

Blackalls Park Preschool



Information Booklet

Contents

Welcome.....	4
Acknowledgement of Country	4
Our Philosophy	5
Aims of Blackalls Park Preschool.....	5
About our Preschool	6
Contact details	6
Administration	6
Preschool Hours of Operation.....	7
Fees Policy	8
Goals	8
Priority of Access	8
Payment of Fees	9
Reduced Fees.....	9
Methods of Payment	10
Enrolment Deposit.....	10
Cancellation	11
Debt Collecting	11
Late Pick-up Fees	11
Registered Care Receipts	11
Fee Enquiries.....	11
Staff	12
Parent’s Fundraising Committee.....	12
Educational Program	12
Learning Centres	13
Book Corner	13
Puzzle area	13
Home Corner	14
Block Corner.....	14
Play Dough	14
Craft/Collage/Painting	14
Computer	14
Science and Interest Areas.....	14
Group Time.....	14
Maths and Literacy	15
Children’s Portfolios.....	15

Daily Routine.....	16
Policies.....	17
Collection of Children	17
Immunization.....	17
Exclusion table for infectious diseases.....	18
Medication Policy	18
Nutrition Policy	19
Sun Smart Policy	19
Excursion Policy	20
Child Protection Policy	20
What Your child needs to bring to Preschool.....	20
General Information	21
Sleep / Rest Time	21
Toileting	21
Correct Writing style	22
Birthday Celebrations	22
Clothing and footwear	22
Lost property	22
Working Bees.....	22
Fire Drills.....	22
Driveway and parking	22
Gate security.....	23
Parent Information	23
Volunteers/students	23
Entertainment and Shows.....	23

Welcome

Welcome and thank you for choosing Blackalls Park Preschool.

We will work closely with your family to build positive and meaningful relationships to help us create an education and care environment, where your child is valued and their abilities and routines are respected.

We aim to encourage a real sense of community spirit and to provide an inclusive, innovative and responsive education and care experience for your child.

We hope that this booklet provides you with the information you require to ensure your child has a positive start to their journey at Blackalls Park Preschool.

Warm regards

The Board of Directors
Approved Provider

Lynn Clarke
Nominated Supervisor

Acknowledgement of Country

We would like to acknowledge that Blackalls Park Preschool is on Awabakal Traditional Owners land.

We would like to pay respect to Traditional Owners and Elders - both past and present.

Our Philosophy

Our organisation values children, families, staff and community, providing a warm, friendly, welcoming environment where all are respected and supported.

We believe children are unique, resourceful, successful, competent and capable learners.

The significance of relationships is crucial for wellbeing and learning providing a sense of belonging and security. We accommodate and embrace diversity and differences which are reflected in our environment, interactions and programs.

The importance of play based learning is paramount, therefore we provide experiences both planned and spontaneous, based on input received from all stakeholders that are meaningful, and reflect the lives and interests of the children, staff and families in context with the local community.

The physical learning environments are safe, aesthetically pleasing, sustainable, fun and stimulating, encouraging children to problem solve, face challenges, have choice, explore natural materials while sharing and developing their skills, knowledge and ideas with others.

The educational program delivered to children is based on the Early Years Learning Framework. The program reflects the Principles, Practices and Learning Outcomes of this Learning Framework.

As advocates for children, staff engage in professional development to ensure quality and reflective practices that support early childhood education and the rights of the child.

Aims of Blackalls Park Preschool

- To provide a warm and relaxed environment where children can feel comfortable to be themselves;
- To provide a stimulating environment that will encourage children to question, explore and create;
- To provide an environment and experiences which will encourage the development of social skills;
- To provide an environment where diversity is embraced;
- To encourage originality and creativity;
- To assist children develop feelings of self-worth and independence;
- To assist children and families prepare for further educational experiences;
- To build a relationship with families encouraging them to take an active interest in their children's education;
- To encourage families to share experiences and skills and
- To provide a supportive environment where parents and caregivers can feel comfortable discussing concern.

About our Preschool

Blackalls Park Preschool is a "not for profit" Community Based Preschool that caters for children aged between three years and school age (5-6 years).

