

INFORMATION BOOKLET



Address: 312 Avoca Drive
Avoca Beach, NSW 2251

Phone: 02 43 811554

Fax: 02 43 811869

CCMS ID: 1-631-2420

ABN: 20 115 173 307

E-mail: hillside01@dodo.com.au

Welcome to Hillside Preschool
We look forward to a happy partnership
with you and your family

This information booklet is designed to help you become familiar
with how our centre operates

Hillside Preschool

SERVICE PHILOSOPHY

Children - We see children as unique and capable individuals, who come to our Service with their own interests, talents, skills, and ideas. We as Educators are well trained and passionate. We value, respect and appreciate this uniqueness. We feel children have a right to be active participants in their own learning and must be empowered to express their views and ideas. A child's opinion must be valued for its validity to their perspective and their autonomy and initiative needs to be respected. We as Educators will protect and cherish the innocence of children and thus provide a safe and secure environment. As we unpack the Early Years Learning Framework (EYLF) we will work alongside your child to actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills.

Family - We acknowledge that family is the most important and influential aspect in the lives of young children and the significance of their relationships cannot be underestimated. We aim to ensure we involve parents and families into all aspects of the programs development and implementation. We strive to develop positive, mutually respectful relationships with each family member, as we work in partnership to achieve the best possible outcomes for all. We believe that working in

partnerships with families is central to ensuring continuity and progression in a child's learning, development and future success.

Program - In Early Childhood Education the curriculum is not the focus, the children are. We feel that a meaningful, integrated, emergent curriculum using EYLF as the Framework is the most beneficial to children's learning across all developmental domains. A curriculum in which children are active participants and collaborators allows for a more individualistic and meaningful involvement by the children. We believe children are unique individuals who develop at their own rate, and thus by providing enriching, meaningful and realistic opportunities children will explore, create, discover, and imagine. Our programs reflect planned and spontaneous experiences designed to support children's development in all domains. Through the EYLF, the program will see Educators use intentional teaching, (it's deliberate, purposeful and thoughtful). Educators who engage in intentional teaching recognise that learning occurs in social contexts and that interactions and conversations are vitally important for learning. They actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills (EYLF).

Educators - For the Educators In any early childhood setting, team work and effective communication are essential requirements for positive outcomes across all aspects of the Services' functioning, for "together everyone achieves more". Educators are responsive to all children's strengths, abilities and interests. We will value and build on children's strengths, skills and knowledge to ensure their motivation and engagement in learning (EYLF). We aim to create an environment of trust and respect, where we work towards achieving a shared goal. Ongoing education and training is a critical aspect of staff's professional development. It is through accurate evaluation and assessment, which occurs when we critically reflect on our actions, that we are able to identify areas which may be considered a skill and those which may need further development. We recognise Educators/Staff as our Service's most precious resource and aim to provide them with a satisfying and safe working environment. Further we also appreciate the experience and skills of all Educators/Staff. We appreciate their dedication as an integral element of the success of our Service.

Community - We strive to be seen as a Service of Excellence within our community, a Service which values community involvement in all aspects of our program. A Service where community resources are utilised effectively, to enhance the growth and development of individual children, families, and Educators/Staff.

Environment - Children inherit connection to the natural world and, as Educators/Staff, we understand that children often develop their ideas and understandings of the world around them from the information presented to them by the significant adults in their lives. As we are one of these significant adults, we have a responsibility to present a positive approach to the environment. We also embrace diversity within our Service and the wider community, so that children view this diversity with a sense of appreciation and wonder rather than misunderstanding and fear. Through respect, acknowledgement, appreciation and acceptance of diversity within our Community, our Service will embrace, celebrate and share traditions and cultures throughout our program. Learning environments are welcoming spaces when they reflect and enrich the lives and identities of children and families participating in the setting and respond to their interests and needs. Our Service will cater for different capacities and learning styles and invite children and families to contribute ideas, interests and questions (EYLF).

