



Tamworth Montessori Preschool

Family Handbook

DRAFT FORMAT

Quality Area 6: Collaborative partnerships with Families and Communities

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Welcome to our Preschool,

Our Family Handbook explains important information that you need to be aware of whilst your child is at our Preschool.

Service Philosophy

Our overriding philosophy links to the United Nations Children's Emergency Fund (UNICEF) Convention on the Rights of the Child.

Tamworth Montessori Preschool seeks to understand, interpret and implement the teaching of the Early Years Learning Framework (EYLF) and the Montessori methods of education. These methods foster a love of learning.

We believe that the combination of these methods of education gives children the best possible start in life. We guide each child towards their optimum development at their own pace.

EYLF and Montessori Education are holistic. They are concerned with the development of the whole child. We aim to provide an education for life.

The EYLF and Montessori approaches to education are about responding to the developmental needs of the child. (They are following the child).

We believe that children are self – motivated learners who explore their world as they pass through what is known as *sensitive periods*. That is times of intense attraction to certain activities in different developmental areas. We offer a versatile, natural, and sustainable environment that lends itself to these learning opportunities. In such a learning environment, the child develops the personal qualities of:

- Independence
- Self Confidence
- Ability to concentrate and
- Orderly work habits

The mixed age group of 3 to 6 years, and an emphasis on social development enables a strong sense of community to develop.

We protect the wellbeing of each child intrinsically through our safe practices, helpful and sustainable program, staffing arrangements and clean secure learning environment.

A supportive culture of ongoing quality improvement in which the learning and development of each child is highly valued, is driven by and reflected in the management and governance of the Preschool.

Management

The day to day running of our preschool is shared by Mariko, our Preschool Manager and Fiona our Teaching Director. They are overseen by the Board of Management, a group made up of parents and community members.

Each family of an enrolled child must be a member of the Tamworth Montessori Association Inc. This costs \$10.00 per annum. The Annual General Meeting is usually held in September of each year.

Regulatory Authority

Our Preschool complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework, the Montessori Early Years Learning Program (which is another Government Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Our Preschool is regulated by the national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in New South Wales.

To contact our Regulatory Authority, please refer to the contact details below:

NSW Early Childhood Education and Care Directorate
Department of Education and Communities www.det.nsw.edu.au
1800 619 113, ececd@det.nsw.edu.au, Locked Bag 5107 PARRAMATTA NSW 2124

Educator Ratio

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children’s learning and development. They are encouraged to attend further professional training and development.

Preschool Information

Our Preschool caters for children aged between 3 years and 6 years. We are open from 8.30am until 4.00pm Monday to Friday during NSW Public School Terms. We are closed during NSW Public Holidays and NSW Public School Holidays.

All Preschool families are members of the Tamworth Montessori Association Inc and pay an annual association fee. This association is the Approved Provider of the

Preschool. Board members are elected each year at our Annual General Meeting. The members of the Board include: President, Treasurer, Secretary, Sustainability Officer, parent representatives and community representatives. The Teaching Director and Preschool Manager are non-elected permanent members of the Board.

Contact Information

Telephone Number: (02) 6766 7750
Email: office.tammont@gmail.com

Service Provider: Tamworth Montessori Preschool

Directors: Teaching Director -Fiona Cook
Preschool Manager – Mariko Batho



Emergency Drills

Through out the year Preschool holds many emergency drills, which occur at any given time throughout the day. These are carried out in a well organised and orderly manner.

We try to make sure every child is attending on a day that we have rehearsals so that they are not confused or frightened. Because we try to make sure everyone has had a rehearsal it maybe that your child/ren have several rehearsals.

If there is a real emergency, the Teaching Director and Preschool Manager will ring every child's family on that day to let them know that it happened. If a child comes home and says there was an emergency and we have not rung you, it will be a rehearsal.

An emergency evacuation plan is displayed in every room.

Immunisation

Under the *NSW Public Health Act 2010*, an approved immunisation form from the Australian Immunisation Register (AIR) must be provided at enrolment and also after the child has completed their 4 year old immunisations.

An Immunisation History Statement is automatically sent to the parents after their child has completed their 4 year old immunisations. However, parents can obtain an updated statement at anytime (up to the child being 14 years of age) by:

- Using their Medicare online account through myGov at <https://my.gov.au/>
- Using the Medicare Express Plus App at www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps
- Calling the Australian Immunisation Register General Enquiries Line on 1800 653 809

Other immunisation records, such as the Interim NSW Vaccination Objection Form, Blue Book, a GP letter or an overseas immunisation record are **not** acceptable.

Children who are on a Catch-Up Schedule or have a Medical Contradiction to a vaccine will be excluded if there is an outbreak of that disease. These children will be excluded for the duration of the outbreak. Families will still have to pay for days that their child has been excluded.

Fees

Fees vary from year to year according to the funding from the NSW Department of Education and each families circumstances. Some subsidies are usually available.

If all the relevant paperwork is completed, each family will be given their fees at the Family Orientation.

Our fees are very competitive and are considerably less than most long day care centres.

Your initial invoice will include:

- Association Fee – all families are required to be members of the Tamworth Montessori Association Inc. Currently, this fee is \$10.00 per family annually.
- Bond – all families are required to pay four weeks of daily fees as their bond. This money will be refunded if your fees are fully paid and if you give the Preschool four weeks written notice prior to your child/ren leaving Preschool, or you wish to change or drop a day, except for children transitioning to school. Children transitioning to school will have their bond refunded in their Term 4 invoice. The four weeks must be during term time.
- Preschool Administration Fee – each term there is a \$20.00 administration fee.
- Preschool Fees – all families will be invoiced for the number of days that their child/ren will attend Preschool for that term.