Contact details

Blackalls Park Preschool

Street address: 11 Rose St, Blackalls Park NSW 2283

Phone number: 4959 4063

Email: bp@macquariepreschools.com.au

Our Preschool is part of Macquarie Preschools Co-Operative with another centre at Carey Bay.

Carey Bay Preschool

Street address: 16 Laycock St, Carey Bay NSW 2283

Phone number: 4959 5560

Email: cb@macquariepreschools.com.au

Administration

The administration of the Co-Operative is shared between our two Centres;

Blackalls Park Preschool
Monday, Thursday & Friday
9am - 2pm

Carey Bay Preschool
Tuesday and Wednesday
9am - 2pm

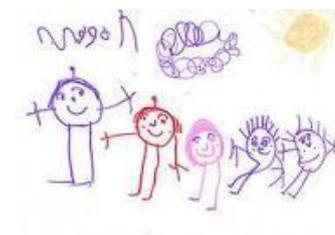
All enquiries regarding fees, enrolments and the waiting list for the two centres should be directed to Nikki Bowling, our administration officer.

Email: accounts@macquariepreschools.com.au

The Co-Operative is managed by a Board of Directors which is made up of interested parents and community members.

The Board of Directors are responsible for the Administration, Work Health and Safety, Funding, Management and Control of the service and overall policy development for the preschool in conjunction with the staff working in the centres.

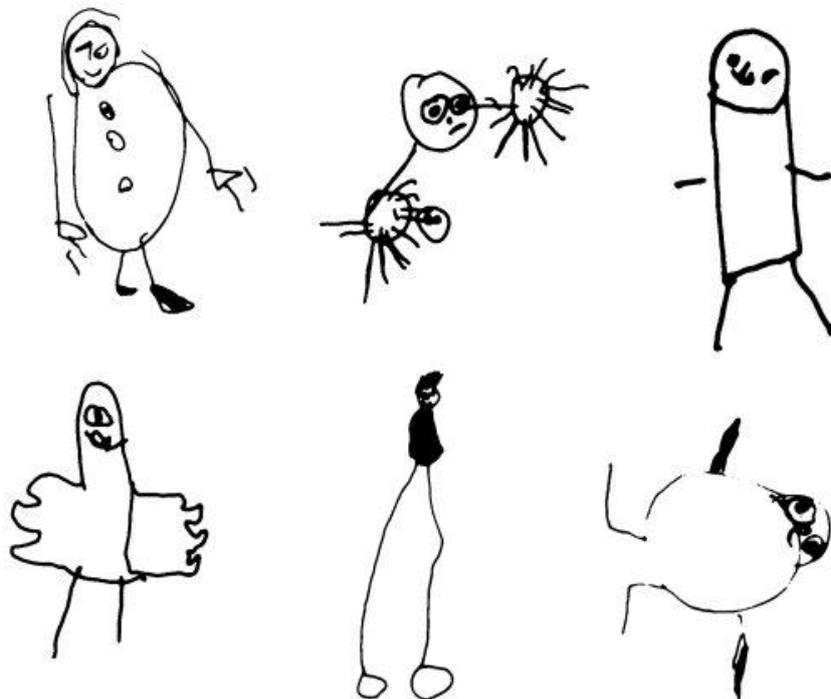
The Board of Directors meet on the last Wednesday of the month at Blackalls Park Preschool at 7.30pm.



Preschool Hours of Operation

Our Preschool is open from 8.15am to 3.45pm, Monday through Friday.

We are closed school holidays and public holidays. We have one pupil free day midyear.



Fees Policy

The Macquarie Preschools Co-Operative Limited is a non-profit organisation.

The Co-Operative receives government subsidies and fees are set at the lowest possible rate to cover the difference between these subsidies and operating costs.

Fees are a critical element in ensuring the operation of the Co-Operative remains viable.

Goals

Our service's financial health and access to our service will be maximised by:

- ensuring families are aware of all fees and fee payment requirements upon enrolment
- keeping fee increases to a minimum
- ensuring the cost of administering fee collection is minimised
- following the appropriate priority of access requirements
- following all legal requirements required by our access to government funding;
- managing fee collection to avoid bad debts
- families are notified as far ahead as possible and no less than 14 days of any changes to fees or the ways fees will be collected
- ensuring we issue statements of fees on a regular basis.