Centre details

We are a licensed Long Day-care Centre and provide care for 36 children each day of the week. The Centre caters for morning tea, lunch and afternoon tea and the menu is prepared by qualified staff.

We provide before and after school care only for Avoca Primary school due to available bus services.

Address: 312 Avoca Drive, Avoca Beach NSW 2251
Telephone: 02 4381 1554 **Fax:** 02 4381 1869
E-mail: hillside01@dodo.com.au

Opening hours: 7.30am - 5.30pm from Monday to Friday

* a \$1 per minute surcharge applies for pick-up after 5.30pm

Staff:

Owner/Licensee:	Ross & Robin Nable
Authorised supervisor(s):	Eveline Fuller/Jess Nable
Koala room:	Rhonda Kay & Lara Toomey
Bellbirds room:	Jess Nable/Shjarn Wilcox/Rose Smith
Cook:	Fiona Rutter
Special needs:	Lisa Shaw
Casuals:	Joshua Nadin/Lisa Shaw/Sue Woods

Koala room: (2-3 years old)

Miss Rhonda - Associate diploma

Miss Lara - Cert 3

There are 2 staff looking after 16 children in the room

Bellbirds room: (3-6 years old)

Miss Jess - Early Childhood teacher (3yrs trained)

Miss Eveline - Early Childhood teacher (3yrs trained)

Miss Shjarn - Cert 3

Miss Lisa - Cert 3

There are 2 staff looking after 20 children in the room

All of our staff has knowledge, training and are experienced in Early Childhood education and care. Every staff member is trained in first aid and Anaphylaxis emergencies.

Priority of Access/waiting list

Children on our waiting list are recorded according to the date of application. Offers of spaces are then made for the required days for families to accept when they become available.

Priority of access is determined by guidelines from the Department of Education, Employment and Workplace Relations (DEEWR). These priorities are important and current families can be approached to change days temporarily to make room for families in need.

- Priority 1 A child at risk of serious abuse or neglect
- Priority 2 A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
- Priority 3 Any other child.

Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold (see inside back cover) or who or whose partner are on income support
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents

Fees

- Our daily fee for both rooms as of January 2012 is \$85 per day
- A non-refundable fee of \$45 is required for the first child and \$20 per child thereafter.
- A bond of \$150 is paid in advance and is refundable at the end of the year if your child is leaving for primary school or when your child leaves the service. 2 Weeks written notice needs to be

provided if your child leaves the service or if you would like to drop a day.

Fees may be paid by cheque, cash or credit on the premises or via Direct Debit into the Hillside Preschool account. We also provide families with the option of an automatic payment system via credit card and you will need to see the office about filling in the appropriate forms.

When paying direct debit please ensure that your details are with the payment and when you pay cash you can put your money in an envelope and place in the office in the secured letter box on the wall. A receipt will then be raised and placed in the box in your room near the sign in/out sheets.

Fee arrears/bad debits

We understand that sometimes families have difficulty in paying fees on time. If you are experiencing financial difficulty please talk to Robin to raise your concerns as soon as possible.

If fees are not kept one week in advance we will give you a friendly reminder. If fees are still outstanding you may be issued a statement of the amount owing. If payments are still an issue and you have not talked to Robin the centre reserves the right to request that you make alternative arrangements for your child's care.

Account statements are raised every month and are e-mailed to you or alternatively placed in your parent pocket on the wall chart.

Centre Closures

The centre is closed for public holidays and fees must be paid on these days. Make up days are available for parents to make use of afterwards depending on spaces available on other days. There are 6 public holidays during the year:

Australia day

Anzac Day

Good Friday

Queens Birthday

Easter Monday

October labour day

The centre will close at Christmas time (Dec/Jan) for approximately 3 weeks depending on what day is Christmas day. No fees will be paid during this time.

Orientation and settling in time

When enrolling please come and visit our centre with your child for an individual introduction to the service. We have an 'open door' policy and enrolled families can visit as often as they like to ensure that their child feels comfortable in their new surroundings.

