



Pymble Turrumurra Pre-school

Parent Handbook 2018

“Where play is the business of childhood”

Welcome To Pymble Turramurra Pre-school

(also known as 'Handley Avenue')

Pymble Turramurra Pre-school (PTP) is committed to serving the community by continuing to provide and manage a licensed Pre-school which provides quality care and education.

The National Quality Framework (NQF) is the rating and quality assurance by which we are appraised. All care and education services in Australia are measured by these Standards.

In 2012 Pymble Turramurra Pre-school was rated as 'Exceeding the National Standard' in all seven Quality Areas.

The Pre-school aims to cater for the individual needs of children and their families within a safe, supportive, healthy and challenging environment.

We hope that you and your child will enjoy your time at Handley Avenue and thank you for sharing your child with us.

**21 Handley Avenue
TURRAMURRA NSW 2074**

Telephone: 9449 1445

Fax: 9983 1068

Email: info@pymbleturrapreschool.org.au

Website: www.pymbleturrapreschool.org.au


 Find us on facebook



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Benefits of Pre-School

The Pre-school aims to provide an environment that prepares children for school by helping children to develop:

- self confidence and a positive self-esteem
- skills to develop good relationships with other children and adults
- acceptance of rules
- the expression of feelings in an acceptable way
- self-help skills to work towards independence
- language in order to contribute to the group and establish friendships
- a positive body image and competent gross motor and fine motor skills
- self expression through speech, movement, music and creative activities
- ways to use a wide variety of play materials in creative play
- the preliminary steps leading to reading, writing and simple concepts of number.
- skills to observe, question and to organise ideas
- curiosity to explore new experiences

Pre-school is an exciting and happy time and educationalists consider that this stage of the child's life plays a vital part in his/her future development



Pymble Turramurra Pre-school Philosophy

Pymble Turramurra Pre-school (PTP, Handley Ave) is committed to the provision of a safe, nurturing, caring, social, stimulating learning environment for children and families.

We believe that learning is a process of investigation, exploration, and practice, and that the child is a co-creator of their environment in collaboration with families and staff.

As **Early Childhood Educators** we will:

- Acknowledge the cultural and linguistic skills, varied backgrounds and belief systems of each child, family and staff member.
- Display a sense of professionalism and pride in our unique centre and always speak highly of our Centre, staff and the service that we provide.
- See ourselves as lifelong reflective learners of Early Childhood practices seeking to continually improve our knowledge base and standard of experiences for every child.
- Advocate and protect the rights of the child.
- Ensure that children, families and the visitors to our centre are respectful of our early childhood environment.
- Listen, communicate, respect, appreciate, support and value each other in a positive team environment.
- Strive to work as an entire team, rotating working partners on a regular basis, thereby promoting growth and partnership with all colleagues.

In relation to the **Children** we will:

- Respect and nurture each individual child's uniqueness and style of learning, to promote the 'Whole Child', to create a sense of 'Belonging, Being and Becoming'.
- Endeavour to provide the highest standard of care.
- Act as positive role models and provide responsive, reciprocal and respectful interactions and educational experiences, as well as encouraging children to learn through play, discovery and exploration.
- Provide opportunities for each child to learn in a positive, social, play based learning environment.
- Endeavour to meet every child's needs within the scope of the programme, the facilities and the capabilities of the staff and the service.

In respect to **Families** we will:

- Strive to develop positive relationships and partnerships with families that are based on mutual trust and open communication, welcoming and valuing parental input.
- Encourage communication and sharing of knowledge with parents to further develop our understanding of their child, promoting planning and programming needs.



- Operate a service that incorporates sequential days of attendance (Monday/Tuesday/Wednesday & Thursday/Friday).
- Involve parents and the community in the decision-making and direction of the Pre-school through the elected Board of Management.
- Respect the rights and beliefs of individual families and use this information to promote discussion and reflection, ensuring the needs of families are met.

In respect to **Community** we will:

- Act as a resource for families by sharing, exchanging or linking them with information regarding other professional services within the community.
- Implement the laws, policies and regulations by which we are bound as Early Childhood Educators
- Encourage community involvement within our Centre.

