

Welcome to
GyMEA Community Preschool



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Parent and Caregiver Handbook 2025

Welcome

The Board of Management and staff of Gymea Community Preschool wish to welcome you and your child to our Centre.

This booklet gives you an overview of the preschool. It is important that you keep this Handbook in a safe place, so that you can refer to it when you need to.

We look forward to a happy and rewarding relationship with you and your family.

The preschool is partly funded through the Start Strong Preschool Grant and additionally in 2025, families can elect to access “Fee Relief” funding to be applied to their preschool fees.

We are licensed by the NSW Department of Education and Care and are a non- profit organisation. The preschool is licensed for 60 children per day and operates between the hours of 8 am to 3:30 pm.



We also offer extended hours care from 3:30 pm – 4pm for a limit of 20 children only.

Bookings for After Care are essential and additional fee of

\$10 per session applies. Priority is given to working parents, however if placements are available, casual use of this service is extended to all parents.

Daily Fees for 2025

As a **Not for Profit Community Based Preschool** we are eligible for the Start Strong Grant from the NSW State Government to run the Preschool:

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong>

Traditionally the combination of this grant and Fees from parents creates our Preschool Budget.

Daily Fee Rates for 2025 before Fee Relief is applied

Children turning 4 or 5 by 31st July 2025	\$60.00 per day
Children turning 3 by 31st July 2025	\$65.00 per day
Children with a diagnosed disability, Aboriginal and Torres Strait Islander peoples or Low Income families	\$25.00 per day
After Care Fee for all children accessing after care	\$10.00 per session

We are Open throughout School Terms Only



Please note that the preschool's normal operating hours are:

8am to 3:30 pm

If you arrive after 3:30pm Staff will place your child into After Care and you will be charged the \$10 After Care Fee. If you arrive after 3:30pm and After Care is already full or if you arrive after 4pm closing time a late fee will apply.

Our History

In 1945 Gymea was a very different place from what it is today. President Avenue was still a dirt road. The rail line had only recently been extended from Sutherland to Cronulla. In Gymea there were only a few shops – no banks, no post office, no school and no kindergarten. Mrs Baker had to take her young daughter Judy all the way to Cronulla Kindergarten which had opened in 1939, and she felt that Gymea needed its own kindergarten. She began door knocking to see if there were children in the families and for parents to support the idea of starting a kindergarten.



The secretary of the Cronulla Kindergarten suggested that a former teacher of theirs, Joan Hemmings, might be approached to be the teacher at Gymea. In February 1946, Gymea Kindergarten was in operation. The Reverend Crouch and his wife allowed the kindergarten to use the hall 5 days a week.

These early years at Gymea Kindy were happy ones. Parents worked hard to raise the money to pay the staff which together with the Council grant was 25 pound (\$50) a year. They conducted the famous “flower show” under a big marquee in Gymea and the annual Kindergarten ball, held in the Cecil Hotel Ballroom at Cronulla, attracted a great crowd.

Beds for the children’s rest were delivered and parents made little chairs for the children to sit on. Milk and apples were supplied daily for sixpence a week and permanent attendance costs were 2/6 (25 cents) a week. Children from as “far” as Caringbah and Miranda were enrolled, as well as from Gymea and Gymea Bay.

In early 1947 Mr Frank Reeves (who supervised the financial side of the setting up of the kindergarten and held various positions on the Board over a long period) wrote to Council. He wrote that there were 32 children attending the Kindy and he stated that the hall they occupied in Warburton Street was too small and they desired to secure an alternative.

site close to the railway station. The hunt was on for a new site and negotiations were carried out over the next few years.

Then in November 1949, the Trustees of the Gospel Hall asked the Kindergarten to find other accommodation, as the church needed the use of the hall. At this stage the kindergarten was forced to close for a few months in early 1950 while seeking alternative accommodation. This was eventually found in the former Scout Hall near the corner of Talara Road and Forest Road. Many of the children met at Gymea railway station and travelled by bus to the Kindy.

