



*St. Marys
Blinky Bills Pre-School*



PARENT INFORMATION BOOKLET

PROVIDER NUMBER PR-40001305

www.bbpreschool.com.au

THANK-YOU FOR CONSIDERING IN ENROLLING YOUR CHILD AT

St Marys Blinky Bills Pre-School

This package will provide you with some information about our centre:

Our hours of Operation:

St Marys Blinky Bills Pre-School is open from 6.30am to 5.30pm (Monday to Friday)

Ages of Children:

St Marys Blinky Bills Pre-School is licensed for 2 to 5 year olds

(Conditions apply for 2 year olds)

Number of Children:

St Marys Blinky Bills Pre-School is licensed for 28 children per day in attendance

Public Holidays:

St Marys Blinky Bills Pre-School is closed on public holidays, fees are payable during the period.

Our Staffs:

St Marys Blinky Bills Pre-School has three qualified staffs each day in attendance, all our staffs including trainee students are cleared for Working with Children check and holding with First Aid training Certificates.

Annual Closure:

St Marys Blinky Bills Pre-School is closed for ONE weeks during Xmas and New year School Holidays, gap fees are not payable for this period.

Enrolment of Children:

Parent/ Guardians must complete a separated Enrolment Form for each child if they enrol for more than one children; the copy of Immunisation Statement or “blue book”; the copy of Birthday Certificate and completed payment authorisation form are ready to collect. A deposit is paid upon enrolment to maintain your place at **St Marys Blinky Bills Pre-School**. This deposit is non refundable if you choose not to attend. The deposit is used towards your fees upon commencement and fees are to be one (1) week in advance at all times.

Priority of Enrolment:

1/ A child at risk of serious abuse or neglect.

2/ A child of a parent (or both parents if you have a partner) who satisfies the Government work, training, study test.

3/ Any other child.

(According to the regulation, a childcare service may require a priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you: Are notified when your child first entered care that your service follows this policy; and Are given at least 14 days notice of the need for your child to vacate.)

Communication:

St Marys Blinky Bills Pre-School Newsletters will be distributed to families through email or your child’s pocket (located near the entry door) approximately once a month.

Parent meetings will be held when issues arise. Please feel free to attend as your input is invaluable. Parent’s comments/suggestions book is near the sign in/out book. Your opinions and ideas are very important to the running of **St Marys Blinky Bills Pre-School**. Brochures are available for your use. These are located in the hallway. Please take the time to look at what is available. If parents have concerns about any particular issue, information can be sort either in **St Marys Blinky Bills Pre-School** or from outside resource services.

Childcare Benefits:

If you are claiming Childcare Benefits, you are eligible for 42 days absences each financial year. Sick days accompanied with a doctor’s certificate will NOT be counted. This included public holidays.

Signing Children In/Out:

Each child must be signed in and out on each day of attendance. Compliance with this condition is for Regulatory Requirements, Security and Emergency Evacuations. It is important to complete your enrolment form with persons authorized to collect your child. Anyone whose name does not appear on the enrolment form will not be permitted to collect your child unless **St Marys Blinky Bills Pre-School** is notified by Parent/Guardian.

N.B. Please keep all information up to date so your child is not at risk by incorrect or outdated information.

Birthdays:

Birthday cakes are ordered from **St Marys Blinky Bills Pre-School**. Based on our Nutrition Policy you are more than welcome to send an ice-cream cake for your child's party. If you require photos on the day, you may leave your camera with a staff member, or stay to enjoy the special moment with your child and their friends. If you are having a birthday party and need to distribute invitations, they may be placed in children's pockets or given to a staff member to distribute.

Lockers:

Each child will be allocated their own locker for the year. If there is any change during the year, you will be notified by the staff.

Please ensure your child's clothing, bedding, lunch box, drink bottle, bag etc has their name on them. Please use a black marker pen to identify each item.

