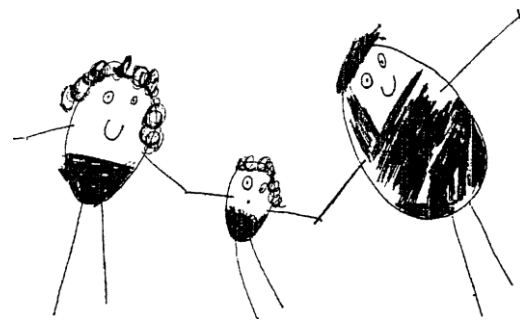


WELCOME TO



10 Bean St, Wallsend 2287
Phone: (02) 4951 6333
email: admin@oranapreschool.com.au
web: www.oranapreschool.com.au

Welcome to Orana Preschool, a not for profit community based preschool based in Wallsend. We believe in an enjoyment of learning through active exploration, child initiated play and experiences, while building strong, positive relationships with others.

We nurture those essential skills required for successful transition to formal education and support children's unique individual needs and strengths while promoting inclusion for all.

Orana is licensed by the Department of Early Childhood Education and Care for 29 children per day, offering full day sessions for children aged three years up to starting school. We are open Monday to Friday, during school terms. The preschool is closed on all public holidays and school holidays. (When closed, there are no fees payable.)

OUR TEAM OF EDUCATORS

Helen Houston	Director (Nominated Supervisor) Bachelor of Early Childhood Teaching
Sue Kendrick	Associate Diploma (Second in charge)
Lauren Brien	Associate Diploma (Educational Leader)
Tracey Poolman	Bachelor of Teaching /Bachelor Early Childhood studies (2020 on Maternity Leave)
Jacqui Pappas	Bachelor of Education (Educational Leader)
Renae Dalton	Associate Diploma
Heidi Thomas	Associate Diploma

All staff at Orana are early childhood trained and all staff have Working with children checks and current First aid certificates including asthma and anaphylaxis.

Helen



Sue



Lauren



Jacqui



Tracey



Heidi



Renae



CURRENT HOURS OF OPERATION

Monday & Tuesday and Thursday & Friday.

- *Opening hours 8.30am – 4.00pm*

Wednesday

- *Opening hours 8.45am – 3.00pm*

FEES for 2020

Our current funding guidelines are based on guidance from the NSW Department of Education & Communities and may be subject to change. Currently fees are

- Monday & Tuesday, Thursday & Friday is *\$27.00 per day. Equity fee rate \$15.00 per day*
- All reduced fee levels are based on information provided from parents, guidance from the NSW Department of Education & Communities, Priority of access and children's individual circumstances.
- Wednesday fee is currently \$36.00 for all.
- Accounts are paid via the Preschools fortnight direct debit system.
All families **must** complete the Direct Debit Request form prior to enrolment.

Priority of access defined by the NSW Department of education is as follows:

Services are required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- children who are at least 3 years old on or before 31 July in that preschool year and from low income or Aboriginal or Torres Strait Islander families
- children with English Language needs
- children with disability and additional needs
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. Priority must be given to the groups outlined above before any other groups, including non-equity three year olds.

Fee information

- ❖ Fees are payable even when a child is absent for sick days or family holidays taken during term time.
- ❖ A late fee for families who arrive after the service closing time is set at \$20 for the first 10 minutes and an additional \$1 per every additional late minute.
- ❖ Preschool does not accept cash for fee payment.
- ❖ The daily fee cost is determined each year by the Executive Committee after all budgetary requirements are considered.

FEE REQUIREMENT

As fees help us to meet our operational costs you will understand how important it is for fees to be paid on a regular basis.

- ❖ \$100 security deposit must be paid to secure your spot. This is refundable at the completion of your child's time at Orana. **Account name:** Orana Preschool **Bank:** Greater Building Society **BSB** 637-000 **Account** 781446424. Please state child's name e.g. Annabel Smith (not the parent name).
- ❖ Direct debit payments are deducted fortnightly and it is your responsibility to ensure sufficient funds are available. A direct debit form must be signed by the parent before your child commences preschool.
- ❖ A statement for the term is available if requested.
- ❖ Preschool accounts must be kept current at all times. **Failure to do so may result in termination of position**

OPTIONAL – Orana T shirt and Hats.

