



Cumnock Village Preschool

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Parent Handbook

HISTORY

Cumnock Village Preschool opened on the 27 May 1975 by local parents and is an important integral part of the community offering the 'first steps' in education for young children living in and around the Cumnock area. In the 40 years of operation the Cumnock Preschool has maintained high standards of operation through wonderful educators and the involvement of motivated parents on the Committees. Cumnock Village Preschool is a Community Based Preschool where the door is always open to parents, friends and visitors. All fees you pay go directly to providing quality care and education for your child.

OUR PHILOSOPHY

At Cumnock Village Preschool we believe in providing play-based learning experiences that stem directly from the interests of the children. We believe in fostering strong, positive relationships with the children through nurturing their natural curiosity and creativity. We want our preschool to feel like a second home to our families and aim to provide a warm, welcoming, inclusive environment. We also acknowledge that we are teaching on Wiradjuri land and pay respects to elders past, present, and emerging.

In relation to the Educators

Our educators offer a high standard of education and care, providing interactions that support the uniqueness and creativity of each child in the service. Their role is to guide the children to reach his or her full potential through providing a sound base for future learning and development. The educators are guided by the Early Years Learning Framework Australia, The National Quality Standards, The Early Childhood Association Code of Ethics, and our services policies to ensure we stay compliant and up to date on the everchanging knowledge in our profession. We are constantly reflecting on our practices to make our preschool the best it can be.

In relation to the children

We believe that every child deserves the right to feel a sense of love, encouragement, safety, and warmth to grow and develop into active members of the community. We will foster the needs of the children through creating a welcoming environment that encourages the children to express their creativity, imagination, confidence, and individuality. The children need the opportunity to explore and play in their environment both inside and outside. At Cumnock Village Preschool, we believe children are diverse individuals who develop at their own pace.

In relation to Families

Our families are the primary care givers to the children in our service and it is very important to us that we support and encourage them through open communication and the building of strong, connective relationships. We believe in listening to the needs of the families and offering support by sharing resources and knowledge in a professional manor. Our families are encouraged to be as involved as possible through preschool, community, and fundraising events.

In relation to the Community

We believe that the community is the heart of our preschool and that it takes a village to raise a child. Not only do we support and encourage involvement from members within, but we as a preschool also play an integral role in the community. We value all input and welcome the new and old connections we have. We recognise that diversity contributes to the richness of our whole community and honour local history, local aboriginal land, individual histories, cultures, languages, and traditions.

In relation to the Environment

At Cumnock Village Preschool we understand that the environment is the third teacher in the sense that the land can be used in many ways to teach many different things. We encourage outdoor play and use the environment every day to offer challenges and opportunities for problem solving, agency, autonomy and to promote the health and emotional wellbeing of the children. We encourage an environment where the children are comfortable and free to take risks and learn through play.

Our philosophy has been inspired and guided by our knowledge of current research, The Early Childhood Association Code of Ethics, The National Quality Standards and The Early Years Learning Framework, the children, the families, and the staff at Cumnock Village Preschool

HOURS OF OPERATION

The Preschool is licensed for 25 children a day, on Monday, Tuesday, Wednesday and Thursday from 8.30am - 4.00pm. (These times must be strictly adhered to.)

Staff may be setting up from 8.30am-9.00am and packing up from 3.30pm-4.00pm. The Preschool operates following the NSW School Terms, closing over School Holidays and Public Holidays.

POLICIES

The Preschool has a Policies Folder which details the rationales and procedures for running our service. It includes such policies as; Arrival and Departure, Child Protection, Code of Conduct, Emergency and Evacuation, First Aid, Incident and Illness, Nutrition and Sun Protection. It is available for you to read at any time. If you have any questions about the policies, please see the Director- Jesse Fulwood

FEES AND ACCOUNTS

Children enrolled are charged a fee per day. Fees must be paid 2 weeks in advance and can be paid either weekly, fortnightly or full term.

If you have any difficulties making payments, arrangements can be made to accommodate your financial position, by contacting the Director.

Fees are paid during periods of non-attendance, such as illness or family holidays during terms.

COMMITTEE AND PARENT MEETINGS

The A.G.M. is held in March each year. This gives parents an opportunity to meet new people and extend their life skills and experiences in nominating to hold a position on the Management Committee. CONFIDENTIALITY is a necessity if you wish to become a Committee Member. Our committee consists of the following positions: - President, Vice President, Secretary, Treasurer, Public Officer, Maintenance Officer and Fundraising Officer. The Management Committee meet monthly and will pass on any necessary information to the Preschool Community.

