Curriculum
The SACSA framework is the planning guide we use to plan our curriculum decisions and program planning. We are moving towards incorporating the new Belong, Being, Becoming curriculum Framework. A focus on play, quality learning environments, partnerships with parents, learning areas and the essential leanings form the foundations of the experiences planned and are interwoven with the children’s ideas, interests and skill needs. Children will have a folder for their work which will be added to throughout the year. The staff team will document individual development in a variety of ways and this information will form the basis for the development of the summative report which is compiled at the end of the child’s year at pre-school. Please feel free to discuss your child’s development and the program with the staff team.

Behaviour Management
We believe everyone at the centre has the right to feel safe and secure. (children and staff). We acknowledge that children feel angry, frustrated and upset at times and we must help children express these feelings in an appropriate way. We believe behaviour changes faster when handled in a positive way. Staff and children need to share the responsibility of behaviour by being consistent at all times, creating a safe, secure environment for children and modelling appropriate behaviour.

Books, C.Ds, Literacy Kits, Hats & T-shirts
Books, C.Ds and Literacy Kits are available for your child to borrow. We have legionnaires hats available for $6. T-shirts with the pre-school logo $10 and windcheaters with logo $14.

Information Sharing
Each child has a named pocket file where receipts and other information will be placed. Please check these regularly so you can be informed on what is happening at our centre. If you are sending your child through the Child Care Centre, we will deliver any information not collected to the Child Care pockets every Friday.

Snacks
We support healthy eating practices at our centre so we encourage families to provide their child with either fruit, vegetables, cheese, a sandwich or yoghurt. We have filtered water for drinking and cups are supplied.

Governing Council
All Parents/Careers are welcome and encouraged to join our governing council. The Governing Council makes decisions about how the pre-school operates and purchasing of equipment.

Meetings are generally held monthly. They are approximately one to one and a half hours long. Meetings are informal and are a great way to have a say about your child’s education.
Welcome to Para Hills West Pre-school

We hope your time at our Pre-school will be both successful and rewarding. Our goal is to develop workable and positive relationships with families and to provide the best possible learning environment for your child over the pre-school year. As a DECS funded site we have access to the following support services: Speech Pathology, Bilingual Support, Psychology, Social Worker, Special Educator and Aboriginal Community Worker.

Children who have turned 4 years are entitled to attend up to 5 pre-school sessions per week for 4 terms prior to commencing school. Your child’s entry date is dependent on each school’s entry policy. Children must be no younger than 5 years old to commence school at a DECS site.

Pre-school Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee 1</td>
<td>2 full days and maximum 1 additional single session.</td>
<td>$135</td>
</tr>
<tr>
<td>Fee 2</td>
<td>Full day and a maximum of 3 additional single sessions.</td>
<td>$85</td>
</tr>
<tr>
<td>Fee 3</td>
<td>Maximum of 5 sessions of preschool, over five days</td>
<td>$50</td>
</tr>
<tr>
<td>Fee 4</td>
<td>Pre-entry</td>
<td>$20</td>
</tr>
</tbody>
</table>

Fee are charged to meet our running cost and provide new equipment and resources. Fees may be paid within the first four weeks of each term. If you are having difficulties, speak with the Director to make alternative arrangements. Online direct payments can be made.

* Please ask for fee structure.

Playgroup

Playgroup is held on Friday mornings from 9.30 to 11.30am.
Children under 5 most welcome.
$2 per family

Clothing

Please dress your child in casual, comfortable named clothing which they can manage themselves and allows involvement in a range of pre-school experiences. Smocks are provided for painting. Please supply a spare set of clothes and leave them in your child’s bag. If your child goes home in pre-school clothes please wash and return them within the week.

Arrival and Collection

Both the children and the staff team appreciate punctuality. If you arrive early please remain with your child until the session starts. This enables staff to set up equipment for the session. If any person other than regular enrolling parent or career is collecting your child PLEASE notify staff prior. Identification will be required if staff are in doubt.

Policies

Sun Smart: Children must wear a hat for outside play. In term 1 and 4. Broad brimmed or legionnaire hats are preferred. We have a no hat no outside play policy in term 1 and 4.

Health and Safety: The centre meets the current OHSW requirements and regular monitoring of equipment and centre practices are in place to ensure this continues.

Head lice: If we detect head lice in your child’s hair you will be notified immediately to collect your child. Your child can return to pre-school when the head lice has been treated.

Medication: This will only be administered if written consent is received in accordance with policy requirements.

Accidents: All accidents are recorded and an accident slip is completed for the parents so details of the incident are shared. All staff are First Aid Trained.

If your child is sick the best place for them is home. It’s OK to miss a day or two of pre-school and get better rather than put others at risk.