Priority of Access

The Approved Provider will:

For NSW state funded community based preschools the Priority of Access Guidelines are defined by NSW State Government funding agreements.

Services are required to give equal priority to;

- Children who are at least 4 years old on or before the 31st July in that preschool year and not enrolled or registered at school.
- Children who are at least 3 years old before 31st July and are from low income or Aboriginal families.
- Children with English language needs.
- Child with disabilities.
- Children who are at risk of significant harm (from child protection perspective).

Priority will then be given to siblings of children already enrolled in the service.

Payment of Fees

- You will be issued with a Term invoice at the start of each Term (by email or printed and placed in your child's file).
- Extended Hours used will be invoiced each fortnight.
- Statements showing payments made on your account and the remaining balance will be sent out each fortnight.
- **Fees must be paid up to the current week at all times.**
- Where fees are one week in arrears you will receive a reminder by SMS or letter.
- Where your fees are two weeks behind you will be asked to pay all outstanding fees immediately or your child's position may be withdrawn and an account issued for any outstanding fees. Please ensure you keep your fees up to date to avoid losing your child's position.
- Your child cannot start a new Term if there are any outstanding fees from the previous Term.
- Please see the Administrator for approval of any other arrangement of fee payments.
- Fees are **NOT** payable during term vacations or public holidays.
- Fees **are** payable if your child is absent due to illness, holidays, etc.

Reduced Fees

Reduced fees only apply to families who have any of the following:

- Low Income Healthcare Card and the child's name appears on this card
- Pensioner Concession Card.
- Department Of Veteran Affairs Card.
- A Visa with numbers to correspond to families who have Temporary Residence for Humanitarian or Protection reasons.
- Children who are able to attend school in the following year.
- Aboriginal or Torres Straight Island children.

Please note that healthcare cards provided for children with disabilities are not means tested and therefore do not constitute evidence of low income.

Documentation must be sighted at each service and is photocopied for preschool records.

Evidence of re-issued cards must be produced as full fees will be charged when current cards expire.

Methods of Payment

- **Direct Deposit Transfer**

Account Name:	Macquarie Preschools Co-Operative Ltd
Bank:	Westpac
BSB:	032-514
Account Number:	590 374
Reference:	Please use your child's name

- **EFTPOS**

EFTPOS facilities are available at both centres.

- **Credit Card**

Payments may be made by phone or by arrangement on a weekly, monthly or term basis, please contact the Administration Office.

- **Cheque**

Cheques can be tendered in the same method as cash payments.

- **Cash**

Although at this stage we accept cash we would prefer that the services be cashless to protect the safety of our staff. Cash can only be paid to the Administration Office where a receipt will be issued.

Enrolment Deposit

Applicable to new enrolments and for children returning

Families re-enrolling children for the following year need to secure their child's position with an enrolment deposit. The deposit amount is equivalent to 2 weeks fees. This deposit is due by the first week in December.

This deposit will be:

- Deducted from your child's Fees in Term 4
- **Or**
- If your child leaves mid-term, the money is put towards payment for the last two weeks attendance, or in lieu of the MANDATORY TWO WEEKS NOTICE OF CANCELLATION.

Cancellation

Two (2) weeks' notice must be given, should a child's position no longer be required.

Cancellations in Term 4 can only be made up to the end of week 4.

Debt Collecting

The preschool enlists the Services of DVA Collections to recover outstanding fees.

This process occurs after late payment of fee procedures have been followed and if fees are still outstanding.

All debt collection expenses will be incurred by the person(s) responsible for the payment of the fees.

Late Pick-up Fees

Families who arrive after 3.45pm will be required to pay \$ 10 for the first five (5) minutes and \$ 5 for each five (5) minutes thereafter. This late fee will be added to your account.

Families who are late collecting their children consistently will have their position reconsidered by the Board of Directors.

Registered Care Receipts

Macquarie Preschools Co-Operative Ltd is a Registered Care Provider.

Please inform the Administrator if you are eligible for registered care receipts.

