



# Handbook

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

[www.peterpanpreschool.com.au](http://www.peterpanpreschool.com.au) [office@peterpanpreschool.com.au](mailto:office@peterpanpreschool.com.au)

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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 Educator team are passionate advocates for children learning through play. Our focus is on providing children with a hands-on approach to learning where children are surrounded by opportunities for play which promotes endless learning and development. Through play, children 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 is POWERFUL!

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 Peter Pan Preschool Team

# **Statement of Commitment to Child Safety**

All children have the right to be safe. Peter Pan Preschool has a strong focus on child safety and wellbeing that is informed by the UN Convention on the Rights of the Child, The Child Safe Standards and the National Principles for Child Safe Organisations (the National Principles). We want children to be safe, happy and empowered.

We are committed to the safety, wellbeing and empowerment of all children including Aboriginal and Torres Strait Islander children, from culturally and linguistically diverse backgrounds and children with disabilities.

Children's safety and wellbeing are paramount and are embedded in our organisational culture, reflected in our policies and procedures, and understood and practised at all levels of our work.

Peter Pan Preschool regards child protection responsibilities with the utmost importance and we are committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations, and the maintenance of a child-safe culture.

Peter Pan Preschool has zero tolerance for any form of child abuse or harm and is committed to acting in children's best interests and keeping them safe from harm. Our preschool is committed to ensuring compliance with all relevant child protection laws and regulations whilst maintaining a safe and supportive physical and online environment for all children. All educators and volunteers of our service are Mandatory Reporters.

## 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 you will be invited to complete please your nomination in Term 1.

## Hours of Operation

The Preschool is licensed between the hours of 8.15 am and 3.45 pm. All families need to ensure they have left the preschool by 3.45pm. We are closed for school and public holidays.

## Staff

### **Nominated Supervisor**

Lynne Howard  
Associate Diploma in Child Studies

Sarah McBride  
Administration Officer

Candice Murphy  
Bachelor of Education in Early Childhood

Michelle Masters  
Bachelor of Education in Early Childhood

Anika Dodd  
Diploma in Children's Services

Sally Taylor  
Associate Diploma in Child Studies

Anna Lulham  
Diploma in Children's Services

Esther Jones  
Certificate III in Children's Services

Hayley Sherar  
Diploma in children's services

### **Nominated Supervisor**

Kristin Hopkins  
Bachelor of Education in Early Childhood

Cathy Jolly  
Diploma in Children's Services

Darren Parker  
Diploma in Children's Services

Amy Clarke  
Diploma in Children's Services

Carly Kelly  
Diploma in Children's Services

Hayley Giusti  
Certificate III in Children's Services

Tiffany Syron  
Diploma in Children's services

Sarah Spokes  
Diploma in Children's services

# 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 31<sup>st</sup> July in the year commencing preschool.

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 of commencement year.*

Children residing in the Rathmines to Myuna Bay area who are in the priority 1 category take precedence for enrolment over those residing outside this area.

Children who are in priority 1 outside this radius are those next considered for enrolment.

Priority 2 children within this area are then considered for enrolment.

Siblings of children who have attended preschool in the previous 3 years are offered places before families new to the centre.

After establishing the priority of access, children are offered days from the above priorities in order of the date the parents applied to be on the waiting list.

# Our Philosophy

## **OUR VISION**

At Peter Pan Preschool we are committed to providing the highest quality care and learning opportunities to all children in a fun, relaxed and stimulating 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 that we can assist children to attain these qualities. We aim to have high educator to children ratio so that we can deeply engage with children and provide a rich, meaningful, and stimulating environment.

## **EDUCATORS**

All our Educators are attuned, responsive and dedicated, professionals who value nurturing relationships. We identify our team as a unique puzzle. Each educator implements their own personal style and past professional experiences that add to our dynamic and creative picture. We believe the warmth and care between educators encourages the children's relationships and we value this highly. We strive to always be in the moment with the children and know that every interaction matters. As a team, we intentionally continue to seek ways to build our ongoing professional learning and reflect on improving practices. All educators are committed to ensuring high-quality care and providing an inspiring learning environment for all children through play-based pedagogy. Amongst our educators is included a qualified Occupational Therapist and Speech Pathologist.

## **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, supported, and valued so that they feel a sense of belonging in our preschool. Families are encouraged to collaborate and partner with educators and professionals sharing information about their child so that we can provide children with learning experiences that are meaningful to them and achieve learning outcomes together. 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 to develop a meaningful learning curriculum. Play based learning with intentionality provides opportunities for children to learn as they discover, create, 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 local community. Our local groups and surrounding schools are active participants in our preschool calendar. All our community grants and fees are put back into the preschool to continually 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 endless possibilities for learning with nature and forming strong relationships between people and place. Lots of time complimented by our natural play areas creates an environment that stimulates creativity, imagination, thinking about sustainability and caring for the world we live in. Having large blocks of uninterrupted play where both indoors and outdoors are available allows children to become immersed in their learning by reflecting upon, revisiting ideas and then exploring concepts at a deeper level.