Fees:

Fees are payable in advance through Electric banking transfer, Direct debit 'Ezidebit' or through Centrepay. Fees are covering your child's Morning and Afternoon recesses (seasonal Service Menus will be posted on kitchen board). Any desired payment method must be completed with enrolment. Receipts will be issued weekly through email or placed in your child's pocket for collection.

Security Bond:

A refundable Security Bond equal to TWO weeks fees will be collected in enrolment, the fees will be refunded once the child leave the centre.

Late Fees:

A late fee of \$30.00 per 15 minutes (or part thereof) will be charged if a child is not picked up before closing time at **St Marys Blinky Bills Pre-School**. This fee will increase if repeated.

Withdrawal of Children:

Two (2) weeks written notice must be given when you wish your child to cease attending **St Marys Blinky Bills Pre-School**. Fees must be fully paid before withdrawal date. If fees are owing when you leave **St Marys Blinky Bills Pre-School** and not paid within ten (10) days, your Security Bond well be used and Debt recoveries agent will be in touch with you to recover any outstanding debt owed to **St Marys Blinky Bills Pre-School**.

Volunteers:

Parents are most welcome to spend time at **St Marys Blinky Bills Pre-School** anytime, cutting fruit, helping with craft, spending time with your child singing, dancing etc. these are just a few of the wonderful activities you can experience with volunteering.

Medication:

Medication forms are to be completed, these are located in the kitchen. Medication needs to be prescribed by a Doctor for your child (Refer to the Medication Policy in this booklet).

PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILD'S BAG.

Off the shelf cough mixture, medication (including Panadol) should be accompanied by a Doctor's letter to be administered.

Educational Programs:

Our Programs (both indoor and outdoor) are on display in the room, these can be read and commented on and signed by any parent. If an interview is requested to discuss your child's progress, please make an appointment with the teacher for a convenient time. Developmental records are completed on each child enrolled at **St Marys Blinky Bills Pre-School**.

Sustainable Resources:

St Marys Blinky Bills Pre-School can always use your throw away items, ice cream containers, empty margarine containers, magazines, Styrofoam trays, small empty boxes, old Christmas cards or occasion cards, paper in any colour, shape, amount. Please hand it to any staff member.

Footwear and Clothes:

Please ensure your child's clothes can be removed easily for toileting. Pull up shorts or track pants are easier for children to do by themselves. Overalls, belts and braces should be discouraged when attending pre-school. Thongs and clogs should be discouraged at **St Marys Blinky Bills Pre-School** as these can be dangerous for children while climbing on frames or running outdoors. Shoes should be secured to the child's foot.

Lost Property:

Please check with staff if any of your child's items have been misplaced.

Toys:

Soft cuddle toys are acceptable at **St Marys Blinky Bills Pre-School** for rest time. War toys are discouraged and asked to be kept at home. **St Marys Blinky Bills Pre-School** programs for the children's needs, strengths and interests with toys, games and equipment that are age appropriate and non violent. Small toys can be lost or broken and children get quite upset when their toys go missing or break.

NUTRITION POLICY (22)

GOOD FOOD FOR GROWTH AND ENERGY.

Children need good wholesome foods to allow for proper growth and development and to provide the energy needed for learning and playing.

Children in their first five years of life are developing rapidly and require a nutritious and safe diet for their intellectual, behavioural and physical development.

The five food groups offer a good guideline to meet the minimum amount recommended each day. Food provided for the children will be concentrated in the breads, pasta and fruit area. Fillings will reflect the major food groups as represented in the NSW Department of Health food pyramid. i.e. Carbohydrates, Fruits and Grains forming the major part of the daily intake with Proteins and Fats included in smaller portions.

Parents are requested to participate in furthering the children's knowledge of foods consumed by different cultures by sharing the traditions of their food and by joining in festive days and sharing favourite recipes for regular food tastings.

Children learn by example, children love to copy, they will develop good food habits by observing yours. So help them along to good fun with food, good eating habits and good health. Education and fun learning activities in relation to healthy eating is also important for children's development.