Fee are paid in advance and are due by week four of each term. These fees can be paid by: cash or cheque to the preschool office or by Electronic Funds Transfer through your financial institution. The Preschool's banking details are printed on each invoice. Our banking details are:

Bank	ANZ Bank
BSB	012-830

Account No 2083 81439
Account Name Tamworth Montessori Association Inc.

If you would like to arrange a payment plan please see the Preschool Manager. We reserve the right to terminate an enrolment if these conditions are not met.



Absences

Tamworth Montessori Preschool requires families to pay for any absent days and public holidays.

Families that are going to be absent for long periods have a choice of paying their families daily fee for the period of the absence to maintain their position at preschool, or they can give four weeks written notice if they would like to cease enrolment. Please be aware if you choose the

second option there is no guarantee of a place for your child on your return. If you require a place they would go on the waiting list.

Make-up Days

There are no formal Make-up Days as we are at full capacity and are bound by legislation as to the maximum number of children that we can have per day.

Extra Days

We appreciate that at times families may need an extra ad hoc day. If we have space we will endeavour to accommodate this and you will be charged at your normal daily fee. Please be aware that this cannot be regular as we are not occasional care.

Preschool Closing Time and Late Fees

Please be aware that the end of the day for children is 4.00pm. We are not licensed or insured to have children on the premises after 4.00pm, or before 8.30am. In the event of an unavoidable late pickup, please let the Preschool know as soon as you can.

The late fee is \$40.00 per child for every 15 minutes or part there of and will be invoiced to you. The late fee is strictly adhered to, as two staff members are required to remain until all children have been collected.

If we are unable to contact a parent/carer or a person nominated on the Enrolment Form to arrange collection of the child/ren within an hour of the Preschool closing, then we will contact Department of Family Services and the Police to take responsibility of your child.



Privacy and Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

Preschool Policies and Procedures

Preschool Policies and Procedures are available for families to read in the office. If you would like to see these please ask either the Teaching Director or Preschool Manager. We expect all at our Preschool to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Laws and Regulations.

Exceptions for individuals cannot be made unless the management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure that they adhere to our families needs and meet required National Laws and Regulations. Your involvement is greatly appreciated.

Family Information

When you enrolled your child/ren at our Preschool, you were required to complete all our enrolment documentation. Please understand that it is essential that we have the latest up to date information in case of an emergency. It is important that you notify management of ANY changes to enrolment information. Including:

- Address
- Health issues
- Immunisation information
- Telephone or mobile phone numbers
- Contact details
- Family changes
- Emergency contact information

It is essential that we have copies of your child's birth certificate. If your child has a birth certificate in a language other than English we will require a translation.

There is a large amount of information available to our families. This information is in various places, notice boards, foyer and office. If you are looking for any information and cannot find it please ask the Teaching Director or Preschool Manager and we will be more than happy to assist you.

Communication Between Home and Preschool

We hope to work in partnership with your family, but please be aware that drop off and pick up is not the best time to talk confidentially about your child.

At anytime, if you have anything that you wish to discuss with either the Teaching Director or Preschool Manager about your child the best way is to ask for an appropriate time to call or visit.



General information for all families is distributed by newsletter, notices beside the Sign-in Sheet and letters in the Parent Pockets.

Information for a specific family, will be through a letter in the Parent Pocket or if necessary, a telephone call.

Annually, we have Parent Teacher meetings where you can specifically speak about your

child's development. However, these are brief and a follow-up meeting can be arranged.

When your child is transitioning to school a NSW Transition to School Statement is completed. This document will be given to the family to complete their section. We are happy to forward this to your child's school.

Court Orders

Parents must notify the Preschool if there are any Court Orders affecting residency of their children and a copy is required for the Preschool. *Without a Court Order we cannot stop a biological parent collecting a child.*

Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. The times must be noted. The Sign In/Sign Out sheets are on the window sill in the front foyer. A child can only be signed in or out by an adult.

No child will be allowed to leave our Preschool with a person who is not stated on the enrolment form, unless prior arrangements are made with the Teaching Director or Preschool Manager.

We do understand that occasionally you cannot get someone to preschool who is on the enrolment form. If this occurs, please ring the preschool and give us the full name of the person collecting your child and their address. When they arrive they will need photographic identification before we will allow them to take your child. When you next drop your child off there is a form to sign confirming you made these arrangements.

What to bring to Preschool

Preschool will provide a bag and a sun safe hat for your child/ren to use whilst they are at Preschool. Please do not send your child with their own bag, backpack or shopping bag. The Preschool bags fit properly into your child/ren's pigeon hole, enabling them to put things in and take things out of the bag by themselves and there is no safety risk with children being bopped by bags as they are pulled out or handles tripping people.

Morning Tea, Lunch and Afternoon Tea

We ask that each child brings one piece of fruit or vegetable per day. This shared by all the children for Morning and Afternoon Tea. Children also have wholemeal bread and Nuttlex for Morning and Afternoon Tea.

Please refer to our Nutrition and Food Safety Policy and Healthy Food Guidelines when packing or planning your child's lunch. We do NOT allow chocolate, nuts and chips.

