



BULAHDELAH

**PRE-SCHOOL** inc.

# FAMILY INFORMATION



## **The Management Committee and Staff would like to welcome you and your child to Bulahdelah Preschool**

### **Our Philosophy**

The early childhood years are crucial and formative years. What takes place during these years plays an important part in determining the way a person feels about him or herself, the way a person relates to others, their capacity to solve problems and the way a person thinks and learns. Health and nutrition also play a key role in the development and well-being of a child.

At Bulahdelah Preschool we recognise the tremendous importance of these early childhood years and the subsequent importance of our role as early childhood educators in supporting, nurturing and facilitating the growth and development of children. We strive for all children to experience learning that is engaging and builds success for life whilst also focusing on the present.

Our curriculum; The Early Years Learning Framework defines play-based learning as *"a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations"*.

Play provides all children with a myriad of learning opportunities and our Educators play an important part in supporting children's learning within the context of our play-based program.

We provide resources and opportunities which support children to form connections, to explore, create, construct and solve problems. We maintain a balance between experiences which are initiated by the children and those which are supported, facilitated and scaffolded through thoughtful and intentional teaching practices. We view children as being active participants in their own learning and recognise that this will happen best in an environment which provides fun, enjoyable and engaging experiences where children are both supported and encouraged.

Foundations of literacy and numeracy and other pre-academic skills are learnt both in the context of play, and through responsive and intentional teaching. In practice, this means that rather than "teach" the alphabet, or "practice" counting or implement off the shelf reading/phonics programs, we instead look for opportunities to engage with children in a natural play-based context. Our program aims to equip children for a positive transition to school – and we pay attention to research that suggests that emotional and social preparedness are key drivers in terms of being ready for school.

Research tells us that the environment has a crucial and formative impact on the way children's brains develop. We believe that our learning environment should support the development of children who can make choices, think independently, take challenges, explore ideas, appreciate beauty, appreciate diversity, ask questions, feel nurtured, safe, and well cared for, and invite curiosity, be a source of pleasure and enjoyment within a social play based context. We aim to place an equal value on the learning through play that takes place both indoors and outdoors. We believe that a gentle rhythm to the day helps create a sense of security - however we also believe in an environment that is responsive to children's own rhythm, interests, ideas and contributions.

We welcome, support and encourage parent participation. We believe when we enrol a child, we enrol a family. Families are the most important influences in a child's life, and the primary source of information about their child. Therefore, we encourage parent participation and involvement in decision making and the development of the curriculum, we work together on projects and various events throughout the year.

We recognise the importance of communication and working in collaboration with families; we strive to build positive relationships and maintain open communications with families. We believe open honest relationships are essential to providing culturally appropriate experiences within the curriculum. Children and their families are encouraged to share their culture, language and home experiences. We embrace and acknowledge cultural and linguistic diversity. All families are treated with equality, regardless of economic status, religion and family circumstances.

We understand the importance of establishing a professional culture of reflective practice, one where ongoing professional development for educators is supported and encouraged, an environment where there are high expectations for the quality of the educational program and a mutual respect between families and educators as we work together to ensure a positive start in the early years for preschool children.

We would like to say thank you to the Worimi people for letting us share your land.  
We promise to look after it, the animals and people too.

## **General Information**

Bulahdelah Preschool operates Tuesday, Wednesday, Thursdays and Fridays from 8.15am - 3.45pm.  
Bulahdelah Preschool is closed for all NSW public holidays and associated school holidays.  
Bulahdelah Preschool is incorporated and is managed and operated by a Management Committee elected of parents and community members. Committee meetings are held once a term and all members of the association are most welcome and encouraged to attend.

The Preschool is governed and assessed by the following:

The Department of Education, Australian Children's Education and Care Quality Authority, The Education and Care Services National Regulations 2011, The Early Years Learning Framework (2009) and The National Quality Framework (2018).

As of November 2018, we are currently assessed as meeting all areas regarding The National Quality Standards. Bulahdelah Preschool is operated by a professional team of trained and experienced educators.

- **Nominated Supervisor/Director/Educational Leader** - Stacey McLoughlin  
Diploma in Children's Services  
(Currently studying Bachelor of Education (Early Childhood Teaching))
- **Educator** - Michelle Middleton  
Certificate III in Children's Services  
Diploma of Early Childhood Education and Care
- **Educator** - Megan Bailey  
Certificate III in Children's Services  
Diploma of Early Childhood Education and Care
- **Educator** – Joanne Rose  
Certificate III in Children's Services  
(Currently studying Diploma of Children's Services)
- **Clerical Assistant** - Linda Nolan

Staff are continually undergoing further training through professional development.  
We believe this is important to maintain a high educational standard at our Preschool.

Our Preschool is state funded by the Department of Education based on ages and enrolled numbers of children. As a not for profit organisation we rely on fees and fundraising to supplement our Preschool's operational costs. Bulahdelah Preschool is able to cater for children with exceptional needs by employing additional staff due to funding acquisitions through the Disability and Inclusion Program.

Research shows that children who participate in quality early childhood education in the year before school are more likely to start school equipped with the social, cognitive and emotional skills they need to engage in learning. An average of 600 hours per year or 15 hours per week is the minimum recommended level of participation therefore enrolments *at Bulahdelah Preschool will be for a minimum of 2 days per week.*

To complete enrolment or to be placed on the waiting list, families will need to:

- Complete our enrolment form
- Provide a copy of your child's Immunisation History Statement
- Provide a copy of your child's Birth Certificate
- Provide any evidence of legal documents for parenting orders
- Provide a copy of your Concession Card
- Pay a refundable bond of \$100
- Become a member of our association for \$5 per year, for each membership

## **Fees**

Bulahdelah Preschool aims to keep fees as low as possible, however as a non for profit organisation fees are determined in response to the operational costs and ongoing funding determined by the government. Fees will be reviewed regularly to ensure the sustainability and longevity of the preschool is maintained.

