Preschool hours 8.00am – 3.30pm (Open public school term dates only)

## Welcome to Lismore Preschool

We aim to provide an educational, safe, happy and stimulating environment where children are valued for their individuality, where they are offered time to just 'Be' and nurtured to encourage feelings of 'Belonging' to a range of communities. We support the development of positive social and emotional skills, resilience and an aptitude of independence as children develop their own personal identities in "Becoming". The centre has a strong focus on developing constructive and respectful partnerships with families, working to achieve best possible individual outcomes for each child.

The preschool caters for children aged from three years to school age in two well-appointed air-conditioned classrooms. The preschool has a beautiful outdoor learning environment, including natural and man-made shaded areas, overlooks the Lismore community garden and is close to the Lismore CBD, Shopping Square, public transport, and public and private hospitals and schools.

The Early Years Learning Framework program is overseen by two four-year trained Early Childhood Teachers, and all staff are qualified and experienced educators, with many years of involvement with the preschool between them.

*Lismore Preschool acknowledges the people of the Bundjalung Nation, and the local Widjabul/Wiyabal people as the traditional custodians of the land on which we live and learn. We pay our respects to Elders past, present and future and honour their knowledge, culture and deep connection to country. We acknowledge the important role that our children have, recognising that they are the teachers, leaders and decision makers of both today and in the future and are proud to be sharing part of this journey with them.*

# Lismore Preschool Philosophy

At Lismore Preschool we aim to provide a supported and secure environment. We see children as capable and competent individuals, who actively construct their own learning. We look to embed sustainable and environmental best practices within all experiences and interactions to support shared knowledge and reflective practice around connectedness to land. Lismore Preschool acknowledges the people of the Bundjalung Nation and the local Widjabul/Wiyabal people as the traditional custodians of the land on which we live and learn.

We use a child-centred play based curriculum underpinned by the principles, practices and outcomes of the National Early Years Learning Framework – “Belonging, Being and Becoming.”

As part of the Lismore community we involve local services and organisations in our service. We advocate for the rights of children and we support families in the preschool and within the wider community.

## **In relation to children we believe:**

- Responsive relationships are integral to effective interactions and engagements with children.
- We scaffold learning and support children to persevere and take on challenges.
- We look for opportunities to engage with and support children as partners in learning, valuing holistic teaching and learning opportunities.
- We believe all children learn best as active learners, when they are seen to be capable and unique and offered opportunities to become critical thinkers.
- Children’s interests and voices are listened to and reflected upon throughout the shared journey of learning.
- To ‘be’ is to live in the here and now – to recognize the value of stillness, value children’s desire for peace and solitude and take time to slow down and listen carefully.
- All children have the capacity to succeed, regardless of their abilities and circumstances and have the right to be valued as individuals with the necessary support offered to participate and engage in order to achieve high quality learning outcomes.

## **In relation to educators we believe:**

- The diversity and strengths of individuals create the richness of our team.
- We understand that personal wellness and wellbeing are important to effective relationships with children, families and each other.
- We value our own journey of being, belonging and becoming.
- We celebrate individual and team success, recognising opportunities for further knowledge building and personal leadership contributions.
- We recognize our personal philosophies are supported and guided by centre philosophy, built upon the Code of Ethics, Early Years Learning Framework and shared pedagogical best practice theory.

## **In relation to families, the management committee and the wider community:**

- We celebrate cultural traditions and inclusive practice and are committed to building further knowledge around these practices.
- We are committed to working in partnerships with families, challenging issues of inequity and advocating for positive social outcomes for children, families and community.
- We are guided by safe workplace policies, standards and practices.
- We follow lawful policies and procedures and adhere to a commitment of best practice.
- We are committed to open communication and developing partnerships with children, families and the wider community.

# Governance

Governance is about how the preschool is managed. In 2012 a new National Quality Framework came into being to “ensure the wellbeing of children throughout their lives and lift the productivity of our nation as a whole” (Guide to the NQF, ACECQA, 2011:3).

## The National Quality Framework (NQF)

All preschools in Australia operate under an Australian Governmental Quality Framework called the “*National Quality Framework*” (NQF).

## The Law

The foremost component of the NQF is the National Law called “*Children (Education and Care Services National Law Application) Act 2010*”. This Law regulates education and care services for children.