If you would like to purchase one please see a staff member. A variety of colours are available. See display in the centre foyer.

T-shirt and hats can be paid for via direct deposit or cheque

BANK: Greater Building Society

BSB 637-000 Account 781446424

Please state child's name e.g. Annabel Smith (not the parent name).

In our termly Newsletters, we ask and gratefully accept donations of certain items over the year. These can range from boxes of tissues to reams of A4 paper.



ABSENSES

We ask that you notify the preschool at 9am, either by phone or email, if your child will be away for any reason. There is no reduction of fees if your child is absent for any reason, including sickness.

TERMINATION OF ENROLMENT

- Two weeks' written notice is required if you plan to withdraw your child. Please see policy.
- The Preschool is a not-for-profit organisation and we are committed to keeping fees as low as possible. The fees are used directly to finance the running of the preschool so it is imperative that fees are paid promptly. **Orana reserves the right to terminate a child's position at the preschool if there are outstanding fees. If you need a special payment plan, please see the Director.**

TOILET TRAINING

CHILDREN MUST BE TOILET TRAINED TO COMMENCE THEIR ENROLMENT

We do not have nappy changing facilities so children must be toilet trained to commence their enrolment at the preschool. If you are having challenges with supporting your child to become toilet trained please talk to staff to work out some strategies to help your child.

ARRIVAL AND DEPARTURES

To ensure that children are dropped off and picked up in a safe manner and that all information is effectively shared between yourself and educators, please adhere to the following guidelines during arrival and departure from the preschool:

- **Supervise all other children (i.e. siblings) that accompany you to the preschool to ensure that the safety of children and equipment is not compromised. These children must stay in direct sight of parents at all times.**
- Sign your child in/out, as you enter the premises, on the attendance register.
- Close all gates and doors as you use them and ensure that no child other than your own exits play spaces or the front door as you are leaving.
- Inform educators of your child's arrival and departure and share/gather all relevant information
- **Inform educators if anyone other than yourself will be collecting your child, and make sure that the preschool has written authorisation for the identified person to collect your child. Photo identification needed.**
- Please note: Children will not be released to anyone under the age of 16 years.

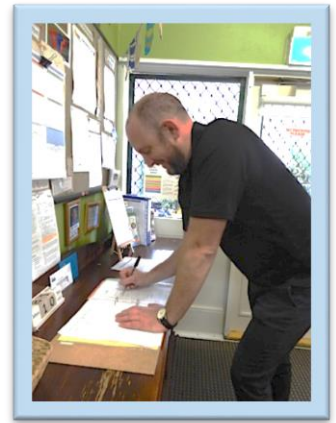
PRESCHOOL WEBSITE www.oranapreschool.com.au

Orana has a website to access useful preschool information and helpful resources for families.

SIGN IN/OUT BOOK

The sign in/sign out book is located in the foyer. This book is an important way of recording each child's attendance and records must be kept for 25 years! It is a legal requirement so please make sure you sign your child in and out each day.

If someone else will be picking up your child, **you must write it in the comments section of the sign in book.** It is important that you verbally let the educators know what is happening. If these steps are not in place, we can refuse to let your child go. If there is going to be a regular arrangement, please send a written permission letter which we can keep on file which states the arrangement. Authorised persons must be listed on your enrolment forms. We understand that emergency situations do arise from time to time and we ask that you ring us to let us know if you are going to be delayed



Families will receive an invitation to join Storypark, a secure online platform for communicating with families, documenting key learning experiences, children's progress, photos and events that have occurred during your child's time at Orana.

PARENT COMMUNICATION

There are a number of ways in which communication between the preschool and families can occur. Parents are the primary caregivers of their children and communication between parents and educators is very important as we are here to compliment what you already do at home. There are many ways in which we communicate including

- Conversations – both formal and informal. Staff interact with parents daily, informing parents of general progress of your child.
- General information via Storypark/text/email/newsletters
- Notice boards
- Documentation around the preschool
- Management Committee meetings minutes

If at any time you wish to speak to staff about more specific developmental progress an appointment can be made. If you have any suggestions or concerns that you would like to put forward, please let the staff know.

PARKING AT PRESCHOOL – on street parking

The preschool is located in a residential area and it is important to maintain a good relationship with our neighbours. Please ensure that you park legally at all times and do not park on/across driveways. Double parking is illegal and dangerous to other parents and children crossing the road.