REGISTERED CARE RECEIPTS will be issued at the end of each term after full payment is made.

Fee Enquiries

All fee enquiries are to be directed to the Administration Officer.

Ph: 4959 4063

Email: accounts@macquariepreschools.com.au

Education and Care Services National Regulation 2011: 168

QUALITY AREA 7.3.2 LEADERSHIP AND SERVICE MANAGEMENT

Last Review: November 2016

Review Date: November 2017

Staff

Name	Position	Qualification
Lynn Clarke (Monday to Friday)	Nominated Supervisor Educator	Masters of Early Childhood Education Bachelor of Education, Early Childhood
Melanie Haydon	Educator	Diploma (TAFE) Children's Services
Sandra Klepzig-Leary	Educator	Diploma (TAFE) Children's Services
Teliah Baker	Educator	Trainee Cert 3 (TAFE)
Deanna Crowe	Educator	Certificate 3 (TAFE)
Nikki Bowling (Monday & Friday)	Administrator	
Andrea Lundy (Thursday)	Administrator	

Parent's Fundraising Committee

As our preschool is a non-profit community based centre, the viability of the centre is dependent on the support we receive from parents and businesses in the local community. All money raised through fundraising is spent on directly upgrading equipment / facilities and purchasing new toys for the children. Please support the preschool throughout the year by participating in fundraising activities.

If you are interested in helping to organize fundraising activities and / or social events please let a staff member know and we will gather ideas.

If you have any fundraising suggestions or social event ideas please inform a staff member.

Educational Program

Our program is based around the Early Years Learning Framework developed by the Federal Government.

We believe early learning is particularly significant as it lays the foundation for lifelong learning and allows children to be involved and present in their community.

We aim to provide a high quality educational program in a warm and friendly atmosphere. The staff at the preschool facilitate the children's learning by providing a

safe, fun and aesthetically pleasing environment providing experiences which stimulate curiosity, challenge children to solve problems, while encouraging children to make choices in their play.

We value children's play as their "WORK". Children learn best through play rather than through formalized instruction. Many hands on experiences are provided that capture their interests. Our preschool environment is planned so that the children learn through interactions with their peers and educators and through exploration of a variety of materials and resources. Experiences around these areas of development will be provided within the program. We have a child centred curriculum and by that we mean we follow the interests and skills of the children. Educators observe the children's interactions and the daily program is formulated from those interactions. This enables educators to document children's interests and extend on their experiences.

Your child's portfolio is available for your viewing and feedback.

Early Years Learning Outcomes

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of well being

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

Learning Centres

Our room is divided into learning centres. The learning centres remain as stable as possible throughout the year. The children then have a sense of security and predictability to their environment. This fosters optimal learning.

Following, is a list of permanent learning centres available and the ways in which they promote development:

Book Corner

- Pre-writing and reading development, talking, listening and imagination

Puzzle area

- Problem solving, logical thinking, maths concepts and spatial awareness
- Hand/eye co-ordination, fine motor development
- Co-operation and team work

Home Corner

- Role playing, co-operative play, socializing, acting out and thinking through real situations
- Language and conversation skills

Block Corner

- Hand/eye co-ordination, balance
- Co-operative skills
- Counting, math & problem solving skills
- Creative construction and design

Play Dough

- Strengthens fingers ready for writing
- Creative designs encouraged, co-operative skills

Craft/Collage/Painting

- Creative construction, individual creativity and self-expression
- Fine motor control, scissor skill, strengthens wrist for writing
- Children explore a variety of media and can represent the world the way they see it

Computer

- Pre-reading and writing
- Maths concepts
- Fine motor skills

Science and Interest Areas

- Exploration, language development, premaths and science concepts

In addition to these learning centres (which are available each day) the staff program other stimulating experiences on a daily or weekly basis to further complement the existing program. We also plan various fun days throughout the year.

Group Time

During the daily program the children gather together for "Group time". Depending on the number of children they are sometimes broken down into two or three smaller groups. During group time the educator will provide a variety of language and music activities. These may include reading a story, telling a story using props, playing games, learning new songs, musical instruments, dance and other movement activities. The children have the experience to develop essential skills to interact in a larger group which include listening skills, responding to questions, turn taking and expressive language.