In respect to the **Environment** we will:

- Provide an aesthetically pleasing, welcoming, inclusive, environment, which will facilitate enquiry-based learning and provide each child with a sense of belonging.
- Strive to implement environmentally sustainable practices in all parts of the Pre-school and to educate the families and children about the importance of these.

In respect to **Management** we will:

- Communicate effectively with the Board of Management.
- Implement all PTP policies and procedures, and review these systematically and/or when required.
- Provide a not-for-profit, community-based service, that is affordable and accessible.

In respect to the **Programme** we will:

- Involve the families and wider community.
- Document the child's learning journey of growing strengths and interests considering a range of Early Childhood theories.
- Use the *Early Years Learning Framework* (EYLF) as a guide to providing links to the child's education.
- Use the *National Quality Framework* and the *National Law and the Education and Care Services Regulations 2011* to underpin the programme.
- Help guide each child in understanding events that occur in the wider community.
- Operate an 'open plan' learning environment where children can develop a sense of belonging to the entire preschool.
- Provide an environment where children can develop practical school readiness skills in an engaging and interactive way, meeting the necessary social and emotional needs for children to be successful in their transition to school.



Pymble Turramurra Pre-school Incorporated

Pymble Turramurra Pre-school is a non-profit organisation run by a volunteer Board of Management elected from members and licensed to operate under Clause 32(1) of the Children (Care & Protection) Act 1987.

The Pre-school was built in 1962 and extended in 1965, 1975, 1991, 2007, 2008 and 2012. Funds for building works have been raised by interested parents and residents. The PTP building is on land leased from Ku-ring-gai Municipal Council.

Membership of the Pre-school for a parent is obligatory during the period a child is attending the Pre-school. The annual membership fee is \$3.00, payable with the Confirmation of Enrolment fee.

The Board Of Management is elected by members at the Annual General Meeting held in February each year.

The Rules of the Pre-school are available to members on request to the Secretary.

Child Protection

The staff and management of Pymble Turramurra Pre-school (PTP) understand that the safety, welfare, protection and well-being of the child is paramount. The Pre-school is committed to its duty of care regarding reportable conduct.

Ethical Conduct

At PTP we respect the human rights of all people, and practice equal opportunities in employment and the Pre-school education programme. No type of discrimination, harassment or inappropriate behaviour is acceptable.

Children with Additional Needs

The PTP centre has a deep commitment to the inclusion and education of children with additional needs and we provide a qualified Educational Support Teacher to ensure that these needs are met.



Privacy Declaration

Personal information collected and/or held by PTP will only be used for the purpose for which it was collected or otherwise in accordance with the National Privacy Principles (NPPs).

PTP will hold the information securely and will only disclose personal information in accordance with its Privacy Declaration, which is available from the Pre-school. If you would like to request access to your personal information or find out more about how PTP respects your right to privacy, please contact the Nominated Supervisor on 02 9499 1445.

The Programme

All the Educators at Pymble Turramurra Pre-school are trained and experienced in areas of Early Childhood Education. All of our Teachers have an Early Childhood specific University qualification, having studied for 3 or 4 years.

Due to the high standard of commitment of our staff, we are able to provide developmental and educational programs for individual children.

The staff develop a daily program, observe the children in their care and plan programs around the needs and interests of the children.

A Portfolio for each child, with work samples, photos and observation notes is kept.

Our programme offers a wide range of stimulating educational activities based on a daily routine. Individual needs of particular age groups are taken into account when programming. The children are given an opportunity to try a wide range of different activities and thus enrich their learning experiences.

Hours of Operation

HOURS: Monday, Tuesday, Wednesday – 3 day Group - 9.00 am - 3.00 pm
Thursday, Friday – 2 day Group – 8.30am – 4.00pm

The Pre-school operates on term dates as set for the NSW Public Schools and is closed on Public Holidays and School Holidays

The Pre-school is licensed for 45 children a day.

