



Handbook

Wangi Peter Pan Kindergarten
12 Dobell Drive, Wangi Wangi 2267
Phone: 4975 1279

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Introduction

Welcome to Peter Pan Preschool. The purpose of this booklet is to give you the important and practical information you will need as your child attends Preschool.

Please read carefully and keep it for future reference.

Our Preschool aims to provide a warm and friendly environment which enriches children's learning. We encourage families to be involved in our curriculum through regular input and our open door policy.

We hope that your time with us will be happy and rewarding for both you and especially your child. We consider it a great pleasure and responsibility that you have entrusted us with the care of your child.

Thank you,

The Staff.

History & About Us

Peter Pan Preschool began in 1962 with 16 students in a family rumpus room. We are now a three unit Preschool operating 3 rooms and catering for up to 55 children each day aged 3 to 5 years.

Our Preschool is a community-based centre, which is managed by a committee made up of parents and community members in conjunction with the centre's Director and staff.

Please feel free to become involved in either the Management or Fundraising Committee. These are elected at our AGM held in Term 1 each year.

Roles in our committee are:

Management Committee: The Committee meets monthly in the evenings and is responsible for the general management and financial management of the Centre, with the support and advice from the Director and staff. The Management Committee consists of:-

President: Main role is leadership of the committee, liaison with Director and public relations.

Vice President: Supports the role of the President and undertakes the Presidents role in their absence.

Secretary: Responsible for keeping records (except financial), taking minutes of meetings, collecting, reporting and responding to relevant correspondence.

Treasurer: Preparation of the annual budget, effective monitoring of the budget, presentation of monthly financial reports at Committee meetings & other adhoc reports.

General Committee Members: Consists of up to 9 ordinary members.

Guidance will be provided by Director and existing committee members for anyone wishing to take on any role in the committee. If you are interested in joining management committee please email us your nomination including the role, eg "I wish to nominate myself for the role of ".

Fundraising Committee: Fundraising is a big portion of our annual budgeted income. Therefore, we need a motivated group of people committed to be active fundraisers. The fundraising committee also meets monthly to plan & implement monthly fundraising events for the year and the staff & other committee members will assist and support you.

Joining one of our Committees can be a very rewarding experience and an opportunity to make a contribution toward your child's preschool as well as great networking with others in your local community.

Hours of Operation

The Preschool operates between the hours of 8.15 am and 3.45 pm. We are closed for school and public holidays and no payment is required for these days.

Staff

Nominated Supervisor

Lynne Howard
Associate Diploma in Child Studies

Jenny Agnew
Certificate III in Children's Services

Candice Murphy
Bachelor of Education in Early Childhood

Darren Parker
Diploma in Children's Services

Jess Watt
Diploma in Children's Services

Cathy Jolly
Diploma in Children's Services

Kristen Edmond
Certificate III in Children's Services

Michelle Masters
Bachelor of Education in Early Childhood

Kristin Hopkins
Bachelor of Education in Early Childhood

Joy Dabonde
Our cleaner who keeps our centre so
beautifully clean & maintained

Sarah McBride
Administration Officer

Carly Kelly
Diploma in Children's services

Amy Clarke
Diploma Trainee

Anika Dodd
Diploma in Children's Services

Esther Jones
Certificate III in Children's Services

Sami Shield
Certificate III Trainee

Priority of Access Guidelines.

Our preschool receives funding from the NSW Department of Education. Each year we complete a census with every child's details. Funding is received for children in the Priority 1 category who attend minimum 2 days per week.

Our current funding guidelines from the NSW Department of Education and Communities state that priority for enrolment will be as follows:

Priority 1.

Children who turn 4 on or before the 31st July.

Children who have turned 3 and are on a health care card.

Children who have turned 3 and who identify as Aboriginal or Torres Strait Islander.

Priority will be given for 2 day enrolments. (department recommendation)

This priority is in accordance with the Dept of Education and Communities funding agreement.

Priority 2.

Children who have turned 3 who have siblings who have attended our service.