MEMBERSHIP OF AN INCORPORATED ASSOCIATION

Parents must become members of Cumnock Village Preschool Incorporated. The cost is \$15.00 each year per family.

ROUTINE

Each day is planned to offer a variety of experiences and follows a timetable like this:

Term 1 & 4 Routine

8:15am- The morning checklist is to be completed by nominated staff member.

8:30am- Starting outside the yard needs to be set up and ready for the children as they begin to arrive. Parents will sign in and help unpack their child/ren's bags, parents or staff will need to apply sunscreen. The bus children will also begin to arrive. One staff member needs to be inside at all times to collect the children, one to two staff members outside setting up.

9:00am-10:00am- Progressive morning tea: The children will be given the opportunity to choose when they have this between these times (keeping in mind they will need to be finished by 10am. Toys and activities will stay out and tidied up at the end of the day (depending on weather).

10:15am- Give 5-minute warning before playing a physical activity: a game for all the children to strengthen and learn new skills.

10:30am- Head inside for morning meeting. Acknowledgement of country followed by marking the roll. The children will learn about the day of the week, the month, a letter and number for the day/week.

11am- Quiet play inside. Educators interacting positively with the children as they learn and play.

12:15pm- Call 5 more minutes and play pack up music while helping and encouraging the children to tidy up the room before group time.

12:30pm- Joint group times: the children will join together before lunch to learn about a topic of their own interest. This will enable the children to practice and improve skills.

1:00/1:15pm- Lunch time. The children will have lunch together on the dining tables. The children will get their own lunch boxes and drink bottles as it helps them learn self-help skills.

1:30-2:00- The children will wait at the lunch tables chatting to their friends until at least half the group has finished eating. The children will then go and rest on the mats for quiet reading. Soft music will play in the background. This is a great time for staff to send out story parks to parents.

2:00- Library books and weekend books, will be handed out in term 1 at this time before we head outside. Sunscreen to be re-applied, hats and shoes on.

2:30-2:45- Outside free play.

3:00-4:00- Once the ratio is at 1:10 one staff member can head inside to clean the room. This will be shared among staff. Once all children have left, both staff will work together to clean the room, making sure activities are reset for the next day.

4:00- Nominated staff member will need to complete the afternoon checklist.

Term 2 & 3 Routine

8:15am- The morning checklist is to be completed by nominated staff member.

8:30am- Starting inside the room needs to be set up and ready for the children as they begin to arrive. Parents will sign in and we will help unpack their child/ren's bags. The bus children will also begin to arrive.

9:00am-10:00am- Progressive morning tea at the lunch tables: The children will be given the opportunity to choose when they have this between these times (keeping in mind they will need to be finished by 10am. Toys and activities will stay out and tidied up at the end of the day (depending on weather).

10:00am- Give 5-minute warning before packing up and sitting on the mat for morning meeting.

10:10am- Morning meeting. Acknowledgement of country followed by marking the roll. The children will learn about the day of the week, the month, a letter and number for the day/week. While one staff member is on morning meeting another needs to be setting up the outdoor environment following the program.

10:30am- Jumpers and beanies (appropriate clothing for weather) applied and the children are given the chance to play outside.

12:30pm- Call 5 more minutes and play a physical activity before heading inside for split group times.

12:45pm- Split group time. The younger children will go with an educator and the older children will stay on the group time mat. The learning will be catered to the ages and the topics we are learning. Both groups will do similar topics but, in an age-appropriate way.

1:00/1:15pm- Lunch time. The children will have lunch together on the dining tables. The children will get their own lunch boxes and drink bottles as it helps them learn self-help skills.

1:30-2:00- The children will wait at the lunch tables chatting to their friends until at least half the group has finished eating. The children will then go and rest on the mats for quiet reading. Soft music will play in the background.

2:15- Library books and weekend books, will be handed out in term 1 at this time before we head outside. Appropriate clothing applied for weather. 1 staff member will stay inside to tidy up the room.

2:30-2:45- Outside free play.

3:00-4:00- Once the ratio is at 1:10 another staff member can come inside to send out posts to parents on our communication device i.e. story park, Instagram from photos accumulated throughout the day.

4:00- Nominated staff member will need to complete the afternoon checklist.

Early Years Learning Framework

At Cumnock Village Preschool the Educators program individually for each child, utilising a holistic approach to children's development, whilst being guided by the life-long learning outcomes of the Early Years Learning Framework (EYLF) which includes:

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 knowledge 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 on 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, inquiry, experimentation, hypothesizing, 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.