SIBLINGS AT PRESCHOOL

Parents and carers are welcome to bring their younger children to the preschool when picking up or dropping off your child. However, please keep in mind that the program and equipment is set up for three to five year olds and younger children require close supervision when visiting.

THE CURRICULUM The Early Years Learning Framework is an Australia wide curriculum that has been established for early years learning services by the Commonwealth Government.

The Early Years Learning Framework – Belonging, Being and Becoming describes the principles, practice and outcomes essential to support and enhance young children’s learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children’s learning, providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development

DAILY PROGRAM

The daily program is based on “The Early Years Learning Framework in Practice” designed to meet the individual needs and interests of the children. At Orana Community Preschool we believe strongly in the pedagogy, principles and practices underpinning The Early Years Learning Framework (EYLF). The program will reflect the five learning outcomes:

1. Children have a strong sense of self
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

Skill Development

- Co-operation
- Group Work
- Creative Skills
- Problem Solving
- Self Help Skills
- Social Skills
- Language
- Cognitive Skills
- School readiness skills
- Gross Motor
- Fine Motor
- Science Skills
- Pre- reading
- Pre-writing
- Eye\Hand\Foot synchronization
- Spatial Skill



There will be a balance of indoor and outdoor experiences initiated and programed from interests and developmental needs of the child.

Staff observe each child and record developmental progress. These records are available for parents to view.

Our environment

is designed to facilitate children’s learning and exploration through the provision of resources and materials which offer choice, opportunity and discovery. We acknowledge that in play the **emphasis is on process and not product** and we value the learning that is gained through experimentation and investigation. We are very fortunate to have a well-resourced preschool and resources are readily available in the environment to accommodate the children’s current interests and capabilities. Learning areas are set up in a way that encourages the children to make independent choices and decisions. Low open shelves with a variety of resources allow the children to take on an active role in their own play and discovery.

A day at Orana...



Our routine takes into account various factors including; what works best for the children attending, the weather and family input. An example of a typical day in summer, is provided below

8:30am	Doors open. Children and families are <u>warmly welcomed</u> as they arrive in the outdoor environment. Children say their goodbyes with hugs and kisses ready to settle into some planned outdoor experiences ripe for learning, socialisation, exploration and discovery.
10 am	As the trolley arrives out on the <u>veranda</u> , children decide themselves when they wish to partake in morning tea . Educators sit with the small groups of children to encourage conversation and healthy eating.
11.15am	Children gather on the mat for a morning meeting where ideas, interests and current projects are discussed. They are invited to small groups for language and literature where stories, songs, rhymes , poems and puppet plays are shared and enjoyed.
11.45am	Children are transitioned to make indoor activity choice as they explore what experiences are on offer. These are planned from interests, children's ideas and project focus.
1 pm	Progressive lunchtime begins as children are encouraged to <u>listen to their bodies</u> to recognise when they are hungry. They wash their hands and join an educator with their lunch box and drink when they are ready.
2.10pm	Children are invited to participate in music and movement experiences enjoying group games, dance, musical instruments, drama or yoga .
2.30pm	Children return outdoors for more play adventures!
3:15pm	We say our final goodbyes as the preschool planned programmed activities conclude.
4.00pm	Doors close.

Please note. Wednesday's are 8.45am- 3.00pm so times will differ.

SETTLING YOUR CHILD INTO PRESCHOOL

We understand that starting preschool can be an apprehensive time for both family members and children, and quite often it is the first experience of extended separation. Developing trusting relationships with educators, and familiarising yourself, and your child with the preschool routine, environment and procedures will help alleviate some of these concerns. We encourage you and your child, where possible, to spend some time at the preschool before their first day and to consider shortening their first days; this will help promote a gradual orientation into the preschool. Please talk to staff to arrange orientation visits. Although the experience will differ for each individual, there are also some general strategies and information that all families may find helpful during this process:

- Many children experience some anxiety about separating from their parents or caregivers when they start care. This is normal, and may take a little time to resolve depending upon your child's age and temperament. Spend some unhurried time with your child at preschool and then say 'goodbye' calmly and confidently, reassuring your child that you will collect them later.
- Leave when you say you are going to leave. Continuing to stay for 'one more minute' can increase yours and your child's anxiety.
- Always say goodbye to your child. While it may be tempting to leave quietly, while your child is happily engaged in play, this can cause children to feel worried and distrustful.
- Please feel free to ring the preschool to check on how your child is settling in.