Then unexpectedly in 1950, Mr Reeves received a letter from Council advising that they were about to inspect a block of land situated north of the railway line and invited the committee to join the inspection. The owners agreed to sell, and settlement took place in October 1950

A permanent building

Council provided £250 and the Kindergarten £100 towards the construction of the building on the site in Talara Road. It was built during 1951 and 1952 and the children, Miss Watson and Mrs McNorton moved in, in early 1952, before it was even completely finished, thrilled to have their own building.

60 Years on and a new building

In 2006 after many years of planning and fundraising by the hardworking committees and parents, the Kindergarten's goal of building a new, modern and more appropriate facility for the community's changing needs, was finally realised. With significant help from the State and Local

Governments, construction of the "new" Gymea Community Preschool began in 2006, ready for completion and a new year, in a new building in 2007. Moving in over the Easter school holidays, staff and parents put in a huge effort to move the entire contents of the preschool from the 'old' building before its demolition.



The Playground is upgraded

In 2011 using monies from the fund-raising efforts of the Preschool parents together with a State Government Grant we were able to create a magnificent Garden for the children and families. The Outdoor environment now boasts a double sandpit with Board walk, a sensory garden, bike track and digging patch, together with a dry creek bed, and raised veggie beds. The final addition to the garden was made at our 70th Birthday Celebration in September 2016. This year we are busy planning for more upgrades to take place... so watch this space!



GyMEA Community Preschool continues to be the place that we know and love today.

It continues to be managed by dedicated parents who donate their time and energy each month at the Board of Management meetings and the committed parents who give their time to organise social events for the preschool.

We thank all those parents who have helped throughout the years to maintain the fantastic reputation that GyMEA Community Preschool enjoys each day.

GyMEA Community Preschool Philosophy

At GyMEA Community Preschool we RECOGNISE:

- ▶ The Dharawal people, the traditional owners of the land on which we learn and play. We acknowledge our responsibility to learn from the local Aboriginal community to implement practices and policies that are respectful of their land, language, culture and traditions.
- ▶ We are all advocates for a sustainable future, and we build knowledge, attitudes and understanding by role modelling and implementing achievable actions that protect our environment and care for all living creatures.
- ▶ Children's wellbeing and needs will best be met through a partnership with families and community so that expertise and experience from all can be used to direct and inform a high quality program.
- ▶ The value of community collaboration and the role the Board of Management play in ensuring that decisions are in the best interests of all stakeholders.
- ▶ Ensuring multiple ways of communicating and collaborating is vital to meet diverse needs and build connections.
- ▶ We are guided by the Early Years Learning Framework, The National Quality Standards, The United Nations Convention of the Rights of the Child and The Australian Professional Standards for Teachers.

At GyMEA Community Preschool we KNOW:

- ▶ Children learn best when they feel a sense of belonging, safety and value.
- ▶ Every child has a right to experience belonging. Our practices will foster belonging to our preschool, cultures and community through continuity and genuine and meaningful relationships that nourish children's learning and development.
- ▶ When children, families and educators feel safe and supported, they are confident participants in our preschool.
- ▶ Relationships are always evolving, and continual reflection is required to maintain these relationships and improve our practices.
- ▶ Positive mental health in the early years creates a solid foundation for the future.
- ▶ Continual Professional Development will support staff to be competent, achieve goals, learn new skills, increase expertise and contribute more to our preschool community.
- ▶ Deeper understanding and genuine attachments are formed when educators follow children's lead and tailor their approaches.

At Gymea Community Preschool we BELIEVE:

- ▶ In a holistic approach where children experience the joy of an unhurried childhood whilst meeting challenges and transitions with self-belief and resilience.
- ▶ Every child is unique, significant and worthy of being listened to and treated with fairness, kindness and respect.
- ▶ A considered and supervised program that supports risky play in all weather conditions will provide children with opportunities to challenge their skills, learn about injury risk and make informed judgments.
- ▶ Children learn best in environments that are designed for inclusion, invite them to play, inspire them to create and challenge them to develop.
- ▶ Children can build relationships, learn and share their expertise with their peers when educators provide empowering environments that support small group interactions, collaborative play and autonomy.
- ▶ Our educators and staff are the foundation of our preschool and their continuity, diversity, strength, expertise, spirit and passions are valued and recognised.
- ▶ Working as a team helps us to combine our diversities to achieve common goals, critically reflect and learn from each other.
- ▶ Supporting high quality educators to apply expertise and focus on specific programs and environments will result in high quality outcomes for all of our community.
- ▶ Acknowledging days that are meaningful and relevant to our community helps us build connections.
- ▶ Critical reflection engaging all stakeholders is key to continual improvement and considered decisions.

