Gwandalan Preschool

Information Pack

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**Management Team**

Hayley Owen

Director, Nominated Supervisor

Tamara Dignam

Assistant Director

Emma Donaldson

Educational Leader

Jonathan Holmes

Owner, Approved Provider

Jodie Healey

Owner, Office Manager

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Gwandalan NSW 2259

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**Our Vision**

We strive to create an environment that provides a feeling of acceptance, value, belonging, equity and inclusion while supporting children to develop in all learning dispositions. We believe that this is only possible through a collaborative approach with all stakeholders.

**Philosophy**

At Gwandalan Preschool we value the early years as a fundamental stage of a child’s learning journey and understand the dynamic role our educators and environment play.

We believe in creating a culturally aware community and acknowledge the traditional custodians of the land. We believe that through respectful and meaningful experiences we are able to provide the children with an understanding of the rich history that makes up Australia.

We believe in a play-based learning approach that supports each unique individual child through their many stages of growth and development. We view each child as a capable and competent learner with the ability to construct their own understanding and knowledge. We believe we are able to achieve this by providing every child with the opportunity to explore, grow, learn and discover through play. As the children are valued individuals, we promote agency and encourage the child’s right to make choices and decisions. We believe in providing a safe and nurturing environment which promotes a sense of belonging and security where children are encouraged and supported to be actively involved in their own process of learning and sculpting to how they will grow their own journey.

We acknowledge and value the families as the child’s first and most influential teacher. We value working in partnership with our families and recognise the importance of educators and families working together. We support and welcome family involvement and strive to maintain open communication, respect and collaboration. Through this we are able to create a consistent transition from the child’s home life to the preschool environment, which we believe is the key to success. We believe in building the foundations of partnership from the enrolment process and throughout the child’s time at Gwandalan Preschool. We view our families as valued partners, collaborators, influencers and advocates for their children and therefore respect, support and encourage each family’s input in the curriculum.

We as educators value the importance of our role in the early years and believe that constant improvement is something we are always working towards. Educators place a strong emphasis on professional development, and we believe that through strategic plans we as a team can provide a high-quality learning environment for all children. We value the environment as a third teacher and believe that it provides many opportunities to extend upon a child’s sense of belonging, being and becoming.

In order to achieve a child’s sense of belonging we believe that incorporating the community into our curriculum is integral. We believe that through these constructions, children are able to develop a deeper sense of connection to their world and the role in which they play.

**Gwandalan Preschool**

**Information Package**

Hello and welcome to Gwandalan Preschool.

Firstly, may we thank you for your enquiries into our centre and the placement of your child/ children. We acknowledge the traditional custodians of the land and promise to look after the land on which our service stands.

**Introduction**

We are a family owned and operated business and have extensive experience of over 19 years, collectively, in the childcare industry. We have operated several other childcare centre’s within the Central Coast area and opened our centre in Gwandalan in 2006.

The owners of Gwandalan Preschool are Jonathan Holmes and Jodie Healey. Jonathon and Jodie are the Licensee and Office Manager of the centre.

**Hours of Operation**

The centre is open from 7am to 6pm, Monday to Friday, except public holidays. We are also open through school holidays. All families must have their child/children signed out of the centre by 6pm in accordance with the Department of Community Services guidelines.

**Location**

The centre is located at unit 10/50 Parraweena Road, Gwandalan. The centre is located in the Gwandalan Complex and utilises the end unit of the complex.

**Settling In**

This period is as individual as your child. Parents are encouraged to stay as long as possible throughout this period. Your child may have periods of distress, even after being at the centre for a while. Don’t worry as this is natural and they often settle down within a few minutes of your departure. We advise that you always say goodbye to your child on departure.

Staff will take photos of your child at play throughout the day and the settling period to help relieve any concerns that you may have about leaving your child. Staff will contact you if they feel that the child is too distressed, as the welfare for the child is their priority. If you are worried or unsure about leaving your child, please speak to staff for some advice.

**Parents and Families**

We welcome parents and families into the centre at any time to "see what we do" as we operate an "open door" policy. Parents are also very welcome to be involved in the development of policies, programs and events at the center. If you have any skills which you would be prepared to share with the children such as hairdressing, music, policeman, craft, please see the staff in your child's room.

**Signing in and Out**

All children must be signed in and out of the center. In case of an emergency, we need to be sure of who is in the center so that a roll call can be carried out. It is the parent's responsibility to sign in their child, please make sure that this is carried out.

Please inform staff if;

* Someone different is picking up your child
* Your child is sick or going on holidays
* Custody / Access arrangements have changed

**Fees**

0 to 2 years "Joey” room ---$121.00 per day full fee.

2 to 3 years "Possum" room --- $118.00 per day full fee.

3 to 4 years "Koala" room --- $115.00 per day full fee.

4 to 6 years "Echidna" room --- $115.00 per day full fee.

Government subsidies apply to all childcare fees and are different for each family as the subsidy is based on the family's income and is administered through the Family Assistance Office.

