

East Lismore Community Preschool



Where play, learning and nature meet



Parent Handbook 2020



www.eastlismorepreschool.com



Our Preschool

Where play, learning and nature meet



Address: 24 Colleen Place, East Lismore 2480

Telephone: 02 6621 6692

Mobile: 0429 107 762 (*used for excursions, parents may also text if child is absent from preschool*)

Email: Natalie Ward - director@eastlismorepreschool.com
Louise Maxwell – accounts@eastlismorepreschool.com
All staff – allstaff@eastlismorepreschool.com

Website: www.eastlismorepreschool.com

Facebook: <https://www.facebook.com/EastLismoreCommunityPreschool>

Instagram: <https://www.instagram.com/eastlismorecommunitypreschool/>

Opening Hours: Monday – Friday: 8.00 - 4.30pm
Preschool program: 8.00 - 3.30pm
Extended Hours: 3.30 - 4.30pm

Opening Weeks: Our preschool is open during school terms. During 2020,
Term 1: Wednesday 29th January – Thursday 9th April
Term 2: Monday 27th April – Friday 3rd July
Term 3: Monday 20th July – Friday 25th September
Term 4: Monday 12th October – Wednesday 16th December



Mission Statement

Our aim is to bring out each child's unique gift to the world by nurturing the whole child. To foster their special passions and interests, nurture their emotions, help find their place in the world and thereby guide them to realise their full potential with a healthy heart and soul.

Philosophy

At East Lismore Community Preschool, we believe that each child, family and educator is unique.

We believe that each child, family, and educator should be valued and heard without prejudice.

We celebrate the voice of the child, family and educator allowing each to feel valued and heard.

We believe in providing an unhurried, home like, nourishing environment that allows children, families and educators to feel safe and that they belong.



We celebrate children's learning through play allowing a child to "just be".



We will provide an environment fostering each child's development based on the National Quality Standards and the outcomes of the Early Years Learning Framework.

We believe in providing a flexible environment catering to the needs and interests and culture of the child and family.

We believe in providing children with opportunities to discover and learn about themselves, others and the environment in an atmosphere that encourages harmonious, respectful and meaningful relationships.

We encourage and support children and adults to interact peacefully and collaboratively, express empathy for others and actively challenge bias.



We believe in supporting and developing a partnership with families to share in nurturing and caring for their children.

We encourage each family to participate in the preschool community and support and welcome their interest and involvement.

We value diversity and accept and celebrate differences in other people

We believe in building relationships in our community that enables children to develop readiness for the transition to school, and a readiness for life.



Our Team



Hi my name is Natalie. I have been working in Early Childhood since 2010. I completed my Certificate 3 and Diploma whilst working here and then decided to transfer from my Primary teaching degree into a Bachelor of Early Childhood Teaching. Working with children is my passion and I am so pleased I can spend my days here at our beautiful preschool. My love for early childhood is in creating warm and beautiful environments for children that nurture, protect and inspire. I feel strongly that children's voices need to be heard and valued and that they should feel empowered to be themselves. I enjoy spending time with my grown up children and grandson Louie. My happy place is family, nature, music, books and tea.

Hi, my name is Emma. I grew up on a self-sufficient farm in the mountains of the northern rivers alongside my horse and an abundance of other animals. After school I completed my Diploma in child studies at TAFE and worked in long day care until I had my children and became a stay at home mum. When my children were little, I became a sole parent and began to study the bachelor's degree of Teaching (birth to 5). In 2007 I was blessed to gain a position at East Lismore Community Preschool and my how that time has flown. I have two beautiful children, Zaliah and Tobias, who in the blink of an eye are now teenagers. My love is for the forest, puppet making, horse riding, kick boxing, the native American flute, markets, spiritual teachings, art and dance. When I nurture and love your children, I am so passionate about doing all I can to foster their self-confidence and self-esteem. I believe that with a strong sense of confidence children can aspire and succeed at anything they do. I really strive to encourage kindness, compassion and empathy among the group and help to guide them to be socially and emotionally intelligent. I am very passionate about teaching young children all about safety and how to use their voice to stand up for themselves and protect themselves when faced with social challenges or abusive situations. My all-time favourite thing to do is storytelling and I love to encourage each of the children to play a part in a story or puppet show throughout the year. I feel so much joy to watch them all shine stars!