- 45 children attend twice a week – Thurs & Fri (2 Day Group)
- 45 children attend three times a week - Mon, Tues, & Wed (3 Day Group)

In order to give our staff as much preparation and conferencing time together in the mornings we encourage parents and carers to wait outside the door prior to Pre-school opening. No early drop offs or late pick-ups are permitted.



Funding

The Pre-school is funded in part by DET Grants from the NSW Department of Community Services and in cases of certain children with special needs – by the Pre-school Disability Support Program (PDSP).

Fees

These are payable in full at the beginning of each term. Invoices are issued at the conclusion of the previous term. A contribution towards maintaining our beautiful grounds is payable by each child on their commencement at Pre-school. This is included in the initial fee invoice.

Payments are to be made by Direct Deposit into the Pymble Turramurra Pre-school Account, with receipt details of the deposit placed in the fee box in the Pre-school foyer. Please ensure to use your child's surname as a Direct Deposit text reference.

Bank: Bendigo Bank Account Name: Pymble Turramurra Preschool
BSB: 633 000 Account: 134822931

Bank account details are also included on the fee invoices and appear on the website.

Your fees go towards running costs eg electricity, water rates, lease, insurance, maintenance, play materials, wages etc.

The Pre-school is able to offer limited fee relief to low income families. Enquiries regarding further information can be made to the Director.

Outstanding Accounts

Late payments will incur a late payment fee of \$50 (2 day) & \$80 (3 day). If the fees are still outstanding after the due date shown on the late fee invoice the matter will be referred to the Board of Management. Failure to pay fees may lead to the child's enrolment being withdrawn.

Child Care Benefit

Pymble Turramurra Pre-school is a **REGISTERED** provider with CENTRELINK – Family Assistance. This means that our parents gain a flat rate of approx 60 cents per hour Child Care Benefit. (**NOT** the Government rebate as per an approved carer child care centre)

A Child Care Receipt will be issued at the end of each term. It is your responsibility to claim the rebate within 12 months from the date of attendance.

You must let us know if you require a receipt by completing the form provided in your pocket during the first week of Term 1.



Tax Deductible gifts

The Pre-school is able to accept tax deductible gifts for its building fund. Where a donation over \$2 is made a receipt will be issued and the gift will be used to improve the facilities at the Pre-school.

What to Bring To Pre-School

A school bag large enough to hold the following:-

- A labelled separate Morning Tea container
- A labelled **lunch box** with packed lunch
- A labelled **drink bottle** with drink for lunch time
- An **extra water bottle** for your child to keep in their locker and access throughout the day (if you wish)
- A **sun hat** – summer & winter
- **Spare clothes** in a plastic bag (underwear and appropriate clothes for the season) Please clearly label all clothes.

NB. Toys are NOT to be brought to Pre-school.

All clothes, shoes and **belongings must be labelled.**

The staff are not responsible for loss of belongings.

Food & Drink

Your child will need to bring: -

- A piece of fruit and/or cracker biscuits for morning tea (in a small container).
- A nourishing lunch (in a small lunch box).
(NB. We cannot heat or re-heat meals due to Food Handling Regulations)
- A drink for lunch time (no fizzy drinks please)
- A water bottle to access throughout the day.

Please do not provide cakes or biscuits, roll-ups or sugar-coated fruit, as we encourage good nutrition at Pre-school.

Foods such as lollies, chips, cakes, chocolate etc are not to be brought to Pre-school.

Exceptions will be made for:-

1. A child's birthday, where they can bring cupcakes to celebrate that special occasion with his/her group.
2. Cooking experiences provided by your child's teacher.
3. Other special occasions within the Pre-school, which you will be notified about.



We have a water bubbler in our backyard so that drinking water is always available to the children.

If you have concerns about your child's eating and drinking habits please discuss them with your child. Staff are here to encourage good habits but staff/child ratios determine that they cannot be held responsible for unfinished food and drink.

Allergies

It is vital that you give the Pre-school details of any allergies that your child may have. We do have children attending who have extreme life threatening allergic reactions when exposed to certain foods. Where necessary, families attending will be advised so that those foods can be avoided in all children's lunches brought to Pre-school. Your co-operation is important so that we can uphold our duty of care to these anaphylactic children.