Children are asked to bring their lunch in a lunchbox with a lid that they can open. As all lunches are placed into the fridge please do not send in an insulated bag as these are not effective and take up too much room in the fridge. We ask that you put your child's name on both the bottom and the lid of their box. Any other container that you send to Preschool must also have your child's name on it.

Drinks

Your child will be given their own plastic glass with their name on it. This is for use in the classroom. Children can have a drink of water from this cup whenever they like whilst they are inside. Outside children are taught to use the bubbler which is also available to them. Please note that only water and plain milk are acceptable at Preschool. Plain milk can only be drunk at lunchtime. There is no need to send your child with a water bottle.

Clothing

Send your child in practical and non-restrictive, easy to wash old clothes. Throughout the day children must be able to get messy and dirty. Be aware that your child needs to be able to take off their clothing to be able to go to the toilet, be able to cross their legs, bend, climb and do gym.

Please send a complete change of clothes from head to toe including undies, socks and jumper. All clothes need to be labelled and sunsafe.

Every now and then accidents do occur. If your child has diarrhoea or is vomiting, for healthy and safety reasons we will throw away any badly soiled items of clothing.

Shoes

During appropriate weather the children can take off their shoes, in both the outdoor and indoor learning environments. We would prefer it if they did not wear gumboots or thongs as these can pose a safety risk. Sandals, enclosed shoes or joggers are best.

Hats

Your child will be given a sun safe hat which stays at Preschool. This hat is washed regularly. Do not bring hats from home.

News

Our children love to share *News* with their friends. There is a news time most days. Your child can bring something appropriate from home to show their friends, however, they will not be allowed to play with this toy. Violent toys, such as guns, water pistols and swords are not to be brought. Small items that can be swallowed are not to be brought either.

These News items are to be placed into the *News Box* as soon as your child arrives and are not allowed to be taken outside. Once *News* has been talked about the item then goes into your child's bag ready to go home. Your child can also share *Telling News* if there is something they want to talk about. Each child does not have to have *News* everyday.

Our Staff

We are extremely fortunate at Tamworth Montessori Preschool. We have a small dedicated staff who want the best for our children. If we have an educator sick we replace them with an existing staff member. This benefits your child because they know the routines and the children.



Fiona

Fiona trained as an early childhood and infants teacher in the United Kingdom. She has been at Tamworth Montessori Preschool for many years. Fiona is at preschool everyday.

Fiona is our Teaching Director, Early Childhood Teacher, Educational Leader and Nominated Supervisor. She has also been assessed by NESA as a Proficient Teacher. Fiona has undertaken further studies in the Montessori Method.

Fiona has a current first aid and child protection qualifications as well as a valid Working with Children Check.



Mariko

Mariko has many experiences of Tamworth Montessori Preschool, as a parent, Administrator, Board Member and now as the Preschool Manager. She keeps coming back to Preschool. Mariko is at preschool everyday.

Mariko has many years' experience in business and administration and has relevant qualifications as well as being a director of several companies.

Mariko has undertaken studies in Early Childhood Education studies and has current first aid and child protection qualifications as well as a valid Working with Children Check.

Leigh

Leigh started working with Tamworth Montessori Preschool in 2018. She has many years experience of working with young children. Leigh is at preschool on Tuesdays and Wednesdays.

Leigh has a Diploma in Early Childhood Education and Care and has current first-aid qualifications as well as a valid Working with Children Check.



Dee

Dee has worked at Tamworth Montessori Preschool since 2017. She has many years experience working with young children. Dee is at preschool alternate Fridays.

She has a Certificate III in Children's Services and has current first-aid qualifications as well as a valid Working with Children Check.



Payalben

Payalben has worked at Tamworth Montessori Preschool since 2016. She has teaching experience in India and speaks fluent Hindi and Gujarati. Payalben is at preschool on Thursdays and alternate Mondays, Tuesdays and Fridays.

Payalben also has a Diploma in Early Childhood Education and Care.

Payalben has a current first aid and child protection qualifications as well as a valid Working with Children Check.



Lisa

Lisa started working with Tamworth Montessori Preschool in 2016. She has also had experience as a parent of Tamworth Montessori Preschool. Lisa is at preschool on Mondays.

Lisa has a Certificate III in Early Childhood Education and Care and has current first-aid qualifications as well as a valid Working with Children Check.

Sandy

Sandy has worked for many years as our Cleaner. She cleans our preschool every afternoon.

Most children do not see Sandy as she comes in after they have left for the day.

Sandy has a valid Working With Children Check.



Our Program

“Early childhood education is the key to the betterment of society”.

Maria Montessori

We follow the Early Years Learning Framework (EYLF) and the Montessori Early Years Learning Program. We aim to extend and enrich children’s learning from three to five years and through the transition to *Big School*. We are committed to providing a developmental and educational program which caters for each child’s individual needs, abilities and interests. Our program will continue to develop as we use the relationships child have with their families and communities, working in partnership with families to ensure that each child’s knowledge, ideas, culture, abilities and interests are the foundation of our program.

Learning experiences are carefully planned by the Educators according to your child’s interests, strengths and the progress they make towards the five learning outcomes of the Early Years Learning Framework and the seven educational outcomes of the Montessori Early Years Learning Program.

Montessori Early Years Learning Program

OUTDOOR – Becoming an active and healthy participant in the care of our environment

The outdoor environment is an extension of the indoor program where children interact with nature by taking responsibility for tending the garden, caring for the plants and trees and discovering the inter-relationship of plants and animals. Creative play spaces also provide opportunities for children to engage in the social and physical activity of free play.