In addition to the main group time, the staff and children also meet on the mat throughout the day for transition to other activities. During these transitions times the children discuss various happenings in the day and special events, sing songs and finger plays, share news and have general discussions on various topics.

Maths and Literacy

We value the importance of play in children's learning and include many activities that enhance their learning about print and numbers. We do not provide this through formalized instruction but rather through games, stories, and art, science and everyday happenings throughout the day. As the children become ready to begin more formal learning, we begin to introduce specific math and literacy experiences and games. These experiences are designed to foster children's development in reading, writing, talking, listening, numeracy, and shape and concept skills. The children's work is documented in their portfolios.

The daily program and learning experiences are always on display and we encourage you to take time to read them each afternoon so you have an insight into what has happened throughout the day.

Children's Portfolios

These portfolios contain examples of the children's work and photos. They are kept in the room to enable you to view them at any time. If your child's folder is not there it is probably being updated, please ask staff to get it for you.

We take great pride in displaying the children's work around the room. In many instances the children have taken a lot of time to complete their work and we believe we should respect and value the results.

Daily Routine

This routine is very flexible and changes according to the weather. In the cooler months we sometimes play indoors first.

Term 1 and Term 4	
8.15am	Centre opens
	Children arrive to inside play
9.30am	Morning meeting/play outside
10am	Progressive morning tea
11.30am	Pack away outdoor equipment then
11.30am	Secret basket /morning meeting
12pm	Indoor activities including progressive lunch
2.15pm	Pack away, secret box, small group experiences
3pm	Outdoor play
3.45pm	Centre closes
Term 2 and Term 3	
8.15am	Centre opens
	Children arrive to play inside
10am	Progressive morning tea
11.15am	Pack away indoor equipment
11.30am	Secret basket / morning meeting
12pm	Outdoor activities including progressive lunch
2.30pm	Pack away, small group experiences
3pm	Outdoor time
3.45pm	Centre closes



Policies

Our policy folder is available for you to read and if you require a copy of any of the policies please see the staff. The folder is situated in the office.

Here is a quick rundown of some of our policies:

Collection of Children

Your child must be signed in and out each day. Please be sure that a record of the people regularly collecting your child is noted and placed in the appropriate section of your child's enrolment form and updated as needed.

If someone else is to collect your child please leave a message on the sign in sheet **and** speak to a staff member.

In an emergency you may call the office and inform staff of changed arrangements. The person authorised by you to collect your child at that time will need to produce identification on arrival.

Children will not be allowed to leave the premises with an unauthorised person. Unless there is a court order, both parents have access to their child. A court order needs to be sited in order for us to deny access to a parent.

Immunization

Implementation:

The Public Health Act 2010 requires families to provide proof that their child is immunized or holds a valid exemption for the child.

Documentation required is the immunization history statement issued by the Australian Government or similar records for international families.

From 1st January 2014our Services will be prohibited from enrolling a child unless the following documentation is provided:

- The immunization history statement showing that the child is fully vaccinated for their age
- The child is on a recognized vaccination catch - up schedule,
- Or
- The child has a medical contraindication to vaccination, or
- The parent has a conscientious objection to vaccination.

A mix of the documentation may also be presented.

Immunisation is not compulsory. However, in the event of an outbreak of a vaccine-preventable disease, children who are not immunised will be required to remain away from the service for the duration of the outbreak for their own protection.

Staff are encouraged to have recommended routine immunisations (tetanus, diphtheria, polio, measles, mumps, and rubella) and are also recommended to have hepatitis B vaccination.

Under the Public Health (Amendment Act) the Nominated Supervisor will;

- Ensure parents and carers provide documented evidence of the child's Immunisation Status.
- Keep a copy of each child's Immunisation status -"Immunisation History Statement" at the centre.
- Maintain and regularly update the immunisation register of the immunization status of each child.