Nut Free Policy

Some children who attend Pymble Turramurra Pre-school may suffer from Anaphylaxis (a life threatening allergic reaction).

One of the ways our Pre-school supports these children is by making it a 'nut free' zone. Consequently we request that no food containing nuts or parts of nuts (eg, Peanut Butter, Nutella, some muesli bars) be sent to Pre-school for your own child's consumption.

Enclosed in your Welcome/Orientation kit is an information sheet about our Nut free policy, foods containing nuts, and packing healthy lunch boxes. We do ask you to keep this list handy and consult it if you are unsure about the suitability of the food you are including in your child's lunch. Please ensure that anyone else who packs your child's lunch is aware that nuts, food containing nuts or nut traces are not to be packed for Pre-school.

If you have any concerns or queries about this please discuss these with the staff as it is vital to the safety of all the children at our Pre-school.

Birthday Celebrations

You are welcome to send some **Birthday Cupcakes** for your child to celebrate with his/her group. There are **15** children in each group.

If your child is having a party please be mindful when distributing invitations. To help avoid disappointment and children being unnecessarily upset, we recommend that unless all 15 children in the class are being invited, invitations are best not distributed via the pockets at Pre-school.



Helping your child feel more secure on their first days

Children have a variety of responses to their introduction to Pre-school. The staff will work with you to ensure that your child has a happy and positive start.

Interactions between staff and parents or staff and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.

Talk about Pre-school at home. Mention the names of the staff and other children. Talk about the things the child will be able to do at Pre-school that are fun and enjoyable.

Since you have decided that coming to Pre-school is a good thing for your child, don't give him/her a choice about attending.

Try to leave time for a relaxed start to the day.

Try to arrive at Pre-school punctually. Late starts are not helpful to a child who may be finding it difficult to settle once the program has begun.

Be happy and positive in your approach. Your child will sense your anxiety and could become uncertain.

When leaving your child it is best to make sure you say goodbye and then leave confidently, even if there are tears – most children will settle before you even get in your car! Hesitating and not going after you have said your goodbyes only confuses them. Reassuring your child that everything is alright and letting them know that you will return later can help them settle.

It sometimes helps to establish a routine when leaving. eg. giving your child a cuddle and giving them to a staff member. At first some children protest strongly while others may take a day or two to realise that you are leaving them and begin to protest after several days.

Children soon learn that you do return and in the mean time they are well cared for.



Expectations for Children

With 90 children per week attending our Pre-school, there are clear expectations to ensure that Pre-school is a happy and fair place for all. The expectations listed below are consistent in each group. Consideration is given to their appropriateness for children with special needs. The expectations are related to basic health, safety and social issues.

The children are encouraged to do the following:

Activities

- Use quiet voices during play
- Walk whilst inside
- Pass through doorways courteously
- Treat the equipment with respect
- Help pack away toys
- Take turns and share

Mealtimes

- Acknowledge thanks for food
- Sit down whilst eating
- Wash hands before eating and after messy play

General

- Say please/thank you and speak politely to Educators and children
- Remain in areas of staff supervision
- Attempt to do own socks and shoes
- Wear hats while playing outside
- Interact with other children positively (eg. without hitting/fighting/teasing/biting, etc)
- Use tissues for runny noses



Daily Routine

8.30	Thursday and Friday early starters
9.00	Children arrive
9.15	Home Base (greetings, discussion of activities for the day)
9.35	Group focus time with Teacher in learning areas
10.30	Morning tea and outdoor play
11.00	Group focus time with own Teacher – literacy, drama, music exploration
11.30	Free play in open plan learning areas
12.30	Lunch
1.00	Outdoor play
1.30	Relaxation time and quiet activities in Upstairs and Downstairs areas
2.30	Home base with own teachers, pack away and quiet play before home time
3.00	Pre-school close - Monday, Tuesday and Wednesday
4.00	Pre-school close - Thursday and Friday