## The Regulations

The way that this law is applied is detailed through the “*Education and Care Services Regulations*”. These regulations are the practical details and rules under the law (A Really Simple guide to The New Regulations. Community Childcare Cooperative 2011:3).

## The National Quality Standards (NQS)

The NQS is a schedule to the National Regulations (The Guide to the National Quality Framework, ACECQA). The NQS is part of the Regulations. Amongst other things, the Regulations set out the minimum operational requirements organised around each of the seven Quality Areas of the NQS (Guide to the NQF, ACECQA, 2011:8).

## The Learning Framework

NQS 1.1 states, “An approved learning framework informs the development of a curriculum that enhances each child’s learning and development”. The approved learning framework for preschools in NSW is the Early Years Learning Framework called “*Belonging, Being & Becoming*” (DEEWR, 2009). This document is generally referred to as the “EYLF”.

The aim of the ELYF is to extend and enrich children’s learning from birth to 5 years and through the transition to school. It assists services to provide young children with opportunities to maximize their potential and develop a foundation for future success in learning (Guide to the NQF, ACECQA, 2011:10)

## Quality Improvement Plan (QIP)

Lismore Preschool develops a Quality Improvement Plan annually in consultation with staff, management committee, families and children. The QIP is available on request to families and input is encouraged throughout the year as the plan is implemented. The QIP aims to drive continuous quality improvement and consistency in educational outcomes for all education and care services in Australia. For more information see [www.acecqa.gov.au](http://www.acecqa.gov.au) (Australian Children’s Education and Care Quality Authority). The Preschool proudly holds a National Quality rating of “Exceeding”.

## The Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA)

Is the council that oversees the implementation of the NQF, makes the Regulations and appoints members of the ACECQA (see below) board (Guide to the NQF, ACECQA, 2011:6).

## The Australian Children’s Education and Care Quality Authority (ACECQA)

ACECQA is the new national body jointly governed by the Australian Government and state and territory governments to oversee the new system.

# Structure of the Centre

## Regulatory Authority

The NSW the Department of Education and Communities (DEC) is our Regulatory Authority responsible for the approval, monitoring and quality assessment of services in accordance with the national legislative framework.

## Approved Provider

The management committee (usually elected from the parent body) is referred to as the “Approved Provider” under the new Regulations. Our preschool is a not-for-profit incorporated association. The preschool is an incorporated association under the Associations Incorporation Act (1984) and operates with a Model Constitution from the NSW Office of Fair Trading.

## Management Committee

The Approved Provider or the Management committee is responsible for the overall performance of the organisation. The Management Committee operates under the NSW Associations Incorporation Act 2009, and the Model Constitution. Executive committee member roles include president, vice-president, treasurer, secretary and public officer, as well as committee members. These positions are annually elected and filled at each Annual General Meeting (AGM).

## Responsible Person

The Education & Care Services Regulations state that there is always a designated Responsible Person in charge of the education and care service” present at any given time. The name of this person is found at the visitor’s sign-in area at the entrance to the preschool. It can be one of the following people:

- The approved provider
- The nominated supervisor
- A certified supervisor placed in day-to-day charge.

## Nominated Supervisor

The committee nominates an educational staff member (usually the director) to be the nominated supervisor of the service.

## Educational Leader

The role of the educational leader is to guide other educators in their planning and reflection, mentor colleagues around the development and reflection of pedagogical practices and support the development and implementation of educational programs within the service.

## Centre Policies and Procedures

Our comprehensive Policy Manual is found in the office.

Please take the time to familiarise yourself with our policies and procedures. The policies provide a guideline for the operation of the centre and are regularly reviewed & updated using feedback and comments from families, children and staff. Families and children are invited to be involved in policy development and if you have any queries around these policies please speak to the Director. Any changes to policies and procedures are notified at least 14 days in advance and can be found at the sign-on table in each classroom and in the monthly newsletter.