Children who have turned 3.

Priority 2 children are welcome to enrol however confirmation of placement will not be confirmed until January 2020.

Our Philosophy

OUR VISION

At Peter Pan Preschool we are passionately committed to providing the highest quality care and learning opportunities to all children in a fun and relaxed environment.

CHILDREN

We believe all children are unique, capable and resourceful. We aspire for all our children to develop sense of wellbeing, sense of identity and become confident and involved learners. We believe through respectful, secure and reciprocal relationships we can assist children attain these qualities. Time spent engaging with children therefore is highly valued. We aim to have the highest staff to children ratio possible. This will ensure that children are provided with a rich and stimulating learning environment.

EDUCATORS

All of our Educators are dedicated, passionate, professionals who give priority to nurturing relationships. We see our team as a unique puzzle. Each piece is valued and individually and together complete a dynamic picture. We believe the warmth and care between educators reflects on the children's relationships and we value this highly. We believe in continually seeking ways to build our professional knowledge and reflecting on our practices. All educators are committed to ensuring high quality care and providing an inspiring learning environment for all children. Amongst our educators is included a qualified Occupational Therapist and Speech Pathologist. Their input is invaluable in ensuring the best possible outcome for every child.

FAMILY

Family is the most important and influential aspect of a child's life. We believe in the importance of making every family feel welcome and valued so that they feel a sense of belonging in our preschool. We have an open door policy where families are welcome at any time. Families are encouraged to collaborate with educators about their child enabling us to provide the children with learning experiences that are meaningful to them. We work in partnership with families to achieve learning outcomes and to enrich our learning environment. We provide opportunities throughout the year for families to build relationships through social events and information sessions.

CURRICULUM

We pride ourselves on taking a holistic approach to teaching and learning. Through relationships with educators, families, children and the community we gain insight into the children's strengths and interests in order to develop a meaningful learning curriculum. This is achieved through play, as play provides opportunities for children to learn as they discover, create, improvise and

imagine. When children play with other children they create social groups, test out ideas, gain resilience and challenge each other's thinking.

Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and to learn. Our curriculum is guided by the Early Years Learning Framework. Fundamental to this Framework is the view that children's lives are categorised into three main areas – BELONGING, BEING AND BECOMING

COMMUNITY

Our preschool is owned and operated by the community. Our local clubs, businesses and surrounding schools are active participants in our preschool calendar. All of our community grants and fees are put back into the preschool to improve and maintain our high quality standards. Our strong connection with the community helps our children to adopt values, attitudes and ways of living that will enable them to contribute positively to their community.

NATURAL PLAY ENVIRONMENT

Our outdoor play environment provides children with limitless possibilities for learning with nature and forming strong relationships between people and place.

Lots of time complimented by our large and small natural play areas makes a place that stimulates creativity, imagination and thinking about sustainability and caring for the world we live in.

Having large blocks of uninterrupted play outside all year allows children to become immersed in their learning process by reflecting upon and revisiting ideas then exploring concepts at a deeper level.

ACKNOWLEDGING OUR FIRST PEOPLE

We believe the inclusion of indigenous perspectives, education and culture has many benefits for all our children, families and community. Our preschool as a group, have a Reconciliation Action Plan (RAP) and working party.

Updated June 2018

Curriculum Philosophy

At Peter Pan Preschool we pride ourselves on taking a holistic approach to teaching and learning. Through relationships with educators, families, children and the community we gain insight into the children's strengths and interests in order to develop a meaningful learning curriculum. This is achieved through play, as play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings.

Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and to learn. The basis of our curriculum is guided by the National Early Years Learning Framework. Fundamental to this Framework is the view that children's lives are categorised into three main areas – BELONGING, BEING AND BECOMING.

BELONGING:

Knowing where and with whom you belong is integral to human existence. Children belong first to a family, a cultural group, and neighbourhood and a wider community.

BEING:

Childhood is a time to be, to seek and make meaning of the world. BEING, recognises the HERE and NOW in children's lives. The early childhood years are not solely preparation for the future but also about present.

