



# 2026 Parent Handbook



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## Welcome to Leeton Preschool

We hope both you and your child's time with us is enjoyable and rewarding. We aim to provide the best in education and care for your child and value your family as members of our Preschool.

Our team are committed to the following values for both your family and to the community:-

- Respect for all people and all to be treated fairly
- Professional and quality service
- To keep families and our community informed and encourage both family and community feedback
- We will continue to strive to improve our service to both families and the community

### **Acknowledgment to Country**

*“Here is the land  
Here is the sky  
Here are the people  
And here am I*

*We give thanks to the Wiradjuri people for the land on which we play  
And we promise to look after it everyday”*

### **Hours of Operation**

Leeton Preschool operates 40 weeks of the year. We are closed during NSW school holidays and NSW Public Holidays.

#### **Date of Operation for 2026 will be as follows:**

##### **Term One (10 weeks):**

**Staff Development Days:** *Thursday 29<sup>th</sup> January & Friday 30<sup>th</sup> January – Preschool is closed to families*

First Day for Children: Monday 2<sup>nd</sup> February  
Last Day for Children: Friday 3<sup>rd</sup> April

##### **Term Two (11 weeks):**

**Staff Development Day:** *Monday 20<sup>th</sup> - Preschool is closed to families*

First Day for Children: Wednesday 22<sup>nd</sup> April

**Public Holiday:** *Monday 1<sup>st</sup> June (King's Birthday)*

Last Day for Children: Friday 3<sup>rd</sup> July

##### **Term Three (10 weeks):**

**Staff Development Day:** *Monday 20<sup>th</sup> July – Preschool is closed to families*

First Day for Children: Tuesday 21<sup>st</sup> July

Last Day for Children: Friday 25<sup>th</sup> September

##### **Term Four (10 weeks):**

First Day for Children: Monday 12<sup>th</sup> October

Last Day for Children: Monday 14<sup>th</sup> December

**Staff Development Day:** *Tuesday 15<sup>th</sup> December & Wednesday 16<sup>th</sup> December – Preschool is closed to families*

### **Hours of Operation**

Monday to Friday

Opening at 8.30am

**Departure time for children** **All children must be collected by 4:00pm**

Closure at 4.00pm

## Our Team Members

Team Members at Leeton Preschool have vast knowledge and skills to work with children age 3 to 5 years. Team members hold a minimum of Certificate III in Early Children Education and Care, Diploma in Children's Service, Bachelor of Teaching (Birth to 5 years) and Bachelor of Education (Early Childhood). We also have a lovely Office Administrator to meet you each day with a smile.

Leeton Preschool is committed to extending the skills of our team members and offers Traineeships at a Certificate III and Diploma level.

All team members hold a current First Aid Certificate specific to Early Childhood Education. This includes Asthma, Anaphylaxis and CPR training.

Our staff photos wall can be found in our foyer near the sign in and out area as well as at the front of each classroom.

## Our Leadership Team

<b>Centre Manager</b>	Ellana Bickerdike
<b>Assistant Director</b>	Shannon Wilson
<b>Educational Leader</b>	Shannon Wilson/Brae Ryan

Please see our notice board in the foyer of the Preschool to gain more information in relation to the Responsible Person each day.

## Leeton Preschool Philosophy

Leeton Preschool is a service with a core value of respect for all. Children, families, staff, the environment, and our land- which we are lucky to play and learn on each and every day.

We provide a high-quality play-based learning environment each and every day at Leeton Preschool. Our dedicated team of teaching staff pride themselves on observing children learning through play and then scaffolding their learning through programmed and implemented teaching practices and opportunities. The service also prides itself on its sustainable practices with the reuse and repurposing of resources as a regular practice.

Our staffing arrangements allow us to create a supportive and safe learning environment for children and families whilst running a service with higher than required staff to child ratios at all times. Our service is cleaned to a high standard and our policies maintain our high level of health and hygiene.

Our large, highly resourced natural learning environment is inviting and exciting for children and their families alike as it gives them space to run and explore. At the same time, we create a warm and calming environment where everyone belongs. This flexibility of our environment demonstrates how adaptive we are to meeting the needs of children and families on any given day at any given time.

