

Your Family Guide To



Jasmine

PRESCHOOL

Linden Drive

Freemans Reach, NSW, 2756

4579 6754

jasmine@kinderacademy.com.au

www.jasminepreschool.com.au

Welcome

Thank you for choosing Jasmine Preschool for your child's first steps in structured care and education.

This guide is aimed at letting you know about us, how we operate and a range of other aspects that are likely to be important to you. It also outlines the Enrolment Process and preparations for your child's first day.

We encourage you to read this guide and, once your child's place is confirmed, work through the various forms required to complete the process.

- Enrolment Form
- Parent Agreement
- Direct Debit Request
- Medical Condition Form

We will also need a copy of your child's Birth Certificate, Benefits letter from the Family Assistance Office, as well as seeing their "Blue Book" to ensure immunisations are up to date.

Finally, to secure your child's position the Enrolment Fee needs to be paid. The Staff will advise you how to make the payment.

We look forward to welcoming your family to our preschool and getting to know you too during this special time in their lives.

Bonnie and Andrew Junor
Owners/Approved Providers

Contents

Welcome	
Contents	
Our Philosophy	3
Our Values and what we believe	4
Our Code of Ethics	6
Our Policies	7
Choosing Jasmine Preschool	8
Starting out – the Big Day	10
Our Programme	13
Custody, Child Protection and Confidentiality	16
Health – sickness and accidents?	18
Our People	20
Contacts and Finding Us	22



Dear Parent,

Jasmine Preschool is family owned and striving to offer the highest quality of child care available in our region. We cater for a maximum of 48 children per day aged between 6 weeks and 6 years and are open from 7.00am to 6.00pm Monday to Friday, 50 weeks a year.

Did you know that the basis for 90% of a person's beliefs will be formed by the time they are aged six?! That is a huge responsibility for a parent and carer and our programme promises to keep this in mind throughout everything we do.

Our credo – "Caring Hearts Growing Minds" and Our Philosophy reflect these things, so that our children may have a head start from their very first day at big school.

We provide all meals for your child, including morning and afternoon tea and fresh fruit. We certainly can also provide breakfast too if you just haven't had the chance to organise this before you get here. This is all included in your fees. Weekly menus are displayed and a chart shows what your child has eaten for the day. Children are not forced to eat what they do not want.

Another terrific aspect of our preschool is that unlike other centres, we don't charge for Public Holidays! We also close our doors for two weeks over Christmas / New Year, which means that you don't have to pay for care over this period.

Likewise, please let us know should you require any extra days, and if we have a place available we will endeavour accommodate your child.

Before your child starts with us, we invite you for a tour of the preschool. This will give you the opportunity to have a look around our great facilities, meet with the Teachers and go through our programme in more detail. Most importantly, it allows for your precious child to have a personal introduction to our other children and educators.

You and your child are welcome to pop in as many times as necessary before your start date so that you can both become familiar with our environment and routines. This all helps to combat any separation anxiety on the big day!

All families are eligible to receive from the Government the Child Care Rebate (CCR) and, subject to certain income thresholds, Child Care Benefits (CCB). For this you will need to register with the Family Assistance Office by calling 13 61 50.

There are a number of ways that you can receive these benefits. One of them is to have them paid directly to the preschool. We deduct these amounts from your fees and this may assist you in managing your family's cashflow.

It doesn't usually take very long for your details to be processed with Family Assistance Office so you could be paying discounted fees from your very first day!

After lodging your Enrolment Application with us and your position has been confirmed, an Enrolment Fee is to be paid to secure your place.

Our website is also crammed with lots of information; from Medication forms, parenting tips through to great recipes that we use at preschool and craft ideas. Be sure to check it out

We have included a précis of some of Jasmine Preschool policies in this pack but should you require further information or if you have any further questions then you are welcome to call us anytime on 4579 6754.

We look forward to your family joining us soon.

The Team at Jasmine Preschool





Jasmine PRESCHOOL

Statement of Philosophy

Jasmine Preschool is a warm, caring and family oriented centre that is committed to offering the highest quality of child care in the region.