Settling in is as individual as your child. It is not always easy and is different for every child. Some children are happy to leave their parents as soon as they see the play activities and resources but others may be more reluctant. Your child may take a few weeks to feel comfortable without you. We hope that you can support us by helping your child to settle in by *'saying goodbye and telling them that you will be back later to pick them up'* then leave promptly. If your child becomes too upset, staff will contact you to pick up a little earlier so that your child has a positive experience into the service until they are more settled. Remember we are only a phone call away so please ring us to see how well your child is settling in for the day.

Toys from home

Children are NOT permitted to bring toys or treats from home due to food allergies, breakage, loss and conflict between children. We would appreciate family support in this matter. If your child does need a comfort toy please stick to the soft cuddly kind, ensure it's clearly labelled and placed inside your sheet bag for rest time.

Family details

It is the responsibility of families to inform the centre of changes to your contact details such as phone numbers and change of address. You will also be required to update and re-submit enrolment forms each year.

Arrivals and Departures

As required by licensing, upon arrival you must sign the attendance register and put down the time that you arrive with your child at the centre. Upon departure the register must be signed again and the time recorded. Please ensure that a staff member knows your child has arrived and departed from the centre.

Authorisation to collect

If you want someone else to collect your child they must be authorised on the enrolment/emergency contact form. Please inform all nominated authorised collectors that they will be required to produce identification before we are able to let your child leave the centre. Please let staff know if you have arranged for someone else to collect your child and record their name on the attendance register. If you would like someone else to collect your child at the end of the day, please call the centre to let us know ahead of time so that staff is informed.

Uncollected children

If you are unable to collect your child by 5.30pm we reserve the right to charge \$1 per minute for every minute thereafter. Please remember to contact the centre to let us know your situation, as children can become upset if parents are late. If staff is aware then we can reassure your child that you are on your way or inform them of alternative arrangement. If no information from you is forthcoming staff will contact you or your emergency contacts within one hour after the centre closing. After the first hour and no one has arrived to collect your child staff will contact Terrigal Police Station and wait whilst the Department of Community Services is contacted.

Meals & Menu

All children are provided with a well-balanced diet through-out their day. Morning tea, lunch and afternoon tea are provided for and our weekly menu is displayed on the notice board in the foyer. Children are

encouraged to make choices to select their food and taste their meals and no food is ever withheld from any child. We can't allow children to bring lunch from home due to the high number of children with severe food allergies and intolerances. If your child is a fussy eater please discuss with staff so they can help to plan strategies to assist.

'Fruit & vegetable bowl' contribution is greatly appreciated by the centre. Your child may bring a piece of fruit or vegetable to share with his/her friends during morning/afternoon tea time. A food basket is placed in the foyer for your child to put their fruit into.

Allergies and special diets

Please inform staff upon enrolment if your child has any food allergies or intolerances. Please discuss with staff if your child has any additional requirements and we can work together with you to ensure your child's individual needs are met.

Medication

Only prescribed medication will be given to children. Medication needs to be in original packaging stating the name of the medicine, the dispensary and expiration date and is prescribed for that child.

If your child requires medication please consult your child's teacher and fill in and sign the medication form. No medication will be given without a signed medication form and please sign the form at the end of the day to ensure that medication has been given and check the recording of the time it was administered.

Never leave medication in your child's bag. Please give medication to a member of staff or place in the medication bag in the cupboard above the fridge or in the medication bag inside the fridge.

Asthma & Allergies

If your child has asthma an asthma plan must be completed by your Doctor, and their puffers supplied to centre staff each day they attend.

Puffers need to be labelled and placed in the medication bag in the kitchen. If your child has severe allergy that can cause an anaphylactic reaction please provide an action plan for anaphylaxis provided by your doctor. Please ensure that this plan is renewed every 12 months and the Epi-Pen medication is not out of date.

Child Profile

Please fill in the 'child profile' form provided in your information pack to ensure a smooth transition into the Centre. This form is important for your child's teacher to assist in making their first days as easy and comfortable as possible. If there are any special conditions that need to be brought to attention please let the office know.