Fees as of July 2019 are:

- **Days 1 & 2 - \$12.50 per day**  
If your child is school eligible e.g. turning 4 before 31/7/20
- **Days 1 & 2 - \$13 per day**  
If your child isn't turning 4 until after 31/7/20 **and you have** a current Concession Card or are of Aboriginal or Torres Strait Islander heritage.
- **Days 1 & 2 - \$14.50 per day**  
If your child isn't turning 4 until after 31/7/20, and you **do not** have a current Concession Card or are not of Aboriginal or Torres Strait Islander heritage.

Children that are enrolled for more than 2 days, are charged as below:

- **Days 3 & 4 - \$15 per day**  
**If you have** a current Concession Card or are of Aboriginal or Torres Strait Islander heritage.
- **Days 3 & 4 - \$20 per day**  
**If you do not have** a current Concession Card or are **not** of Aboriginal or Torres Strait Islander heritage.

All children attending a single day, will be charged at **\$22.50 per day**.

### **Additional Charges**

|       |   |
|-------|---|
| \$100 | Refundable bond                                   |
| \$30  | Insurance <i>per term</i>                         |
| \$20  | Maintenance <i>per term</i>                       |
| \$5   | Membership of family members <i>each per year</i> |

### **Payment of Fees**

A fee agreement is to be signed upon enrolment and you may elect to pay your fees weekly, fortnightly or in one lump sum. Fees are to be directly transferred into the following account:

**Bulahdelah Preschool**  
**BSB- 932000 • Acc - 500017009**  
**Regional Australia Bank**

**Please ensure you write your child's name as the reference**

- Fees are still payable if your child is absent from preschool.
- If there are any changes to your child's enrolment **2 weeks written notice** must be given.
- If you are having financial difficulties please see the Director or the Clerical Assistant to make other arrangements. Any such situation will be treated as STRICTLY CONFIDENTIAL.

## **What You Need To Know**

### **What to Bring**

- A hat - wide brimmed or legionnaires with no string
- A bag / backpack for belongings
- A cot sheet set if your child sleeps
- A hand towel to dry your hands on
- Two spare set of clothes as a minimum
- A nutritious lunch
- A drink bottle with water only
- A piece of fruit or vegetable to share for morning tea
- The Preschool provides milk and rice cakes or similar for morning tea.

### **What to Wear**

Please send your child to preschool in older comfortable clothes as sometimes they do get dirty from their day painting, mud play, clay and water play to name a few. Joggers or sandals are recommended for safety however children are more than welcome to be in bare feet for the day if they so wish. We also encourage clothes with sleeves as it provides a barrier from the sun. In rainy and cold weather we still enjoy our outdoor area so please ensure your child is dressed appropriately for the weather and also a raincoat and gumboots would be beneficial on colder and wetter days.

### **Arrival and Departure**

When arriving or departing the Preschool the attendance book must be signed and the exact time recorded. On departure this must be by a person authorised on your child's enrolment forms. An authorised person must be over 16 years of age.

Preschool opens for the arrival of children at 8.15am and all children must be signed out by our closing time of 3.45pm. Any child being picked up after 3.45pm will be charged an extra \$10 per minute late fee. Please ring the preschool if you are running late.

### **More Information**

A newsletter will be distributed each month during the term. If you have an email address the newsletter will be emailed to you. Please feel free to comment as your input is greatly appreciated. If you have anything you would like included please pass it on to a staff member.

Please check your child's communication pocket each time you come in for any accounts, information or book club brochures. Please ensure that details provided on enrolment such as telephone numbers and emergency contacts are kept up to date.

### **Family Participation**

Family participation is highly encouraged and if you have a special skill or interest that you would like to share with us, we would love to have you visit at preschool. Sharing new family members whether it be a sibling or a fur baby, cutting up fruit and joining us for morning tea or generally spending time with your child in their day at preschool is highly encouraged. We strive to all work together as a community to provide a service that is most beneficial, rewarding whilst taking into consideration the longevity and sustainability to all of the stakeholders.

### **Illness and Accident**

In fairness to all children as well as the staff, please do not send your child to preschool if he/she is unwell. Please ring the preschool if your child is unwell and will not be attending preschool. Sickness can spread quickly in preschool and sick children need to be at home.

The Preschool must be advised of the onset of any infectious diseases such as:

- Chicken Pox
- German Measles
- Mumps
- Whooping Cough

It is essential that preschool be informed on enrolment of any illness or allergies.

## **Hints for New Starters**

Beginning Preschool is often the first step a young child takes to join a social circle outside the family. Up to this time, their world has been your family. Please remember that some children take longer than others to settle into Preschool and a slow and steady, positive approach is recommended.

When your child is settling into preschool, we recommend spending time with them and settling them in for as long as you can. When you are ready to leave *say goodbye* and let your child know you will be back to pick them up in the afternoon. A quick goodbye is less stressful on your child and in a lot of cases on parents too.

Most children who cry will settle quickly, but please feel free to call the Preschool if you are concerned or wondering about your child. If your child is not settling, we will call you and discuss options.

## **On A Final Note**

Your child's care and education are of our highest priority. If you require further information or assistance, please do not hesitate to discuss this with the staff at preschool. We hope your association with the Preschool is positive and beneficial.

**Thank You - Staff and Management Committee of Bulahdelah Preschool**