For morning tea children will have the following provided by parent: A piece of fruit, carrot sticks, cheese sticks for inclusion in morning tea tray for all children to taste. If your child does not eat fruit they may bring for themselves something that reflects a nutritious value e.g. yoghurt, cheese sticks, carrot sticks, vegetables, sultanas, single sandwich, cheese pieces.

For Lunch: Sandwich or roll (one is usually enough), Piece of fruit or yoghurt, Cheese stick, Crisp carrots or other vegetables, Muesli bar, Sultanas & dried fruits, Le snack, Baked beans or spaghetti, Soups, Salads, Custard.

Foods not encouraged at St Marys Blinky Bills Pre-School are: Chips, Soft drinks, Lollies (all kinds), Chocolate, Cakes or Biscuits. Any foods we feel are not nutritional will be returned in their lunch box.

DRINKS: Water is encouraged for the children while at **St Marys Blinky Bills Pre-School**. Water is the best drink to quench thirst. **St Marys Blinky Bills Pre-School** ensures water is always available.

Please do not send **RED or GREEN CORDIAL** to **St Marys Blinky Bills Pre-School** if your child reacts with behaviour changes. Fizzy drinks are not recommended in drink bottles e.g. coke, lemonade, and fanta. Staff will check to ensure that all children's hands are washed before they eat or drink. Lunch boxes are put in the fridge by either staff or parents at time of arrival until lunch time.

HEALTH POLICY - MEDICATION GUIDELINE – OH&S (16)

This health Policy aims to:

1. Promote the health and well being of all children in care.
2. Minimise the risk of spreading infections.
3. Minimise the disadvantages for parents with sick children.
4. Provide consistent predetermined steps for staff to follow with sick children.

Prescribed Medication. Staff is only able to give Prescribed Medication if the following conditions apply:

1. The child's name is on the chemist label (Medication under the Name of another family member **WILL NOT** be administered to the child.)
2. The label has not been changed.
3. The use by date is current.
4. The amount to be administered is the same as stated on the label.
5. The medication is in the original bottle.
6. Medication chart was correctly filled out by parent/guardian.

Non-Prescribed Medication. In the case of non-prescribed, homeopathic, herbal or naturopathic medication, this will only be administered if it is in a container with a label containing the child's name, name of the medication and a use by date, and accompanied by instructions or a letter from a pharmacist or the registered health professional that dispensed it or recommended it.

Long Term Medication. For any long term medication, the parent or guardian must provide a letter from their Dr. which outlines the health condition being treated, the purpose of the medication, instructions on its administration, side effects to monitor for, and an emergency or first aid care plan if relevant, and a date to review medication.

Medicine Distribution. When a child requires medicine the following steps should be followed:

1. The parent **MUST** fill out the Medicine Form each day that the child requires medicine - if required for the week attendance - 1 form is sufficient.
2. The parent should inform one staff member that the child needs medicine, this needs to be noted in the diary.
3. The medicine should be handed to a staff member, so it can be locked in container in the refrigerator.
4. When the medicine has been given (in a one only use medicine cup) 2 staff members will sign the form in the appropriate place. Form then filed in child's file. Staff members administering medication must hold First Aid Certificate.
5. If these conditions are not fulfilled parent/guardian will be notified immediately and medication will not be given. **DO NOT** leave medication in child's bag - hand to staff member

Contagious Diseases. To keep childhood contagious disease from spreading throughout **St Marys Blinky Bills Pre-School**, to keep them at minimum level, and for your child's safety these guidelines are to be implemented.

1. Should it be suspected that a child has a contagious disease, Parent/Guardian will be notified immediately so that the child may be immediately collected and a medical opinion sought.

2. If the child has a contagious disease, the health department guidelines will be adhered to. A Doctor's Certificate stating that the child no longer has the disease will be needed before the child can return to **St Marys Blinky Bills Pre-School**.
3. Likewise, if a child is diagnosed as not having a contagious disease, a Doctor's Certificate will be needed to confirm this.
4. **St Marys Blinky Bills Pre-School** will display notification signs for all families.
5. Families are encouraged to advise **St Marys Blinky Bills Pre-School** if the child has been ill at home.