Birthday celebrations

Birthdays are a special time for every child, so please let us celebrate with you. Feel free to bring in a cake for the children to share for afternoon tea time. In keeping with our focus on health and safety of the children and in accordance with our birthday cake policy, please provide us with a list of ingredients used. If the cake does not come with packaging or an ingredients list we can't serve it to the children. The cake will be covered with food film or cling wrap prior to placing candles to help prevent the spread of airborne illness when candles are blown out.

Sun safety

We aim to protect your child from the sun, which can cause permanent damage to young skin, by providing shaded areas to play in as well as limiting the time spent outside between the hours of 11am and 2pm.

Our sun safe policy states that parents will apply sunscreen to their child in the morning as they arrive at the centre. All children must wear a legionnaires style hat with a flap that protects the ears and neck or a 6cm wide brimmed hat. Hats must be worn all year round and Hillside Preschool school hats are available at the office for \$15.

What to bring every day

Please ensure that everything you bring to school is clearly labelled as we can't be responsible for lost unlabelled items. Each child will have their own locker to store their belongings in and each day your child will need:

- At least one set of spare clothes appropriate to all weather conditions. Children who are toilet training will need more sets of clothing especially underpants.
- Sun hat - 6 cm broad brimmed or legionnaire style hat
- Sheets - one cot size fitted and flat sheet secured in a labelled sheet bag.
- Nappies if required (3-4)

Please remember to send your child in appropriate play clothes as we believe that getting messy and sometimes wet or dirty are all part of exploring, learning and having fun. Appropriate shoes are also important, gumboots and thongs without a back-strap are difficult to run in.

Lost property

The centre has a lost property basket in each room. Although staff will regularly display these uncollected items, please continue to check the baskets for lost belongings. At the end of each term, uncollected items in the lost property baskets will be washed and either used in the centre's spare clothing provision or donated to local clothing appeals.

Rest time

All children are encouraged to rest during the day. It is not conditional that your child must sleep; it is simply a time to rest, relax and renew energy. Each child will have their own bed and we ask not to bring a full sized pillow as we have limited storage space.

Although our rest time routine remains throughout the year, children are offered quiet time activities as an alternative to sleeping. To support our 'transition to primary school' program children in the Bellbirds room will engage in our 'school readiness' program as from term 2.

Early Years Learning Framework

Our care and education platform is based on the Early Years Learning Framework (EYLF) of belonging, being and becoming and is governed by the National Quality Standards. The purpose of the National Law is to create a jointly governed uniform national approach to the regulations and quality assessment of education and care services. At Hillside preschool our educators actively engage in their own professional growth that leads to thoughtful judgement and decision making for all children's learning. Through reflective practice we think more deeply about our work that motivates us to explore new ideas and approaches to create a more spontaneous learning outcome.

In the classroom

Our daily activities are displayed in the room for you to reflect upon and Educators welcome and encourage the support from families to contribute in our day to day accomplishments. We have our routine displayed in the room for transition times and groupings, and we take part during our 'Morning Meeting' where we discuss topics and things we are interested in. Through this reflective process we recognise our learning and knowledge.

Our school readiness program supports play based learning and we incorporate technical skills such as mathematics and literacy as well as primary school orientation. We have a strong rapport with our local primary schools and will visit during the Bellbird children's orientation time at the end of the year.

Family Contribution

We are a small centre and value our family atmosphere. We encourage family participation through a number of ways such as menu suggestions, book reading, singing and dancing or an introduction to community professions, hobbies and special skills. With your input and expertise we can create the best learning environment for our children.

Winston Wombat: Is our Hillside family member that comes for a visit to your house for an overnight stay. Our much loved cuddly toy wombat

comes with his own bowl, jacket, bag and his journal to record the special times he spent with you and your family.

Winston has a special ability to bring children and their families closer together and his journal is read to everyone in the classroom when he comes back home to preschool. For children this experience encourages expression of thoughts and feelings where they can use their imagination in role-play. Besides fostering responsibility it also supports a child's sense of nurture to provide comfort and care to someone they are looking after.