A child's "Immunisation History Statement" can be obtained from the Australian Childhood Immunisation Register;

- through [Medicare Online Services](#)^[4]
- by [requesting a statement](#)^[5] to be sent in the mail
- at your local [DHS Service Centre](#)^[6]
- by calling the Immunisation Register on **1800 653 809**

In the event of a vaccine-preventable disease occurring in the Preschool, the Nominated Supervisor is required to notify the Medical Officer of the Department of Public Health. The Medical Officer will send an officer to liaise with the parents of the children where there is no record. The officer will exclude those children from the Preschool until it is safe for those children to return.

If there is an outbreak of a vaccine-preventable disease in the Preschool and a child is excluded, fees will be charged for the days the child does not attend.

Exclusion timeframes are as per the advice provided in "Staying Healthy in Childcare" available at each centre.

The full policy is available at Preschool.

[Exclusion table for infectious diseases](#)

A copy of the minimum exclusion periods is attached to this booklet.

[Medication Policy](#)

Only prescribed medications, creams, eye drops and ointments etc. will be administered at Preschool.

Medication will only be administered at Pre-School when a parent or authorized adult fills out the medication form.

All medication must be handed to a staff member not left in your child's bag.

All medication is to be kept in a locked container out of reach of children.

All medications will only be administered if they are in the original container in which they were dispensed showing clearly:

- i. Child's name
- ii. Name of medication
- iii. Administration instructions
- iv. Date of dispensing
- v. Name of prescribing doctor
- vi. Expiry date of product

Educators are unable to administer medication that has not been prescribed by a doctor. For example, Panadol, paracetamol and cough medicine etc. It is assumed that if a child requires such medicines then they are in fact ill and should not be in attendance at Pre-School.

Emergency Panadol is kept on the premises and is only administered with authorisation from a parent or authorized adult to 2 staff persons over the phone in emergency situations. (Please refer to the Medication Policy).

Nutrition Policy

We encourage healthy eating at Pre-School. Children require a balanced diet to aid their normal growth and development. Any food deemed unhealthy will be sent home with a note attached. The following foods are not permitted for morning tea or lunch:

Chocolate of any kind, LCM's , roll ups, cakes, chips, cheezels, twisties, tiny teddies, iced cakes or finger buns sweet and cream biscuits, flavoured Yogos and custards.

Healthy ideas

- Fresh fruit and vegetables, cheese and crackers, sandwiches with healthy fillings, fruit yoghurt, air popped popcorn, healthy muffins.
- Celebration and treat days are times when we make an exception to the rule and allow birthday cakes or treat type foods for the children to enjoy.

Water and plain milk are the only drinks acceptable at preschool. The Good for Life healthy eating program recommends that fruit juice not be consumed at preschool because of its high sugar content (this includes 100% juice).

Sun Smart Policy

Children are required to wear either a broad rimmed or legionnaire hat at all times when outside. They are to be dressed in sun smart clothing, for example T-shirts with sleeves covering their shoulders.

Singlets or strappy dresses that expose shoulders are not considered sun safe.

Sunscreen is available at the sign on desk and we ask that you apply it to your child before leaving in the summer months. Our summer program follows sun safe guidelines in that we are inside by 11am.

Excursion Policy

A permission note with the proposed destination, date, method of transport, activities to be undertaken, and times and if practicable an emergency contact must be signed by a parent/authorized adult before a child can be included in an excursion.

All staff members have their current first aid certificate. A first aid kit is to be taken on the excursion.

We need volunteers for excursions so we can meet child: adult ratios required when away from Pre-School.

Child Protection Policy

Our service is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation.

Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing.

All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone 133 627) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work.

We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these.

If you have any concerns about your own child or another please discuss with a staff member.

What Your child needs to bring to Preschool

A large school bag

This needs to be big enough to hold all your child's possessions and be easy for them to open and close.

Morning Tea and Lunch

Needs to be packed in *separate bags*. Please put your **child's firstname only in large print** on the front of the bag so they can easily identify it.

E.G. Sally

If you want to write their surname on the bag please write it on the back of the bag only. We encourage the children to read their name on their own and if the bag has too much writing on it they become overwhelmed and often have trouble finding their bag.

Please place morning tea and lunch in the baskets provided. If you are sending any meat or dairy products please ensure they go in the fridge.

Please see the nutrition policy for information in regards to healthy foods at preschool.