At Gymea Community Preschool we UNDERSTAND:

- ▶ The importance of having a program and practices that is dynamic and responsive to children's innate sense of curiosity, continuous growth and change.
- ▶ That we have guidelines, policies and procedures that need to be followed and updated regularly in order to provide the best care, support and environment.
- ▶ The importance of working in partnership with families and the community, particularly our local Aboriginal community, to build and offer environments that are an extension of where we come from and what we know.
- ▶ A positive and energized work environment is influenced by the provision of an organised, effective and appropriate leadership team who shares their knowledge and support staff to succeed.
- ▶ Caring for and educating children will be multifaceted. As well as embedding developmental outcomes, we will also encompass approaches to health, inclusion, spirituality and relationships.

The Board of Management

The Cooperative Rules state that the Preschool must have an 8 member active Board which is elected at our Annual General Meeting, to oversee the management of the kindergarten. These positions must be filled for the Preschool to operate as required by the Cooperative rules.

The Board of Management is comprised of President, Vice-President, Secretary, Treasurer, Building & Maintenance officer, Publicity officer, WH&S delegate, and Fundraising Committee representative.

This committee holds office for twelve months and meets each month to discuss the operation of the Preschool. If you are interested in assisting with the management of the preschool, please discuss the positions available with a committee member or the Director. New faces are always welcome.

Staff

Our preschool recognizes that high quality services are provided by high quality staff. It is for this reason that there is a strong focus on the professional development of the staff at the preschool. All staff have extensive experience and/or qualifications in early childhood education.



Teachers and Educators at the preschool attend professional development training courses each Term. These are pupil free Staff development days, and no fees are charged for these days. Exact dates are noted on the last page of this Handbook.

The preschool regularly holds staff meetings, Classroom meetings and provides programming time to ensure that staff are well informed and supported to provide a high quality program. We have 3 educators in each Classroom to support the provision of fantastic learning programs such as “Munch and Move and SNAPS (Occupational Therapy Program) and to provide support to children with additional needs.

The staff at the preschool consists of:

In each Classroom:

- University trained teacher
- Educator with a Diploma of Children’s Services
- Educator with a Certificate 3 in Children’ s Services

Supported by:

- Finance Officer and Admin
- Part Time Cleaner
- Support Worker
- A University trained non-teaching Director
- University trained part time Educational Leader
- An Outdoor Educator

All Primary Care giving Staff have a current Apply First Aid Certificate and Current Child Protection Training

Parent Fundraising Committee

The preschool has a Parent Fundraising Committee which meets regularly. This committee organises social activities such as disco nights, parents' night out etc.

Any money raised from the social events held during the year will be used to improve the preschool, purchase and maintain new equipment for the children. The preschool hopes you will support these events whenever they are organised.

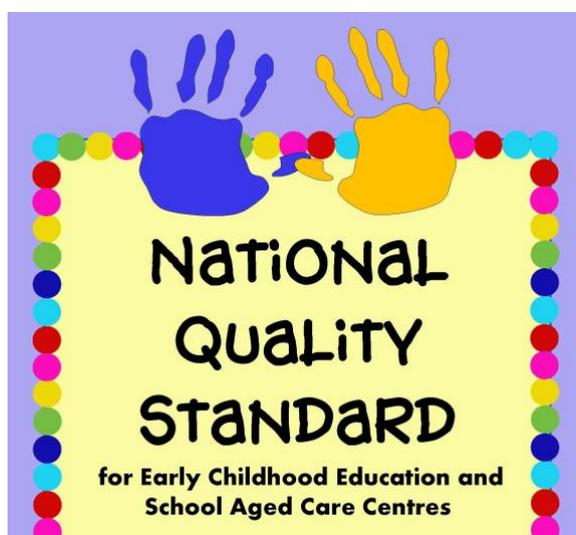
The Children's Educational Preschool Program

Our preschool educational program recognises the individuality of all Children. We cater for children's overall development within our play-based program. Within the preschool experiences, we will be providing for your child's physical, creative, emotional, intellectual, social and language development through open-ended exploratory play.