Ours is a safe place, where the comfort of a homely environment is supported by educators who have a heart for children and their early learning and development.

“CARING HEARTS GROWING MINDS”

Our credo is reflected in all we do; from the way we extend our warmth, knowledge, and respect to each child and family member, to the way in which we care for our fellow team members.

We strive to help each child discover their potential. We can be most effective in nurturing and educating each child by valuing and respecting them individually.

We celebrate our differences and encourage the sharing of cultures, languages, skills, ideas and attitudes to broaden the learning environment.

We believe that play is the basis through which all learning takes place.

Children are active seekers of knowledge with a natural curiosity to learn about their surroundings. Each and every experience ultimately contributes toward the person they become.

We build our children’s confidence through our school readiness activities, seeking to provide them a head start from their very first day at “big school”. Individual and group programming is directed at fostering each child’s development, building on their unique strengths, needs and capabilities.

We see ourselves as supporting parents in developing the best in their child during these early years. We value their input and seek to be flexible and responsive to their suggestions.

Throughout their time here, parents can expect that their child will grow in confidence, be encouraged, guided, respected and valued.



Our Values and what we believe

Our Philosophy is underpinned by our values which, in turn, guide the delivery of our service. These are based on Christian principles, engaging with our whole community and respecting the richness that diversity can bring.

In relation to Children we believe:

- That children are active seekers of knowledge with a natural curiosity to learn.
- That children can expect to be encouraged, guided, respected and valued at all times.
- That play is the basis to which all learning takes place.
- In respecting and valuing the voices of the children.
- That children are all individuals who bring a unique set of cultures, languages, skills, ideas and attitudes to the learning environment.
- That our environment must be flexible, healthy, safe and secure.
- That all children have a contribution to make in the centre, with their peers and to their world.

In relation to Families we believe:

- That families are the primary care givers and the most important people in a child's life.
- No one knows and understands a child better than the parent.
- That our role is to partner with families to assist children reach their full potential.
- That the needs and expectations of all families will vary.
- Families are welcome in the centre at all times to visit and/or participate in the program, utilising their strengths and talents.
- We can create opportunities for families to makes new social friendships at the centre.
- Communication is paramount and needs to be regular and effective.
- That professional advice, resources and support can be offered to parents.



In relation to our Team we believe:

- That our staff are the most important asset in the business. If the staff are happy then the children are happy and this creates a wonderful learning and caring environment.
- That all staff need to be treated with respect and their contribution valued.
- That staff bring with them their own set of talents, experience and ideas that can be utilised for the benefit of all.
- That cooperation, teamwork, confidentiality and professionalism must be maintained at all times.
- Regular team meetings, training and development are vital in ensuring staff are well informed with current issues and practice.
- All staff must hold a current First Aid Certificate and be equipped to deal with an emergency situation.

In relation to our Program we believe:

- That the interests of the children provide a natural guide to how we direct the activities of the preschool.
- By providing a structured yet flexible programme the children can feel supported and encouraged to confidently express themselves within the boundaries of a safe and nurturing environment.



Our Code of Ethics

Code of Ethics

Our behaviours are guided by a set of principles, or Code of Ethics.

Respect

We demonstrate respect in all of our relationship and reinforce that example among our children.

Democracy

We believe in the rights of all to have a voice, in so far as supporting better outcomes for the confidence and self respect of the child.

Honesty

We encourage honesty through positively reinforcing those behaviours and distinguishing the differences.

Integrity

We say what we mean and we mean what we say, building confidence among our community.

Justice

We uphold a sense of justice and equality among the children, ensuring that they are shown fairness and the virtues of sharing in others experiences.

Courage

We see the character in others and seek to encourage confidence and the skills to express it appropriately.

Inclusivity

We seek out opportunities for the participation of all, positively affirming each contribution and the different perspectives each person brings.

Social and cultural responsiveness

We celebrate diversity and take opportunities to build awareness, familiarity and confidence in such differences through our programme.

Education.

We contribute to building the foundations of learning and see play as the basis to our programme.