## ACKNOWLEDGING OUR FIRST PEOPLE

We strive to be culturally responsive and to embed indigenous histories, perspectives, education and culture in our curriculum. We maintain an ongoing respectful relationship with the local Awabakal leaders and community and embrace the significance of connection to Country. Members of all our representative Aboriginal communities guide our evolving Reconciliation Action Plan.

# 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. Belonging acknowledges children's interdependence with others and is the basis of relationships in defining identities.

**Being** childhood is a time to be, to seek and make meaning of the world. The early childhood years are not solely preparation for the future, but also about children being in the here and now.

**Becoming** reflects the process of rapid and significant change that occurs throughout the early years as your child learns and grows. It emphasises the collaboration of educators, families and children to enhance connections and capabilities and for children to actively participate as citizens.

Outcome 1: Children have a strong sense of identity

1.1 Children feel safe, secure, and supported.

1.2 Children develop their emerging autonomy, inter-dependence, resilience and agency.

1.3 Children develop knowledgeable, confident self-identities and a positive sense of self-worth.

1.4 Children learn to interact in relation to others with care, empathy and respect.

Outcome 2: Children are connected with and contribute to their world

2.1 Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens.

2.2 Children respond to diversity with respect.

2.3 Children become aware of fairness.

2.4 Children become socially responsible and show respect for the environment.

Outcome 3: Children have a strong sense of wellbeing

3.1 Children become strong in their social, emotional and mental wellbeing.

3.2 Children become strong in their physical learning and wellbeing.

3.3 Children are aware of and develop strategies to support their own mental and physical health and personal safety.

Outcome 4: Children are confident and involved learners

4.1 Children develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.

4.2 Children develop a range of learning and thinking skills and processes such as problem solving, inquiry, experimentation, hypothesizing, researching and investigation.

4.3 Children transfer and adapt what they have learned from one context to another.

4.4 Children resource their own learning through connecting with people, place, technologies and natural and processed materials.

Outcome 5: Children are effective communicators

5.1 Children interact verbally and non-verbally with others for a range of purposes.

5.2 Children engage with a range of texts and gain meaning from these texts.

5.3 Children express ideas and make meaning using a range of media.

5.4 Children begin to understand how symbols and pattern systems work.

5.5 Children use digital technologies and media to access information, investigations ideas and represent their thinking.

A complete record of your child's journey whilst achieving these learning outcomes will be compiled in a portfolio for you to keep.

For further information please refer to [www.acecqa.gov.au/families](http://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 or mud 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 educators 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. Please note a fridge is provided so there is no need to pack lunch in insulated bags. Smaller containers are best due to the space available in the fridge.
- 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.
- Wet Bags - Our families are issued a wet bag as part of their enrolment pack. This is provided free of charge to prevent the use of plastic bags. This is a more environmentally friendly solution for wet or soiled clothing. If your wet bag isn't available in your child's bag when needed, a replacement bag will be issued and a charge of \$5 will be added to your account.

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

## **Occupational Therapy and Speech Pathology service**

Due to financial support from our community our Preschool is fortunate to have our own Speech Pathologist and Occupational Therapist attend our service regularly throughout the year.

Their role consists of working with our educators and families to share programs to assist our children reach their potential before commencing formal schooling.

The therapy team completes screening assessments with children who have concerns in the areas of speech, behaviour, and/or motor development. The therapists then provide us with a short screener report and an overview of play-based activities to support ongoing skill development or suggestions for further therapy. All families are consulted before a screener is completed.

This service is incredibly valuable in that we can provide professional therapy and referrals straight away to children and families instead of having to be on lengthy waiting lists.

# A Day at Preschool

From 8.15am Sign in at our entry area.

Indoor/ Outdoor program. Biraban room open.

10.30am Children to home rooms for gathering chat and discussion about the day.

11.00am Lunch then transition activities.

12.00pm Indoor /Outdoor program Karoy room open.

1.30pm Children to home rooms. Relaxation group.

1.45pm Afternoon tea, followed by Indoor activities in home rooms until home.

3.45pm All children must be collected before this time.

Language, story and music groups occur throughout the day.

## Daily Program Board

Each day our daily program is displayed in the foyer on our big black pin board labelled Program (on the wall straight in front of you as you walk in). This board will display a variety of learning experiences that occur throughout our day. Some experiences will be of an individual child, some will be of groups of children, and some will be of group projects or community involvement that are happening throughout our preschool. We aim for each child to be seen on this board twice per term. These learning experiences create our rich daily program. Our preschool program is how all our educators plan, document and extend children's learning from what they know, understand, and can do. These amazing pieces of documentation are then filed into your child's individual portfolios which are kept in your child's room to create their own individual learning journey while they are here at preschool and at the end of the year this is yours to keep. You are welcome to look at these any time. Our preschool program provides high quality early childhood education for all children.

## Xplor

### **Signing Children in & Out**

Children will need to be signed in using the Xplor Home app (parents) or via the ipad for other contacts signing in / out your child. Each contact needs their own login with email and phone number in the system. Xplor will email an invitation to each contact to setup their account.

