We welcome your involvement in our Centre. You are welcome to visit the centre at any time to see what is happening in our program. We also value parent contributions to our program—this may be to share special knowledge, skills or talents—to help out with routine tasks or just to take part in children's activities.

Clothing and Footwear
Please provide appropriate named clothing and footwear for your child when they attend Pre-school. While we use smocks for messy activities such as painting, it is best that children are dressed in clothes that are appropriate for messy activities or activities such as climbing. Please keep in mind the centre's clothing policy when dressing your child and avoid sleeveless dresses and shirts. Thongs are not allowed as they are a hazard when children are climbing. Please include a spare set of clothes in your child's bag each day.

We also allow children to take off their shoes when weather permits and have a shoe box which we use to store the children's shoes. As it is common for children to have similar shoes, please name your child's shoes.

Toys from home
We do not encourage children to bring toys from home to child care (unless they are for a specific calendar event). Toys from home can often be lost or broken when brought into the pre-school environment resulting in stress to children, families and staff.

If you are having difficulties helping your child understand this, please see a staff member and we will be happy to help.

Absences
Please notify the Kindy room if your child will not be attending due to illness or holidays. The centre requires 2 weeks notice for allowable absences for long day care bookings, however it is also useful for us to be aware when your child will not be attending due to illness or other circumstances.

Similarly, please inform staff if your child has been diagnosed with an illness, or if their health needs change. For the health and safety of all children, some illnesses are required to be notified to all families within the room (eg head lice, conjunctivitis, chicken pox etc). Notification of these illnesses will be done via a note on the door entering the room. Please be assured that confidentiality will be adhered to at all times regarding this information.

Special Programs:
Library: Children attending Pre-school are able to borrow books from the school Library. Thursday is the day that we have a structured library session and borrowing. However children who come on other days are able to borrow books either with parents before Pre-school or on informal visits during pre-school sessions. If you would like your child to borrow books—Please send along a separate library bag to ensure the care of books.

Languages: We have small group Greek language and culture sessions to support home language and to build children's understanding. We also sing songs and learn greetings and other words in other home languages to broaden children's awareness. We welcome parent's input in teaching us new words, games and songs.

Medication
You must complete and sign a medication form for each day that your child requires any form of medication. Please speak to a staff member in the room if your child requires medication.

Sunscreen: We have sunscreen available—and help children to apply this throughout the day. Parents

Staff:
Anne-Marie Shin- Early Childhood Director
Mardi Matthew : Team leader
Jenni Harpas - Preschool Teacher
Deana Frangos & Tara Hore- Child Care Professionals
Silvana Bajic - Early Childhood Worker

We are here to support you and your child. We will keep in communication about your child's development. Please do not hesitate to make a time to talk about how your child is going at Pre-school, or about any concerns or ideas that you have.

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Session Times:

Sessional Pre-school: Monday–Friday
Morning: 8.45—11.30am
Afternoon: 12.45—3.30pm (not Fridays)

Care Session times:
Before Pre-school Care: 7.45—8.45 am
Lunch Care: 11.30am—12.45 pm
After Pre-school Care: 3.30—6.00pm
Friday: Long Day Care: 7.45am—6 pm

Fees:
Sessional Pre-school: $90 per term (invoiced through the School)
Long Day Care: (invoiced through ELC)
$70 per day
$10 Before Preschool Care per day
$16 Lunch Care per day
$21 After Pre-school Care per day

Children are eligible for Sessional Pre-school for 12 months prior to commencing school. Generally they commence sessional pre-school in the school term after they turn 4 years of age.

Sessional Pre-school operates in school term time. In school holiday periods, long day care must be booked if required.

Many children attend for a combination of Pre-school sessions and Long day care. Any changes to bookings of Long Day care must be made in writing using the Notification of Changes form. 2 weeks notice is required to change or cancel bookings.

Arrival and Departure:
It is a legal requirement for Long Day care licensing that children are signed in and out of Child care sessions. (If your child only does lunch care this means signing against the lunch care times.)

There is a Pre-school only: sign in sheet also for children who do not require care sessions.

What Do I Need To Bring
- a hat that can be placed in your child’s inside drawer each day.
- spare clothes in case of toilet accidents or weather changes
- A water bottle if your child wants to keep a drink in their drawer – water only please.
- For Pre-school sessions—please pack a morning snack—this could be fruit/ veg or a small sandwich; or cheese/ crackers—please do not pack any sweet biscuits, chips, lollies, popcorn, or chocolate. Also No Nuts or foods containing nuts due to our school allergen policy: If children are booked into Long Day Care—snacks are provided.

Please clearly label all your child’s hats, clothes and belongings with their name.

We have water and cups available at all times.

Learning Folders:
Each child has a folder with stories and samples of work that illustrate children’s development and learning. Please talk with staff if you would like to see and/or borrow this folder to read with your family.

Your child also has an art folder, located near the lockers. Most of your child’s artwork goes in this and we ask that you check this and take the artwork home regularly.

Curriculum:
The period between 3—5 years of age is a time for immense growth in language development, socialization and critical thinking.

The Early years Learning framework works towards children’s learning in 5 outcome areas:
1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We use these outcome area, children’s interests and our professional knowledge about early childhood learning to shape the Big ideas for our termly programs. Programme information is on display on the noticeboards as you walk into the Kindy room.

PLAY is the main vehicle for learning at Preschool. This is both self directed and guided. We assess how children are playing and teach them skills to extend their learning, imagination and skills. We provide times throughout the year for parents to come in and talk with staff about children’s progress, go through their child’s learning folder and share insights about their child.

At the end of Pre-school you will receive a Summative Report. This is a short written statement of children’s learning which can be passed on to the child’s school to support successful transition.