LITERACY – Communicating through expressive and written language

Children in a Montessori environment are immersed in pre-literacy learning through a vast array of experiences with music, stories and sounds. The richness and beauty of language as an expression of emotion and as a form of communication is enhanced as children are exposed to quality literature and culturally diverse music and language. The Montessori philosophy encourages children to express their thoughts, feelings and ideas through verbal and written communication. Montessori materials extend on this experience by allowing children to master the foundations of written composition and reading.



NUMERACY – Understanding the value of the number system

The Montessori Mathematics curriculum introduces children to the concepts of time, distance, dimension, currency and quantity. An extensive array of materials are available throughout the classroom that reinforce the numerical hierarchy of zero to ten. As children work with the materials they gain a strong recognition of these numbers and their corresponding quantities. From this solid foundation the children are then introduced to much larger numbers and the mathematical operations of addition, subtraction, multiplication and division. The Montessori materials provide concrete representation of numerical value and this gives the children an ability to easily understand each concept before it is presented in its abstract form.

CULTURAL – Discovering the world we live in

In the context of a Montessori classroom the Cultural curriculum consists of the study of science, geography, botany, history, biology, art, music and multi-cultural society. Children make interesting discoveries about the world they live in. Lessons present factual information to help children to identify, name and classify the things around them. Understanding the inter-relationship of plants, animals and people enables children to gain respect for all living things and for their environment.

SENSORIAL – Preparing the mind for intelligent observation

The precisely crafted Sensorial materials provide the children with an opportunity to explore concepts of dimension, colour, shape, weight, volume, texture, scent, taste and sound. The material encourage comparison , observation and problem solving. The lessons accompanying the Sensorial materials provide children with diverse descriptive language and a heightened sense of awareness to intelligently observe their environment.

PRACTICAL LIFE – Preparing the hands and mind to work toward independent thought and action.

Practical Life activities support the child in developing the essential skills to successfully deal with day to day experiences. Practical Life activities allow children to engage in meaningful tasks such as cleaning, food preparation, arranging flowers, gardening or caring for animals. Children can access child sized tools such as kitchen utensils, mops, sponges, sweeping brushes and watering cans that enable them to participate in the care of their classroom and outdoor environment. Practical Life activities assist children to refine and coordinate their movements, to develop concentration and to build skills that will allow them to contribute to society in an independent and responsible manner.

SOCIAL & EMOTIONAL – Learning to be socially responsible and competent

Children in a Montessori classroom are encouraged to move freely from one activity to another based on their interest and self-motivation. Children can work alone , with a friend or as a participant in a group activity. Social etiquette and safe conduct form an essential component of a Montessori classroom. Respect is also a fundamental

element of the Montessori philosophy and reciprocal respect is present in all of the relationships within the classroom community.



Early Years Learning Framework

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests

and construct their own identities and understandings of the world.

BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

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

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

Summer Program

Task
Children arrive and are greeted. Each child does their <i>Morning Routine</i> <ul style="list-style-type: none">• Lunch placed on Kitchen Bench• Morning Tea sharing fruit/vegetable in the basket• Hand Towel hung on their hook



<ul style="list-style-type: none"> • Each child is helped to put on sunscreen • Each child is helped to wash their hands • Each child puts on their hat
All children are outside for free outside play time.
Big Pack Away bell is rung and the toys are packed away.
Gym - Warm-up followed by Gym circuit either inside or outside.
Group Morning Tea under verandah
Individual work time. The children select pieces of work from the shelves and work independently. Educators supervise and if possible sit and demonstrate activities, offer support to individual children as needed.
Big pack away time
Big Group Time
Inside Lunch. Children sit around the tables together and eat their lunches.
Inside Free Play – According to children’s needs we may have a quiet rest time for part of this period.
Big Pack away
Little Group Time (Divided into two groups based on age. Numeracy, Literacy, Practical Life/Social Skills and story time)
Afternoon Tea
Outside Free Play
Children come inside for quiet play in the carpeted area.

Winter Program

Task
<p>Children arrive and are greeted. Each child does their <i>Morning Routine</i></p> <ul style="list-style-type: none"> • Lunch placed on Kitchen Bench • Morning Tea sharing fruit/vegetable in the basket • Each child hangs their hat on an outside hook • Hand Towel hung on their hook in the bathroom • Each child is helped to wash their hands • Each child comes inside and chooses some individual work
<p>Individual work time. The children select pieces of work from the shelves and work independently. Educators sit and demonstrate activities, offer support to individual children as needed.</p> <p>Individual Morning Tea will happen during work time.</p>
Big pack away
Little Group Time

Gym
Outside Play
Big Group Time
Inside/Outside Lunch
Playtime (Outside)
Big Pack Away
Afternoon Tea on back verandah/inside
Outside Free Play
Children come inside for quiet play in the carpeted area.

Please note the program is subject to change according to the needs of the children and the day.

Preparing your child for preschool

Each family is invited for an initial Family Orientation to decide if they would like their child/ren to be enrolled at our Preschool. If you decide to enrol your child/ren we encourage each child to attend, in the company of a family member, twice before they start with us.

This gives you and your child the opportunity to gain an understanding of our program and familiarises your child with our Preschool environment.

Communication between families and Preschool is particularly important during this transition period.