Arriving & Departing

- On arrival, encourage your child to unpack their own bag and put items in the appropriate place.
- Parent/Carer **MUST** sign the attendance sheet, notifying staff of any unusual departures or collections.
- **No one, except legally authorised adults nominated in writing by the legally authorised parents, is allowed to pick up children from the Pre-school.** Staff will **not** allow children to be taken unless this authorisation is given. (Photo identification can be asked for.)
- Notify staff before leaving in the morning and afternoon.
- If a child has not been collected by the designated closure time, the Pre-school will contact the parents, or if unable to do so will contact a person who is listed as the 'Emergency Contact' on the enrolment details form.
- At all times when on the premises, siblings are the responsibility of the parents or carers – siblings or attending children are **not at any time, to be left unsupervised in the playground.**
- Please assist staff by leaving the Pre-school promptly after pick-up.
- It is illegal to leave children unattended in the car.
- Remember to hold your children's hands when leaving the Pre-school.

Collection of Children

If there are to be any changes to the normal arrangements for the collection of your child, staff must be advised in writing or by telephone in advance.

- A child may not be collected from a Pre-school unless by a person authorised by a parent
- Children should be delivered to and collected from the Pre-school by a person over the age of eighteen (18).

Absence from Pre-school

If your child is to be absent from Pre-school, we would appreciate a telephone call or an email (info@pymbleturrapreschool.org.au) so that we may advise your child's teacher.

If your child's absence is due to an infectious disease, it is important you advise us immediately. Although the child's name will not be publicised, we do need to inform other families at the centre about the illness.



Morning Routine

- Arrive prior to 9.10am
- **Complete Attendance Register details as required - record time of arrival and your signature.**
- Children are encouraged to 'sign in' too, writing their name on their class sign in list.
- Check your child's communication pocket.
- Place your child's communication book in the basket.
- If necessary, record any medication details, including parent signature, on a medication form. Medication book is located near the attendance book in the foyer.
All medicines must be handed to a staff member.
PLEASE DO NOT LEAVE MEDICATION IN BAGS OR LOCKERS.
- Place morning tea in the coloured tub provided in your child's locker area.
- Place lunch box in fridge.
- Put sun-hat and sun lotion on your child.
- Place your child's bag in their locker.
- To ensure that your child settles quickly into activities of the day, please take him/her to one of the staff on duty. Advise staff of any relevant details eg. eating, changes to routine, etc.
- Advise staff of any changes to normal collection procedures of your children.
- **Ensure you always say goodbye to your child when leaving.**

Afternoon Routine

- Please ensure staff know who is collecting your child.
- Record time of departure in Attendance Register and sign.
- Collect bags, craft, medicines, notices from your child's communication pocket.



Clothing

Please dress children in suitable, **labelled** play clothes and shoes.

While paints, etc usually come out in the wash, accidents do happen so it is best to send the children along in 'less than good clothes'

Children must be free to get involved in the activities provided, therefore, simple, comfortable play clothes are encouraged.

Please do not dress your child in clothing with cords eg. Shorts, hats, etc. as these have the potential to become caught on equipment and may cause serious harm to your child.

Please ensure that your child's footwear is suitable for safe outdoor climbing ie. no thongs or party shoes.

All children need to have a spare set of clothes as they may need changing after water play, messy play and of course, the 'occasional accident'. Pre-school has a limited supply of spare clothing. Please supply at least one change of clothing and underclothing (including socks) in your child's bag.

Sun hats are required EVERYDAY of the year.

Wet paint can be washed out in cold water. If the paint has dried, soak garment overnight in cold soapy water then hand wash in lukewarm water using ordinary soap.

Do not use hot water, laundry detergents or spray-on stain removers. Do not machine wash.

Toys & Belongings

We do not encourage children to bring their own toys to Pre-school. It is a good idea to leave these special toys at home. Many children have similar toys and can mistake someone else's toy for their own. Children do become very upset if their toy is lost, borrowed or broken by another child.

Pre-school will not hold any responsibility for any personal belongings. Any possessions brought must come entirely at the parent's own risk with regards to breakage or loss.