Drinks

Only send water or plain milk to preschool. All drink bottles need to be clearly labelled with your child's name. Water bottles are to be placed in the drink containers. In summer you may like to freeze half the water and top it up. All milk drinks need to go in the fridge.

Hats

Our sun safe policy states that all children must wear a hat that covers their face neck and ears. Please label the hat clearly.

Please remove and straps or cords as they can be a choking hazard when climbing.

Spare clothing

Children sometimes get wet or they may have an accident at preschool and they often become upset if they do not have their own clothes to change into. Please pack plenty of labelled clothes and underwear for your child to change into.

General Information

Sleep / Rest Time

Our preschool does not offer a designated time for sleep or rest. We provide a range of active and passive experiences for your child to engage in. We have comfortable chairs and cushions for relaxing on and if your child should fall asleep or request a rest we will provide a soft gym mat for this purpose.

Toileting

We request that the children are able to use the toilet before attending preschool. We will assist children as necessary with their toileting independence.

Children are able to access the toilets whenever they need to.

Any soiled clothes are placed in a labelled plastic bag in a nappy bucket in the children's bathroom area and a reminder to collect these clothes is written in your sign out space.

We have a hydraulic changing table for children with additional needs who require assistance in this area.

Correct Writing style

As the children start to show an interest in writing it is important that they develop the correct pencil grip and work towards forming the letters in the correct way. Families and educators can work together to assist children in this by gently reinforcing the correct grip and by modelling the preferred way to write their name.

To assist with this we have included a copy of the NSW Department of Education script in the back of this booklet. A capital letter is used at the beginning of the name and all the following letters are lower case. Please never teach your child to write their name using all capital letters.

Birthday Celebrations

We are happy to celebrate your child's birthday or a special occasion. These treats are known as "sometimes foods" and we overlook the nutrition policy on these occasions.

Patty cakes are preferred over large cakes. Plain vanilla ice-cream in small cones is fantastic (especially for our children with allergies) and is a quick and easy alternative to cakes.

NB: *If sending in treats for any celebration please let the staff know in advance as we will require a list of ingredients to put on display for other parents to see.*

Clothing and footwear

Please do not send your child to preschool in thongs as they are very dangerous to run, climb and play in. In keeping with our sun safe policy children must also wear sleeves that cover their shoulders and not singlet tops or straps.

Clothing that encourages independence is preferred. We do not recommend overalls as they can be difficult for little hands to manage when toileting.

Lost property

Can be found in the cane basket on the verandah. When lost property is not collected after a period of time, we donate it to a local charity or add it to the preschools spare clothing pool.

Working Bees

As we are a Non Profit Preschool we rely on parents and staff volunteering some time to help with simple maintenance tasks to keep our building and play ground in order.

Fire Drills

We regularly conduct fire drills with all staff and children to ensure that in an emergency staff and children are aware of safety procedures.

Driveway and parking

Please keep the driveway clear at all times for disabled parking. The legal way to park is parallel to the road; nose in parking could incur a fine from the local council. As we are

in a residential area please respect our neighbours and keep their driveways clear at all times.

Please do not park on our neighbour's grass.

Gate security

Please ensure that the front gate is securely closed and never let any child out the gate unless they are with an adult.

Parent Information

The preschool has a borrowing library for parents to access information in regards to many child related topics. If you are interested in a particular topic please see the staff and they may be able to source information for you.

Volunteers/students

We regularly have students from our local university or TAFE College doing part of their study with us. We invite these students openly as it is a crucial part of their learning. Occasionally we also have people wanting to volunteer their services, often to gain experience in the child care field.

Entertainment and Shows

At different times throughout the year we invite special guests or performers to come to our centre. These shows are usually educational and lots of fun for the children. These shows may require a small fee from parents. Sometimes the parent's auxiliary will also contribute to the cost in order to keep the fee down for families.

Please remember to contact staff at any time if you have any concerns or questions regarding your child's enrolment at preschool.

Thank you for choosing Blackalls Park Preschool for the beginning of your child's education.

Lynn Clarke

Melanie Haydon

Sandra Kelpzig-Leary

Nicole McElhone

Deanna Crowe

Nikki Bowling

Andrea Lundy