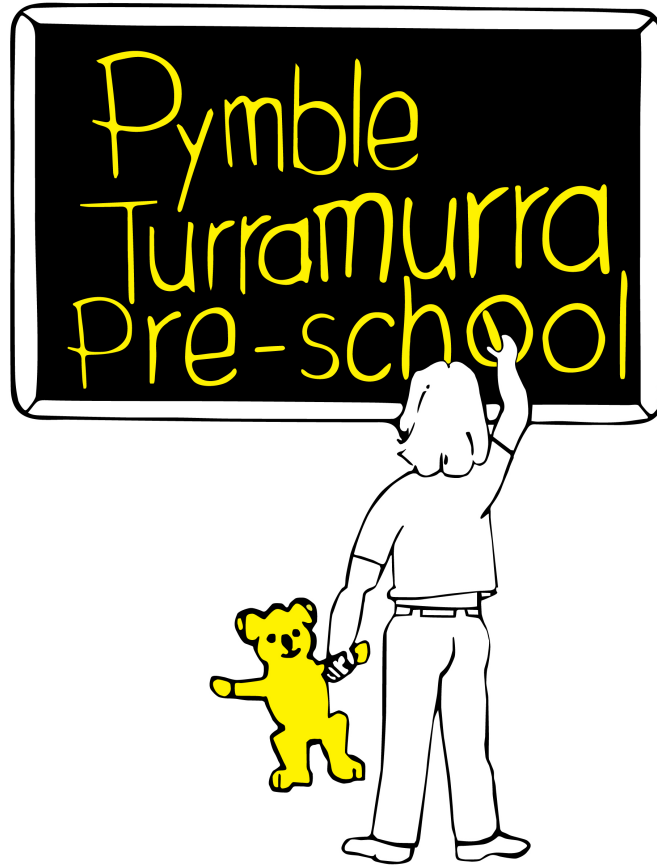


# PROSPECTUS



“Where play is the business of childhood”

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## 1.0 Welcome to Pymble Turramurra Pre-school

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

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

At Pymble Turramurra Pre-school it is our goal to ensure that each child is prepared and ready to enter their first year of school. Our approach is to ensure that each child:

- Is socialised and enabled to work both individually and within a group environment
- Has a basic understanding of developmentally appropriate concepts
- Is confident, relaxed and excited about starting school
- Is equipped intellectually, physically, socially and cognitively for school

## 2.0 History

The Pre-school was built in 1962 and extended in 1965, 1975, 1991, 2007, 2008, and 2015 with funds raised by interested parents and residents on land leased from Ku-ring-gai Municipal Council.

Pymble Turramurra Pre-school is incorporated under the Associations Incorporation Act 1984. We are a non-profit organisation run by a volunteer Board of Management (BOM), drawn from the Members. The BOM is licensed to operate under Clause 32(1) of the Children (Care & Protection) Act 1987 and is responsible for all aspects of the control and management of the Pre-school.

The BOM is elected by members at the Annual General Meeting held early in the calendar year. Constitution and Rules of the Pre-school are available to members on request to the Secretary.

## 3.0 Hours of operation

Hours:	Monday – Wednesday	9.00 am - 3.00 pm
	Thursday & Friday	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. Children may not be left at the Pre-school before or after these hours.

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

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

## 4.0 Philosophy

Pymble Turramurra Pre-school (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 and varied backgrounds and belief systems of each child, family and staff.
- 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 the 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 alternate days of attendance (Monday/Wednesday/Friday & Tuesday/Thursday).
- 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 the 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 Pymble Turramurra Pre-school 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 Pre-school.
- 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.

Sources: Early Childhood Australia Code of Ethics  
 Early Years Learning Framework  
 National Quality Framework  
 National Law & the Education & Care Services National Regulations 2011  
 Quality Area 7 – Leadership and Service Management (7.2.1)

## **5.0 The Staff**

The DAILY staff consists of:

- 1 Director
- 3 Teachers  
     1 Inclusion support Teacher
- 3 Assistants

The Pre-school also employs:

- 1 part time Teacher
- 1 part time Administrative Assistant

## 6.0 A Typical Pre-school Day

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

## 7.0 Eligibility

Pymble Turramurra Pre-school provides for children who are old enough to attend school the following year.

Children who turn 4 before 31<sup>st</sup> July are eligible to attend Pymble Turramurra Pre-school.

## 8.0 Applying for the Waiting List

Waiting List Application Forms can be obtained by phoning, visiting the Pre-school or downloading it from the Pre-school website.