Our Policies

Our actions are guided by a comprehensive set of policies and procedures which come under regular review. Staff, families and the wider community are each our stakeholders in the framing of Policies.

A copy of the Policies is always available at the preschool for you to look through. You are invited to read them and contribute to their ongoing review and development whenever you like. As part of formal reviews we invite stakeholders to contribute to the regular reviews. So let us know if you would like to participate.

POLICY LISTING

ILLNESS, ACCIDENTS AND INCIDENTS	HIV AIDS Virus Policy	Family Law and Access Policy
Administration of Authorised Medication Policy	Physical Activity Promotion Policy	Fees Policy
Child Protection Policy	Sleep, Rest Relaxation and Clothing Policy	National Quality Framework Policy
Death of a Child Policy		Orientation for Children Policy
Immunisation and Disease Prevention Policy	SAFETY, EQUIPMENT AND PROPERTY	Parental Interaction and Involvement in the Service Policy
Incident, Injury, Trauma and Illness Policy	Bush Fire Policy	Photography Policy
Infectious Diseases Policy	Chemical Spills Policy	Policy and Procedure Review Policy
Lockdown Policy	Emergency Management and Evacuation Policy	Privacy and Confidentiality Policy
Medical Conditions Policy	Physical Environment (Workplace Safety, Learning and Administration) Policy	Record Keeping and Retention Policy
FOOD, HYGIENE, HEALTH AND BEHAVIOUR	Sand Pit Policy	Relationship with Children Policy
Additional Needs Policy		Social Networking Policy
Animal and Pet Policy	QUALITY IMPROVEMENT, THE SERVICE, THE TEAM AND COMMUNICATIONS	Staff Arrangements Policy
Continuity and Education Policy	Education, Curriculum and Learning Policy	Technology Usage Policy
Cystic Fibrosis Policy	Educator and Management Policy	Tobacco, Drug and Alcohol Policy
Food, Nutrition and Beverage Policy		Unenrolled Children Policy
Health, Hygiene and Safe Food Policy	Enrolment Policy	

Each policy is reviewed by the team annually and we involve families in this review process too. You are welcome to provide input by participating in that review process.



Choosing Jasmine Preschool

How can I be assured of the highest quality?

We continually strive to improve all aspects of the centres programme to achieve the highest level of quality care. We are registered with and support the principles of the National Quality Framework which provide a framework for making continuous improvements to the centre.

We also have a terrific team on board comprising Teachers, Assistant educators, Trainees and friendly owners who are passionate about providing the best and most caring environment possible for the benefit of your children. Our team regularly participates in training to ensure that we are always up to date with recent development across all aspects of early childhood care.

You are welcome to spend time in the centre, particularly when your child is settling in. We do not believe in operating strict parental visiting hours, and by this you can be assured that we are always accountable for the quality of care being provided.

How much does it cost to send my child to preschool?

The fees you pay for preschool are substantially determined by the level of Child Care Benefit and Child Care Rebate that you are eligible to receive from the Federal Government. Our fees are set out in the Fee Schedule, and are generally reviewed 6 monthly to accommodate changes in the cost of delivering the service.

Fees are payable fortnightly in advance. Direct Debit arrangements are in place for us to debit your nominated account. We email our invoices to you in advance of when fees are to be deducted from your account. The scheduled invoicing dates throughout the year are set out on the Fee Schedule and this, together with the Direct Debit Form are available from the preschool.

We are a private, family owned long day care centre and receive no subsidies from any government or local body, operating solely from the tuition fees and fund raising. As a small business we ask that you ensure funds are available to pay your fees on time. Late payment fees of up \$10per day may be charged and will continue to be charged for up to 10 days. Should we still not receive full payment of tuition AND late fees, you child's place will be reluctantly given to another.

How do I secure my child's position?

An Enrolment Form is to be completed and given to the staff at the preschool.

Once we confirm that a place is available for your child you need to pay the Enrolment Fee to secure the place.

There are various other forms and documents that you will also be asked to complete to finalise the process of enrolment. These include details of immunisations.

How does the waiting list work?