PROGRAM

A developmental and educational program is provided for the children each day, designed to stimulate each individual child's social, emotional, physical, cognitive, language and creative potential, through areas such as science/math, fine/gross motor experiences, pre-reading/writing, art/craft, construction, music, drama and storytelling.

ARRIVAL AND DEPARTURE

For safety and security **ALL** children must be signed in on arrival and signed out on departure. The time must also be noted. No child will be allowed to leave the Preschool with a person other than the parents or authorised persons stated on the enrolment form, unless prior arrangements have been made with the Director. If someone other than yourself is to collect your child, please inform the staff. Children are never to enter or depart on their own.

The doors will be opened at 8.30am, the staff are busy preparing for the day prior to that.

All children must be collected by 4.00pm.

BUS TRAVEL

Responsibility for children traveling to and from Preschool must be accepted by the parents. It is necessary for the Preschool to have a signed note (included in the enrolment pack) if your child is traveling by bus, or if normal travel arrangements alter.

Please arrange with your bus proprietor if your child is to travel by bus. Please ensure that he/she knows when and if your child will be traveling. Bus proprietors may charge for Pre-schooler's travel. Bus drivers will collect children from the Preschool premises.

The bus proprietor for the Baldry and Eurimbla bus runs is:

Lou Spicer 0417 653 184

WHAT TO BRING

FOOD AND DRINK

The children are required to bring all food and drink for their day from home. Water will be provided if a drink from home is forgotten.

All children need to bring a piece of fruit or vegetable (carrots, celery, cheese, dates and sultanas are great alternatives) for their own Morning Tea.

They also need to bring their Lunch. e.g. Sandwich, fruit and snack, and a drink. Sandwiches should have healthy fillings. All food should be nutritious. (NO LOLLIES, CHIPS OR CHOCOLATE)

PLEASE REMEMBER THE PRESCHOOL IS A NUT FREE ZONE

CLOTHING

Children are to wear casual "less than good" clothes, clearly labelled and weather appropriate. Children are also to wear a hat (which is provided by the Preschool) all through the year and practical shoes (sandals, joggers, etc, no thongs).

The Preschool has a limited supply of spare clothes; therefore, it is suggested a full set of spare clothes be packed. Preschool can sometimes get very messy and accidents do happen.

** Please note in the Winter - children will need to dress accordingly i.e., warm clothes (jumpers, jackets, closed in shoes, beanies and gloves)

LIBRARY BAG

A library/book bag is required for children who wish to borrow a book from Preschool and carry to and from Preschool. The book needs to be returned to Preschool before another book can be borrowed.

**PLEASE CLEARLY LABEL ALL
OF YOUR CHILD'S BELONGINGS.**

POSSESSIONS

It is appreciated if your child leaves their toys and other possessions at home. Any possessions brought must come entirely at the parents own risk with regard to breakage or loss.

ILLNESS AND ACCIDENTS

The Director is to be notified if your child is to be absent due to illness. Please also notify the Director if your child has contracted an infectious disease. Children with contagious illnesses are required to be kept at home, and not return to Preschool until the infection has been treated and can no longer be passed on.

In the case of an accident or illness at Preschool, the Director will endeavour to contact the parents immediately and, where necessary, seek medical assistance. Any expenses will be the responsibility of the parents.

Please ensure your workplace, home phone and mobile numbers are up to date on the Preschool's records.

MEDICATION

Staff will be able to administer medication to children who are recovering from an illness (provided the child is well enough to return to Preschool). A medication form must be completed and signed by the parents before any medication will be given. All prescribed medication must be prescribed for your child and not another family member - unless stated otherwise by a doctor's certificate.

The staff member who gives the medication will sign the medication form; this will then be checked and co-signed by another staff member.

ALL medication requires a medication form i.e. tablets, mixtures, creams, doctor and non-doctor prescribed medication.

BIRTHDAYS

Your child's birthday is a special event in his/her life. Please feel free to celebrate your child's birthday with the other children at Preschool by bringing in a cake and candles.

EXCURSIONS

You will be notified of all excursions before they occur by way of a note. We will require a permission note for each child signed by a parent and returned promptly for major excursions. Your child will also be included in short walking trips about town, your signature is only required once and is asked for on your child's enrolment form. Notification of walking excursions will be on sign-in sheet.

PARENT INVOLVEMENT

Parent involvement is vital to ensure maintenance of a quality service. Your contribution of ideas, experiences and skills are welcome and greatly valued.

If you have any questions about the information in this handbook or daily Preschool life, please do not hesitate to contact the Director and Management Committee.

Email: admin@cumnockpreschool.org.au cvpmanagmentcommittee@gmail.com