madora bay

pre-kindy

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We would like to welcome you and hope that you and your child's association with our Prekindy will be a happy and fulfilling experience.

The Madora Bay Pre-kindy offers an educational based programme in a warm and caring environment.

The Pre-kindy is open between 9.00am and 2.30pm on Wednesday's, school terms.

# PHILOSOPHY OF MADORA BAY PRE-KINDY

*For a child, play actually is work and work is play*

*(Lindburgh & Swedlar R 19855)*

We believe that children need a secure, safe, imaginative environment where they can extend their skills through the care and guidance of staff and parents working together.

Children need to learn as individuals with a programme allowing them to develop at their own pace increasing their self-esteem and knowledge. Through the use of their senses and doing they can develop their social/ emotional, cognitive, physical and creative skills. The environment will give them the chance to express, imagine, discover and think for themselves as individuals

Their time with us will be full, fun and happy.

# PROGRAMME

Our programme is sensory based. The children will be encouraged to learn for themselves using touch, sight, sound, taste and smell, their first tools and equipment. The activities will be varied and interesting corresponding to each child's developmental level.

There will be learning centres where the children decide what to make or do! In our programme there is no 'right way' for a child to produce a piece of work and they will be encouraged to decide for themselves what the finished piece will look like.

Role-play is a major focus as this is where language and social and creative learning through play is best developed. The outside play area is a large learning centre where all their developmental skills are planned for. There is a quiet area for reflections and exploration with plants for smell.

Drama will be included outside as well as indoors and music will be readily available.

To understand and reinforce our methods at home you are welcome to come and join in with us any time.

# GENERAL INFORMATION

## SESSION TIMES

Wednesday 9.00am - 2.30pm
Parents provide a cut lunch for full sessions.

## FEES

Fees for a one session will be $67.00.

## COMMENCEMENT FEES

A $30.00 non refundable administration fee is payable on acceptance of a position.

## NOTICE OF WITHDRAWAL

Two weeks notice must be given at all times or one weeks fee will be charged. This is to enable us to notify the next family on our waiting list so they would be able to start immediately a position becomes available.

## TIME RECORDING

Your child/children MUST BE SIGNED IN AND OUT EVERY DAY WITH TIME RECORDED on the sheet provided for each session. If your child does not attend, this must also be filled in and signed by you. This is a requirement by the Government benefit.

## IMMUNISATION

When enrolling your child we must sight or retain a photocopy of their immunisation records, this in a Government benefit requirement. Please ensure Medicare number is included on the enrolment form.

Children that are not immunised will require the completion of an immunisation exemption form which is submitted to the chief health officer for reporting

## AUTHORISED PERSONS TO COLLECT YOUR CHILD

On our Enrolment Form you have been asked to nominate person/s authorised to collect your child from the pre-kindy.

If there is a change to this the Teacher must be notified immediately in writing.

**Note:** We will not allow any child to leave the pre-kindy unless prior authority has been obtained from the parent or guardian. Any change must be made in writing, over the phone or noted on the sign-in sheet.

## PAYMENT OF FEES

Fees can be paid for fornightly, in a block of 5 weeks or a block of 10 weeks

If going on holidays during the pre-kindy year fees still need to be paid in advance to maintain your child's position.

If you would prefer, payment in advance for longer periods is acceptable.

## METHOD OF PAYMENT

Payment may be made by Cash, Direct Payment via Invoice (Credit/Debit Card) or Direct bank Deposit:

Commonwealth Bank: Madora Bay Pre-Kindy
BSB 066-200 Acc No. 10081366 + Child's Surname

A receipt will be issued for cash.

## ILLNESS OR HOLIDAYS

In the event of your child not attending the pre-kindy due to holidays you must still pay your fees to secure your place.

Please ring and let us know when your child will be absent due to illness.

## PUBLIC HOLIDAYS

The Centre will be closed for Public Holidays.

## HOLIDAY CLOSURE

The Madora Bay Pre-Kindy will be closed for all School Holidays.

## PARENT PARTICIPATION

We encourage and invite parents to be involved in our Centre in a number of ways eg:

- Ideas from home for our learning centres.
- Parents are encouraged to participate in incursions and join in activities when dropping off or picking up their children.
- We always welcome any suggestion you may have, these can be given to a teacher.
- If you are able to cook, play a musical instrument, dance or if there is any other interest, hobby or talent you would like to share please speak to us.
- Culture - if you would like to share with us a part of your culture, please let us know.
- We always appreciate any paper, computer paper, architects paper, juice bottle tops for collage, old Christmas or Birthday cards, or any other items you feel the children would have fun with their art.
- If it is your child's birthday, you are welcome to bring in a cake or biscuits so that we can celebrate with them.

## PRE-KINDY COMMUNICATION

We have a Notice Board on the table in entrance which we will often relate information eg what we are talking about with the children, events coming up.

## OUTINGS

We will be encouraging members of the community to visit our Pre-kindy, linking with our programme. If you have any suggestions or can volunteer your time, please let me know. When an external outing is planned, parents need to attend and be responsible for their family.

## FIRE AND EMERGENCY EVACUATION

In the event of an emergency that requires evacuation, please remain calm, our priority is the safety of the children. Children are moved into a single group. All play and toilet areas are checked, children are counted and with all staff members, are moved through the front or side doors to the enclosed play area or park oval located to side of the bulding which is safest. Staff bring 'records' and first aid bag. Emergency Services and parents are notified. If you are in the building at the time of a fire drill, or any emergency, you must evacuate the building with staff and children.