The waitlist form is to be returned to the Pre-school with a \$50.00 (includes GST) waiting list application fee (cash in person or by Direct Debit into the Pre-school account).

The waitlist form will only be processed when the waitlist payment has been received. If the form is lodged before the payment has been received, the date of lodgement of the waitlist will be the date that the payment was made. The form will then be added to the waiting list.

Before accepting the application form, the child's date of birth will be checked via their Birth Certificate to ensure that it is correct for the requested year of attendance. The form is then signed with the date and time noted and added to the waiting list in order of date/time. A waiting list confirmation letter will be forwarded to the applicant to confirm the details within 2 weeks of receiving the application.

Waiting List Fees are non-refundable and do not guarantee an offer of a place.

In the case of a family making multiple applications of enrolment for the same year, this fee is payable per application up to a maximum of \$100.00. A separate form is required for each child.

***Parents are requested to inform the Pre-school of any change of address or phone number. If parents are uncontactable at the time enrolments start, the place will offered to the next child on the list. Parents should also contact the Pre-school if the place is no longer be required.***

## 9.0 Maintenance Fee

The initial fee invoice issued to each child on their commencement at Pre-school includes \$100.00 that contributes to the cost of maintaining our beautiful grounds.

## 10.0 Offer and Acceptance of a position

**Children will be admitted to the Pre-school in the year in which they turn four years of age on or before 31<sup>st</sup> July.**

Families are usually notified of confirmation during the year prior to the child's attendance at the Pre-school. Once an offer of place is made and an Enrolment form given to the family, a fee of \$200.00 is payable to secure the place. The place will be automatically cancelled if payment is not received by the date outlined in the letter of offer. The \$200.00 deposit is non-refundable and non-transferable.

## 11.0 Schedule of Fees @ January 2019

- Waiting list application fee (includes GST) \$50.00  
(non-refundable, non-transferrable)
- Enrolment fee - payable for each year of attendance \$200.00  
(Confirmation of place fee \$197 and Membership fee\* of \$3 per year)  
Non-refundable, non-transferable
- There are 2 fee levels at PTP–  
NSW Govt funded fee (for children who are 4 or older by the 31st July in the year they attend)  
Reduced fee (for those families who hold a Health Care Card or Pension Card)

**In 2019 all children (except HCC, Pension card & ATSI) WILL pay the NSW Govt funded fee.**

	Funded fee (NSW Govt funded)  Paid in 3 instalments at the beginning of Terms 1, 2 and 3	HCC, Pension card, ATSI (Reduced fees)  Paid in 3 instalments at the beginning of Terms 1, 2 and 3
3 day group	\$1,980	\$990
2 day group	\$1,320	\$660

- An annual Maintenance Levy of \$100 is payable with the first Fee Instalment. \*\*

\*. Membership of the Pre-school (\$3.00) for a parent is obligatory while their child is attending Pymble Turramurra Pre-school

\*\* The initial fee invoice issued to each child at the beginning of the year or on their commencement during the year includes \$100.00 that contributes to the cost of maintaining our beautiful grounds.



## **12.0 Fundraising & Social Events**

The Pre-school relies on donated funds from the Pymble Turramurra Pre-school 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.

As a community based Pre-school it is expected that each family contributes to these fund raising efforts. Participation in fundraising activities is voluntary but strongly encouraged. The level of commitment of each family to fundraising should be broadly equitable. Fund raising shall be 'per family', the Pre-school does not expect that families with multiple children attending the Pre-school would contribute multiple times.

Fund raising is the responsibility of the Pymble Turramurra Pre-school Social Committee not the professional staff at the Pre-school. If parents have a concern with a specific or general fundraising matter they should initially direct it to the Social Committee Board member. If the matter cannot be resolved it can then be referred to the President of the Board.

## **13.0 Parent Involvement and Volunteering**

As a community Pre-school, parents are strongly encouraged to be actively involved in the leadership and workings of Pymble Turramurra Pre-school. This ensures the continued existence, overall progression and maintenance of the Pre-school itself.

Our Members (parents) elect the new BOM at the Annual General Meeting held in February/March each year. Full management information can be found in Pymble Turramurra Pre-school's Charter document on our website.

The positions open for re-election annually are: President, Vice President, Treasurer, Secretary, Enrolment Secretary, Works Convenor, Grants Officer, Fees Officer, Marketing and Promotions, Social Convenor 2 day, Social Convenor 3 day and Computer/IT.