Our team strives to be the best professionals we can be for the children and families of our community. We pride ourselves on being highly qualified, highly skilled, and highly respected within our community. We are continually improving our knowledge and practices through professional development and conversations for ourselves as professionals but also the children and families within our service and the wider community.

Leeton Preschool are strong advocates for children and their rights and needs. We pride ourselves on the strong relationships we build with children from their first day with us. Our key educator approach supports the children's sense of belonging and our high number of staff to children ratio allows for staff to spend quality time interacting with children.

We build strong relationships with families through our implementation of the key educator approach. We are highly regarded amongst the community, and we are active citizens amongst our wider community. We hold respect for and are respected by our local aboriginal land council for the work we do within our service but also for our open and inclusive service for our first nations community members. We all belong at Leeton Preschool.

Leeton Preschool is a not-for-profit community based service that has a volunteer committee management structure. Policy and procedures allow for a high quality approach to meeting the service purpose and value within the community. The collaborative approach of the service team, the supportive team culture and the growth

mindset of the business allows for professional development to be at the forefront of our service decisions therefore always providing high quality, current practices to the children, families and community.



### Leeton Preschool Curriculum

Educators at Leeton Preschool implement the **National Early Years Learning Framework** (EYLF Version 2.0). Educators program for the children based on the children's interests and strengths, identified areas of need, children's ideas and parent input.

Our Curriculum is centred around children's need to learn through *Play*. Through play, young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create.

When children play, they are showing what they have learned and what they are trying to understand. (*EYLF – Early Years learning Framework*) *This is why play is the foundation of our program.*

Through the Early Years Learning Framework there are five learning goals educators will assist your child to develop:

1. A Strong sense of identity
2. Connections with their world
3. A strong sense of wellbeing
4. Confidence and involvement in their learning
5. Effective communication skills

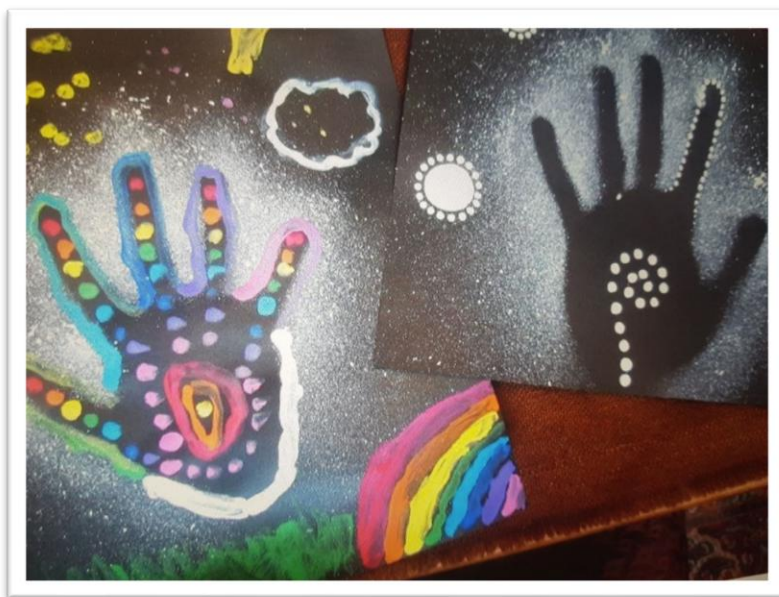
By working together, parents and educators can enhance a child's learning and wellbeing.

## National Quality Standards

As a parent, you instinctively know what you want for your child. You know whether they are happy or sad to come to Preschool in the morning. You know whether they are learning or not. You know whether the staff at the preschool care for them. You know whether they are safe.

The National Quality Standard defines what makes really good education and care. The Preschool has been assessed under the National Quality Standards that include:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with the children
6. Collaborative partnerships with families and communities
7. Leadership and service management



## History and Management of Leeton Preschool

Leeton Preschool was officially opened on the 23<sup>rd</sup> October 1976. The Federal Government provided a grant of \$100,000. Funds were also raised by the Leeton Apex Club.