SECURITY TOY OR BLANKET.

If your child has a security toy or blanket and you feel that it will assist in the separating and settling process we support and encourage this special item accompanying your child to preschool. Please make staff aware of your situation so that we can assist.

SUITABLE CLOTHING Play clothes. For sun safety, shirts and dresses must have sleeves. Please do not send your child in 'expensive good' clothes then expect them to stay clean. Preschool is a "hands on experience" where paint, sand and play dough are accessible daily. Your child will be unable to enjoy their day if they are continually worrying about getting clothing dirty. Please ensure that your child is dressed in such a way as to be independent with his / her clothing at toilet time. Belts, buckles and braces can be difficult to undo 'in a hurry'. Elastic waisted shorts or pants or simple dresses (with sleeves) are best. Only sleepers or studded earrings are to be worn. Necklaces and other jewellery can be lost or dangerous and get caught when climbing and playing at preschool. **Hats** must be worn daily. Broad brim or legionnaire styles are encouraged (no caps please). Ensure all hats are free of hanging string and toggles as they are dangerous and considered a choking hazard. **Shoes** are often removed, as climbing and sand play is easier without shoes. If you tell your child "leave your shoes on" your child may avoid the sand play therefore missing out on valuable learning experiences. Simple shoes that are easy to put on and off are suggested.

ENCOURAGING INDEPENDENCE

Children are encouraged to be independent and make choices for themselves. The choices offered to children, must be real choices, for a child to make real decisions. Real choices encourage independence. Here at Preschool, children are encouraged to complete many routine tasks themselves. *For example, placing their morning tea in the basket, putting their bag in their locker, **putting their own shoes on**.* This promotes the development of self-help skills. Once they become fluent in these jobs and taking responsibility for themselves and belongings, their self-confidence and esteem are increased. Gaining these attributes encourages them to form their own positive self-identity ready to move onto formal education in Primary School!



YOUR CHILD WILL NEED the following items:

- A bag, large enough to hold all personal belongings.
- Morning tea in small bag clearly labelled (paper bag, draw string cotton bag suitable for fridge)
- Lunch (preferably in a cold pack type bag or as per morning tea suitable for fridge)
- A broad brim hat with no cords or toggles. Every day rain, hail or shine.
- A spare set of clothes
- A drink of water in a suitable container (clearly labelled)

PLEASE WRITE YOUR CHILD'S NAME ON ALL PERSONAL BELONGINGS

Please do not underestimate a small child's ability to lose something or confuse it with another's unnamed personal belongings.

LOCKERS

All belongings are kept in lockers. Children collect their locker tag and choose a locker for that day. We encourage children to be responsible for their personal belongings and independently place these into their locker. Please assist by encouraging your child to be responsible for their bag and locker upon arrival and departure.

MORNING TEA

Morning Tea must be in a clearly labelled paper or cotton bag.

Upon arrival, assist your child to place his\her morning tea into the basket or in the fridge. Then encourage your child to place his \her school bag in their locker.

These routines support children integration of future school routines.

LUNCH

Lunch can be either placed in the fridge or left in their bag in their locker with a cold pack container similar to that, which will be used at school so that your child will learn to manage his\her own lunch and containers. ****If lunch requires refrigeration the same rules as per morning tea apply.*** Staff eat with children and are available to assist with meals however children are encouraged to utilise independent skills as consistently as possible.

FOOD SUGGESTIONS

We are a PEANUT ALLERGY AWARE Preschool, this means NO peanuts are to be consumed on the premises. Please be aware of this as you prepare your child's food for the day.



A list of suitable foods are available via this link www.goodforkids.nsw.gov.au

Please also supply a drink container filled with WATER not cordial or juice. PLAIN milk is also acceptable.

BIRTHDAYS

Educators are happy to acknowledge and celebrate each child's birthday with the group. You may like to send in cupcakes, a fruit platter, ice-cream or ice blocks to share with all children. Please check with staff before sending. **If your child is likely to have allergies** to such things, you can bring in alternatives that we can store at preschool, so that they too can join in the celebrations. Please speak to staff.