# Staffing

## Stegosaurus Room

Director/EC Teacher

Alexis Hughes

Graduate Diploma Early Childhood  
Graduate Diploma Infants/Primary  
Bachelor of Arts  
Advanced Diploma of Community Sector  
Management  
ECA Leadership Course

Educator  
Educator  
Educator  
Educator

Annette Stewart  
Louise Underhill  
Caren Lynch  
Sonia Gibbs

Diploma of Community Services  
Diploma of Community Services  
Cert III in Community Services  
Cert III in Community Services

## Triceratops Room

Educational Leader/EC Teacher Lynette Funnell

Master of Education  
Bachelor of Education (Birth-5)  
Graduate Cert. Inclusive Education  
Cert IV TAE  
Diploma of Counselling

Educator  
Educator  
Educator  
Office Manager

Tanya Bull  
Tayla Gutter  
Kai Laidlaw  
Loretta Pascutto

Diploma of Community Services  
Diploma of Early Childhood Education & Care  
Diploma of Early Childhood Education & Care



Alexis Hughes



Lynette Funnell



Annette Stewart



Tanya Bull



Louise Underhill



Tayla Gutter



Caren Lynch



Sonia Gibbs



Kai Laidlaw



Loretta Pascutto



# The Program

The preschool program is guided by The Early Years Learning Framework - Belonging, Being and Becoming, Australia's first national framework for early childhood education.

This document has five Principles, eight Practices and five fundamental Learning Outcomes that underpin teaching and learning alongside children, families and communities. The five Outcomes are:

- Children have a strong sense of identity: Learning about themselves, to construct their own identity within the context of families and community.
- Children are connected with and contribute to their world: Meaningful relationships, opportunities and experiences that support children's ways of belonging, being and becoming.
- Children have a strong sense of wellbeing: Strong social and emotional wellbeing, resilience, healthy lifestyles, independence and confidence.
- Children are confident and involved learners: Curious, enthusiastic participants, reflective co-constructors of knowledge.
- Children are effective communicators: Numeracy, literacy, creativity, dance, storytelling, media, drama, symbols and patterns – verbal and non-verbal communication.

Our guiding program is displayed in each room, with a range of diverse and individual spaces around the centre used to highlight specific experiences, ideas and on-going projects and interests. Please ask a staff member if you have any questions or information you wish to discuss around the curriculum as we very much value family input.

The EYLF provides an educational framework within the centre to support children's learning and development in areas that include:

- *Social & emotional*
- *Literacy & language*
- *Science/technologies*
- *Mathematics*
- *Problem solving*
- *Yoga, rest & wellness*
- *Self-identity/cultural responsiveness, equity & "fairness"*
- *Art; wide range of mediums including paint, collage, clay*
- *Sand, water and sensory play*
- *Building & construction*
- *Health, fitness and gross motor*
- *Environment, sustainable practices*
- *Music, movement & song,*

## Children with additional support requirements

At Lismore Preschool we are proud of having "high expectations" for all children who attend. If your child requires additional support, resources or requirements to achieve his/her best outcomes we are pleased to work in partnership with your family to achieve your goals. One of the necessary resources may be additional educator support so it would be valuable if you could please bring any relevant paediatric reports, referrals or assessments with you on your enrolment visit to enable us to consider suitable placement of staff and resources.

## Arrival and departure

Sign-in and sign-out - It is a regulation from the Department of Education and Communities that all children are **signed in and signed out** of preschool each day.

Sign-on sheets are located in each classroom. Please ensure your signature is legible.

Authorisation to collect the child – only people authorised to collect the child as per the enrolment form can collect children. Please let staff know about any changes to regular pick-up arrangements or telephone the preschool prior to departure times.

A late fee of **\$15 per 15 minutes** will apply for children who are not picked up by 4.00pm

### Arrival and departure

- For the safety of all children, please **do not leave siblings or other children in the car** while you are inside preschool grounds.
- Please ensure all gates and latches are securely fastened as you enter or exit the preschool. Please make sure your child is holding your hand/close beside you as you leave the road outside can be very busy.
- Please make sure children do not swing on gates as this may compromise the closing and latching efficiency of the locks.

## **Sickness and infectious diseases**

The centre does not have a “sick-bay” area. Unwell children at preschool are generally unhappy, not fully engaged in the learning program and risk compromising the health of other children and staff. If your child has shown signs of illness the evening before, or in the morning before preschool, as a public health precaution the centre asks that you please keep them at home and inform the preschool about their illness, particularly any known infectious diseases. For more information on infectious diseases and exclusion periods please visit the NSW Department of Health website - [www.health.nsw.gov.au](http://www.health.nsw.gov.au). **For children who become ill during the day, families will be called to collect the child from the preschool. Preschool fees are still payable during absence due to illness.**

## **Files and lockers**

Children/family “pockets” are located in each room. Please check these each day for information and notes.