The trained staff of our preschool will ensure that an engaging and challenging learning environment is provided which will foster and enhance your child's experience and learning development. The staff support the growth of each child in all developmental areas by identifying their strengths and areas to be developed and provide a variety of experiences based on children's emerging and developing interests.

Staff have developed fluidity in daily routines that best meet the needs of all children. We recognise the importance of approaching each day with flexibility whilst catering for individual needs and preferences.

A strong link between the home and the preschool is important for your child. You can share in your child's experience at preschool by talking about their day, exploring our digital platform with your child, participating in activities, valuing and admiring any "work" brought home. Communicating with staff and sharing your own special skills or interests, cultural celebrations or weekend happenings as well as attending social functions at the preschool, also develop and maintain strong links between the home and preschool.



In 2012, the National Quality Framework was introduced to standardise expectations for the Education and Care Services of Young Children across Australia.

- Quality Area 1: Educational Program and Practice.
- Quality Area 2: Children’s Health and Safety
- Quality Area 3: Physical Environment
- Quality Area 4: Staffing Arrangements
- Quality Area 5: Relationships with Children
- Quality Area 6: Collaborative Relationships with Families and Communities
- Quality Area 7: Leadership and Management

In August 2023 we proudly achieved a rating of:

“EXCEEDING” NATIONAL QUALITY STANDARDS.”

This is the third time that we have achieved this rating since its inception in 2012 and proudly strive to provide such rating in future.

Your Child’s Learning Journey

- Teachers and Educators in your child’s class will be responsible for observing and planning for your child’s individual strengths, emerging skills and interests.
- Developmental recordings in all areas of your child’s ongoing development are kept and an individual program for your child is developed.
- Our Teachers and Educators use the Online Documentation Program called “Storypark” to Record and communicate your child’s learning via photos, video, audio and observations within a secure online environment. Your family will receive feedback and plan new ways to extend children’s unique interests and abilities.
- On OWNA you are invited to stories about your child’s interests at home, holiday activities, comment on an observation or the program in general.
- Parent input is greatly valued, and we strongly encourage families to add to their child’s early learning journey.

Within your child's Owna page you will find:

Learning stories

This is an observation written in the child's or adult's voice and is accompanied by photos. It is supported with a quote/link from the national Early Years Learning Framework, teacher's thoughts and ideas to extend on the experience. From these observations the child's interests, friendships and development can be seen.



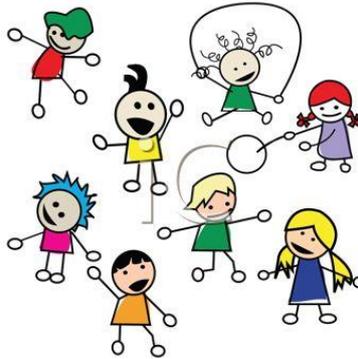
At Preschool you will find:

- **Planned experiences:** Each week the educational team in your child's class will develop a program that supports the holistic development of each child.
- **The weekly program:** The weekly program is informed by the teacher's observations of your child, your child's goals, the children's interest, their culture and any input from their families and the children's voice.



Guiding Children's Behaviour

Child rearing beliefs and practices vary greatly among families and cultures. It is with this in mind that the preschool bases its procedures and strategies for guiding and managing children's behaviour.



Good early childhood practice ensures:

- Children are encouraged by staff to resolve conflict, solve disagreements and problems, and express their feelings and frustrations
- No form of physical punishment, intimidation or humiliation is used by staff
- A sound understanding of child development assist staff in establishing clear, well-defined limits

Our expectations of children's behaviour is both developmentally appropriate and realistic. Staff are trained to guide children towards learning how to manage their emotions and to support them as they develop self-control to regulate their behaviour.

We understand that this is a different learning curve for all children, and we are here to support families and to create consistent expectations between home and Preschool.