The Preschool is a not-for-profit organisation managed by a Management Committee. The Management Committee consists of seven (7) parents or community members who are elected at the AGM. New members are elected each year at the AGM.

The Management Committee is responsible for the equitable management of the Preschool, Committee meetings are held once a month at the Preschool. We aim to hold the AGM in the first 8 weeks of the school year.

## Policies and Regulations

Leeton Preschool operates under the guidelines of Education and Care Services National Regulations and must adhere to the Education and Care Services National Law. Our policies required under regulation 168 that support the Preschools operations are available on our website for you to view at any time our additional service policies and procedures are available from the front office if you require them, please just ask our helpful staff.

Policies are reviewed throughout the year and we ask for families to participate in the process if they wish. Families will be selected at random intervals throughout the year to assist in this process.

## Emergency Evacuation Procedure

We conduct emergency drills including fire evacuation drills and lock down drills at the Preschool at various times during each term, as required by Government Regulations. Everyone who is in the Preschool at the time, must take part, listen and follow instructions. The children are taught the necessary skills prior to drills taking place and are well rehearsed in them should an emergency take place at the service.

### Child Protection/Child Safe Standards

The NSW Department of Education and Community have clear and specific guidelines in relation to child protection issues. The staff are qualified in child protection training. As mandatory reporters we are required by law to report any child protection issues observed or informed of to the child protection hotline. It is our legal responsibility to keep children safe. Leeton Preschool is also a child safe service.

Leeton Preschool is also Child Safe Service. We are bound by and implement the child safe standards within our service. The 10 Child safe Standards that we implement are:

1. Leadership, Culture and Governance
2. Participation and empowerment
3. Family and Community Involvement
4. Equity and Diversity
5. Human Resource Management
6. Child- focused complaints process
7. Training
8. Physical and online environments
9. Continuous review and improvement
10. Policies and procedures

Being child safe is an embedded practice at Leeton Preschool. These skills are taught to the children in an age appropriate way and information is shared with families regarding child safety. Our child safe policy is available for you to view at any time on our website should you require further information

The staff at Leeton Preschool are trained to recognise possible signs of child abuse and are obligated to report any incidents to the NSW Department of Education and Department of Communities and Justice. Please call **Child Protection and Family Crisis Service on 132 111** if you have any doubts regarding the wellbeing of a child.

The safety, health and wellbeing of children is the number one priority of all staff and volunteers who understand children's safety is a shared responsibility. We have zero tolerance for any form of child abuse and are committed to acting in children's best interests. Our policies and procedures support and inform this commitment, and our leaders and managers regularly review staff and volunteer practices and understanding, prioritising training or taking other relevant action if required.

Any questions about child safety at Leeton Preschool or within the community may be directed to a Responsible Person at the service (the Approved Provider, Nominated Supervisor or Person in Day to Day Charge). If employees, volunteers and families have concerns about the Approved Provider or Nominated Supervisor's ability to provide or maintain a child safe environment, they should first discuss their concerns with another Responsible Person who will investigate and if substantiated contact the Child Protection Hotline on 132 111, the NSW Regulatory Authority on 1800 619 113, the Police on 000 or the Children's Guardian on 8219 3600 for advice. Employees, volunteers and families may contact these organisations directly if they believe the Responsible Person has not taken appropriate action.

## Social Media/Photos/Videos

**UNDER NO CIRCUMSTANCES** are parents allowed to capture or share photos of other children at the centre.

**PLEASE ALSO NOTE THAT IN ACCORDANCE WITH CHILD SAFETY STANDARDS, AT NO TIME ARE PARENTS/CARERS PERMITTED TO TAKE PHOTOS INSIDE THE GROUNDS OF THE PRESCHOOL. YOU WILL BE PROVIDED PHOTOS OF YOUR CHILD'S FIRST DAY AND THEIR TIME AT PRESCHOOL DURING THE YEAR BY THEIR EDUCATORS VIA THE KINDERM8 APP. PLEASE ADHERE TO THESE CHILD SAFETY RULES.**



**Court Orders/Custody arrangements** If there are any Court Orders or Custody Orders which are in place in relation to your child, copies must be given to the Director, as this is the only way we can ensure your child is picked up by the authorised parent. We suggest you inform your child's teacher and the Director of any separation issues that have occurred, so they can help accommodate your child's individual needs.