We also encourage families to attend meetings and other special functions through-out the year such as social events and workshops. Our parent library has many helpful resources which we are happy for you to browse through or lend to you. Please let the office know if you are borrowing items so that we can keep a record.

Your teacher will discuss and have a quick chat about your child's progress on a day to day basis however if you need to discuss matters in a more formal setting a mutually agreed upon time can be arranged. Please don't hesitate to come forward to express your concerns with your teacher we are here to help resolve matters big or small.

Observations and developmental milestones

Within our daily classroom setting we observe all children and the achievements they make. Recordings are made through different kinds of media such as photographs, video and written jottings and permission to do so have been agreed to upon enrolment. Developmental records of your child are of the strictest confidence and professionally discussed if necessary. Educators will inform you of your child's development upon request and if you have any concerns with regard to their progress please make an appointment with your teacher.

Each child will have an individual portfolio containing their work samples which is available for parents to look through at any time. Children are very proud of their work and it is encouraged for you to enjoy their

achievements. However we do ask that you consider the privacy of other families and only look through your own child's portfolio.

Newsletters

A newsletter with all the latest updates is e-mailed to you every month. Parents can check and enjoy the latest achievements made by children and other information that is circulating around the community. Contributions to the newsletter made by families are welcomed.

Students and volunteers

Hillside preschool encourages and supports a variety of teaching facilities and educational programs. Students from University, Job-start, TAFE colleges and High schools may complete practical experience to further develop their skills at our centre. Student identification papers and photographs will be displayed in the foyer to help you familiarise yourself with them and their achievements.

Special visitors and events

We offer special experiences at the centre to encourage and create opportunities of learning by inviting a variety of visitors, at a small cost to you. Performance organisations such as Kindi-farm, Pirate Pete, African drumming or the Reptile show have been accredited to visit preschools and perform age appropriate lessons that engage children in a fun and entertaining way.

Behaviour management

Our behaviour management techniques are researched and supported by our National Quality Assurance system, Regulations and Licensing guidelines for Centre Based Services.

Centre staff will use a positive approach to redirect inappropriate behaviour and encourage the child to recognise their own conduct and develop an appreciation of other people and their needs, rights and feelings. Positive encouragement will support a child's decision on

choosing the 'right from the wrong' thing to do. Often adults may not perceive that 'being naughty' is developmentally appropriate behaviour for young children who are learning about themselves and their surroundings. However, if you have any concerns regarding your child's behaviour please talk to your teacher and together we can work on a more successful approach or strategy to achieve better results.

Smoke Free Zone

Our centre is a smoke free zone. Smoking is not allowed within 200m of the premises.

Fire and Emergency procedures

Our centre practices regular fire/emergency drills. Please read the evacuation drill displayed within the centre. In the event of an emergency evacuation you or your emergency contact will be notified to collect your child.

NOTE: If the building is declared unsafe for re-entry staff and children are to gather and together walk, in line holding a rope, to the Avoca Beach Bowling Club for shelter.

Concluding enrolment

In the event that you no longer need our care for your child and you wish to move them out of care due to changed family circumstances we require 2 weeks written notice. Please see staff in the office to formalise and finalise enrolment.

Emergencies/Accidents

In the event of your child recording a temperature of 38 degrees Celsius or above we will be contacting you immediately to collect your child for further medical advice.

In the event of an accident whereby your child will need urgent medical attention an ambulance will be called to take your child to hospital. You or

your emergency contact will be notified as soon as the ambulance is called and ask you to meet a staff member at the hospital. In case of a minor injury a qualified staff member will administer first aid and fill out an accident report which you are required to sign at the end of the day.

Children who appear unwell

Please do not bring your child to the centre if they are feeling unwell as young children tend to share more than their toys. Please help maintain a safe and healthy preschool environment and keep children home. Please remember to advise Educators if your child has been medicated in the past 24 hours when dropping them off for the day. We do believe that if your child needed medication in the morning they are not well enough to be at school and should be kept at home. If your child becomes unwell while at the centre or it is considered that your child may have a contagious condition or is not well enough to participate in activities we will ring you and ask you to collect your child. Please call on the day if your child is not attending school due to illness.