Anti Bias

The preschool recognises the cultural, linguistic, religious and social diversity of the families and children in our care. Preschool staff are committed to providing a quality program that offers all children the opportunity to interact and learn together.

Each child is valued for their uniqueness. Differences are respected, ideas and behaviours considered biased are encouraged to develop creating an inclusive environment at preschool. Because of this, teachers actively role model and encourage understanding and respect for diversity amongst the children. The program provides equipment, music, activities and resources that reflect the likeness and differences in our society. It encourages children to have pride in their heritage and value the existence of other cultures.

Our Transition to Preschool Program:

1. We encourage families to book a tour of the Preschool when you place your child's name on the Waiting List. Please bring your child along, so that we can meet them.
2. The year before enrolment we have a Play Date at Preschool. Parents and children stay and play at Preschool, this helps to create a feeling of safety for your child. Exploring the Preschool with their parent or caregiver is vital in building a sense of belonging for your child and family.
3. You will receive a welcome letter from your child's teachers. Photos are attached and we ask that you place these on display at home. Your child can learn the teachers' names and by the time they start Preschool the teachers' faces are well known to them.

Your child's first days



A new situation can be a little worrisome to your child.

- Settling into preschool will be a little easier if you stay a while (15-20 minutes on the first day) and you both become involved in an activity. When the time comes for you to leave, your child may become upset.
- Don't worry, this is perfectly normal, just call a staff member and say goodbye to your child and leave quickly.
- You are always very welcome to call the Preschool as often as you need to throughout the day to check on your child.

Often children settle quickly, but we understand a call provides great peace of mind for you to know that they are happy and well cared for. Please call 9524 8098 at any time for a quick 'check in' conversation.

Consistency is the key to your child settling in the first few weeks, so keep the routine simple and predictable each day when you arrive. After the first week aim to reduce your drop off routine to approx. 10 minutes.

Remember to say goodbye and tell your child you will be back. This is important in building trust and predictability for them. Avoid slipping away whilst they are distracted, this will only make consecutive mornings more difficult. Our experienced staff will support your child to settle happily into preschool and enjoy the day.

Arriving & departing each day

- Please sign your child in at the sign in station in the foyer of our preschool. It is important that their parent or caregiver sign them in as this is a required document. Please share with staff any information around: WHO IS PICKING YOUR CHILD UP TODAY if not yourself. (this must be a person Authorised by you on your Child's enrolment form)
- Walk your child to their classrooms and support them to unpack their own bag. Their lunch and drink bottle can go into the fridge and their bag can go into their locker.
- Similarly, on collection of your child, please notify staff of your arrival before collecting your child and signing them out. If you wish to speak in more detail with a teacher about your child, please make an appointment time. Our staff will be busily supervising other children at drop off and pick up times each day, however we welcome your dialogue and thoughts at a mutually convenient time.
- It is a National Regulation that you nominate alternate authorised persons who will collect your child if you cannot. It is your obligation to let us know who is collecting your child (in the comments section on the OWNA platform). The first time that Staff are introduced to each Authorised person they will ask for a Driver's License as proof of identity. Please don't be offended. This is for your child's safety. The staff cannot release your child to an unauthorised person.
- Please regularly check your OWNA notifications or email (if you have provided an email address for correspondence) daily as important reminder/information is provided regularly.

What to bring:

Lunch and Morning Tea

Young children need a wholesome and nutritious packed lunch to satisfy their appetite.

The preschool has an Anaphylaxis policy, which excludes any food with nuts including peanut butter and Nutella.

While at preschool you will be required to provide:

- Your child's food for the day can be packed into one well labelled lunch box. A drink, big enough for morning teatime and lunchtime, in a drink bottle with a covered mouthpiece for hygiene reasons. Please NO "fizzy drinks" – we suggest water rather than juice which is surprisingly high in natural sugar.
- Suggestions include fruit (cut up), sultanas, yogurt, or cheese stick. A nutritious lunch of either sandwiches, salad, cheese cubes, boiled egg or veggie sticks with extras such as rice crackers.
- Remember, children between 4-7 years of age only need one serve of fruit per day, 2 serves of vegetables, 2 serves of dairy and 5 serves of breads and cereals.
- The preschool's health policy excludes lollies, sweets, biscuits, cake, chips, fairy bread, and 'rollups' as these are high in sugar and considered more appropriate for special occasions at home, such as party or "sometimes" food.
- All food and drink must be put in the fridges provided in each room when your child arrives at preschool. Do not include metal ring-pull cans of any sort as the children may cut themselves on these items.
- To encourage your child's independence, we suggest you cut the ends of cheese sticks, etc, cut fruit up and store foods in easy to open containers for your child's ease. Why not practice at home in the holidays?
- Please remember to label all lunch boxes and drink bottles

