

CENTRE SERVICES

Preschool children are learning how to become both independent and interdependent. They want to do things for themselves, and develop their self-esteem and self-identity. They are proud of what they can do.

Help them develop their self-help skills by encouraging them to do up their buttons, zips, open and close their kindy bag or lunch box, change their clothes, put on their shoes and socks, look after their own possessions and let them carry and hang up their own bag.

Policies

Birthdays

Birthdays are an important and happy time for your children. The preschool policy is that we celebrate your child's day by singing "Happy Birthday" and presenting your child with a birthday card.

Change of Address

Please ensure that you advise us of any changes to your address, phone numbers, work or emergency contact details as soon as they occur so that we are able to easily contact you in the case of an emergency.

Clothing

Please dress your child in casual, comfortable and appropriate clothing, particularly clothing that they are able to manage themselves. Staff will provide support to children with their clothing as required.

Footwear needs to be safe and enable children to run, jump and climb with ease. Velcro shoes and sandals are easier for children to take on and off themselves giving them a sense of independence and achievement. Thongs are not suitable footwear at preschool. Please provide clothing that offers protection to shoulders, backs and chests at all times. Getting dirty is often part of preschool life, and while smocks are provided, they are not always effective. Please dress your child in "dirt/paint friendly" clothing so that they feel able to be an active participant in all activities.

We have preschool t shirts and windcheaters available to purchase.

Please name all removable clothing - in particular hats, jackets, and shoes.

Communication

Each child has a home folder. Please return it to Kindy daily.

For effective communication share your concerns, queries & joys.

While we may not always be able to speak with you straight away, we will get back to you as soon as we can.

Grievance / Complaints Procedure

If any parent/caregiver has concerns regarding any aspect of their child's education please see the teacher in the first instance.

If you have concerns regarding staff you may speak directly to the teacher involved or to the Principal who will inform the staff member of the issue and work with you and the staff member to resolve the concern.

We will aim to resolve your concern as soon as possible or within 15 working days.

If your concern is still not resolved you may then contact the Parent Complaint Unit of the Department for Education and Child Development – ph. 1800 677 435

Laundry:

We regularly need help with washing painting smocks, tea towels, towels, dress-up clothes etc.

Staff will put a bag out ready to be washed and we would be delighted if you can take it and bring the clean items back over the following few days.

Lost Property

Any articles of clothing, lunch boxes, toys etc. that have been misplaced may be in our lost property box. Please check this regularly.

To avoid lost property, please name all clothing and do not bring toys from home – they often end up broken or lost.

Special items may be brought in to show staff or a friend and then either taken home by the parent or kept in the office to be picked up at end of session.

Parent Participation

You are welcome to stay and work and play with your child at any time.

Your participation in our educational program is always welcome and much appreciated.

If you have any special interest, skill or talent which you would like to share with the children, please let us know so we can incorporate your ideas in the program.

We especially appreciate your help with music, dance, science, cooking, craft etc.

Photographs

A commercial photographer will take group and individual photographs in Term 3 of each year.

Parents are not obliged to purchase these photographs.

Staff regularly take photographs of all children which are placed in their folders and may also be displayed in the centre.

If you have any concerns with this practice, please see staff.

Permission for taking photographs of children is obtained at enrolment.

School Transition

We work closely with our neighbouring schools to ensure children have a happy and smooth transition into school.

Local schools organise transition visits in the term prior to commencing school.

We also meet with school staff to ensure they have an understanding of the individual needs and interests of each child.