Children’s lockers are used to store personal belongings. Please try and ensure that children can manage/open bags, lunchboxes and other personal storage items wherever possible.

## **Clothing for children – PLEASE NAME ALL BELONGINGS!**

### Clothing

- The preschool t-shirt and hat is recommended.
- Make sure your child is dressed each day in easy to manage” casual” clothing that won’t see them getting concerned if they get dirty! Messy play is an important learning element in your child’s play day so providing a spare set of clothes is very helpful.
- Learning to use buttons and zips is important for children who are building independence with their own toileting, however please make sure your child can mostly manage to undo and do up their own clothing. Belts, overalls, tights and too snug clothing are not recommended (and very frustrating for a child who is in a “hurry”!)
- Sun safe clothes are recommended (ie covered shoulders - see sun protection policy).
- Consider what the “day’s weather” may be – if you are hot, the chances are your child will be too (especially as they move around a lot!) - please ensure they have lighter clothing to replace those long pants/skivvies!

### Shoes

- We do not recommend children wear high heels, thongs or gumboots as they are not generally safe for climbing, running and outdoor play (it’s hard to feel surfaces under your feet properly). Sensible shoes (runners or solid sandals) that support active play and healthy foot development are recommended.

### Hats

- The preschool hat, included in your child’s enrolment pack, is recommended. Please name clearly.

## Feedback forms

Our service values the feedback of educators, staff, families and the wider community. Speaking to a staff member is a good way to discuss feedback, suggestions and complaints.

Alternatively, a **feedback form** maybe found in the office area, please place completed forms into the fees box. Families can also direct complaints, in writing, to the Committee President or Nominated Supervisor. All complaints will be dealt with in an unbiased and confidential manner, and all attempts made to resolve concerns in the first instance.

If you have some ideas for ways we can improve practice or the centre environment please also let us know. **Of course if we are doing something you particularly like or are happy with something you see or hear, please let us know too!!**

## Emergency Evacuation Drills

The preschool practices two types of emergency drills:

1. Emergency evacuation (leaving the centre) - in the event of an unforeseen emergency
2. and;
3. Lock-down (staying inside the preschool) - in the event of unforeseen situations.

These are practiced each term. All children practice safely moving to the designated evacuation area and learning how to deal with these drills in a calm and informed manner. All children are supported throughout these drills to ensure they are not distressed and feel comfortable in practicing safe movement as a large group.

## Enrolments

From January 2014, the NSW Government Preschool Funding Reform was implemented. Under this reform Commonwealth preschool funding must be primarily directed to children in the *year before* school, Aboriginal and Torres Strait Islander families and Low Income Health Care Card holders. The Funding Reform impacts on how fees are set for individual families and the number of "Unfunded three year old" children each preschool can accept. However, Lismore Preschool supports the absolute right for all children, regardless of family circumstance, to access quality preschool education. We welcome all families to complete an enrolment application for your child, and come visit us to talk about your needs.

It is condition of enrolment that all documentation is completed and an enrolment fee and bond is paid before commencement. The enrolment fee is non-refundable as it covers administration costs and membership to the preschool association. A comprehensive interview is part of the enrolment process. This usually takes approximately 30 minutes and enables the preschool and families to share information that will help us work the most effectively as partners in your child's early education and care. All information is confidential and only shared specifically with educators as needed to support your child's and family needs.

The **Authorisation form** is included in the enrolment package and needs to be completed and returned prior to your child starting at preschool. Authorisations are required for fee payment, use of photos for documentation and display and local regular excursions to the Lismore Community Garden, Lismore Library and Lismore Shopping Square to name a few.



## Fees

An account is placed in your child's pocket or emailed.

Invoices are sent each fortnight and need to be paid in full by the end of the payment fortnight.

Payment Options:

1. **Fortnightly payments:** The final instalment is due in full in Week 10 each term.
2. **Term payments:** Due in full by in Week 4 each term.