Saying Good-bye

Whilst we welcome families into our Preschool, there are certain times when we will ask you not to come into the Learning Area Environment. It is our policy to ask families to drop children off as quickly as possible at the door. The reason for this is it lessens the distress of your child and the other children. Even though your child may be clinging, crying or upset it is better to say a cheerful *Goodbye*, reassure your child you or your family member will pick them up and leave. We are all very experienced Educators and if your child is unreasonably upset or hysterical we will contact you. However, Mariko is more than happy for you to call her, if you are worried.

Behaviour Guidance

Educators follow our Behaviour Guidance Policy giving consistency of expectations by all Educators. This policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy please ask the Teaching Director or Preschool Manager.

Portfolios

Every child will have their own personal portfolio comprising of:

- Family goals and hopes for their child
- Educators observations of your child's development
- Work and art samples selected by Educators and your child
- Little Group Activities done by children transitioning to school

These portfolios will be bound together at the end of your child's time at Preschool. You may request to see your child's observations or Work/Art folder at anytime.

We ask that you look at this information at Preschool.

Family Participation

We acknowledge the vital importance of a partnership between families and preschool in providing a quality education and actively seek and encourage our families involvement in our program.

There are a variety of ways you can participate:

- -Evaluating and adding input to our program displayed in the entrance.
- -Sharing observations you have made of your child
- -Helping out at a working bee or Bunnings BBQ
- -Sharing skills, interests and talents.
- -Sharing your home culture
- -Attending special social events which are put on throughout the year

Sustainability

Our Preschool is passionate about sustainability. We believe in supporting our children to appreciate and care for our environment by embedding sustainable practice into our daily program and the daily operation of our Preschool infrastructure and teaching. In order to empower our sustainability program we emphasise children's ability to make a difference. Enabling them to learn and appreciate their environment in an engaging fun and exciting manner. This is done by engaging the children in discussion about sustainable practice, encouraging them to participate in recycling, reducing energy use and conserving WATER. We aim to provide our children with the foundations to become environmentally responsible.

As a result of our passion to be sustainable, there will be times when our yard reflect drought conditions. We do not feel that it is fair to teach water conservation to the children and then continue to water the grass.

Flag Day

Your child will have at least one flag day each term. This is a special day when they are the helpers for the day. Some of the jobs they help with are - ringing the bell at pack away, handing out the lunchboxes, putting up and bring down the preschool flag.

When it is your child's Flag Day we ask that you take a little extra time to raise and lower the flag with your child at the beginning and end of the day. Can you also bring a loaf of wholemeal bread without seeds or nuts for the children to share at morning and afternoon tea and either a roll of kitchen paper or a box of tissues depending on the term. Check the Flag Day roster to see which is needed for that term.

Suggestions

We welcome suggestions ,ideas and constructive criticism. You can speak with the Teaching Director or Preschool Manager, email or put a note in the letterbox.

Feedback

We welcome your feedback. Both positive and negative. Please feel free to speak with the Teaching Director or Preschool Manager about anything. Drop off and pick up times only allow a brief conversation. For any in depth conversations please make an appointment with the Teaching Director or Preschool Manager.

If you would like your feedback to be anominous please leave it in the letterbox or send it directly to the president of the preschool board. Whose name and address is display in the entrance foyer.

Sun Safety

We are a Cancer Council Sunsmart Preschool. Children, educators and visitors will wear sun safe hats, appropriate clothing and suitable sunscreen (at least SPF30+) when outside.

Please ensure your child is wearing sun safe clothing. This means that shoulders must be covered.

Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun.

We ask that in summer, children come to Preschool with sunscreen already applied so they are able to participate in outdoor play immediately and do not have to wait 20 minutes after application of sunscreen. We are happy to reapply sunscreen when necessary. If your child requires a sensitive sunscreen we are happy to apply it, please bring a bottle to preschool for us to use on your child.



Rest and Sleep

Rest and sleep routines vary according to individual needs. At our Preschool there is no set rest or sleep time for all. However, we accommodate the needs of individual children by allowing them to have a rest or sleep if they need it. We provide a mat and sheets. If a family feels that their child needs a sleep they can ask at drop off. Staff may also see that a child needs a sleep or a child can ask for a mat to have a rest or sleep at any time.

Parent Pocket

Every family has a Parent Pocket. These are underneath the window sill in the front foyer. The name of the child is on the pocket to avoid any confusion with names. Your invoices and some correspondence also will have your child/ren's name on it. Even though it has your child/ren's name on it, it is for you. Please check your Parent Pocket daily. This is where all information goes that you need to be aware of. We do not put anything in a child's bag as it often gets lost.

If you have information or anything for us, please hand it to either the Teaching Director or Preschool Manager. Do not put it in your child's bag. Do NOT put medications in your child's bag.

Birthdays

Birthdays at Tamworth are very special. We see your child's whole life would be helpful if you representing each year newborn through to Some brief information, child was born, who birth etc. would also be the children develop a time passing.

At Big Group time all the the ellipse, an unlit sun will be placed in the birthday child holds a walks around the ellipse the same number of times as their age. Each circuit represents a year of their life. We will look at the photos and discuss the birthday child's life, achievements and milestones. After this we sing happy birthday.

You are welcome to send in a birthday treat or snack to be shared by all the children, but please make it in accordance with our Nutrition and Food Safety Policy.