Clothing

We take as much care as possible to ensure that the children's clothing and belongings remain with their owner. Please label everything clearly to assist staff.

Lost Property is stored for your convenience in baskets in the Preschool Foyer.

We have an All-Weather Program.

When the weather is warm but rainy, we invite you to send your child's raincoat and boots to Preschool so that they can enjoy playing in the rain with our Teachers and Educators.

Rest time

Everybody is different!

All children have the opportunity to rest during the day, but no child is forced to sleep. Our Teachers and Educators will have conversations throughout the year with all parents as your child's needs for a rest change. Each room provides mattresses for the children to sleep. At times some children may benefit from quiet activities such as a story as they rest. Relaxation activities, stories and quiet music are some of the options for Rest Time.

Children who do not require a rest will continue playing in our afternoon program.

Sheets

Should your child require a rest on a mattress, for health reasons, you will need to provide a sheet for rest time.

Cot size sheet sets are perfect!

Simply sew the flat and fitted sheets together by joining them along the base line of the fitted sheet...that way neither sheet will be lost.

Toys

Our preschool is very fortunate to be well equipped with games, puzzles, books, etc., to meet the needs of all children. Please leave home toys AT HOME to avoid children losing, damaging or becoming distracted or distressed by their own personal items in their lockers throughout the day. Each classroom will provide an experience for children to link home with preschool. Your teachers will share more information throughout the year.

In summary, please remember to:

- Send your child in suitable clothing, remembering that many activities throughout the day are active and may be messy.
- Clothing must cover the shoulders i.e. no singlet tops or strappy dresses in accordance with our Sun Protection Policy.
- Preschool will provide a clearly labelled hat for each child which covers the ears and the back of the neck. The hats will always stay at Preschool and will be laundered regularly.
- Sunscreen is provided, and we ask that parents apply this upon arrival or at home before coming to Preschool.
- Please provide a full change of clothes each day, including underwear and socks.
- Ensure that your child has appropriate footwear for play (particularly bike riding and climbing. To avoid injury: No thongs or crocs or party shoes that do not have adequate grip on the soles of the shoes.)
- Dress your child in clothes that are easy for them pull on and off, particularly when they are trying to go to the toilet.
- A backpack that is large enough to carry all their belongings: Lunch box, drink bottle, change of clothes and lots of craft items at the end of the day!

Remember to label all these items with your child's name.

Special Occasions

- If your child/family celebrates special or cultural events during the year, please inform us so we can celebrate too.
- When your child celebrates their birthday, you may like to bring individual cakes to share with the 20 children in their class.
- Due to our nut-aware policy, please ensure all ingredients do not contain traces of nuts.
- Alternatively providing other items such as individual jelly cups or ice blocks that we can easily store in each classroom fridge.

If in doubt, please check with staff beforehand.

Parent involvement

The preschool appreciates any help and ideas parents can contribute, in the following ways:

- Assisting with fundraising and attending meetings
- Input into programs, policies and procedures in the preschool
- Attending social functions: Preschool Disco, Market Nights, Parenting Program
- Reading and responding to the preschool's newsletter
- Completing surveys and questionnaires the preschool distributes
- Attending parent information evenings at the preschool
- We acknowledge that your family are your child's first teachers, and we are keen to learn from you and to work in a partnership in educating your child.
- We plan to have lots of events throughout the year involving our Families and we warmly invite you to join us.
 - Easter Celebration
 - Mother's Pampering morning (Mother's Day)
 - Father's breakfast at Preschool (Father's Day)
 - Christmas Concert and Graduation

Parent Library

Families are welcome to access our parent library, which is located in the foyer. Here you will find books, which may be borrowed for up to 2 weeks and informative pamphlets which you can take. If you have an interest in a certain topic and you cannot find information relating to this in our library, please ask staff for assistance. We will endeavour to find the relevant information for you. The Preschool's policy folder and OH&S policy folder are located here also for your perusal but must be kept on the premises. Please see the Director if you have any queries about particular policies.