**Please note: The preschool's fees policy states that all fees need to be paid in full by the end of each term otherwise your child's continuing enrolment may be jeopardised.**

### Late payment of fees

Fee enquiries can be directed to either Loretta the Office Manager, or Alexis Hughes the Nominated Supervisor. Please come and discuss any issues that may arise, we are happy to work with you to develop a payment plan if necessary. If there are continuing outstanding fees occurring, your child's enrolment may be considered in jeopardy. **A late payment of \$25 will apply if fees remain outstanding after the due dates.**

Payment Methods: Direct Deposit, EFTPOS, Cash or Centre pay. The fees box is located in the office for cash payments.

Withdrawing enrolment: Two weeks' notice is required if withdrawing your child from the Centre or two weeks fees paid in lieu of.

### Fee levels

Fee Levels are set by the committee at the end of the previous calendar year.

Parents will be notified of fee levels prior to commencement – Please see Administration if you have any questions.

**All fees will be collected according to the Centre's *Fee policy*.**

**A current Fee/Bond Schedule is included in your child's enrolment pack.**

**Preschool fees to be paid two weeks in advance throughout the year.**

Enrolment Package: A non-refundable enrolment fee is payable at enrolment. The enrolment package includes a printed dinosaur T Shirt, hat, cloth bag and wet clothes bag. Membership to the preschool association is compulsory and part of the enrolment process.

A "returning enrolment", administration fee **per family** is payable at the beginning of the new preschool year.

Bond: a bond payment of 2 weeks fees is payable at before commencement. This fee is fully refundable when an enrolment is withdrawn (Unless being used to pay outstanding fees).

Building and maintenance levy: This levy is \$20.00 per term per family and included on your first invoice of each term.

Extended hours fees: \$5.00 charged for pickups between 3.30pm - 4.00pm per day

Late Pick Fees will apply after 4pm and will be charged @ \$15.00 per 15 min block

We do not charge fees for Public holidays or pupil free days.

## Flood procedure

In the event of flood, an announcement will be made on various local radio stations as to whether the preschool is open or closed. In the event of a forced evacuation we would welcome any

assistance from families to help move resources/furniture to the higher storage area. The preschool will ask for assistance using Facebook, email, SMS messages, radio or phone.

## Hats and t-shirts for sale

A hat and t-shirt are included in the enrolment package. Children are required to wear a hat during outside play following Sun Smart Safety Guidelines. Hats and T-shirts are also available to be purchased separately, please ask staff.

## Hygiene

Hygiene practices, including washing hands and blowing noses are part of the preschool program. Soap dispensers and paper towels are used in the bathroom. For hygienic requirements, we ask that all children please wear underwear at preschool.

## Immunisation

Each enrolled child will need to provide the Australian Childhood Immunisation (ACIR) documentation showing a child's immunisation status prior to enrolment indicating the child has:

- An AIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or;
- An AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule or
- An AIR Immunisation Medical Exemption Form which has been certified by a GP.
- No other form of documentation is acceptable.

A copy of an Immunisation History Statement can be obtained at any time

- by calling the Australian Childhood Immunisation Register on **1800 653 809**
- through Medicare Online Services at [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- by requesting a statement by emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- by visiting the local Department of Human Services Service Centre, Medicare Office or centrelink office.

## Lost property

Any articles found at preschool will be placed in the "Lost property Box", which is located on the verandah. Please check the box regularly as the box is cleared at the end of each term and contents donated to local charities.

## Medications

Only medicines prescribed by a medical practitioner will be administered at preschool by staff. **The child should not attend the preschool for at least 24 hours after the commencement of medication such as antibiotics.**

Families need to complete a medication administration form. The medicine needs to be in the original packaging, displaying the **child's name, dosage level and current use-by date.**

It is your responsibility to complete the medication form located in the classrooms with all relevant details each day including the last time medication was administered. Long-term medication requires a medical plan to be completed at the start of each term or month (dependent on condition). Please discuss your child's needs regarding this with staff in the first instance. Please hand all medications to a staff member, which will be kept in a locked medical box in each classroom. Preschool staff will not administer drops or creams to any child during the day. You are welcome to attend preschool to administer this yourself.

**IMPORTANT: Please do not leave medication in your child's bags.**

## Medical conditions

Please advise the preschool if your child has a known medical condition like asthma, anaphylaxis, allergies or diabetes. Your child may require a health management plan which can be developed in conjunction with your health professional/doctor. A copy/photo of child will be kept on file and all staff made aware of procedures to follow as necessary.