Immunisation

Immunisation protects children against serious infectious diseases. When your child is enrolling please provide immunisation statement. Children who are not immunised should be excluded from the centre when there is an outbreak of vaccine-preventable disease. The period of time for exclusion will be determined by the Department of Health. During this time normal fees must be paid.

Exclusion from the centre

If your child has a contagious condition they will need to be excluded from the centre for the specified time listed in our illness policy. Diseases that require immunisation such as chickenpox will require a medical certificate confirming that they are no longer contagious and well enough to return to the centre.

While adhering to each individual person's privacy at all time, families will be notified if there is an outbreak of a contagious disease at the centre usually by a sign placed in the foyer and/or on the notice board.

TABLE OF MEDICAL CONDITIONS AND EXCLUSIONS	
Bronchitis/Viral Chest Infection	Exclude until appropriate medical treatment is given and child is well
Chicken Pox	Exclude from Centre for at least 5-7 days after spots appear. All scabs must be completely dry
Cold Sores	Exclude until sore has crusted over esp. if child is prone to mouthing toys.
Conjunctivitis	Exclude until all signs of infection have cleared. (no discharge)
Croup	Doctor for diagnosis. Exclude until recovered
Colds and/or consistent nasal or eye discharge	Exclude until improved health
Cytomegalovirus (CMV)	Exclude until well. Pregnant women seek advice
Diarrhoea	Exclude if occurs within 24 hrs prior to attendance at the centre
Diphtheria	Doctor for diagnosis. Exclude and return with doctor certificate.
Fever/Temperature	Exclude if temperature is over 38 degrees Celsius
Fifth Disease (Slap Face)	Exclude and return with doctor certificate
Guardia	Doctor for diagnosis. Exclude and return with doctor certificate
Glandular Fever	Exclude until well
Hepatitis A	Exclude until fully recovered

Haemophilus Influenza Type B (HIB)	Exclude until well
Hand Foot and Mouth Disease	Exclude until all blisters have dried
Head Lice	Exclude until treated and all live lice have been removed
Impetigo (School Sores)	Sores need to be properly covered and attendance is at Director's Discretion
Influenza	Exclude for first 5 days after start of symptoms
Leprosy	Doctor for diagnosis. Exclude until allowed return by Public Health Authority.
Measles	Exclude for first 4 days after rash appears. Exclude non immunized children
Meningitis (bacterial)	Doctor for diagnosis and contact local Public Health Unit.
Meningococcal infection	Doctor for diagnosis and contact local Public Health Unit.
Mumps	Exclude until fully recovered and for 9 days after swelling appears
Poliomyelitis	Doctor for diagnosis exclusion and return with medical certificate.
Rash	Exclude until diagnosed by doctor and appropriate treatment has begun
Ringworm	Doctor for diagnosis. Return 1-2 days after treatment commenced
Rubella (German Measles)	Exclude until fully recovered and for at least 4 days after rash appears
Scabies	Exclude until 24 hrs after treatment has begun
Scarlet Fever	Doctor for diagnosis exclude 24 hrs and return with medical certificate

Sore Throat / Streptococcal Infection (Strep)	Exclude until antibiotics have been taken for at least 24 hrs and child feels well
Thrush, Oral	Exclude until appropriate treatment has begun. Exclude children who are prone to mouthing toys (Director's Discretion)
Tuberculosis (TB)	Doctor for diagnosis exclude and return with medical certificate. Notify Public Health Unit
Typhoid	Doctor for diagnosis exclude and return with medical certificate. Notify Public Health Unit
Vomiting	Exclude if occurs within 24 hrs prior to attendance at the centre
Whooping Cough	Exclude for 14 days or 5 days if taking antibiotics. Exclude non immunized children

Thank you from all of us at
Hillside Preschool