Please be reassured that security/comfort items, such as a blanky or favourite soft toys are allowed if you feel that it is necessary.

Please do not send your child in Super Hero costumes as this can lead to non-productive and aggressive play.

Please ensure that all items and clothing brought to Pre-school are clearly labelled with your child's name.



Enrolments & Withdrawals

Applications for the Pre-school waiting list will be accepted when children turn 2 (two).

Pymble Turramurra Pre-school provides for children who are old enough to attend school the following year. Children who turn 4 before 31st July are eligible to attend Pymble Turramurra Pre-school.

A fee of \$200.00 is payable on confirmation of a definite booking. Notification is usually given around mid-year of the year prior to the child's attendance at the Pre-school. Bookings will be automatically cancelled if payment is not received within 7 days of confirmation.

To secure a place, an upfront payment approximating 50% of the Term 1 fees is payable in the November of the year prior to entry. This amount is non-refundable and is deducted from the Term 1 invoice. If this amount is not paid, the place is forfeited; however families may request to remain on the waitlist.

Parents are encouraged to familiarise themselves and their child with the centre prior to commencement. An Orientation Day and a Parent Information evening will be arranged to assist in this.

Terminating enrolment for your child during the year – the preschool requires 4 weeks written notice to the Director, to avoid further fee charges.

Parent Participation

Parental involvement is vital to maintain a high quality service. Parents are strongly encouraged to take an interest in and be actively involved in the Pre-school.

Your contribution of ideas, experiences and skills are welcomed and greatly valued by our Pre-school. You are encouraged to share your skills and experiences in music, craft, gardening, storytelling, cooking, expertise in a language other than English with the children. Please speak to your child's teacher about a time for you to come and share with the children.

A copy of the Pre-school Parent Participation policy is provided for your information.



Fundraising Policy

The Pre-school relies on donated funds from the PTP Social Committee to fund a variety of activities, notably: capital improvements, additional materials for the children to use and extra activities for the children to experience.

A copy of the Pre-school Fundraising policy is provided for your information.

Parent Information

Communications: Communication between Pre-school and home is valued and encouraged. Good communication can enhance your families pre-school experience.

Communication at Pre-school can take the following forms.

- Face to face verbal interactions at arrival and departure times.
- Your child's Communication Book – where parents are able to leave detailed written messages expressing concerns, positive or evaluative input that they feel they need to let the teacher know. The class teachers use the Communication Book to communicate with parents.
- Communication pockets – each child has an allocated pocket in which written communication is placed.
- Weekly summaries of each groups activities are emailed out
- Regular newsletters are emailed out to all families
- Messages and reminders are emailed out to families
- Noticeboards at the front door and in the foyer display current messages and happenings at the preschool
- A display board above the lockers in the foyer area shows 'learning stories' for each group.
- A slideshow of photos taken during the day is shown on the television in the foyer
- Occasionally staff will ask parents to complete short surveys
- Regular Board of Management meetings are held. Parents are welcome to attend these meetings.

It is the parents responsibility to read notices and keep up to date with current issues and events at Pre-school.

Change of Details and Absences

You **MUST advise office staff** promptly of any change of address and/or telephone numbers. This is particularly important for emergency numbers/mobile numbers of alternative carers.



Parent Library

The Pre-school has a collection of resource books in our parent library in the foyer. Parents are free to borrow these books.

Excursions: Parents will be advised of these in writing requesting permission a week prior to the outing. A fee may be required for these.

Incursions: Several of these are planned throughout the year to enhance learning experiences. If extra payment is required for these you will be notified.

Records: are kept on each child including a progress report on their stages of development. All information about children, families and staff is confidential. As a parent you may look at your child's records on request. Please speak to your child's teacher.

Health

To ensure that Pymble Turramurra Pre-school is a healthy environment for children and staff, parents are reminded to be aware of the following:

Immunisation

The Pre-school maintains a register that lists the immunisation status of each child. This register is reviewed at regular intervals.

All children attending the Pre-school are immunised, as per NSW Government requirements.

Exclusions

Guidelines for exclusions for infectious diseases (NSW Health Department of Infectious Disease control) are listed on the next page.