## Records on Children's Learning and Development

On commencement at Leeton Preschool, parents are asked to fill out a questionnaire regarding their child's strengths and interests, specific information that will assist individual planning ***The All about me form will be sent to you in the first few weeks of starting at Preschool***

Educators will spend time observing children in play, their interactions with others and focus on Learning Outcomes. Child will receive a minimum of 2 individual Learning Stories per term. They will also be included in group Learning Stories. Learning Stories will be uploaded to Child Carers throughout the year for each individual child. We aim to incorporate Cultural and Community activities everyday throughout our Curriculum.

## Grievances

At Leeton Preschool, we are committed to a fair and effective resolution of family concerns or complaints, in order to cater for individual needs and to improve our service quality. Please read and become familiar with our Grievance Policy and promptly make an appointment with the Centre Manager if you have any concerns, so that these can mutually be resolved. Our Grievance policy is available for you to view at any time on our website.

### Arrival and Collection of Children

Parents or guardians are required to give written permission concerning arrangements for the delivery and collection of their child.

**Parents/Guardians/Carers are required to digitally sign their child in and out using our portal KINDERM8. This is an important safety measure and legal requirement, as the sign in records are used as a roll in an emergency and also a legal log of who is collecting the child.**

Only people authorised by you and listed as an emergency contact on Kinderm8 will be able to collect your child. Educators will refuse a child to leave the Preschool and contact the parent to seek direction if the person who has arrived to collect the child is not on the collection/emergency list on the portal or the parent has not emailed the Preschool notice prior to collection. **EVERY EMERGENCY CONTACT MUST USE THEIR OWN INDIVIDUAL MOBILE NUMBER AND PIN NUMBER TO SIGN YOUR CHILD IN AND OUT.** It is a legal requirement to have the correct person collecting your child on record. Please ensure your emergency contacts are aware of this and only use their individual mobile number. If they need assistance in setting this up, please see the office.

Parents may contact the Preschool and advise of a change of pickup and are required to either log into the Kinderm8 Families Lounge app and add the person as an emergency contact or email their authority listing details of the person who is to collect. If the person collecting your child is not listed on your child's emergency contact list on Kinderm8, please ensure they are aware of the need to provide photo ID to collect children. Educators or administration staff will copy the photo ID and sign that it has been sighted before checking your children's enrolment form. **Those not listed will not be able to collect children unless directed by a parent.**

Please ensure all contact details and addresses are kept up to date in the event we need to contact you.

If a carer forgets to sign the attendance sheet when leaving the Preschool, they will be required to acknowledge the alert on Kinderm8 that a staff member has signed them out when they next sign their child in at the centre.

As per our service policy Your child may only be collected from the Preschool by person/s 18 years of age or older. They must be listed as an authorised person noted on your enrolment form and who has photo ID.

The child will remain at the Preschool until an authorised person comes to collect. **Please be punctual in collecting your child from the Preschool as regular lateness will result in a late fee.** The late fee at Leeton Preschool is \$15 plus \$1 per minute until the child is collected. If late pick up becomes a regular occurrence this fee increases.

Should you require any further information regarding arrivals and departures policy or procedures please review our Arrivals and Departures policy on our website.

**What to Pack Each Day – please see Munch N Move Healthy Lunchbox brochure at the back of this handbook for lunchbox ideas**

- A bag large enough to fit all your child's personal belongings.
- Spare clothes (labelled) – including socks/shoes.
- A wide brimmed or legionnaire style hat to protect your child's face and neck from the sun.
- Water in a drink bottle that can be refilled throughout the day.
- Leeton Preschool promotes healthy eating and a healthy lifestyle. Please provide fresh fruit for morning tea as children are encouraged to eat their fruit first **before** their other morning tea items. Additional morning tea items include: half a sandwich, cheese and biscuits or yoghurt.
- The Preschool strongly recommends **NOT** including too much packaged and processed food items in your child's lunch box.