TOYS FROM HOME There are many activities to keep your child stimulated and busy throughout the day. Toys from home can create distress especially if they get lost or broken.

EQUIPMENT AND MISPLACEMENT Sometimes, pieces of equipment get taken home accidentally in pockets etc. Please return any pieces which your child may inadvertently take home as these pieces are precious, expensive and often irreplaceable. Educators would be happy to accept their return.

IMMUNISATION Parents must provide an Immunisation History Statement prior to enrolment. A copy is retained by the preschool. (Only approved Australian Immunisation Register (AIR) forms can be accepted)

ILLNESS Children are **unable** to attend preschool if, **during the past 24 hours** the child has displayed symptoms relating to the following common illness:

- high temperatures,
- gastrointestinal upset
- vomiting
- Diarrhoea
- extreme coughing
- contagious mucus (runny nose will appear green in colour)
- unexplained rash

Children who require paracetamol (pain killers) for any reason, may not attend preschool for 24 hours as paracetamol is a masking agent altering the child's true medical condition.

In a bid to minimise cross infection and spread of common illness, children are to remain at home until they are deemed in good health and no longer infectious. In some cases, a doctor's certificate may be required to return to preschool. This will be based individually and with consultation between parents and Director.

*We regret that fees **must be paid** when your child is absent*

MEDICATION Children requiring prescribed medication at preschool must have a medication form completed and signed by the parent/guardian. All medication must be handed to staff for placement in a locked container **MEDICATION IS NOT TO BE LEFT IN CHILDRENS BAG'S**. Please note; over the counter medications and cough lollies are not permitted at preschool. Staff are not permitted to administer paracetamol.

ADDITIONAL NEEDS Orana Community Preschool has a commitment to mainstreaming children with additional needs in the preschool setting. Orana strives to meet the individual needs of every child and works closely with their families and professionals to meet children's developmental goals.

For this reason, it is essential that if your child has any additional needs or if you have any concerns about their development, these must be discussed with the preschool Director prior to enrolment. **These needs must be detailed on your enrolment form** with any additional professional reports. This will ensure the preschool is able to deliver a suitable individualised program for your child.

BEHAVIOUR Our preschool is a learning environment. If a child continually disrupts this environment and exhibits unacceptable and inappropriate behaviour that cannot be managed by the preschool's educators, further resolutions will be sought

- the preschool will first initiate discussion with the child's parents
- after consultation with the parents, will seek external professional input

The preschools number one priority is to the safety and wellbeing of all enrolled children and therefore should this be compromised at any time, action will need to be taken.

EXCURSIONS

All excursions will be carried out in accordance with– **the Education and Care Services National Regulations. Part 4.2, Div 6 Regulation 99-102.**

Written permission will be sought for all routine and non-routine excursions and a risk assessment will be carried out before any excursions take place. Please see the Preschool's Excursion Policy for more information. To ensure adequate supervision on outings, parent involvement may be sought.



TRANSITION TO SCHOOL

Starting formal education, kindergarten, is a big step in a young child's life. "Is my child ready for school?" is a common concern for parents. At Orana we believe that the final decision is yours. However we will be able to assist and guide you in this decision should you need advice on the matter. Our advice is based on connections and interactions with your child in our preschool environment. Interestingly families often do not realise that a child DOES NOT have to start school until the year of turning six. When deciding when your child should start school, consider your child's unique abilities and circumstances. Gather accurate information about your child's development, particularly resilience, independence and a love of learning. Take into consideration their communication skills, including language development and the ability to listen; social skills, and the ability to get along with other children and adults; and physical skills from running and playing to using a crayon or pencil.

Talking with your child's preschool teacher can provide useful, independent clarifications and information. So it is important to take the time to make an informed decision. Staff are here to support you.

SOCIAL FUNCTIONS

One of the major benefits of parents being part of a community preschool is the opportunity for social interaction between children, families and staff. Over the years many long standing friendships have been formed, and the happy social climate of the preschool is of benefit to the children and families alike.

A variety of social functions are organised throughout the year. During the year there may be picnics and various fundraisers and a Christmas celebration is also organised in December. If you would like to volunteer as the social coordinator please see the Director.

ASSOCIATION MEMBERSHIP

To entitle you to vote on issues at parent meetings and hold a position on our management committee you will have to join the Orana preschool association. This is mandatory for at least one parent/ guardian per family. Your application form is attached to your enrolment forms.