Montessori Preschool this as a celebration of story. For this reason, it could send in a photo of your child's life from their age this birthday. such as, where your was present at their useful as this will help sense of history and of

children will sit around candle to represent the centre of the room. The globe in their hands and

Medication and Medical Conditions

It is vital that we are aware of any medical conditions that your child/ren may have. You will need to fill in the relevant sections of our enrolment form and inform the Teaching Director and Preschool Manager. You must also provide a diagnosis from a registered medical practitioner, who will provide a Action Plan This Action Plan needs to be updated immediately if there are any changes or every twelve (12) months. A meeting between your family and management must be made so that a Risk Minimisation Plan can be completed.

Educators can only administer medication prescribed by a doctor.

Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.

On arrival at the Preschool families, must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.

If your child requires administration of medication long term, you will be required to complete a long term medication authorisation form. Each form can last for a maximum of one term. However, a new form can be completed each term. If any changes to the medication are required, please notify Preschool immediately. We are happy to administer medication however, the medication must be in original packaging, have the child's name, doctor's name and dosage shown on the Pharmacy's sticker and you should allow an extra ten minutes to complete the Short Term Medication form. You must also remember what time you last gave your child medication.



Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Preschool of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Privacy and confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Until all blisters have dried.
HIB	Exclude until they have completed a course of appropriate antibiotics.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.

IMPETIGO (SCHOOL SORES)	Exclude until antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until they have completed a course of an appropriate antibiotic.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Return after receiving medical certificate of recovery.
RUBELLA (GERMAN MEASLES)	Exclude for at least 4 days after the onset of rash and until the person feels well.
SALMONELLA, SHIGELLA	Exclude until diarrhoea has ceased for 48 hours.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.

If your child is unimmunised according to our records, then they will be excluded until the threat has passed.

When should I not Send my Child

We are not equipped to care for sick children. However, we will do everything we can to comfort a child who becomes sick whilst in our care until someone can pick them up.

Please do not send your child to preschool if they have:

- A runny, yellowy green discharge from the nose
- High temperature
- Diarrhoea
- Red swollen or discharging eyes
- Vomiting
- Rashes
- Irritability
- Unusually tired or lethargic

Children who have been vomiting or had diarrhoea must not return to preschool until forty eight (48) hours after the last episode. Your child should not attend Preschool if

they have had paracetamol (Panadol) or Ibuprofen (Nurofen) in the last 24 hours for a temperature.



Incidents, Accident and Emergencies

The Teaching Director or Preschool Manager will contact parents or carers as soon as practically possible, if your child is involved in a serious incident or accident or if they have a head injury of any kind.

Please make sure your emergency contact details are up to date at all times.

An incident report will be filled in for accident, injuries and illnesses. This will contain details of the accident, incident, injury or illness, any first aid that was administered and is signed by the educator, responsible person and parent.

Children's Safety

Never leave other children in the car while collecting your child/ren from Preschool

Always hold your child's hand when arriving and leaving the service.

Never leave a door or gate open. Do not hold the door or gate for another parent or child.

All staff have a valid Working with Children Check. These are checked regularly.

Work Health and Safety

We welcome all feedback regarding the safety of our Preschool. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Teaching Director or Preschool Manager immediately.

Policies

Nutrition & Food Safety Policy

Our Preschool recognises the importance of healthy eating to promote the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care. It is acknowledged that the early childhood setting has an important role in supporting families in healthy eating. Our Preschool therefore recognises the importance of supporting families to provide healthy food and drink to their children.

We are committed to implementing the healthy eating key messages outlined in the Australian Dietary Guidelines and the Australian Guide to Healthy Eating. We support and promote the NSW Health initiative *Munch & Move* and utilise the Australian Government's *Get Up & Grow-Healthy Eating and Physical Activity for Early Childhood* and *Eat for Health* resources.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety

2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

Education and Care Preschools National Regulations

Children (Education and Care Preschools) National Law NSW

77	Health, hygiene and safe food practices
78	Food and beverages
79	Preschool providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
162	Health information to be kept in enrolment record
168	Education and care Preschool must have policies and procedures

Early Years Learning Framework

Learning Outcome 1.2

Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.

Learning Outcome 3.2

Children take increasing responsibility for their own health and physical wellbeing

Montessori Early Years Learning Framework

Social and emotional

Related Policy

Multi-Cultural Policy

PURPOSE

Early childhood education and care (ECEC) Preschools are required by legislation to ensure the provision of healthy foods and drinks that meet the requirements for children according to the *Australian Dietary Guidelines*. It is essential that our Preschool partners with families to provide education about nutrition,

and promote healthy eating habits for young children to positively influence their health and wellbeing. Dietary and healthy eating habits formed in the early years are shown to continue into adulthood and can reduce the risk factors associated with adult chronic conditions such as obesity, type 2 diabetes and cardiovascular disease.

Our Preschool recognises the importance of healthy eating for the growth, development and wellbeing of young children and is committed to promoting and supporting healthy food and drink choices for children in our care. This policy affirms our position on the provision of healthy food and drink while children are in our care and the promotion and education of healthy choices for optimum nutrition.

We believe in providing a positive eating environment that reflects dietary requirements, cultural and family values, and promotes lifelong learning for children, as we commit to implementing and embedding the healthy eating key messages outlined in the NSW Health's *Munch & Move* program into our curriculum and to support the *National Healthy Eating Guidelines for Early Childhood Settings* outlined in the *Get Up & Grow* resources.

SCOPE

This policy applies to children, families, staff, and management of the Preschool.