Your daily fee includes morning tea, lunch, afternoon tea and all the educational programs run throughout the year, including school readiness. On some occasions there may be "special events" such as reptile shows, farm animals, and other things of this nature which may attract a very small charge; we will inform you well in advance of these events. Parents are asked to make fortnightly payments using Debit Success regarding their accounts.

**Childcare Subsidy.**

Child Care subsidy (CCS) is available to all families. It is available to all parents whose income is within the limits set by the Family Assistance Office. Families will need to complete the "CCS Income Assessment Form" and submit it to the Family Assistance Office before your CCS can be implemented. These forms are available at any Family Assistance Office. Please note, the percentage rate is not actually a percentage of the center's fees, but a percentage of government allowance for CCS. There is however a website that may help parents understand a little   
more about CCS and its workings; [www.facs.gov.au](http://www.facs.gov.au)

**Priority of Access Guidelines**

Because the center accesses CCB on behalf of our families, we are required to abide by the governments priority of access to childcare which are set out below. This means that should the demand for places   
exceed our supply, families may be asked to vacate their place for a family in a higher need bracket.

**First Priority-**Children at serious risk of abuse or neglect.

**Second priority -** A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test.

**Third priority -**Any other child.

**Make Up Days**

"Make up Days" can only be given to those children whose normal "Booked Day" happens to fall on a public holiday and provided that your fees are up to date and there is a vacant spot for your child on another day. Your child has been allocated certain days at the center, with your agreement. All your days that have been allocated must be paid for. This includes days such as; school holidays, family holidays, days when your child is sick, days when you decide not to send your child. If your child will be absent for any time, please assist us by informing the office staff or your child's teacher.

**Departure from the Centre**

The center requires at least two weeks’ notice in writing when withdrawing a child from the center. This provides us with the necessary time to fill your child's position with future clients. This also applies when decreasing or changing your child's days. If the two weeks’ notice is not given, then two weeks’ fees are payable in lieu of notice.

**Enrolment Forms**

Please fill out the enclosed enrolment forms, as well as the contract of placement and all other forms that are enclosed in your package and please drop them back to the center or send to:

**Gwandalan Preschool**

**Unit 10/50 Parraweena Road   
Gwandalan NSW 2259**

If you have any questions that you would like to discuss please feel free to **call us on 49761754.**

**Management Structure**

Hayley Owen is the Nominated Supervisor/ Director of the service, any queries related to your child/ children’s learning journey are to be directed to her. The centre is owned by the Licensee Johnathan Holmes and Jodie Healey, who is available Monday-Wednesday.

**Complaints Procedure**

The centre has a formal complaints procedure for parents to follow. A copy of this policy is available in the Policy Folder in the foyer.

**Australian Children's Education and Care Quality Authority (ACECQA)**

The centre is under the auspices of the Australian Children's Education and care quality authority run by the Australian Federal Government. As such the center, staff and parents work together to instigate a system of continued improvement covering seven specific areas that are set out by ACECQA. By working with these principles, parents can be assured that the center is providing high quality care for their children. More information about ACECQA is available from brochure table in the foyer.

**Immunisation**

The centre strongly recommends that all children be immunised against vaccine preventable diseases as suggested by medical authorities. To access Child Care Benefit (CCB) from the government your child's immunisation schedule must be maintained. If you have different beliefs or use alternatives to immunisation please inform the Family Assistance Office as well as the center.

**Illness.**

Children and staff with infectious diseases will be excluded from the center in accordance with the guidelines set out by the NSW Department of Health (Refer to the centers Infectious Diseases Policy). Please note that fees are still charged for this time.

When do you keep your child home from the center?

\* Temperature \* Conjunctivitis \* Head Lice

\* Diarrhea \* Chicken Pox

\* Vomiting \* Mumps \* Discharge from eyes

\* Severe skin rash/ infections \* Infectious Hepatitis

\* Measles \* Diphtheria \* Cold sores

\* Ring worms

At the discretion of the Centre Director, we reserve the right to request a Doctor's certificate and refuse entry to sick children.

**Sleeping**

All children are encouraged to rest during the day, but no child will be forced to sleep. The length of time that a child rests for is dependent on the child's needs. Children may do quiet activities during rest time at the staff’s discretion.

**Lockers**

Each child will be allocated a locker for the day he/she attends. Please place their personal bags, shoes, etc. into this locker. Please note, the lockers are not secure, and valuable items should not go into these lockers.

**Clothing**

Please dress your child in suitable, comfortable play clothes and provide adequate changes of clothing for the day. All children require at least one spare change of clothes for the day. Broad brim sun hats should be supplied all year round. All items of clothing should be clearly labeled with your child's name; this will help reduce the size of "lost property". Any soiled or dirty clothing will be place in a plastic bag clearly labeled with the child's name and placed in the laundry. A note will be left in the "messages" feature of the iPad kiosk when signing out indicating clothes to be collected. We also request that thongs should not be worn to the center as they can be dangerous when children are running, climbing etc., and cause many accidents.

**Safety**

The following precautions must be followed to ensure a safe center for the children:

* All gates and latches must be shut at all times
* Glass jars, ropes and items of that nature are not too be brought to the center
* Child medication should not be left in the child's bag
* The center is a non-smoking and non-alcoholic area, including the outside grounds.