Medical consent

In the case of a child becoming unwell, the staff reserve the right to call in medical advice if considered necessary, and may send any child home who is unwell.

If parent/guardian consent has been given, children's panadol will be administered when deemed necessary.



Guidelines for exclusions for infectious diseases

PLEASE NOTIFY THE PRE-SCHOOL - concerning any of the following:

Infectious Disease	Period of Exclusion
Chicken Pox	At least 5 days after the first spots appear OR when blisters have ALL crusted.
Diarrhoea	Keep at home until diarrhoea has STOPPED and bowel actions have become a normal colour and are soft and formed. The child must be clear for at least 24hours before returning to Pre-school.
German Measles (Rubella)	At least 4 days after the rash appears.
Hepatitis A	7 days from the first signs of jaundice.
Influenza	5 days after the appearance of the first symptoms
Measles	At least 4 days after appearance of rash
Mumps	Until child is FULLY recovered and for 9 days after the appearance of the swelling.
Vomiting	Child to be kept at home for at least 24 hours after vomiting has finished. If your child last vomited at 1am but not since, they are NOT to be brought to pre-school the next day.
Whooping Cough	Child should be kept home for 14 days from the start of illness or until 5 days from the start of a 14 day course of antibiotics has been completed.



Medication

If medication needs to be administered at Pre-school, a Medication Consent Form must be completed. Information to be provided on this form will include the following details (written down clearly): date, child's name, name of medication, dosage to be given, time to be given, any Special Instructions, Signature of Parent

A parent/guardian must sign the form once it is completed.

The Medication Consent Forms are located near the sign on book.

All medication must be in the original bottle or packaging with the medication name, child's name, dosage required and use by date.

Medication must be handed to staff and not left in lockers.

Children on prescribed antibiotic medication are not permitted to attend for the first 24 hours of treatment.

Non-prescribed medication such as cough mixture, Demazin and any over-the-counter remedies will only be administered with written authorisation from a General Practitioner.

Children being given multiple medications (2 or more), need the medications to be accompanied by a Doctor's letter.



The Pre-school has further information on all of the above. A copy of the Medication Policy is provided for your information.

Please do not hesitate to ask if you have any concerns about your child's health.

We will contact you if your child is unsettled or ill.

Emergency Procedures/Evacuation

Fire drills and evacuation drills will be routinely practiced with the children in accordance with Department of Education & Community Service regulations.



Sun Protection

It is Pre-school policy to encourage the wearing of sun hats and appropriate clothing (shirts with collars and sleeves) to protect against the sun. The staff and parents will model skin protective behaviours and adopt a NO HAT/PLAY IN THE SHADE policy.

Suitable hats include:

- a broad brimmed hat with a brim size of at least 6cm
- a legionnaire hat
- a bucket style hat with a brim size of at least 5cm and a deep crown.

We advise that you apply sunscreen to your child prior to coming to Pre-school.

All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

A copy of the Pre-school Sun Protection policy is provided for your information.

Suggestions & Grievances

As a community Pre-school we welcome parent feedback.

If for any reason you have a concern about something at Pre-school please let us know immediately.

When a grievance is raised concerning the Pre-school the grievance policy and procedure will be followed. A copy of the policy is provided for your information.

If you have a suggestion please email the President of the Board of Management – president@pymbleturrapreschool.org.au. The suggestion can then be discussed at the next Board meeting. Suggestions may be lodged anonymously. However, signed submissions will receive a written reply shortly after the Board meeting.



2018 PTP Term Dates

Term 1 Tuesday 30th January – Friday 13th April

Term 2 Monday 30th April - Friday 6th July

Term 3 Monday 23rd July - Friday 28th September

Term 4 Monday 15th October – Tuesday 18th December

** Staff Development Day to be advised. **

2018 PTP Holiday Dates

Term 1 Monday 16th April – Friday 27th April

Term 2 Monday 9th July – Friday 20th July

Term 3 Monday 1st Oct – Friday 12th Oct

Term 4 Wednesday 19th Dec – January 2019