IMPLEMENTATION

Our Preschool has a responsibility to help children to develop good food practices and approaches, by working with the children, families and educators.

All food prepared by the Preschool or families will endeavour to be consistent with the Australian Dietary Guidelines.

Food will be served at various times throughout the day to cater for all children's nutritional needs.

Meal times reflect a relaxed and pleasant environment where educators engage in meaningful conversations with children. Educators will role model healthy eating behaviour.

Food will be prepared in accordance with the Food Safety Program. All kitchens and food preparation areas shall comply with Food Standards Australia and New Zealand. (FSANZ)

Promote healthy food and drinks based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents.

Our Preschool will:

Where food is provided by the Preschool:

- Provide children with a wide variety of healthy and nutritious foods for Morning and Afternoon Teas snacks including fruit and vegetables, wholegrain cereal products.

Where food is brought from home:

- Provide information to families on the types of foods and drinks recommended for children and suitable for children's lunchboxes.
- Encourage children to eat the more nutritious foods provided in their lunchbox, such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided.
- We discourage the provision of highly processed snack foods high in fat, salt and sugar and low in essential nutrients in children's lunchboxes. Examples of these foods include lollies, chocolates, sweet biscuits, muesli bars, breakfast bars, fruit filled bars, chips, oven-baked crackers and corn

chips. For this reason children who bring in this type of food will have it removed before the children are given their lunchboxes and stored appropriately until home time.

Management/Teaching Director/Preschool Manager/Educators will:

- Ensure water is readily available for children to drink throughout the day in both the indoor and outdoor environment.
- Be aware of children with food allergies, food intolerances and special diets and consult with families to develop individual health management plans.
- Ensure all children remain seated while eating and drinking.
- Ensure all children are always supervised while eating and drinking.
- Encourage and provide opportunities for educators to undertake professional development to maintain and enhance their knowledge about early childhood nutrition.
- Display nutritional information for families and keep them regularly updated.
- Ensure age and developmentally appropriate utensils and furniture will be provided for each child.
- Not allow the children to be force fed, or required to eat food they do not like, or more than they want to eat. However, we will encourage children to eat their lunch, morning tea and afternoon tea and inform families if there is something in their lunchbox that the child does not like. If a child is still hungry after eating everything in their lunchbox we will offer them some fruit and let their family know they were hungry.
- If a child becomes hungry at anytime we will offer them fruit and inform their family that they had extra food.
- Encourage children to be independent and develop social skills and manners at meal times.
- Establish healthy eating habits in the children by incorporating nutritional information into our program.
- Talk to families about their child's food intake and voice any concerns about their child's eating.
- Encourage parents to the best of our ability to continue our healthy eating message in their homes.
- Ensure fridge and freezer temperatures are taken daily, working in compliance with the National Food Authority.

Storing, preparing and serving food in a hygienic manner promoting hygienic food practices.

Our Preschool will:

- Ensure gloves and/or food tongs are used by all staff handling 'ready to eat' foods.
- Children and staff wash and dry their hands (using soap, running water and individual use towels before handling food or eating meals and snacks.
- Ensure food is stored and served at safe temperatures i.e. below 5°C or above 60°C.
- Separate cutting boards are used for fruit and vegetables and bread, utensils and hands are washed before touching other foods.
- Children will be discouraged from handling other children's food and utensils.
- Food-handling staff members attend relevant training courses and pass relevant information onto the rest of the staff.

Creating a positive learning environment

Our Preschool will:

- Where possible, educators sit with the children at meal and snack times to role model healthy food and drink choices and actively engage children in conversations about the food and drink provided.
- Endeavour to recognise, nurture and celebrate the dietary differences of children from culturally and linguistically diverse backgrounds.
- Create a relaxed atmosphere at mealtimes where children have enough time to eat and enjoy their food as well as enjoying the social interactions with educators and other children.

- Encourage the children to eat their food independently. This includes putting food scraps and rubbish in the appropriate bins, opening and closing their own lunchboxes and containers - providing opportunities for them to develop independence and self-esteem.
- Respect each child's appetite. If a child is not hungry or is satisfied, do not insist he/she eats.
- Be patient with messy or slow eaters.
- Encourage children to try different foods but do not force them to eat.
- not use food as a reward or withhold food from children for disciplinary purposes.

Preschool Program

Our Preschool will:

- Encourage children to drink water by providing individual cups and a jug of water which they can access at all times. Unless there is a medical reason, we do not allow children to bring other drinks into the Preschool.
- Foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating.
- Encourage children to participate in a variety of 'hands-on' food preparation experiences.
- Provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices.
- Embed the importance of healthy eating and physical activity in everyday activities and experiences

Communicating with families

Our Preschool will:

- Provide a copy of this Nutrition & Food Safety Policy to all families upon orientation at the Preschool.
- Families will be provided with opportunities to contribute to the review and development of the policy.
- Request that details of any food allergies or intolerances or specific dietary requirements be provided to the Preschool and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met. These special requirements will be displayed in an appropriate place along with the child's photograph so that all staff are aware of the child's needs.
- Communicate regularly with families about food and nutrition related experiences within the Preschool and provide up to date information to assist families to provide healthy food choices at home.
- Communicate regularly with families and provide information and advice on appropriate food and drink to be included in children's lunchboxes. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.