The health management plan will need to be signed by your medical practitioner and updated regularly. A risk minimisation plan will be developed with centre staff prior to enrolment and before commencement.

## Meals, foods and beverages

The preschool follows the NSW Munch and Move healthy eating guidelines and the Australian government Get Up and Grow recommendations.

**Lismore Preschool aims to have an environment that is safe for all children to attend. Staff work closely with families to ensure the dietary needs and health requirements of all children are met in an appropriate and safe manner. From time to time this may mean that the preschool will request families refrain from bringing in particular food groups. We appreciate your assistance with this important matter.**

- Please keep packaged foods that are high in sugar, salt or chocolate at home for a treat. These foods are classified as “sometimes” foods and including these in lunchboxes can cause children to become upset when they would rather have these items instead of the nutritious, healthy options that you have provided.
- Experience shows that several small containers of food are far more likely to be all eaten than one “big” item, as this is often challenging for a young children to eat in one social sitting – ie. If your child has two whole sandwiches, try cutting them into fingers and putting them in two containers
- A cold pack is required as refrigeration is not available. Due to Safety Guidelines foods cannot be heated so please ensure you supply a thermos if you want your child to enjoy a warm lunch.
- Please consider your child’s appetite when sending lunch/snacks ensure they have enough to help them manage a busy day – there are three meal/snack breaks throughout the day.

Fruit break – please provide a labelled fruit or vegetable snack and place it in the fruit basket located near the visitor’s sign-on area

Lunch - A sandwich, roll or wrap, followed by fruit and yoghurt are good starting points for lunch.

Afternoon tea - Cheese and crackers, dried or fresh fruit, carrot/celery sticks, hummus or dips make good snacks.

Drinks - Please send **water only** in your child’s drink bottle each day and avoid fruit juice poppers and flavoured milk. Freezing a small amount of water in a drink bottle and then topping up with fresh water is a great way to give your child a nice icy drink! The centre provides and encourages children’s regular access to cool water throughout the entire preschool day.

Birthdays - Parents are welcome to acknowledge their child's birthday at preschool by bringing cupcakes/a small cake **with all ingredients listed** to share with their child’s class. Please try and avoid cakes with lots of chocolate/cream or imitation colouring/flavouring wherever possible. Please talk to a staff member if you have any questions regarding ideas for sharing this occasion at preschool.

### **Packaging and litter free lunch boxes**

Hard plastic re-useable containers, bees wax wrappers, greaseproof paper, paper or cloth bags are a much better option for children and the environment. The preschool is working hard to develop sustainable management options for scraps and waste including re-cycling and compost areas/bins and children are encouraged and guided to use these as often as possible. All red bin waste is sent home in children's lunchboxes.

**The preschool aims to reduce 'single use plastic' and 'single use foil' packaging and asks families to bring their child's lunch and afternoon tea in washable hard reusable containers.**

## **Newsletters, Facebook and Website**



Keep up to date with what's happening at preschool by either visiting our website [www.lismorepreschool.org.au](http://www.lismorepreschool.org.au) or following us on Facebook. The preschool newsletter is emailed to families or placed as a paper copy in individual children's pocket (if requested).

## **Parent involvement - How can you get involved?**

### **Management Committee**

The management committee is responsible for the overall management of the preschool. The committee employs the Nominated Supervisor to manage the day to day running of the preschool. The committee representatives are elected at the Annual General Meeting held in Term 1 and meetings regularly throughout the year. The meetings are friendly, open and a great way to be involved in decisions.

### **Partnerships with families**

Families are invited to participate in a range of opportunities during the year including:

- Special events at preschool; Family days, community garden, community events celebrated
- Excursions; - library, other preschools or schools, Re-cycling centre.
- Participation in the classroom; Reading, craft, song, dance, special interests.
- Working Bees; things that have to be made, fixed, invented, built, dug, painted.
- Community events: Lismore Lantern Parade, Biggest Morning Tea

## **Please let us know**

Please help us keep up to date with the important information that helps us work with your family! Let staff know if there are changes to any of the following:

- Custody access. Please provide all paperwork upon enrolment and update when changes occur.
- Health care card current eligibility
- Your child is sick or absent from preschool.
- If you suspect your child or a family member has an infectious disease.
- Changes to any information on the enrolment form e.g. telephone numbers, addresses.
- Immunisation status updates.