- For lunch, a sandwich, roll or wrap is ideal. Leftover pasta or homemade pizza makes a nice change. **Please note the Preschool is unable to heat children’s food.**
- Each room has their own refrigerator for morning tea and lunches.
- If you are unsure about what to bring, please do not hesitate to talk to our wonderful, warm friendly Educators.

**Please label ALL belongings**



### **Fees**

Leeton Preschool is funded under the Start Strong NSW Community Preschools Funding model which will continue until the end of year 2025. **Fees for 2026 are as per the 2026 AFFORDABLE PRESCHOOL FUNDING GUIDELINES - TBA/child:-**

**For families that consent to the 2026 Fee Relief Declaration the following fees are as follows:-**

**Priority of Access Guidelines – these guidelines require services to give priority access to:-**

<b><u>Level 1</u></b>	-	\$0.00/day
<b><u>Level 2</u></b>	-	\$0.00/day
<b><u>Level 3</u></b>	-	\$0.00/day
<b><u>Casual Day</u></b>	-	\$40.00/day

For families who do not consent to the 2026 Fee Relief Declaration the following fees are as follows:-

**Priority of Access Guidelines – these guidelines require services to give priority access to:-**

<u>Level 1</u>	-	\$55.90/day
<u>Level 2</u>	-	\$55.90/day
<u>Level 3</u>	-	\$55.90/day
<u>Casual Day</u>	-	\$40.00/day

**Priority 1 (all positions are 2 days/week)**

- Children who are at least 4 years old on or before 31<sup>st</sup> July 2026 and are not enrolled or registered at a school (**Level 1**)
- Children who are at least 3 years old or older and/or (**Level 2**):-
  - are from low income families (Health Care Card); and/or
  - are Aboriginal; and/or
  - with a disability/additional needs; and/or
  - have English as a second language (CALD)

**# If Health Care Card is not current, Level 1 fees will be charged – Children who own their own Health Care Card will not be eligible.**

**Priority 2 (all positions are 2 days/week)**

- Children who are turning 4 years old after **31<sup>st</sup> July 2026 (Level 3)**
- Children must have turned 3 years old by **30<sup>th</sup> January 2026 (Level 3)**

Fees will be reviewed as required by the Management Committee to ensure Leeton Preschool is able to remain financially viable for the next funding period.

The Committee aims to ensure Leeton Preschool remains affordable, equitable and accessible to all members of the Leeton Community. Families will be given 2 week's notice of any fee rate change.

Fees are payable by Direct Deposit, EFTPOS or in person at the Preschool. Please see your account statement for account details.

Accounts are sent by email at the end of each term. All Incursions and Excursion will be charged directly to your account for payment. **Please note fees are not charged for school holidays.**

Annual Enrolment Levy	-	N/A
Annual Membership Fee	-	\$2.00 per child - The membership allows for one vote per family at the AGM and consultation in regards to policy documentation

N.B These levies/fees will be covered under the 2026 Affordable Preschool Fee Relief Declaration for those participating families.

**First Attendance Day**

Preschool commences at 8:30am with pickup by 4.00pm.

We aim to support a smooth a transition to ensure your child as a positive start to their Early Learning Career. Exploring a new environment with a familiar adult makes them feel safe and comfortable.

Parents should use this first day as an opportunity to talk to your child's Educators so you may get to know them and to also pass on any information that you would like us to know about your child.

Separation can cause real anxiety for some Preschoolers. To ensure that your child experiences a happy, relaxed and exciting start to Preschool, we suggest the following:-

- Ensure your child knows what to expect when starting Preschool, e.g. story time, learning through play, lunch time etc. Promote a happy exciting place where they can feel comfortable and always ask a teacher for help if they need.