BECOMING:

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

Our aim in developing programs is to assist your child to achieve the five following outcomes direct from the Early Years Learning Framework.

LEARNING OUTCOMES

1. Children have a strong sense of identity
 - Children feel safe, secure and supported
 - Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
 - Children develop knowledgeable and confident self-identities

- Children learn to interact in relation to others with care, empathy and respect
2. Children are connected with and contribute to their world.
 - Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
 - Children respond to diversity with respect
 - Children become aware of fairness
 - Children become socially responsible and show respect for the environment
 3. Children have a strong sense of wellbeing
 - Children become strong in their social and emotional wellbeing
 - Children take increasing responsibility for their own health and physical wellbeing
 4. Children are confident and involved learners.
 - Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
 - Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
 - Children transfer and adapt what they have learned from one context to another
 - Children resource their own learning through connecting with people, place, technologies and natural and processed materials
 5. Children are effective communicators
 - Children interact verbally and non-verbally with others for a range of purposes
 - Children engage with a range of texts and gain meaning from these texts
 - Children express ideas and make meaning using a range of media
 - Children being to understand how symbols and pattern systems work
 - Children use information and communication technologies to access information, investigate ideas and represent thinking

A complete record of your child's journey whilst achieving these learning outcomes will be sent to you via our KeptMe app.

For further information please refer to www.acecqa.gov.au/families

Tips For Starting Preschool

Your child's first day at preschool will be an exciting and emotional event for the whole family. As a parent the thought of sending your child off to preschool could well be slightly traumatic and for the children the reality of starting preschool can be a bit scary yet highly anticipated event.

Preschool is designed to help children transition from life in the family, or a child care centre, to school. Our Early Years Learning Framework is designed to develop children's communication, problem solving and thinking skills, social and motor skills whilst preparing them for school and wider community life.

With a little preparation and planning prior to the big day, you can help ensure your child's first days are positive and rewarding.

Before they start:

- Talk to your child about preschool and tell them about what they will do there. They will play outside and inside, have some lunch, do some music and stories, have afternoon tea and then you will come and get them.
- We will ask the children if they need to go to the toilet before eating and when they wash their hands but make sure you visit the toilets with them before you leave.

In the weeks leading up to preschool encourage your child to be as independent as possible when it comes to dressing, feeding, going to the toilet, looking for personal items and washing their hands. This will give them the confidence to perform these tasks on their own at preschool. However, the educators will assist them whenever necessary.

Spend time reading books with your child and ask questions about the story. This will improve their attention span and listening skills.

Make sure your child is familiar with their lunch box, drink bottle, hat and school bag. Label all items clearly with their name as many children can have the same containers.

Pack a change of clothes, so that your child will have something of their own to change in to in case of an accident or wet from water play.

Make sure you always say goodbye to your child before leaving. It may seem easier to slip away while they are playing but it is important to give them a kiss, a cuddle and say goodbye even if they become distressed try not to turn around as this only prolongs the inevitable. Please let staff know when you are leaving especially if your child needs support.

Maintain regular communication with your child's educator. You know your child best and are in the best position to provide the staff with information to help them ensure your child receives maximum benefits from preschool.

What You Need To Bring On The Day Your Child Attends Preschool

- Afternoon tea in a separate bag or container. We have great afternoon tea bags for sale in the foyer \$3 each kindly made for us by the Wangi Craft Ladies
- Lunch in a lunch box or bag
- Drink bottle filled with water or plain milk (preferably with a non-spill pop top lid).
- Hat - legionnaire / wide brimmed (no cords attached please). Peter Pan hats and shirts are for sale in the foyer \$18 each. ALL YEAR ROUND.
- Spare clothes in case of accidents or if they become wet / dirty during outdoor play.
- As the weather is so changeable it would be appreciated if you can include a variety of cool / warm clothing.

Please mark all of your child's belongings clearly with both their FIRST and LAST name.