For children on long-term medicines a separate form may be filled out that applies for every day for the duration of the medicine with a Dr's Certificate attached.

This policy is designed to meet the **Department of Health Guidelines**.

SUN PROTECTION POLICY – OH&S (4)

AIM: To promote

1. Positive attitudes towards skin protection.
2. Life style practises which can help reduce the incidence of skin cancer.
3. Personal responsibility for decision making about skin protection.

EXPLANATION: Skin protection strategies applied in Early Childhood will protect children and staff from skin damage caused by harmful ultra-violet rays throughout the year.

IMPLEMENTATION:

- Children will wear hats which protect the face, neck and ears when outside and appropriate sun protective clothing, singlets and midriff tops are not recommended.

Recommended hats for children are:

- **Broad brimmed hats** with a brim size of at least 6cm(adults 7.5cm)
 - **Bucket style hats** with a brim size of at least 5cm(adults 6cm)
 - **Legionnaire hats**
 - **Baseball caps are not recommended** due to insufficient sun protection.
1. Children not wearing hats are encouraged to play in shaded area.
 2. Children will be provided with appropriate clothing if not worn on the day for outside play.
 3. During October to March outdoor activities will be minimised between 11am - 3pm daylight savings time.
 4. Sun protection is required throughout the day.
 5. During April to September outdoor play can take place at any time during the day.
 6. Sun protection is required between 10am and 2pm.
 7. In June and July, sun protection is not required due to low UV levels.
 8. Organise outdoor activities in shaded areas wherever possible.

STAFF:

- Will incorporate sun and skin protection awareness activities in teaching programmes.

- Will consider all sun protection measures when planning excursions and incursions.
- Will role model skin protection behaviour when outdoors (e.g. wear 6cm brim hats, sunscreen and appropriate clothing e.g. loose fitting dresses, long pants or knee length, loose fitting shirts with collars & sleeves.)
- Will wear Australian standard sunglasses if they choose.
- Will monitor, assess where and when shade falls throughout the day to plan all outdoor activities.
- Will apply SPF 30+ sunscreen to children 20 minutes before going outside in the morning and afternoons.
- Will direct children to play in shaded areas where possible if no hat available.
- Will encourage children to apply own sunscreen.
- Will apply sunscreen SPF 30+ sunscreen to self 20 minutes before outside play
- Will ensure hygiene by assisting/applying sunscreen with a tissue - one for each child when required.
- Will review the **Sunsmart** policy and review and monitor the quality and condition of all shade options available, annually at staff meetings.
- Will discuss ideas on promoting sun protection to children at regular staff meetings.

PARENTS: When enrolling a child at **St Marys Blinky Bills Pre-School**, parents will be:-

1. Informed of **Sunsmart** policy.
2. Requested to provide a hat(broad brimmed 8-10cm brim or legionnaire style).
3. Informed that SPF 30+ broad spectrum sunscreen water resistant will be applied to their child during the day.
4. Encouraged to practise skin protective behaviour themselves as positive models to their children.
5. Encouraged to wear appropriate clothing and hats when involved in service activities.

(Adapted from : Sunsmart advice for Early Childhood Centres by the N.S.W. Cancer Council) Phone (02) 9687.1399)

COMPLAINTS POLICY – OH&S

AIM:

- To ensure that a procedure is in place at **St Marys Blinky Bills Pre-School** which allows users to effectively lodge complaints or grievances.
- To ensure that each issue is dealt with confidentiality

PARENT COMPLAINTS:

All parent's complaints **MUST** be taken straight to the **Authorised Supervisor**, whether they are about another staff member, parent, child, or an incident or policy at **St Marys Blinky Bills Pre-School**. Complaints are recorded and action taken to resolve them.