Healthy Food Guidelines

Fruits and Vegetables			
Best Left In		Leave Out	
All fresh fruit (Whole or cut up)	Whole vegetables (eg. corn on the cob)	Fruit Juice and fruit drink	Potato chips and crisps
Fruit in natural juice (from tin or tub)	Salad vegetables	Fruit straps	Fruit bars
	Canned vegetables (eg. corn)		
	Veggie sticks		

Breads and Cereals			
Best left in		Leave Out	
All Breads: wholemeal, wholegrain, Lebanese, Turkish, pita, rolls etc.	Raisin / fruit bread	* Low fibre, high sugar or salt breakfast cereals	Pastries eg. croissants, donuts, Danish
* High fibre breakfast cereals	Pasta or rice salad		
Plain popcorn	Cous cous, quinoa, rice	2 minute noodles	* Muesli or cereal bars
	Rice cakes or corn cakes		
	* Rice Crackers	Sweet biscuits – plain, cream filled, chocolate and chocolate chip	
Pasta	Crumpets	Coloured, buttered or salted popcorn	Cakes
Noodles	* Crispbread / crackers	Tiny Teddys	
Pikelets / pancakes	Fruit muffins / scones		

Milk, Yoghurt, Cheese			
Best left in		Leave out	
Cheese	Vanilla or fruit yoghurt	Flavoured Milk	
Plain Milk	Custard	Flavoured custard	
		Dairy desserts or puddings	
Note: reduced fat dairy products are recommended for children over 2 years of age.			

Lean Meat, Fish, Chicken or Alternative			
Best left in		Leave out	
Roast beef, lamb	Fish, tuna, salmon, sardines	Frankfurts	* Crumbed chicken products
Chicken, pork, veal	4 bean mix, baked beans	Cabanossi	Sausage rolls or pies
Cubes of tofu	Kidney beans	Chicken roll	Salami
Hard boiled egg	Lean meatballs, rissoles	Bacon	Devon

Drinks			
Best left in		Leave out	
Water		Fruit juice	Fruit drink
Plain milk		Soft drinks	Flavoured milk
		Cordial	Energy Drinks
		Flavoured mineral waters	Sports drinks

* Use these guidelines to choose healthier packaged foods.

Nutrition Information		
Servings per package: 3		
Serving size: 150g		
	Quantity per Serving	Quantity per 100g
Energy	608kJ	405kJ
Protein	4.2g	2.8g
Fat, Total	7.5g	4.9g
- saturated	4.6g	3.0g
Carbohydrate	18.6g	12.4g
- sugars	18.6g	12.4g
Sodium	90mg	60mg

Always compare products using the 100g column

Less than 20g **fat** per 100g

Less than 5g **saturated fat** per 100g

Less than 15g **sugar** per 100g

Less than 60mg **sodium** per 100g

Termination of Enrolment

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety

2.2	Safety	Each child is protected
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Quality Area 7: Governance and Leadership

7	Safety	Each child is protected
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Education and Care Preschools National Regulations

Children (Education and Care Preschools) National Law NSW

12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care Preschool must have policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

Early Years Learning Framework

Learning Outcome 3

Children have a strong sense of wellbeing.

Montessori Early Years Learning Framework

Social and emotional.

PURPOSE

To ensure that each child and family obtain a comprehensive induction to the Preschool, which instructs families on the Preschool's right to terminate a child's enrolment if a Preschool policy has been breached or if a family's circumstances change.

SCOPE

This policy applies to families and management of the Preschool.

IMPLEMENTATION

Management and Staff are determined to develop a respectful two-way partnership between the family and Preschool. However, management recognises that there may be some circumstances where the termination of a child's enrolment is necessary.

Behaviour Management

There are times when children's behaviour requires guidance, working in collaboration with the Preschool's policies and procedures. Every effort will be made to deal with the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour. If the child's behaviour continues to be disruptive and harmful, we reserve the right to ask you to withdraw your child from the Preschool, in order to keep the children and staff safe.

Preschool Policies

Our Preschool has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Preschool. We reserve the right to terminate a children's enrolment if at any time a Preschool policy has been breached.

This may include:

- Failure to comply with the enrolment contract.
- Disparaging or hurtful behaviour of a child that continues even with parent collaboration in stopping the behaviour.
- Non-payment of late fees and/or recurring late payment of fees.
- Continuing to pick up the child past the required licensed time.
- Inability to meet the child's needs without additional staff.
- Deliberate impertinence towards the approved provider or staff.
- If a parent knowingly brings their child ill to the Preschool.
- Consistent child-rearing style differences between the parent and provider.
- False information given by a parent either verbally or in writing.
- Bullying and/or harassing Educators, children or families enrolled at the Preschool.

Employees with children at the Preschool

Employees are welcome to enrol their child at the Preschool, however if an employee is terminated from their position, the Preschool reserves the right to terminate the child's position due to conflict of interest.

Withdrawing a Child from the Preschool

Families are required to give four weeks, of term time, written notice to cease their child's enrolment. Once the written notice has been given to the Preschool Manager, the Preschool Manager will review the account for the child. This may mean allocating the bond to unpaid fees or refunding part or all of the four week bond. If less than the required written notice period is given, the four week bond is kept as part-payment in lieu of the notice period and families are required to pay the remaining balance.

Children are required to attend the notice period and will be required to pay the full fee.

Withdrawal from Preschool (Prior to the agreed commencement date)

If a family has accepted the offer of a placement, then decides to withdraw from preschool before the agreed commencement date, the Application Fee is non-refundable.