My name is Kim. I originally trained as a Primary School Teacher, I found I have an immense passion for the early years of Primary and Pre Primary so furthered my education as an Early Childhood Teacher. With experience as both a Primary and Early Childhood Teacher I have returned to teaching in the last year after being at home with my two daughters as a full time mum. I have great enthusiasm for play based learning and children engaging with the natural environment to support this. I believe in children being nurtured and cared for with love and respect as individuals to feel safe and confident to begin their journey for a lifelong love of learning.

I have been part of the Preschool family for the past five years as a parent and have loved fundraising and developing friendships over the years from the lovely community of families that make East Lismore Community Preschool. I feel honoured to now be part of this amazing group of Early Childhood Educators.

My name is Janelle. I was fortunate to be employed by the Preschool as an Educator in 1986 when we were located in the church hall, Park Avenue before moving to our new Preschool in 1988. I am committed to sustainability and the environment. I enjoy providing experiences for children to learn about sustainability practices. My aim is to stimulate children's curiosity and wonder through play and encourage them to follow their ideas in a safe, secure learning environment where they feel supported. I am looking forward to making connections and building relationships with each child and their families.



Hi, my name is Julie. I enjoy spending time with my family, including my adult children, walking my two dogs on the beach, gardening, reading and listening to music. I am committed to early childhood education and have been employed in this sector since 1986. I believe that providing young children with quality Early Childhood Education, where each child is welcomed, valued and recognised for their individuality will equip them with the confidence, independence, wellbeing and the skills to develop a passion for lifelong learning. I feel extremely honoured to share this exciting period of children's development with their families and carer's.



Our Team

My name is Lesley. After many years of caring for the wellbeing and education of children in the early years, it dawned on me recently, when a child inadvertently called me “nanna” (in the past it had been ‘mum’), that I actually may be getting older!!! Me!!! I’ve only been playing here for 28 years!!! How blessed I felt in that moment, to know that this child felt so much a part of our preschool family, I am aligned to a much loved grandparent!! I love the truth of children. At this stage of my life, my greatest joys, outside work, are my grandbabies, Charli, 7 and Xavier, 4 and taking them to visit their “GG Dais”, my mother, who will be 95 this year. I will continue on this journey, to encourage and stand beside our early childhood children and help them embrace their truth and strength. I read somewhere, “if a child is secure in their self awareness, energy left over is used for learning.” I feel so strongly about this, that my goal for children is to strengthen their resilience and prepare them for the bigger playground, ready to stand up to the challenges which they will face.



My name is Tammy but sometimes the children call me Timmy, Tam Tam or Miss Tammy. I hold my Diploma of Early Childhood Education and Care and have been a part of the East Lismore Community Preschool team since 2007. I would like to take this opportunity to welcome you to our preschool extended family and thank you for sharing your beautiful child with us. I can’t wait to meet your family so we can begin our preschool journey together.

Hi, my name is Leanne I have been working as an educator for 15 years. I am passionate about teaching children skills to help ready them for Kindergarten and beyond.



I enjoy being outdoors by the water, reading and relaxing.



My name is Amelia and I have completed my Diploma of Early Childhood Education and Care. In my spare time you will find me in my backyard chatting to my chooks, gardening, relaxing with a hot cup of tea, and a book or spending time with my church family. I have a wonderful husband who is always patient and puts up with each crazy new idea I have. I am passionate about children learning through play and especially play in nature. I believe children are most engaged when they are outside, engaging with the natural environment. I believe that every child is capable, and every child is unique. I am excited to be a part of each child’s journey at preschool and am looking forward to encouraging and facilitating their learning.

My name is Surrie. After finishing my Certificate 3 in Early Childhood Education and Care in 2017 I was fortunate to gain employment at this wonderful preschool having completed my work placement here. I have two children, Lilly and Zayn and have lived in the Northern Rivers area since 2004. As a family we spend as much time as possible enjoying the beautiful natural environments this area has to offer. I am so grateful for the opportunity that I have in my role as an educator to engage with and support children on their individual learning journeys. I love getting to know the children, their perspectives, their knowledge and sharing in the wonders of learning with them. It is genuinely a joy being part of such a dedicated team of Early Childhood Educators and Teachers at East Lismore Community Preschool



My name is Louise. I have worked as the financial Administrator since 2014 after serving on the Preschool committee as treasurer. My qualifications include a Bachelor of Business (Accounting). I enjoy working with numbers, finance and secretly love every chance I get to create a spreadsheet!