- Membership to our Association entitles you to participate in our committee meetings, held each term, pertaining to the Management of the Preschool.
- The membership cost is \$10.00 per year.
- The \$10 membership fee will be deducted from your \$100 security deposit annually

As the member of the Association you are eligible to vote on special resolutions, policies etc. Basically it is your opportunity to have input on how Orana is managed.

MANAGEMENT COMMITTEE

Orana preschool is managed by a Management Committee. The Committee is made up of parents and interested persons and are voted in during the Annual General Meeting (usually held in March).

GREIVENCE PROCEDURES

Our service values the feedback of educators, staff, families and the wider community in helping to create a service that meets regulation and the needs of enrolled children and their families. We encourage open communication through opportunities to respond and feedback on the program. A component of this feedback is the ability to put forward a **complaint** and have this managed appropriately with due consideration for accountability and quality improvement.

The following is the Grievance Procedure that will take place:

- Parent/s or guardians make a time to talk to the Director.
- The discussion will be documented for both sides of the party to check for accuracy.
- The grievance will be brought to the attention of the Approved Provider i.e. the President of the Management Committee.

Families can expect the following when making a complaint:

- To be kept informed of progress regarding the resolution of the complaint
- That the complaint be dealt with promptly

Written complaints should be forwarded to:

Orana Community Preschool

President Management Committee: Caitlin Danvers

Nominated Supervisor: Helen Houston:

10 Bean St Wallsend phone. 49516333

Your complaint will be dealt with in the strictest confidence. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who genuinely need to be notified in order to deal with the complaint.

Complaint forms are located in the foyer area in folder marked complaints forms.

SAFETY AND EMERGENCY PROCEDURES

Emergency evacuation procedures in case of a fire etc. are displayed in each room and throughout the preschool. Educators are trained to deal with such emergencies and at regular intervals fire drills and lockdowns are practiced with the children. All staff have first aid training and are equipped to handle emergency First Aid situations.

CONFIDENTIALITY GUIDELINES

The preschool acknowledges and follows confidentiality guidelines as outlined by the Department of Education and Communities, The Australian Early Childhood Association (AECA) Code of Ethics and The Privacy Act. These guidelines are abided by in every, procedure and practice.

POLICIES

The preschool has a number of procedures and policies in force to ensure the smooth operation of the centre. Copies of the policies are available to all families

These include policies relating to:

Quality Area 1 – Educational program and practice

Quality Area 2 – Children’s health and safety

Quality Area 3 – Physical environment

Quality Area 4 – Staffing Arrangements

Quality Area 5 – Relationships with children

Quality Area 6 – Collaborative partnerships with families and communities

Quality Area 7 – Leadership and service management

STUDENTS

During the year students from training institutions may complete practical placements at the preschool. The experience student's gain is invaluable to their studies. We do however limit the number of students we place at the preschool. Students are never left alone with the children, and they are not permitted to give advice to parents. The Educational Leader will closely supervise all students.

GENERAL INFORMATION.

- Ensure your child has visited the centre prior to attendance.
- Be excited, but don't build it up to be something it is not.
- Dress your child in play clothes
- Pack a healthy morning tea and lunch in clearly labelled bags.
- Show your child their lunch so they can identify it later in the day.
- Stay calm and positive
- Arrive at preschool smiling.
- Let your child see that you are confident and happy in leaving him / her at the pre-school. This will help your child to settle in.
- Sign the attendance book upon arrival and departure
- Help him/her to unpack.
- Help your child become involved in play.
- Tell your child when you are leaving. Never sneak away.
- Ask your child about his / her day at the pre-school. It is important that you show that you are interested in his / her activities
- Avoid asking, "Did you make any friends today?" or "What are the names of your friends?" It takes time to settle in and build friendships. All pre-school children are 'friends' some friends will become closer, special, or important, it takes time to work this out.
- Read and reply to preschool emails to keep updated.
- Avoid sending your child in super hero outfits. Preschool has many opportunities for dress ups.
- If you have any concerns about your child, please discuss it with the staff.

We look forward to getting to know your child and welcome your family into the centre.

We see parents as partners in the learning process and you are most welcome to visit, contribute and participate in the activities at Orana at any time