- Discuss with your child about toilet/bathroom hygiene. If they require assistance in this area, please discuss with their teacher.
- Explain the importance of looking after their own belongings and putting their garments/lunch boxes etc. away in their bags.
- We suggest that you learn your child's teacher's names along with your child. This will assist with any discussion you have with your child after Preschool.
- Children can reflect your emotions, so stay positive and excited about their next big step in life!
- Long goodbyes can be an emotional experience and we suggest that you avoid this if possible. Perhaps adapt a goodbye ritual that indicates to your child that you are leaving. e.g hug/kiss/wave. Please ensure you keep with this routine for smooth transition.
- When it is time to leave, hand your child over to one of their teachers and ensure that you will return later on in the afternoon. If your child becomes distressed, try to resist turning back. **Please feel free to phone the office at any time during the day to ensure your child is settled.**
- We make every effort to comfort your child, divert their attention and try to settle. Please rest assure that your child will not be left alone and will be cared for at all times.
- Please feel free to talk to your child's Educators about the day's program, involvement or any concerns you may have.



## Clothing

All clothing should have the child's name clearly marked, including children's shoes, jumpers, hats and lunch/snack containers. Children should wear comfortable clothing. Although smocks are provided for painting activities, it is inevitable that clothes will sometimes get dirty or wet. No tank tops/singlets are permitted as per the Sunsafe Policy.

Leeton Preschool has a sand pit, bike track and digging patch for the children to enjoy. Water is available in these areas. It is **VITAL** that your child wear easily washed clothing as they will get dirty in these areas.

Clothes that allow free movement, are not too tight, too loose or too long and allow children to play safely and go to the toilet independently, are most appropriate.

Children should come to Preschool in footwear that enables them to climb, run and play safely and that they can take on and off themselves. Shoes with Velcro straps are ideal. Thongs and crocs are not allowed. **Closed toed shoes are preferred and will be required when riding bikes.**

**Please ensure all belongings are clearly labelled with your child's name.**

## Daily Routines

Each Room has their daily routines displayed in their room for your information. These routines change in Summer and Winter.

### Sleep, Rest and Relaxation at Leeton Preschool

Although some children may not require a sleep, they are required to have “quiet time” after lunch to recharge for the afternoon. Some children may lay down and rest (not sleep), while others may enjoy a quiet activity such as reading.

If your child requires a sleep, can you please pack sheets and a pillow and take home to wash daily. Please label all belongings. **We also ask that all children bring with them a towel that they can use to rest on.** This allows the children to have individual space allocated to them. These towels will be sent home each day for washing and hygiene purposes. Should you require any further information regarding this, or should you wish to clarify anything please call the office and we are happy to discuss. Alternatively, please feel free to view our sleep, rest and relaxation policy on our website.

### Absence/Illness

If your child will be absent from either illness or holiday, please contact Preschool to advise.

If an illness, please inform us of the nature of the illness and whether contagious, as we will have to notify parents at the centre (we follow the guidelines set out by the NHMRC – Staying Healthy in Childcare as a guide to preventing Infections).

For the consideration and health of the other children and staff, please do not send your child to Preschool until at least 48 hours after commencing antibiotics, after vomiting/diarrhea and 24 hours after a high temperature or if medications have been administered.

Children who fail to attend for a period of 4 weeks with no explained absence will have their placement cancelled.

We will make the following attempts to contact families:

- Step 1 – attempt to contact the family by telephone
- Step 2 – attempt to contact emergency collection contacts
- Step 3 - email or post a letter to families asking to contact the Preschool with a 2 week time period or the place will be cancelled.

### Medication and Health Needs

Should your child require Medication after the illness exclusion period we will be able to assist. Leeton Preschool and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication).

If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an Asthma or Anaphylaxis emergency without first receiving authorisation.