Parent and caregiver communication

Communication between parents/caregivers and staff is very important, as we are here to compliment what you already do at home and extend further upon this. Types of communication used include:

- Conversation; both formal and informal
- Online documentation and notifications
- Parent info nights
- Newsletters
- Communication slips/white board notices
- Suggestion Box
- The preschool website
- emails

Parent teacher Meeting

- Our Teachers and Educators are available to families to discuss their children.
- Once a year we schedule a Parent/Teacher Meeting for each child.
- Should you require a private chat at any other time throughout the year please make a time with your teacher, so that alternate staff can be organised to supervise their classroom.

Students and Therapists:

During the year our Preschool accepts placements of students from universities, TAFE colleges and high school work experience students. The experience they gain from a quality Early Childhood Education and care service such as ours is invaluable to their studies and professional development. Therapists who support Children are regular visitors to the Preschool. Anyone who is over the age of 18 will be required to have a Working with children check number.

Students and Therapists to the preschool are never left alone with children and are not permitted to give advice to parents. All students are supervised closely by the staff. As part of their studies, students may observe the children and plan for them accordingly.

Relief Staff

From time to time you may notice that regular members of the teaching staff are absent. The continuity of care is important and where possible we will use the same relief staff.

FEES AND FEE POLICY

Enrolment Fee / Bond

An enrolment fee is required on acceptance of your child's placement for a child and must be paid prior to the child commencing at the preschool.

The total of this fee comprises an amount of a **deposit of \$280**.

This is a non-refundable fee. If you chose to pull your child out from Gynea Community Preschool before they commence you forfeit this fee. Upon your child starting with the preschool this deposit will transfer into their bond. (Which is retained until the end of the child's attendance at our Preschool. This Bond amount is then credited to families' account.).

If the child is to be withdrawn prior to the end of the calendar year, two weeks' notice is required in writing in "Term time" (i.e. excluding school holidays) in order to be eligible to receive a refund or credit of this fee.

In the event that such notice is not given two weeks prior to the finishing date, the daily fee will be deducted from the deposit for up to the two weeks or until a new enrolment is able to start.

The exception to this is Term four:

- If a position is to be vacated during term four, or a re-enrolment is cancelled after 15th November, the parent will forfeit the Enrolment Bond.

Attendance Fee

Fees are set annually by the Board of Management at the level calculated to cover the operating costs of the Preschool for the year. One hundred per cent attendance has been used in this calculation and therefore payment is required for all absences.

Fees are payable two weeks in advance of the last day of the billing period. Fees are direct debited fortnightly. We DO NOT accept card payments at the desk. Direct Debit need to be set up prior to the first week of term.

Receipts will be issued by the end of the next week of attendance.

If your child does not attend for two weeks, without notification to the preschool, and your payments are in arrears, your child's place will then become forfeit.

Fees in Arrears

In the event that a member should neglect to pay their fees by the due date, a personal reminder is issued, requesting confirmation of the anticipated date of payment.

- In circumstances of financial hardship, the Director, on Behalf of the Board of Management can approach the family involved to install a payment plan for the recovery of the fees.
- If payment is not forthcoming the Board of Management is informed of the arrears, on their instruction another invoice is issued with a warning of the last date payment is to be made (not earlier than the expiration of fourteen days from the date of the notice).
- If the requirements of any such notice as aforesaid are not complied with by the member. The share in respect of which the notice has been given can at any time thereafter, (before the payment as required by the notice has been made), be forfeited, by a resolution of the Board to that effect.
- A parent whose shares have been forfeited for a default on payment of calls shall cease to be a member in respect of the forfeited shares. They shall, notwithstanding, remain liable to pay the society all moneys, which at the date of forfeiture, were presently payable by that parent to the society.
- If payment is still not forthcoming a third letter is issued, this time stipulating a timetable for total payment. This letter also states the intention of the Preschool to take legal action via the local Sheriff (Statement and affidavit for default judgement) if the payment is not made within 14 days of the notice. This letter also states the Preschool's intention to claim all costs incurred by taking such legal action.