Fees Policy – please read thoroughly

Rationale: Peter Pan Preschool is a non-profit organisation; therefore fees are calculated to cover operating costs only.

Aim: To ensure prompt payment of fees, assisting in the ongoing operational costs of the service.

1. Upon enrolment a \$40.00 fee will be charged, which holds your child's position and included membership into our incorporation.
 - a. For current Health Care Card Holders a \$20.00 enrolment fee will be applicable.
 - **Note: This fee is non-refundable if your child withdraws from the centre.**
2. You will be issued with a term account at the commencement of each term.
3. Fees must be paid daily or in advance.
4. Payment Options: **Term fees paid in full during first week of term or Direct debit are our only payment option for fees.** Please speak to staff about other options if this is not suitable.
5. Statements are issued regularly so you are able to review your balance and recent payments
6. Where fees are one week in arrears, you will receive a reminder.
7. Where fees are two weeks behind you will be asked to pay all outstanding fees immediately or your child's position may be withdrawn and an account will be issued for any outstanding fees. Please ensure you keep your fees up to date to avoid losing your child's position.
8. Families experiencing difficulties paying fees should contact the Nominated Supervisor immediately. Do not wait or your child's place could be reviewed.
9. Fees are payable anytime your child is away from the centre during each term, e.g. due to holidays, illness, appointments.
10. Please note: As per our health policy, children may be sent home if they present with any signs or symptoms of a contagious disease and fees will still be charged in these circumstances.
11. Fees are NOT payable on public or school holidays.

12. We require **2 WEEKS NOTIFICATION IN WRITING/EMAIL** when your child will no longer be attending the centre. Fees for this period are payable.

13. A maintenance levy of \$20.00 (inc. GST) per family is also due at the commencement of each term.

14. Peter Pan Preschool is a registered care provider. Child Care Rebates from Centrelink are not applicable.

Our organization runs on a budget and it is our aim to provide you with the highest quality of service through the provision of an educational program offered to your child by trained, experienced and caring staff.

To do this we rely on your commitment to the prompt payment of fees.

Our Fees 2019

Enrolment Fee	\$40.00
Health Care Card Enrolment	\$20.00

Maintenance Levy Per Family \$20.00 per term (incl. GST)

2019 FEES TIER SYSTEM

Health Care Card Holders	\$12.00
Full Rate	
i. Under 4 years on 31/07	\$27.00
ii. Over 4 years on 31/07	\$25.00

If your child is only attending one day per week the full fee of \$36 per day will be applicable regardless of age.

This rate is for the full year. If your child turns 4 after 1st August your rate will not change until the following year.

Government funding provided is only available for the first 2 days of attendance per week. **Subsequent days are at \$36 per day for all children.**

REPLACEMENT DAYS & CASUAL VACANCIES

Casual vacancies will be charged at your normal daily rate or \$36 if your child already attends 2 days per week.

Fees are subject to change

Please note:

We require a copy of your current Health Care / Pension Care Card at the start of each year to be eligible for the reduced rate. Full rate will be payable until this is provided.

Summary of Centre Policies

Nutrition Policy

Parents are requested to supply their child's meals and drinks for the day.

When packing children's food for preschool we hope you consider that this is a great time to establish healthy eating habits for your child's future school years and beyond. This encourages children to have an increasing awareness of good nutrition. (EYLF 3.2)
We highly promote and encourage healthy eating habits and preschool and would prefer no packaged foods.

Meal times are a social occasion for children. They are seated in small groups with educators being role models for the children's eating habits.

Parents are requested to provide a nutritious lunch and snacks for their child.

Afternoon Tea - Lunch ideas. For more information see enclosed brochure.

