STAFF
DIRECTOR – Chris Taylor, TEACHER – Cynthia Besz,
EARLY CHILDHOOD WORKER - Shellie Squires
GOVERNING COUNCIL
CHAIRPERSON – Debbie Winchester & Carly Madonna,
SECRETARY – Debbie Winchester, TREASURER – Naomi
Wilson

PRE-SCHOOL SESSION TIMES
Monday – Thursday
Morning Sessions  8.45am – 11.45am (bring 1 fruit)
Tuesday – Full day 8.45 – 2.30pm (bring 2 fruits and lunch)
Wednesday – Full day 8.45 – 3.00pm (bring 2 fruits and lunch)
PRE ENTRY: Depending on kindergarten enrolment numbers
pre-entry is integrated into Monday morning preschool sessions.
Children are offered one session of pre-entry per week for 8
weeks prior to commencing sessional kindergarten.
PLAYGROUP meets every Friday morning (except for last
week of each term) from 9.30am – 11.30am. Cost is $2 for a
child, $2.50 for 2 children or more. Playgroup Association
Insurance is $10 per family per term or annually $28. Please
bring a piece of fruit to share. Healthy eating starts in
Playgroup.

WHEN YOUR CHILD STARTS….Please bring:
- A bag
- A hat – as we are a sun smart centre a hat either
  broad brimmed or legionnaire must be worn
  outside throughout the year. No hat no outside play.
- A piece of fruit, or healthy snack.
- A plastic cup or bottle of water (not juice or cordial)
Please label all belongings clearly with your child's name.

HEALTHY EATING
We have a healthy food policy and ask that you send a healthy
snack of fruit /vegetable sticks, cheese, hardboiled eggs, dried
biscuits or sandwiches. Fresh fruit is best. Please do not send
sweets, cake, chips, roll ups, nuts or muesli bars. (Some muesli
bars are more like lollies and may contain traces of nuts). We
are a nut free centre because of the increasing number of
children with serious life threatening allergies to nuts.

DRINKS
Fresh filtered water is available at all times for your child(ren).
Definitely no cordial, juice or soft drinks.

CLOTHING
Please dress your child in sensible everyday wear, such as
trousers, shorts/skirts & T shirts. Be sunsmart & cover
shoulders. No shoe string tops. For safety/health reasons
sandals or sneakers are the most appropriate footwear for kindy
– thongs are not safe for climbing.

ATTENDANCE
Continuity is important. It is beneficial for your child's social,
emotional development and establishes a good routine in
readiness for school. Please notify the preschool if your child is
unable to attend due to sickness, holidays etc.

ALLERGIES / MEDICAL CONDITIONS
It is vital that staff members are notified of your child’s allergies
and medical conditions and the appropriate treatment. Such
children require a Medical Plan from your Doctor. We often
have children attending who are highly allergic to nuts which
which can be fatal – for this reason our kindy is a NUT FREE ZONE.
All staff members are trained in First Aid. To avoid cross
infection please keep your child home for 24 hours after gastro.
Check exclusion times with staff or doctor for other infectious
conditions including head lice.

COLLECTION / DELIVERY
Please inform staff and fill in details in our collection book if
another adult is to collect your child at the end of session. You
may telephone if the arrangement is last minute.

FEES
KINDY $50 / PRE-ENTRY $15 TERM
Families will receive an invoice envelope via your child’s
communication pocket. Please return fee payment in the
envelope to a staff member within 3 weeks from the
commencement of term. See a staff member if you are having
any difficulties in making the payment. We are happy to arrange
for fees to be paid by weekly instalments. All concerns are
treated confidentially.

NOTICES
Please check your communication pocket on a daily basis for
newsletters. We also have a Community Board, Parent Notice
Board and white board for additional information.

CHILD DEVELOPMENT RECORDS
We have several methods of reporting & recording your child’s
progress. All records are placed in your child’s portfolio. This
portfolio goes with you when your child goes to school. Parents
are offered a progress planning interview and report in your
child’s 2nd term of kindergarten & a written report before
commencing school.

LAUNDRY ROSTER
You will be asked to do the centre’s washing once only in your
child’s time at kindy. We ask that if it is your turn could you
please collect the washing on Wednesdays and return it the
next week. The roster is posted on the entry door to kindy near
the piano.

CAR PARK POLICY
Whilst your child is attending kindergarten you are invited to use
the kindergarten car park. It is NOT available to families who no
longer have a child at kindy. Please leave reserved spaces for
kindy staff. Please observe speed limits, drive carefully & be
polite to other uses.

ENJOY YOUR TIME AT KINDERGARTEN