## **Portfolios and child development records**

Each child has a personal "portfolio" book that contains records of their development, learning experiences, art creations, language and work samples and photos. This portfolio belongs to the child, and as such, we encourage children to access it to re-visit experiences, add writing/pictures

or ideas and share it with their families. We welcome parent/family input to these portfolios to enable them to become a truly “shared” record of your child’s preschool journey. Family/teacher interviews are also carried out several times a year (times will be advised in newsletter); however you are always welcome to make an appointment to see your child’s teacher at any time during the year if you wish to have a yarn.

## **Special events and excursions**

During the year the children participate in a range of special events and excursions in which parents are invited to join in. Permission Notes will be sent home with all the information about any excursion or special event. Information about special events and excursions will be placed in the newsletter, webpage and Facebook. The preschool tries very hard to alternate these various events over different days throughout the year so as all children from different attending groups have the chance to participate, however please be aware that sometimes we are constrained by particular days made available by presenters etc.

## **Settling your child into preschool**

For each child, starting preschool is a different experience. Some children separate easily from parents in the morning and for other children the transition from home to preschool takes a little longer. Parents are encouraged to help settle their child into their day at preschool. Some ideas for helping your child settle into preschool include helping them chose a locker, put their fruit in the basket, find a friend to play with and letting them settle into an activity while you are still there.

*Remember to always say “goodbye” to your child before you leave.* It can be tempting to slip away if you see they are settled, particularly if you are concerned about separation distress. However, it is really important that your child builds understanding of the process of you leaving and returning. It is a strong component of a trusting relationship. If your child sees you with a smile on your face and appearing confident in saying goodbye, this will be a big prompt for them to also have positive expectations of their preschool day. Staff members are happy to assist you to leave with a minimum of distress and talk about any strategies that will help separation for you and your child if this is an area that is challenging.

## **Sharing your skills**

Children enjoy having family members come for a visit to share their special skills with them. This could include a musical instrument, a handicraft skill or a professional job. It may be cooking, building, gardening or story-telling. Perhaps you may have an unusual pet or hobby you would like to share? When families, carers and parents are able to share a little of their lives with children it supports the building of connections across contexts and ideas around multiple community links as well as promoting lots of valuable questioning!

## **Sun Protection**

We ask all parents to apply sunscreen to their child before they come to preschool or use the preschool sunscreen found at the fruit table near the entrance to the preschool.

Children have a long morning play outside and sun protection is very important, especially in warmer months. Please make sure your child’s clothing is sun safe. We recommend wearing the preschool T shirt and hat. Please refer to our *Sun Protection Policy* as we have a NO HAT NO PLAY rule.



## Sustainable practices

Lismore Preschool has a strong focus on building sustainable practices into the regular routines and experiences of the centre. Children are supported in extending knowledge around re-cycling, composting, re-using materials, being water wise and responsible for choices they make in caring for our environment. We very much welcome families joining us in the on-going development of our preschool grounds and community garden plot next door. If you have a specific interest/skill or ideas around the continuing development of edible gardens, bush tucker, native re-generation, re-use of resources or anything else sustainable please come and talk to us! We would love to have your skills and input into creating a positive outlook for all of us sharing this beautiful planet!

## Toilet training

Whilst we recognise that some children do experience toileting “accidents” from time to time, the preschool has no specific changing area and it is a condition of enrolment that children are toilet trained on commencement at the centre. However, it is also useful to provide a change of underwear/clothing and let staff know if your child may need some extra encouragement or reminders to use the toilet.

***\* If your child has specific physical/medical requirements around their toileting needs, please ensure that this has been discussed at enrolment so as management strategies can be put in place to support these needs.***

## Visitors

All visitors to the preschool are required to sign in and out. The attendance folder is found in the staff lunch area. A visitor is anyone staying inside the preschool grounds and includes parents on roster and visitors taking part in special events at preschool.

## Work, Health and Safety

The preschool adheres to the Workplace Health and Safety Act 2012. Whilst regular/daily checks are done of all preschool learning areas, resources and furniture, it may be that something is not recognised. If you have any concerns, please report these to preschool staff/administration office so that identified risks and hazards can be noted and dealt with promptly by being minimized or eliminated.

We extend a warm welcome to all families joining Lismore Preschool and sincerely hope you enjoy your time involved with the centre, staff and community.



Learning – Friendship - Community