PAYMENT OF FEES

Under no circumstances will cash be accepted

Our team is available at Reception on Monday – Friday for account enquiries 8am to 330pm.

Direct Deposit:

Acc Name: Gynea Community Preschool

BSB: 062177

Acc No: 10300902

Please make sure your full name as a reference when making a Direct Deposit.

The preschool receives funding from DoE to subsidise eligible families. If your family fits one of the following criteria you are eligible to apply for a Fee Subsidy.

- A. You have a Low Income Health Care Card,
- B. You are Aboriginal or Torres Strait Islander
- C. have triplets, quads etc:
- D. Have a child with a Diagnosed Disability

Please speak to Reception.

Health, Hygiene and Safety:

The health and wellbeing of each child in care is a primary concern for all parents and preschool staff.

One of the primary roles of the preschool and staff is to promote, implement and role model good health practices and health education. Policy and procedures are implemented to prevent illness and accidents.

Staff are well trained to deal with any emergencies should they occur.

- First Aid training and child protection training is a priority of staff training requirement
- Emergency procedures are displayed. These procedures are practiced, evaluated and reviewed by staff on a regular basis.
- Immunisation:
- The NSW Department of Health requires parents of all children enrolling in Child Care facilities to provide documented evidence of the child's immunisation status.
- Your child's first year in childcare can be associated with illness due to the environment and increased social contact. Please let a staff member know about your child's night so they can monitor your child's health.
- If your child becomes ill at preschool you will be contacted so that your child can be taken home or to the doctor for medical advice. If parents cannot be contacted, those persons listed on the enrolment form as emergency contacts will be called. Children who are suffering from a contagious condition that may be spread through social contact may be excluded from the preschool.
- Children who have had a temperature in excess of 38 degrees C, vomiting, diarrhea, or are on antibiotics, penicillin or other medications should not return to preschool within 24 hours and may require a doctor's certificate to state that they are well enough to return to preschool.
- Medicines should only be brought to preschool with the knowledge of the teacher and can only be administered by a staff member if bearing a prescription specifically for the child by a doctor or health practitioner: ***Medication must not be left in your child's bag.***
- Parents will be required to complete a medical permission form concerning all details such as dosage, name of medication, time to be administered etc.
- If your child has a temperature above 38 degrees C during the day, the staff, with your consent, will administer Panadol, and you will be contacted to collect your child from the preschool. They cannot return to preschool until they have not had a temperature for 24 hours.

- If your child has ever needed medication for Asthma or anaphylaxis, you will be required to complete an Asthma or anaphylaxis action plan in conjunction with your Doctor before they commence their preschool attendance.
- Staff will administer your child's asthma medication and EpiPen if required, according to your doctor's instructions. All children who have Asthma must provide Ventolin and a spacer each day that your child attends the Preschool in case of an emergency asthma episode. All children who have anaphylaxis must supply their adrenaline injector everyday they attend preschool.

Enrolment Policy

Applications for enrolment are accepted at any time throughout the year and consideration is given in the order that applications are received for the year that they qualify, as well as Department of Education Priority Access Guidelines and the Co Operatives Rules.

Insurance

Your child is covered for injuries and, if necessary, an ambulance whilst at the preschool or on an excursion. Please be advised that this does not cover any Medicare related expenses. Please keep all receipts if you wish to be reimbursed. Accident insurance cover of up to \$2000.00 per child per year.

Conclusion

Please keep this handbook throughout the year as a handy source of information about the Preschool. Please also feel free to come and share any ideas, suggestions, worries or grievances about your child or the preschool with the Director or any members of the Board, or place them in the suggestion box.

We look forward to building a relationship with your family and caring for and educating your child in partnership with you.

Full policies are contained in the Policy Manual available near the Parent Resource Library in the foyer for your information.

Now to enjoy every step along your child's early learning journey!