**Insurances**

Please note that children are not covered by insurance for individual accidents, only "public risk". It is actually up to the parents to organise their own personal accident policy. This is a standard procedure for all centers. Staff and management shall do their best to minimise accidents.

**Food**

Our qualified cook takes care of the nutritional needs of all children whilst at the center. The center provides morning tea, lunch with fruit and afternoon tea.

We ask that you supply your child with a drink bottle that is clearly labeled for drinking when outside or between meals. Due to minimizing the risk of allergic reactions, we ask that you do not bring your child into the centre with food. If they are still eating on arrival or need breakfast, we have an area in the foyer where you are able to give this to them.

**Birthdays**

These are special occasions for a child and we like to make them a memorable event. Please feel free to send a long a cake on your child's birthday so that they can celebrate with their friends. Staff will take photographs of this special occasion. Again due to minimizing the risk of allergic reactions we prefer that you provide a store bought cake with an ingredient list. If the cakes are homemade please supply the packaging from the cake mix.

**Room Details**

**Joey Room- 0-2 years**

What do we provide?

* All nappies/creams/wipes
* Milk/soy milk
* Morning tea, lunch/puree, afternoon tea
* Regular observations of your child’s development
* A portfolio which you receive at the end of the year- these are available for you to view all year
* An environment that is safe, challenging and interesting
* Direction, support and activities for parents so they can also extend their child’s skill levels as required.

Parents to provide

* Bottles of formula
* A water bottle
* Three spare changes of clothes
* One broad brim hat
* One sheet/blanket
* Dummy or any significant settling objects for your child

**PLEASE ENSURE ALL OF THE ABOVE ITEMS ARE LABELLED CLEARLY WITH YOUR CHILDS NAME**

General goals for the children in this age group

* Encourage the use of language
* Develop an interest in music, art/craft, books, nature and the immediate environment
* Encourage self-help skills such as using a spoon or cup
* Develop social skills such as learning to separate from parent and turn taking
* Encourage hand washing and toilet training if development suggests so
* Encourage fine and gross motor play through experiences
* Promote concentration skills

**Possum Room- 2-3 years**

What do we provide?

* Qualified staff
* Regular observations of your child’s development
* A portfolio which you receive at the end of the year- these are available for you to view all year
* Morning tea, lunch and afternoon tea
* Milk/soy milk for rest time
* Creams and wipes for nappy change and toilet training
* An environment that is safe, challenging and interesting
* Direction, support and activities for parents so they can also extend their child’s skill levels as required.

Parents to provide

* Rest time bottles
* A water bottle
* Two spare changes of clothes
* One broad brim hat
* One sheet/blanket
* Nappies if required

**PLEASE ENSURE ALL OF THE ABOVE ITEMS ARE LABELLED CLEARLY WITH YOUR CHILDS NAME**

General goals for the children in this age group

* Encourage self-esteem and confidence
* Develop an understanding of the primary colours, shapes and numbers (1,2,3).
* Encourage self-help skills such as caring for their own belongings
* Develop social skills
* Encourage self-expression through music, art and movement
* Encourage fine and gross motor play through experiences
* Promote concentration skills
* Extend on individual interests and the environment

**Koala Room- 3-4 years**

What do we provide?

* Qualified staff
* Regular observations of your child’s development
* A portfolio which you receive at the end of the year- these are available for you to view all year
* Morning tea, lunch and afternoon tea
* An environment that is safe, challenging and interesting
* Direction, support and activities for parents so they can also extend their child’s skill levels as required.

Parents to provide

* A water bottle
* Two spare changes of clothes
* One broad brim hat
* One sheet/blanket
* Nappies if required

**PLEASE ENSURE ALL OF THE ABOVE ITEMS ARE LABELLED CLEARLY WITH YOUR CHILDS NAME**

General goals for the children in this age group

* To further increase self-esteem and confidence
* To further encourage self-help skills such as caring for their own belongings
* To further develop social skills
* To further encourage self-expression through music, art and movement
* To further encourage fine and gross motor play through experiences
* To further promote concentration skills
* Extend on individual interests and the environment

**Echidna Room- 4-5 years**

What do we provide?

* Qualified staff
* Regular observations of your child’s development
* A portfolio which you receive at the end of the year- these are available for you to view all year
* Morning tea, lunch and afternoon tea
* An environment that is safe, challenging and interesting
* Direction, support and activities for parents so they can also extend their child’s skill levels as required.

Parents to provide

* A water bottle
* Two spare changes of clothes
* One broad brim hat
* One sheet/blanket
* Nappies if required

**PLEASE ENSURE ALL OF THE ABOVE ITEMS ARE LABELLED CLEARLY WITH YOUR CHILDS NAME**

General goals for the children in this age group

* Encourage self-esteem and confidence
* To further develop self-help skills and independence
* Develop social skills and ways to positively handle conflicts
* Encourage self-expression through music, art and movement
* Encourage fine and gross motor play through experiences
* Promote concentration skills
* Extend on individual interests and the environment
* To provide children with the necessary skills required to assist with their transition to “big school”
* Develop ability in their number, letter and shape recognition in accordance to their skills level and interest in this area.