Augusta Park Childhood Services Centre

STAFF:
Director: Sonya Gee-Davis
Teacher: Bianca Blaschek/Rebecca Symons
Early Childhood Worker: Michelle Bussey
Support Staff: Pam Kelly/Heidi Johnson/Shoshana Orr/Penny Finlay

PRESCHOOL SESSIONS
Children are entitled to attend up to five sessions a week for one year before they start school. (A session is one morning or one afternoon). These options are:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
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</thead>
<tbody>
<tr>
<td>Monday – full day</td>
<td>Wednesday – afternoon session (pm)</td>
</tr>
<tr>
<td>Tuesday – full day</td>
<td>Thursday – full day</td>
</tr>
<tr>
<td>Wednesday – morning session (am)</td>
<td>Friday – full day</td>
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- All 3 year old children (Indigenous and children under the Guardian of the Minister) will attend 4 afternoon sessions. Once children turn 4, the following term they will then have to choose one of the 2 options.

<table>
<thead>
<tr>
<th>Option 1 Session times</th>
<th>Option 2 Session times</th>
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</thead>
<tbody>
<tr>
<td>Monday: 8.30am – 3.00pm</td>
<td>Wednesday PM: 12.00pm – 3.00pm</td>
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<tr>
<td>Tuesday: 8.30am – 3.00pm</td>
<td>Thursday: 8.30am – 3.00pm</td>
</tr>
<tr>
<td>Wednesday AM: 8.30am – 11.30am</td>
<td>Friday: 8.30am – 3.00pm</td>
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</tbody>
</table>

3 year old children
- Monday: 12.00pm – 3.00pm
- Tuesday: 12.00pm – 3.00pm
- Wednesday: 12.00pm – 3.00pm
- Thursday: 12.00pm – 3.00pm

The Governing Council requests a fee of $55.00 per term (or $50.00 if paid in the first three weeks). You will receive an account at the beginning of each term. Fees may be paid in installments. The total fee applies even if your child is absent due to family holidays or illness. Please see the Director if you are experiencing difficulties with payment of fees. Before and after session care and emergency care may be arranged if needed through consultation with the Director. A care cost of $2.00 per hour (50c per 15 minutes) will be charged.

PRE-ENTRY:
Children may attend for one session per week for one term prior to beginning full time kindergarten. Fees are currently $15.00 per term.
MEAL MATTERS:
The preschool’s program aims to promote good health and nutrition practices and to encourage independence. We request that you send healthy foods for snacks, which can be independently managed by your child e.g. fruit, cheese, sandwiches, dry biscuits. Please do not send lollies, cakes, sweet biscuits, roll-ups. We also ask that you encourage your child to drink water. At the centre tap water is always accessible to the children. If you send a drink container for snack time please make sure it is only water. For lunch you can send water or a fruit box.

ILLNESSES AND INFECTIONS:
Please keep your child home if he/she has an illness or infection, which may be contagious e.g. bad cough/cold, head lice, school sores, conjunctivitis etc. Please inform staff if your child is absent due to an infectious condition.

MEDICATION:
If your child has a medical condition, a health care plan needs to be completed by a doctor. These forms are available from staff.

SUN POLICY:
Children must wear a bucket, broad brimmed or legionnaires style hat if playing outdoors. Please note that hats with cords situated underneath the chin are unacceptable due to their potential to seriously injure. We have hats which comply with standards available for purchase at the centre. The colour of the hat is navy blue with a yellow trim with the centre’s logo on the front. Cost per hat is $12.00 which includes GST. A small proportion of this cost will go towards our fundraising. Please send your child with a named hat every time they attend preschool. Sunscreen should be applied before children arrive. On extremely hot days the staff only allow the children to play under the verandah or shelter.

ARRIVAL AND DEPARTURE:
To ensure your child’s safety, please bring him/her into the centre to greet a teacher. At the end of the session the teacher will say good-bye to your child when you/approved carer arrives. If you pick your child up before the session ends, please ensure you notify a staff member. If your child is to be collected by someone other than usual, please notify staff and fill in the details in the child collection book (located on the kitchen bench). To avoid unnecessary distress for your child, please ensure they are collected on time. If unavoidably delayed, please phone.

CHILDREN’S BAGS:
There are lockers available for children to put their bags in at the front of the centre. A small bag e.g. backpack is a good idea. Children can use it to carry their food, hat, and spare clothes and to take home completed activities.
CLOTHING:
We encourage children to wear clothing that is comfortable and easy to wash. A limited amount of spare clothes are available at kindergarten in case of accidents. It is helpful for staff if a spare set of clothing is available in your child’s bag. All children are required to wear shoes at all times at the centre except in the sandpit during the warmer months. There may be occasions when the staff will implement specific activities, which require shoes to be taken off for example: foot painting, sensory type activities, tracing around a foot etc. These activities will be closely supervised by staff to ensure children’s shoes are placed back on before they leave the activity. Please ensure your child wears appropriate footwear to the centre for example: sandals or enclosed shoes. This will allow your child to access all activities and provides foot protection. We have preschool clothing for sale, t-shirts are $17 and jumpers are $20 they are navy blue with a yellow preschool label on the front.

JUNK MATERIALS
We appreciate the donation of a variety of junk materials. Due to our limited amount of storage and disposal space we would appreciate if you could consult staff before bringing in items. Also we can not accept toilet rolls due to the hygiene factor. If unsure of any items please see one of the staff.

SPECIAL NEEDS
The Department of Education and Children’s Services has specialist staff and resources to support children with special needs and their families. If your child has extra needs or you have concerns about his/her development, please see the Director. Early enrolment may be considered for children with special needs who would benefit educationally from an early introduction to kindergarten.

GOVERNING COUNCIL
The kindergarten’s Governing Council consists of a group of interested parents who meet approximately once per month to discuss topics related to the centre such as fund-raising, maintenance, finance and the purchase of new equipment. We encourage parents to become actively involved in this structure to assist with the ongoing management of the centre.