## MEDICATIONS

All medications must be handed to a member of staff and parents must fill out a Medical Authority Form for medicines to be administered.

The child's name must be printed on the label of the medication. Authority cannot be given for medications or treatments (such as eye drops, ointments etc) which have been prescribed for an adult or another child.

We realise that some medications may be purchased over the counter and therefore do not carry Pharmacists instructions. These will be given according to your instructions, however if there is any doubt the teacher in charge reserves the right to withhold the medications.

## ILLNESS AND INJURY

Parents are asked to keep infectious children at home. We cannot admit any child who is apparently suffering from a communicable disease or condition which might affect the health of other children or staff members.

Parents will be notified about the occurrence of any infectious disease (with the exception of those diseases dealt with by the Commonwealth Privacy Act and the State Health Act) in either the staff or children.

Parents will be contacted if children are unwell and will be asked to collect their child.

In the case of a child becoming ill or seriously injured at the Pre-kindy, every effort will be made to contact the parent or emergency contact person. The

teacher in charge has the prerogative to call an ambulance in the case of an emergency and the cost will be borne by the parents.

For minor accidents, the parent or person authorised to collect the child will be notified when the child is picked up and asked to sign our accident report book.

## NON-DISCRIMINATION

The teachers implement the Federal Governments guidelines on Cross Cultural, Non Gender Bias and also accords with the disability Discrimination Act.

## NQF

Madora Bay Pre-Kindy is registered with the National Quality Framework. To find out more about the NQF and how it affects you and your child, visit the Australian Children's Education and Care Quality Authority (ACECQA) website - www.ACECQA.gov.au/families

***If at any time you are concerned about your child or any matter relating to the centre please feel free to make an appointment and speak to the teacher you are always welcome.***

Kind Regards
Bree Oberg - Owner/Director

**Education and Care Regulatory Unit**
130 Stirling Street, Perth WA 6000,
Locked Bag 5000, Fremantle WA 6959
Tel: 6277 3889 or 1800 199 383
ecru@comminities.wa.gov.au

# YOUR CHILD'S DAY

It is very natural for parents to feel a little anxious on your child's first day. You would be able to help your child the most by not transferring this anxiety to them.

You are always very welcome to phone any time and check that your child has settled in and is happy.

## 3YR OLD KINDY PROGRAMME

We ask you to purchase a scrapbook with your child and each week glue their work together inside the book. This is preparing their skills for listening and following instructions. As with all our activities their work will be creative and open ended. The children can proudly show their work to family and friends.

## SESSION PROGRAMME

*(These may vary occasionally according to the children's needs/interests or the weather).*

| | | |
|---|---|---|
| Activities with Parents | Wash Hands | Inside / Outside Play Activities |
| Greeting Group Time | Snack Time | Story Time |
| Outside / Inside Play Activities | Group Time | Lunchtime |
| Group Time (music, drama, language, news) | | Relaxation |
| | | Inside / Outside Play Activities |
| | | Storytime |
| | | Home |

## WHAT TO BRING TO EACH SESSION

- A bag with name clearly marked and a change of clothes included.
- A piece of fruit. This will be collected and prepared for morning and named water bottle to be placed on drink tray.
- Please name all footwear and clothing & especially bags and lunch boxes.
- Please remember to suncream and mosquito spray your child.
- Parents must supply named hats for outside play.

## FOOD SNACK TIME

At snack time we and the children will prepare the fruit provided by parents. We provide water to drink as it contains no added flavour, sugar or colours and

its consumption also supports our dental health programme. If any child has special needs concerning food for health, cultural or religious considerations please notify us.

## LUNCH TIME

Parents provide a cut lunch for children who attend for a full day. Some suggestions for a cut lunch are - wholemeal breads, salad items, fruit, yoghurt, eggs, cold meats, dried fruits, muesli bars, cheese, milk drinks fruit drinks.

The lunch containers should be named and on arrival placed in the fridge in summer.

## ARRIVAL AND DEPARTURE

On arrival the parent or person responsible for your child is required to sign and record on our Attendance Sheet your arrival time. On departure the parent or person responsible is again required to sign and record your departure time. This procedure is required for security purposes and for the operation of the Government Benefit.

**PLEASE ENSURE YOU ARE ON TIME WHEN PICKING UP YOUR CHILD. CHILDREN CAN BECOME EASILY DISTRESSED WHEN PARENTS ARE LATE.**

## HYGIENE

The staff encourage the children to follow simple rules of hygiene by promoting children's hand washing, care when eating and drinking and other basic rules of cleanliness.

Madora Bay Pre-kindy is cleaned and disinfected daily.

## BEHAVIOUR

We aim to foster sociably acceptable behaviour by using a positive approach. Children are made aware of the basic rules that ensure the happiness and well-being of all the children at pre-kindy.

If unacceptable behaviour occurs, children are encouraged to have a little supervised 'quiet time out' for reflection and are soon reintroduced to activities. Corporal punishment is NEVER used.

Any behaviour problems will be discussed confidentially with parents.

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We look forward to your involvement in our pre-kindy

MADORA BAY HALL, ORELIA STREET MADORA BAY