Ideas for Preschool lunches

- Fruit – fresh, tin or dried. Staff are happy to peel and cut fruit.
- Savoury biscuits – rice cakes / crackers
- Cheese - Yoghurt
- Vegetable – carrot / celery sticks
- Pikelets
- Raisin bread
- Fruit muffins
- Spaghetti or baked beans
- Home made mini pizzas
- Pasta or rice
- Sandwich – meat, cheese, vegemite, salad, egg.
- Salad
- Drinks – water, plain milk
- **Due to health regulations we do not heat food.**

Please do not send foods that are high in salt, fat or sugar eg:

- Lollies – chocolates - chips
- Sweet biscuits - cakes
- Non-nutritional snack foods – roll ups, museli bars.
- Drinks – Cordial, flavoured milk, soft drink
- Shapes, Tiny teddies
- Flavoured Noodles
- Processed Fruit Bars

NOTE: A fridge is provided in each room.

Nut Free Policy

ATTENTION - ATTENTION - ATTENTION

Please be aware that our preschool has a

NUT FREE POLICY

This means that any foods containing NUT PRODUCTS are PROHIBITED.

e.g Peanut Butter
Nutella

At times we may have children who are severely allergic to these products so would appreciate your co-operation in this matter.

Health Policy

It is essential that you have alternative care arrangements for you child should they become unwell. Preschool is fun, noisy and busy. Children need to be well to enjoy their day.

Two local contacts are asked for on the enrolment form and these people will be contacted if a parent is unable to collect the unwell child.

If a child has experienced diarrhea or vomiting a period of 48 hours since the last episode should lapse before returning to preschool.

Child Protection

Our service is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing. All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone: 132 111) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these.

Immunisation

Parents are requested to maintain a current immunisation program for their child.

Documentation is required as proof of immunisation. Children who are not fully immunised are not eligible to attend.

Acceptable proof of immunisation is an Immunisation History Statement from Medicare. The blue book is not an acceptable form of proof.

Exclusion

The centre retains the right to exclude children who are regarded by the Nominated Supervisor as a health risk to other children, or who are obviously unwell. Health Department regulations for infectious diseases will be adhered to.

Medications

Medication will be given at preschool under the following conditions:

1. The medication is prescribed from a doctor in its original container with the label clearly showing –
 - Child's Name
 - Name of medication
 - Specific administration instructions
 - Expiry date
2. A medication form (supplied by the centre) must be completed and signed by a parent, guardian or authorised person, indicating all relevant details of the medication to be administered.
3. Children on long-term medication must have a letter from the doctor stating the reasons for the medication and a plan of action for administering. An updated letter is required every 12 months.
4. Over the counter medication will NOT be given unless it is accompanied by a letter from the child's doctor.

Please give the medication to a staff member on arrival. Under no circumstances should medication be left in a child's bag or locker.

Allergies – Medical Conditions

Please notify staff of any allergies or medical conditions your child may have, If it is a severe allergy / medical condition please provide the staff with an action plan from their doctor explaining the procedure to take if your child comes in contact with or has a reaction to what they're allergic to.

Accident Policy

All minor accidents will be recorded and parents will be notified verbally and in writing that afternoon.

Major accidents will be treated according to the nature of the injury and a parent will be contacted immediately.

Parents or nominated contacts will be notified in cases of emergency and a medical practitioner or dentist sought if necessary.

The Authorised Supervisor or staff members will make every reasonable effort to contact parents or nominated contacts, but a qualified medical practitioner may have to treat the child before they can be contacted.

Agreement to this procedure must be given on the enrolment form.

Skin Protection Policy

All year round children are required to wear a hat – legionnaire (no caps please) or wide brimmed (no cords attached please).

Children not wearing hats will be temporarily provided with a preschool hat.

Please apply 30+ sunscreen prior to your child arriving at the centre. There is sunscreen available in each room if you forget.

Staff will reapply sunscreen in the afternoon before outdoor play except in June and July when the UV index is mostly below 3.

** If you require your child to wear sunscreen all year, staff are more than happy to accommodate.

All shirts and dresses must have sleeves for protection.

Clothing Policy

Please send your child in clothes that are comfortable and able to be played in.

Please pack spare clothes in case of accidents or if they become wet / dirty during outdoor play.

Children will get DIRTY at preschool, but all paint can be removed by soaking in cold water and washed with detergent.