### **Updating contacts**

If you need to add or change a contact for picking up your child, you can do this using the Primary parent account in Home. Only one Parent is selected as the Primary Parent. In Home app go to Account, then Contacts, Select Child to update, 'Add' button. Each pick up contact will need to bring an ID to be checked against your child's profile.

## 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.

For 2023 & 2024 Department of Education have provided Affordable Preschool funding. You can only claim this at one centre at one time. Fees will be reduced in line with Affordable Preschool funding and dependent on each family's situation.

1. Upon enrolment a \$60.00 fee will be charged, which holds your child's position and included membership into our incorporation.
  - a. For current Health Care Card Holders, a \$30.00 enrolment fee will be applicable.
    - **Note: This fee is non-refundable if your child withdraws from the centre.**
2. All families will receive an invoice at the start of each term with their daily fees rate and Affordable Preschool funding allocated for your child, if applicable. For families paying fees.
3. Fees must be paid daily or in advance.
4. Payment Options: **For families paying fees, term fees are to be paid in full during first week of term or Direct debit.** Please speak to staff about other options if this is not suitable.
5. Statements will be issued to families owing fees.
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 \$100.00 (inc. GST) per family is also due each year, \$50 in Term 1 & \$50 in Term 3. This includes a Show levy for magic shows, science shows, soccer & football days held on days your child attends.

14. Child Care Rebates from Centrelink are not applicable at Peter Pan Preschool as our funding is received from NSW Department of Education.

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 2023-24

For 2023-24 Affordable Preschool funding will help eligible families reduce their fees. A declaration form is provided at enrolment to complete. Affordable Preschool can only be claimed from one centre at a time. If eligible your fees may be covered in part or full by funding.

Enrolment Fee	\$60.00
Health Care Card Enrolment	\$30.00
Maintenance Levy Per Family	\$100.00 per year.

### **2024 FEES**

Peter Pan Preschool is a Start Strong funded Free Preschool (State Funding). Child Care Subsidy from Centrelink is not applicable here.

Start Strong Funding reduces the daily fees from \$135 per day to the below figures 'Start Strong Funding, No Fee Relief Funding. For families claiming Affordable Preschool funding – not claiming it at other centres, the daily fee will be reduced to the below figures 'Start Strong Funding, With Fee Relief Funding.

Families must sign Census, Affordable Preschool Fee Relief and Transition to School forms to receive funding.

Government funding provided is only available for the first 2 days of attendance per week. Fees may be subject to change.

<b>Daily Fees</b>	<b>Start Strong Funding, With Fee Relief funding</b>	<b>Start Strong Funding, No Fee Relief Funding</b>
Child who has turned 4 before 31/07	\$0	\$55
Any child from 3 years old who are Aboriginal or Torres Strait Islander, or whose family holds a Pension or Health Care Card with the child listed	\$0	\$42
3 years old at 31/07 and not Aboriginal or Torres Strait Islander, and no Pension or Health Care Card with the child listed	\$43	\$95

### Please note:

We require a copy of your current Health Care / Pension Care Card at the start of each year.

# 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
- Homemade mini pizzas
- Pasta or rice
- Sandwich – meat, cheese, vegemite, salad
- 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, muesli bars.
- Drinks – Cordial, flavoured milk, soft drink
- Shapes, Tiny teddies
- Flavoured Noodles
- Processed Fruit Bars
- Nuts or eggs due to allergies

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**

Families are required 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 sunscreen prior to your child arriving at the centre. There is sunscreen available in the foyer 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 in using the Xplor app and our iPads. 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, educators 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.

## **COVID 19 Policy**

During periods of high risk of contamination, we will follow the Department of Education guidelines. Alternate care for your child may be necessary when restricted access is

occurring. Regular updates will be emailed to you as necessary. Positive cases of COVID-19 will notify the service and will not attend the service for 7 days and must be symptom-free before returning to the service. Children who are household contacts of a person who has tested positive to covid 19 will not attend preschool for 7 days.

## **Photos:**

Families may take photos of their own children at preschool, however taking photos of other children is not permitted. Likewise photos of any other child must not be posted on any form of social media.

## **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.

## 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
- ▶ Jenny Agnew – President
- ▶ Lynne Howard or Kristin Hopkins– Nominated Supervisor
- ▶ 12 Dobell Drive, Wangi Wangi NSW 2267
- ▶ [office@peterpanpreschool.com.au](mailto: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.



## 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 9.45-11.30 Wangi School Hall

Contact Brianna – 0421 488 815, Alyce 0406 731 684

Arcadia Vale Little Cherubs Playgroup meets Tuesday 9.30 at Arcadia Vale Public School –

[arcadiavaleplaygroup@gmail.com](mailto:arcadiavaleplaygroup@gmail.com)

### **C.A.L.M Community Activities Lake Macquarie**

Children & Family Services

Youth Services

OOSH Services

111 The Boulevard, Toronto

Ph: 4950 3855

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