When a parent approaches any staff member with a complaint, they must **IMMEDIATELY** be directed to the Authorised Supervisor who will deal with the problem further.

If the complaint is related to the Authorised Supervisor, the staff member should tell the parent to discuss the matter with the owner. The Authorised Supervisor will record the complaint, investigate the complaint, act upon it and discuss the outcome with the parent.

- Direct the parent to the Authorised Supervisor immediately.
- Authorised Supervisor will hear out the problem, and take steps to rectify it, or seek help from the owners.
- Meet with parents again, to discuss the situation and ensure that the problem has been solved.
- If the parent still has concerns after this process, parents can contact D.O.C.S 02 47 321 322

WRITTEN COMPLAINT:

- The complaint is received.
- The parent is advised that the complaint was received and will be investigated. Give a time frame.
- The matter is investigated. Strategies are developed to resolve the complaint or issue.
- Director makes a time to meet with parents.
- Director provides explanations and options to resolve the complaint.
- The complaint's form is completed and filed in child's file.
- If parent is not satisfied with the outcome, the Director will bring a mediator to attempt to resolve the complaint or issue.

NON - SMOKING POLICY – OH&S (6)

It is **St Marys Blinky Bills Pre-School** Policy that staff and parents observe our **NON SMOKING POLICY**.

St Marys Blinky Bills Pre-School is a **SMOKE FREE ZONE**.

Children being cared for at **St Marys Blinky Bills Pre-School** are entitled to an environment which offers the best opportunity for maintenance of good health both immediately and in the long term.

Research suggests that breathing second-hand and side stream tobacco smoke (passive smoking presents a serious health risk to children).

Illnesses which can be generated or complicated by passive smoking include ear infections, chest illness and asthma.

Exposure of children to tobacco smoke may adversely affect their health later in life.

Children learn from models. They have a right to be protected from exposure to the bad health practice of cigarette smoking by caregivers and others who are present at **St Marys Blinky Bills Pre-School**.

In the interests of Health and Safety we have adopted this policy for **St Marys Blinky Bills Pre-School**.

St Marys Blinky Bills Pre-School is responsible for ensuring:

- All employees and other persons at or near **St Marys Blinky Bills Pre-School** are aware of and comply with this procedure.
- Contact numbers are available for advice in relation to coping without cigarettes or quitting smoking - brochures available at **St Marys Blinky Bills Pre-School**.
- No smoking signs are displayed prominently throughout **St Marys Blinky Bills Pre-School**.
- Cigarette butts and matches are disposed of properly if found on the grounds inside/outside.

PROCEDURE FOR COLLECTION OF DEBTS (65)

For clients who have left **St Marys Blinky Bills Pre-School** owing fees a procedure is in place:

1. **St Marys Blinky Bills Pre-School** will wait 1 calendar month after the last day of the child's attendance for full payment of debt to be paid.
2. Details of the outstanding account, such as surname, given name, date of birth, amount of debt, given address of the defaulter will be forwarded to "Legal & Commercial Recoveries".
3. This default will be listed on the National Default Registry for a period of 6 years and 30 days (this may influence service/credit applications) or until the account is paid or removed at this Centre's request.
4. Parents/Guardians will receive a series of solicitor's letters to recover the debt on **St Marys Blinky Bills Pre-School's** behalf.
5. Solicitor's costs will be added to each account from this stage. These costs will not be paid for by **St Marys Blinky Bills Pre-School**
6. If payment is received at **St Marys Blinky Bills Pre-School** after this process, "Legal & Commercial Recoveries" will be notified.
7. When the debt has been completely paid your name and details will be removed from the **National Default Registry**.
8. Defaulters can also directly refer to "Legal & Commercial" website to check the details of their listings at www.ccdefaulters.com

ORIENTATION POLICY (42)

It is extend to children and families the resources and equipment maintained at St Marys Blinky Bills Pre-School.

IMPLEMENTATION:

***RATIONALE:**

- * For children and families to become familiar with staff
and a new environment for fun learning.