Please note: Do not apply stain removers, detergents or hot water as these can set the paint.

- Covered footwear or sandals provides your children with optimum stability & protection for play. If children wear thongs please remove upon arrival to enable them to climb safely.
- Long dresses are unsafe for climbing.
- Elasticised waisted shorts or pants are best as they allow each child to become independent in their toileting and self-care skills
- All shirts and dresses must have sleeves for protection.

Safety Policy

Please ensure that you advise staff of your child's arrival and departure details and that you sign the attendance sheet. This is a legal requirement.

The preschool is a strictly non-smoking environment and under no circumstances will SMOKING be permitted in the building or on the grounds of the preschool.

Please ensure that your child does not bring:

- Chewing gum
- Balloons
- Glass containers
- Ropes
- Plastic bags
- Money
- Please do not allow your child to bring toys to preschool (unless they are SPECIAL COMFORT TOYS.) as they often cause distress, get lost or broken.

Sleep and Rest

Peter Pan Preschool will ensure that all children have an opportunity for rest and relaxation. For those children requiring sleep, staff will ensure children are safe, secure and comfortable. The service will use blue foam mats when sleep is required.

Educators will encourage children to rest for approximately 10 minutes at transition time and communicate with families if their child sleeps.

Suggestions or Concerns

If you have any suggestions or concerns please feel free to talk to the Authorised Supervisor or educators in your child's room.

We hope the need may never arise however if you do need to make a complaint the process is as follows:

1. Families may make a formal complaint about any aspect of our service and no person will be disadvantaged in any way as a result of that complaint.
2. Complaints should be forwarded to:
 - ▶ Wangi Peter Pan Preschool
 - ▶ Belinda Ward – President
 - ▶ Lynne Howard – Nominated Supervisor
 - ▶ 12 Dobell Drive, Wangi Wangi NSW 2267
 - ▶ office@peterpanpreschool.com.au
3. Your complaint will be dealt with in the strictest confidence. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who genuinely need to be notified in order to deal with the complaint. If information specific to the complaint needs to be disclosed to others during its resolution, the complainant will be informed.
4. Your complaint will be documented by an educator or staff member, and placed on the complaints register. The complaint will then be forwarded on to the most appropriate person to investigate the complaint. This will include the Nominated Supervisor and the approved provider.
5. Actions to address the complaint will be determined. Once the outcomes or resolutions are agreed on, all persons involved in the original complaint will be notified and informed of any actions for improvement that will take place as a result of the complaint.
6. The Department of Education and Communities will be notified using the National Quality IT system of any complaint made to the service alleging a breach of regulation within 24 hours of the complaint being made.

Confidentiality

All information given to the centre regarding you or your child will remain strictly confidential.

At no time will your child's progress be discussed outside the centre or with other families using the centre.

Community Resources

Westlakes Community Health Care – Toronto Polyclinic

6 James Street, Toronto. NSW. 2283

Ph: 4935 8100 Fax: 4935 8163

Our hospital and services:

Westlakes Community Health centre is an outpatient facility that provides a range of services.

GP Access After Hours Clinics

Toronto Clinic	Monday to Friday - 6pm to
Westlakes Community Health	10pm
Centre	Saturdays -1pm to 10pm
6 James Street	Sundays - 9am to 10pm
Toronto	
Ph: 1300 130 147	

Child Care

Toronto Community Child Care – 4959 4946

Lake Macquarie Family Day Care – 4921 0156

Nikinpa Long Day Care – 4979 2400

Playgroups

Wangi Playgroup meets Mondays 9.30-11.30 Wangi School Hall

Contact Kelly – 0434 403 671

Arcadia Vale Little Cherubs Playgroup meets Wednesdays 9.30 at Arcadia Vale Public School - Ashley 0432 094 767

C.A.L.M Community Activities Lake Macquarie

Children & Family Services

Youth Services

OOSH Services

111 The Boulevarde, Toronto

Ph: 4950 3855

www.calm.org.au