### Asthma and Anaphylaxis

Should your children require medication for Asthma and Anaphylaxis we ask you provide an Asthma or Anaphylaxis Action plan from your doctor on the form provided from the Preschool. We also have an extra Epipen and Asthma kit which can be used in an emergency. In the event of an emergency we will call the Ambulance. Leeton Preschool have children enrolled at our service who are Anaphylactic. The Preschool is a **‘Nut Free Zone’**. This means that we are aware some children have allergies to nuts and ask parents **to avoid bringing food with nuts or traces of nuts to Preschool**. This includes products such as Nutella and peanut butter. Please read the labels of all food before sending food to Preschool and consider those with allergies. If your child is allergic to nuts please be aware the Preschool cannot guarantee that there are no nuts on the premises in lunches and snacks as these are packed from home. We do ask all parents however to consider the health needs of those with allergies and avoid sending them to Preschool. If your child is allergic to any food items please let preschool know on enrolment.

## Administration of Medication (non-emergency)

Parents will need to complete an Authorisation form – please see educators or the Centre Manager to collect a form.

Educators will administer medication to a child:

- if the medication is authorised in writing by a parent or another authorised person
- is the original container
- has not expired
- has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
- is administered in accordance with any instructions on the label or from the doctor.

## Immunisation Records

Parents who wish to enrol their child are required to provide an Immunisation Statement from your My Gov website.

**A copy of one or more of the following prior to enrolment:**

- a current Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that the child is up to date with their scheduled immunisations in line with the **NSW Immunisation Schedule. This can be accessed through your Mygov account.**
- a current ACIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule in line with the **NSW Immunisation Schedule**
- an Interim Vaccination Objection Form for Enrolment in NSW Child Care Centres which has been certified by an immunisation provider and a parent/guardian (available from NSW Health website).
- Please ensure you provide an updated copy of your child's Immunisation Schedule once they have had their 4 year old vaccinations.

## **Catering for Children with Overseas Immunisation Records**

Overseas immunisation records must not be accepted. They often differ from the schedule recommended in Australia and a child may require extra vaccinations to be up to date with the Australian schedule. Parents are responsible for having their child's overseas immunisation record transcribed onto the ACIR.

Children vaccinated overseas must attend an immunisation provider (eg doctor) to have their overseas record assessed and be offered appropriate immunisations. The Provider will complete an Immunisation History Form which should be provided to the Service. A copy of the ACIR Immunisation History Statement should also be provided to the service when it is received by families.

## Behaviour Guidance

At Leeton Preschool we aim to provide an environment that is safe, nurturing and challenging for every child. To achieve this, Educators support and encourage children to take responsibility for their own wellbeing, to express their feelings in acceptable ways, and to respect the safety and rights of others.

Positive behaviour guidance involves developing the children's awareness of what is good to do, what is safe, what pleases, angers or hurts others, while also developing children's ability to self-regulate their behaviour.

In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties.

However, a child's enrolment at Leeton Preschool may be terminated if the Centre Manager decides the child's behaviour threatens the Safety, Health or Well-being of any other child or Educator at the service.

A full Behaviour Guidance Policy is included in the Leeton Preschool Policy folder located in the front foyer area. Please speak to the Centre Manager or your child's Educator if you have any concerns about your child's behaviour.

## Sun Protection

Leeton Preschool is a registered SUN SMART Centre with the Cancer Council of NSW. We follow sun safe guidelines. We also use the Cancer Councils SunSmart App to guide our outdoor play times. And we always encourage children to play in the shaded areas during the high UV periods.

Children we suggest children have sunscreen put on before coming to Preschool each day otherwise we have sunscreen available at Preschool. A consent form to allow Educators to put Sunscreen on your child is included within your child Enrolment form. Educators supervise the application of sunscreen.

If your child is allergic to sunscreen and needs a special brand, please ensure you supply sunscreen labelled with your child's name. Please also ensure the details of the allergy are recorded on the enrolment form with appropriate medical practitioner information supplied where necessary.

Wide brimmed or legionnaire style hats that cover the child's face and neck are to be worn all year. Children who do not wear a hat will be given a Preschool hat to wear. Caps are not permitted as they do not protect the child's face and neck. **No hat, play indoors and under cover!**

## Children with Additional Needs

We support Inclusion, not Exclusion. Please speak to the Centre Manager at time of enrolment who will be able to support your child's needs from this time.