AIM:

To encourage families to visit St Marys Blinky Bills Pre-School before commencement to become familiar with its surroundings.

To invite all new and existing families to family open nights.

To build a positive rapport with new children and families.

To Reinforce through enrolment procedure that pre-visits are encouraged.

- * Arrange a time in which families can tour the centre.
- * To inform families that they are always welcome anytime during
St Marys Blinky Bills Pre- School's opening hours.
- * To inform families that their visits to assist in helping out during the day are encouraged, to
play with their child, have lunch with their child.
- * Give parents/carers a copy of Orientation Policy upon Enrolment of their child
- * Send out invitations extending families to attend our family night
- * To encourage families that pre-visit on any day before commencement would be a positive
experience for the child/children and carers.
- * Families are encouraged to stay on the child's first day at St Marys Blinky Bills Pre-School for
settling.

IMMUNISATION (74)

Aim: To promote positive awareness to childhood immunisation

Explanation: For parents to understand the importance of immunisation through offering information through newsletters, brochures and up to date immunisation schedules from Wentworth Area Health Service. For parents to be aware of immunisation that is available for their child/ren.

Implementation: To inform parents of non-immunisation risks and immunisations available for their children through parent information nights, monthly newsletters, guest speakers, posters, brochures, video's. This policy will be available to parents to view through monthly displays, newsletters. Parents will be informed on enrolment that children not immunised will be excluded from the centre if a notifiable disease is notified to the centre. Centre staff will respect families who do not choose to immunise their child/ren due to cultural, religious beliefs.

1. Diseases which require director to notify the Public Health Unit 4734.2022. In the case of some infectious diseases, director are required to notify to the PHU by telephone as soon as they are informed that a child at their centre has the disease or is suspected of having the disease. These diseases are, measles, mumps, rubella, whooping cough, polio, diphtheria and tetanus. The PHU will investigate and provide you with a letter for families and with advice about necessary exclusions.
2. Other diseases which are notifiable by doctors but we recommend directors contact the PHU for advice if any cases are reported to them. The diseases which fall into this category are : meningococcal, hepatitis, Hib infection and tuberculosis. We recommend that you telephone us to report these diseases and to obtain advice for your staff or for families if required.
3. Diseases which are not notifiable, but for which the PHU is available to provide advice if needed. The PHU is able to provide advice, fact sheets and information on any infectious disease, including those which do not require notification such as chicken pox, scarlet fever, lice infestation, school sores, etc.

The Centre will:

- Ensure the immunisation details of all children are up to date and recorded.
- Encourage parents to notify you if their child has a suspected case of an infectious disease and to keep their child away from the centre until recovered and beyond infectious period.
- Promptly notify the PHU by telephone (4734.2022) of any cases (suspected or confirmed) of the following infectious diseases.
Measles, mumps, rubella (German measles) pertussis (whooping cough) Polio, diphtheria, tetanus.
- Maintain the confidentiality of the identities of any case.
- Encourage families to contact the PHU if they have any questions or concerns about infectious diseases.
- Staff are encouraged to seek immunisation recommended by Dept. Of Health
 - Pertussis – whooping cough
 - MMR – measles, mumps, rubella
 - Varicella – chicken pox
 - Hepatitis A

NOTE: If children's records are not up to date within the centre, the centre will treat these children as un-immunised and will be excluded from the centre if a preventable disease outbreak occurs.

The Centre will not:

- Exclude any child or children from the centre without advice from the PHU.
- Distribute letters, newsletters or signs about possible case of an infectious disease without advice from the PHU (we can assist you with a letter or information sheet if necessary).

Evaluation: Policy will be implemented and annually reviewed through meetings and up to date information from PHU. The Licencee/Authorise supervisor will ensure that this policy will be maintained and implemented at all times.

Adapted from: Wentworth Area Health Service advice May 2004 (4723.2022)

Sourced from : www.immunise.health.gov.au

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