My favourite activity is to take my husband and our 4 children and go camping. We love exploring new areas of this beautiful country we live in. I love Disney movies. My favourites would be Aladdin, Toy Story and Cars.



Preschool Governance

In 2012, the National Quality Framework came into being to ensure the wellbeing of children throughout their lives and lift the productivity of Australia as a whole.

The National Quality Framework

All preschools in Australia operate under an Australian Governmental Quality Framework called the National Quality Framework. The National Quality Framework includes:

- The Law

The foremost component is the National Law called “Children (Education and Care Services National Law Application) Act 2010”. This Law regulates education and care services for children.

- The Regulations

The way that this law is applied is detailed through the “Education and Care Services Regulations” Feb 2018. These regulations are the practical details and rules under the law. The Regulations set out the minimum operational requirements organised around the following Quality Areas of the National Quality Standards

1. Educational program and practice
2. Children’s health and safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership

- The Learning Framework

The approved learning framework for preschools in NSW is the Early Years Learning Framework called *Belonging, Being & Becoming*. This document is generally referred to as the EYLF. The aim of the EYLF is to extend and enrich children’s learning from birth to 5 years and through the transition to school.



Preschool Governance - Roles

Regulatory Authority – NSW Department of Education and Community

The NSW Department of Education and Community have the primary responsibility for the approval, monitoring and quality assessment of services in accordance with the National legislative framework.

National Body – The Australian Children’s Education and Care Quality Authority

The National Body is jointly governed by the Federal Government and State and Territory Governments to oversee the new system



Approved Provider – Management Committee

East Lismore Community Preschool is a not for profit incorporated association. This means that the preschool has a management committee (consisting of parents) and any profits made by the preschool are returned back into the service.

The Management committee is responsible for the overall performance of the organisation. They determine the service’s mission and purpose, appoint the nominated supervisor, ensure compliance with legal obligations, ensure the on-going financial viability of the service, enhance the profile of the service in the community and recruit new committee members.

The Management Committee operates under the NSW Associations Incorporation Act 2009, and the Model Constitution. All parents are welcomed and encouraged to be part of our preschool’s management committee. You can become an ordinary member or an executive member. Committee members are elected each year at the annual general meeting. The Committee meets on average 2 times per term.

Nominated Supervisor – Natalie Ward

The Nominated Supervisor is employed to manage the day to day operations of the preschool.

Educational Leader – Natalie Ward

The role of the education leader is to guide other educators in their program planning and reflection as well as mentoring.

Responsible Person

The National Law requires approved providers to ensure that at all times the service is educating and caring for children, there is an approved responsible person present at the preschool. The name of the Responsible Person at any time can be found on the front door notice board of the preschool.



Our Preschool History

East Lismore Community Preschool first began in 1967 at St Stephen's Presbyterian Church in East Lismore. It was privately owned until 1982 when it became a not for profit community owned Preschool. In 1988, the Preschool built and moved to its current premises – a purpose built two room centre.

Enrolment Groups

Our Preschool supports the NSW Department of Education and Community's commitment to providing 600 hours of early education for all children. All preschool enrolments are based on 2 day groups. Our Preschool has 2 rooms – Lily Pilly Room and Wattle Room. Across the week, we have 5 groups



Wattle Room – Tuesday & Wednesday
Wattle Room – Thursday & Friday

Lily Pilly Room – Monday & Tuesday
Lily Pilly Room – Wednesday & Thursday

Lily Pilly Room & Wattle Room – Monday & Friday



Our Program

Our Preschool supports the principles and outcomes of the Early Years Learning Framework. Families will see references to this framework in our program and documentation.

The Framework outcomes are

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators



Preschool Policies

Our Preschool policy folder can be found on top of the lockers in the foyer. Our policies set the values for our preschool and create standard operating procedures. We encourage families to read and refer to these policies anytime. If you have any questions around our policies, please speak to the Nominated Supervisor.



What to bring to Preschool

A bag – that is easily opened and closed

A labelled drink bottle of water – to place in esky in preschool room

A change of clothes (or two!) – in case of accidents or messy play. Please label all items

A wet/dirty clothes bag – A wet bag will be given to each child at enrolment

A small hand towel – with a loop on one end to hang in the bathroom for drying hands. Please put your child's name on the hand towel

A labelled piece of fruit or vegetable with a snack such as cheese, yoghurt, dip or crackers – place in basket on lockers, for crunch and sip during morning outside play

A healthy packed lunch box – eg. Sandwiches, wraps, salad, yoghurt. We encourage low rubbish lunchboxes and ask that you try to avoid foods such as chocolates, lollies and chips. Please label all containers.