## Re-Enrol for 2027

Re-enrolment for 2027 will take place in August/September 2027. You will receive a letter via email to advise which days you nominate for the following year. In Term 4, we will write to advise which days you have been allocated.

## Building Relationships with other families/Parent Involvement

Parent participation has long been a feature of our Preschool. Parents are encouraged to become involved in the program to the level at which they feel comfortable, working in partnership with the staff and children to enhance our daily program.

We encourage parents to share their interest and abilities with the children. New experiences can excite and interest a child and they can find a new interest and strength. Do you enjoy hobbies such as model making, painting pictures, carpentry, fishing, sailing, soccer, play an instrument, cooking or football? Perhaps you could share your knowledge with the children. Talk to your child's teacher and arrange a suitable time.

We recommend parents make time to spend with the children by playing games, reading books and participating in discussions about the children's interests. Increased parent/family participation enriches the program.

We encourage parents to talk about their child's development with their teacher informally each day. Parent-teacher discussions about your child's developmental progress are vital in providing an individualised and relevant program for your child. Please see your child's teacher to arrange a time to meet.

Parent feedback about the service we deliver is encouraged. We believe everyone should have the opportunity to contribute their views, opinions and suggestions. Please feel welcome to talk with staff about any aspect of our services. Make an appointment with the Director for an in depth discussion or write a note. We encourage parents to fill out and return the annual survey we distribute regarding the quality of care, the educational program and the environment. Parent responses to these surveys play a vital role in the decisions that are made about the direction of the Preschool program, policy development, budgeting and planning for the future of the service.

## Change of Personal Details

It is vital that the Preschool has current contact details including emergency contacts. Please advise us at any time if details have changed since you enrolled your child. This can be by advising office staff, calling the Preschool or via email. You can also change personal details or authorised collectors on the Kinderm8 Families Lounge app.

## Lost Property

There is a box with lost property usually located in each classroom. Please check your child's belongings each day as it is easier to locate a missing item when it is noticed straight away. All items are donated to charity at the end of a term.

## Parent Communication

We like to always keep parents up to date with what is happening at preschool. You will receive updates from your child's room and the service on the Kinderm8 app. You can also use this portal to communicate with the service. You are also welcome to phone the service at any time that you need. There is also a parent notice board in the foyer which will also have helpful information on it. If you are ever unsure please just ask. We are here to make your time at Leeton Preschool a positive one.

## Other Comments

**Birthdays** - On this special occasion, you might like to send along a simply iced birthday cake or twenty small patty cakes so your child can share his/her birthday with friends.

When bringing birthday cakes please include a list of the ingredients used. This valuable information will be of great assistance for us in deciding if children with allergies to various foods are safe to eat the cake bought in. If cakes are from a packet mix or from the supermarket please just bring in the packet/label for us to read - if this is easier.

**Toys from home** - While we do not wish to dampen your child's enthusiasm we would appreciate it if toys were not brought from home, with the exception of a comforter. Toys can be lost, stolen or damaged.

Your child is however encouraged to bring any type of interesting specimen or object (shells, rocks, plants, insects, animals, flowers etc) all of which would enrich the science program. Tame, friendly pets are welcome on pre-arranged days. Plants, shrubs and trees, potted for outside or inside would be gratefully received.

**Junk please** - Many important skills are developed by the children's use of 'junk material' or as we like to call them "recyclable Materials" and thus we need a constant supply of all kinds.

For cutting and pasting: cardboard, paper, magazines, wrapping paper, crepe and cellophane, cylinders, wool, lace, ribbon, buttons, milk bottle tops, stamps, boxes etc

For carpentry: Soft wood, nails, cork, bottle tops, sandpaper, vinyl, pressure pack lids, etc, also large tins, 'squirty bottles', house paint brushes, large inner tubes, PVC piping etc.

**NO** toilet rolls, washing powder boxes, or medicine boxes/bottles please

*We look forward to welcoming you and your family to Leeton Preschool. We hope you have found this Parent Handbook helpful. Should you require any further clarification please do not hesitate to contact us and we are more than happy to assist.*