Please note we are a nut free preschool.



Our healthy lunchbox tips!

- Keep it simple – small serves and not too many choices
- Ensure foods can be opened and eaten easily
- Avoid packing a 'sometimes' food everyday
- If you choose healthy foods, don't worry if your child wants the same foods every day.

What not to bring to Preschool

Toys from home are not required at preschool. Our preschool program will keep all children fully engaged throughout the preschool day.

Lost Property

Items left at preschool will be placed in the lost property shelves located on the front veranda. At the end of each term these shelves are cleaned off and any items remaining unnamed are taken to a local charity.



When You Arrive

Greet the staff at the preschool and let us know you and your child are here

Place your child's bag in their locker

Encourage your child to place their drink bottle in the esky



Place crunch and sip in the basket on the lockers and place any fridge items in the fridge basket on the lockers.



Encourage your child to place their hand towel on their hook in the bathroom area

Sign your child in on the room sign in/out sheet

Convey any messages to the staff that may be important for your child's day at preschool. eg. If they had a bad night's sleep, need medication, any family changes or any changes to the usual departure routine

When You Leave



Greet your child and staff

Encourage your child to gather their belongings including bag, lunch box and drink bottle

Check your child's pocket

Sign your child out on the room sign in/out sheet

Checkout the whiteboard in the room to see 'what's been happening in the room today'

Say goodbye to educators and other children



Daily Routine

- 8.00 Welcome to preschool and inside play
- 9.15 Pack up time
- 9.30 Morning circle
- 9.45 Get ready to play outside
- 9.45 Outside play
- 11.00 Pack up time
- 11.15 Fundamental Movements (during term 2 & 3)
- 11.30 Lunch
- 12.00 Music and movement/language and literacy
- 12.30 Inside play
- 2.00 Pack away time
- 2.15 Quiet reading
- 2.30 Mindfulness time
- 3.00 Afternoon tea
- 3.30 Home time
- 3.30-4.30 Extended hours

Routine can vary depending on children and weather





Partnering with Families

Know what's happening....

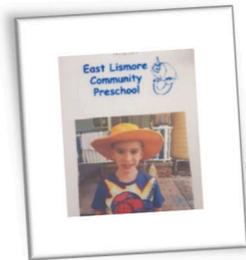


There are many ways to keep up with what's happening at preschool. There are regular emailed newsletters, the front door noticeboard of the preschool, Facebook and Instagram.

At the end of the day the whiteboard in your child's room will display a summary of what has happened that day as well as any special notices.

Your child's own unique learning journey is displayed in their portfolio. These are

out in the rooms and available to enjoy with your child throughout the year.



Parent/Teacher meetings....

Parent/Teacher meetings are offered mid-year as a way of touching base with you and discussing important areas of your child's development. It is a wonderful opportunity to discuss how your child is going at preschool, any concerns or worries you may have and transition to school/returning to preschool options for the following year. Of course, if you would like to speak with your child's teacher outside this mid-year opportunity please don't hesitate to contact us and we can arrange a suitable time.

Working bees....

Throughout the year the committee set a couple of working bees on weekends. These are a great chance to meet other parents and are essential in helping to maintain our wonderful outside preschool areas. Common working bee tasks include topping up the soft fall mulch and sandpit.



Fundraising....

The committee run regular fundraising activities to help provide essential funds for our preschool. The committee welcome ideas and help with fundraising activities. If this is something you would like to help with please let us know.



Partnering with Families

Washing roster....

There is a sign up sheet on the front door notice board of the preschool. If you could help one week with taking home a load of washing please put your name down.

Excursions....

Each year we enjoy incursions and excursions at our preschool. To ensure our excursions can happen we need extra parent help. There will be permission notes go home for each excursion. If you are able to come on an excursion, please make that note on the permission form.

Joining in our classrooms....

We welcome families to partner with our preschool by joining in our classrooms. Maybe you would like to read a book to the children or create and play. Maybe you have a special interest you would like to share with the children. If you would like to come and be a part of our classroom please speak to one of the teachers.



Feedback & suggestions....

We welcome any feedback and suggestions about our preschool. You can discuss these with a teacher or approach the nominated supervisor if preferred. You may also write directly to the Preschool management committee. Another option is to complete a feedback/complaint form that can be found on top of the lockers in the foyer area and pop into the box on the wall. All communication will be kept confidential and managed unbiased and with gentleness.



Sun Safety



Hats

Educators, staff and children are required to wear sun safe hats that protect their face, neck and ears. Upon enrolment, all children receive a preschool hat that is labelled and kept at the preschool.

Clothing

When outdoors, educators, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders) as possible. Upon enrolment, all children receive a preschool shirt that can be used for which provides sun protection for the shoulders and back. Extra shirts are available for purchase for \$10.



Sunscreen

Due to regulations, our preschool educators are unable to apply sunscreen to the children. However, Sunscreen is available for families to use at the centre at drop off.

Birthday Celebrations

We enjoy celebrating children's birthdays at preschool. Families are welcome to bring in a birthday cake to share on their child's special day. A slab cake or cupcakes are a good option for easy handling and distributing.



If your child has any food restrictions (eg. allergies), it would be helpful if you could supply some appropriate substitutes for us to keep in the freezer.





2020 Preschool Fees

Enrolment bond

There is a \$50 bond payable at enrolment and will be refunded in the final enrolment month on family account.

Voluntary clothing fee

If families indicate they wish to pay this fee on the enrolment form, the fee of \$20 will be charged to family accounts at the commencement of enrolment.

Daily fees

The daily fees are charged monthly in advance and are due on the 1st of each month. The daily fees are confirmed at the Annual General Meeting at the beginning of each year. Fees are charged for absences from preschool however, fees are not payable on public holidays, school holidays or if the preschool is closed.

In 2019, there were 3 levels of fees

- \$10 – Children from families with low income health care cards or identify as Aboriginal
- \$23 – 4 year old children (eligible for school 2021)
- \$30.50 – 3 year old children (not eligible for school 2021)

Extended hour fees

Extended hours fees are charged after use and added to family accounts. They are charged at the rate of \$5 for 3.30-4.00pm (or part thereof) and \$5 for 4.00-4.30pm (or part thereof).

Casual Days

Where available, we may accept casual days for your child. Casual day rates are charged at the highest fee level.

Late pickup fee

A late pick up fee of \$10 will apply for pick up after 4.30pm

Withdrawing enrolment

Two weeks' notice is required if withdrawing your child's enrolment from preschool

Fee Payment Options

Direct Deposit –

Bank Name: East Lismore Community Preschool
BSB: 012 715 Account: 233786593
Reference: Child's name

EFTPOS – At preschool office

Cash – Can be placed in fees box in foyer

Centrepay - East Lismore Community Preschool

Reference number is 555064582K





Immunisation

It is a requirement of the preschool that all children attend provide the preschool with an Australian Immunisation Register History Statement (that shows 'up to date' or 'cannot be immunised for medical reasons') – see example, or an Australian Immunisation Register Immunisation History Form (that shows a child is on a recognised catch-up schedule).

Schedule	Date given	Immunisation	World Health Organisation
2 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
3 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
4 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
5 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
6 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
7 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
8 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
9 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
10 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
11 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
12 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
13 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
14 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
15 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
16 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
17 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
18 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
19 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C
20 (1) (1) (1)	18 Aug 2016	Diphtheria Tetanus Pertussis (4x) Hepatitis B (1) Polio (1) Hib (1) Pneumococcal (1) Rotavirus (1)	Inactivated Virus Preserve at 2-8°C

The Preschool is required to maintain updated and current immunisation status history statements. If a scheduled immunisation takes place during your child's enrolment, please provide the preschool with the updated immunisation statement.

Sickness

It is the preschool policy that a child may not attend preschool if they are unwell. Children who have been unwell in the 24 hours prior to a preschool day should stay at home. This includes for cases of diarrhoea, vomiting, conjunctivitis, School sores, Head lice, Ringworm or colds and flu.

If your child becomes unwell during the day at preschool, we will ring and ask you to collect your child.

Medication

Please ensure all medication is handed to teachers to be stored correctly as per our medication policy. No medication of any kind is to be left in a child's bag.

If your child requires a medication to be administered by the teachers at the preschool during preschool attendance, it can only be administered if

- There is a signed medication form every day that the medicine is required
- It is prescribed by a registered medical practitioner, with instructions either attached to the medication, or in written form from the medical practitioner
- It is in the original container
- The original label clearly shows the name of the child
- The medication is before the expiry/use by date



We welcome your family to our preschool community and look forward to partnering together to enable your child to develop a readiness for the transition to school, and a readiness for life.