We do keep a waiting list for families wanting to enrol their children should a place not be immediately available. Please complete and return the Waiting List form and we will advise you when a place is to be offered to your child.

Our waiting list is kept in the order of the date we receive the application. Please note that children can be added to the waiting list from birth. Unfortunately this does not guarantee a position for your child when required and placement is at the absolute discretion of management.



Sometimes, there may be a waiting list for a particular age/class grouping and to ensure the system is fair, the Australian Government places obligations on us to follow the "Priority of Access Guidelines" to ensure priority of enrolment on a needs basis. Every approved child care service has to abide by the guidelines.

Once we have met our obligations under these guidelines; our service also prioritises siblings of children who are already enrolled at the service.

1. First Priority; A child at risk of serious abuse or neglect.
2. Second Priority; a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
3. Third Priority; Any other child

Within each category above, the following are given priority:

- a. Children in Aboriginal or Torres Strait Islander families
- b. Children in families which include a disabled person
- c. Children in families on lower incomes, whose CCB percentage is 100% or who, or who's partner, is on income support
- d. Children in families with a non-english speaking background
- e. Children in socially isolated families
- f. Children of single parents

When my child's time at preschool is coming to an end?

Should you wish to withdraw your child from preschool, you must provide us with at least four weeks prior notice. At least 6 weeks' notice is required for notices given after 31 October. Should insufficient notice be given, then you will be charged on the basis that the enrolment concluded at the end of the relevant notice period from when you notified us.

This notice can be emailed to either jasmine@kinderacademy.com.au.



Starting out – the Big Day

It is normal for a child to have some difficulty separating from a parent during the first few weeks. The first day can be an especially difficult time for both the parent and the child.

We encourage you to stay as long as you feel is necessary in order to reassure your child. From experience, here are some simple observations that will make the separation easier.

- When you are ready to go, the best thing to do is to tell your child that you are leaving and to assure them that you will be back at the end of the day.
- If your child runs after you, hand them to an educator in a positive and enthusiastic way with lots of smiles and encouragement. There WILL be exciting and fun things to do!
- A quick break is much easier on a child than a long and lingering goodbye.
- You should not show the child that you are upset as your child will soon pick up if you are not feeling positive about the separation.
- NEVER sneak out the door whilst your child is temporarily distracted. This adds to the problem because your child may feel that he cannot trust you and consequently feel insecure.

Children usually only cry for a few minutes before they are happily playing with the other children. Please feel free to call us as many times as you like throughout the day and we can update you on how your child is settling. Don't worry – if your child needs you we promise to say so! For peace of mind, you can always peek through the windows to watch your child interacting with the carers and children.

Children usually settle into care more confidently if you have the same routine everyday when dropping off and picking up. The earlier that you drop them off in the morning the better as the environment becomes "theirs" from earlier in the day. It is a little intimidating for them to arrive to a room already filled with children.

It usually takes about four weeks and sometimes longer before children really begin to feel comfortable at a new centre. If your child seems unhappy after this time and you are concerned, please talk to a Teacher. We will also let you know if we think they are not settling and perhaps not ready for a pre-school environment.

What are the operating hours?

Jasmine Preschool is licensed to operate between 7:00am and 6:00pm, which means we are not able to care for children outside of these hours. Please respect this and plan your drop off and pick up times accordingly.

We reserve the right to charge additional fees for late pick-up, and while we would hope never to do so that charge is \$10 for every 5minutes late that you arrive after 6:00pm.

What do you do about Meals?

As a long day care preschool we provide the children breakfast (if required), lunch, morning tea, and afternoon tea all prepared by our wonderful cook. A healthy range of nutritious lunches served on a rolling 5 week menu cycle, which is also posted on the noticeboard, and a typical menu can be found on our website.

A suitable alternative is also prepared for the youngest members of our preschool, and for these your contribution of a made up bottle is appreciated.



It really is an opportunity for your child to be introduced to a wide range of flavours and tastes, some of which you will be sure that your child wouldn't touch at home. However, they generally do get stuck into the new tastes, and please be assured that if they don't eat it, they won't go hungry and alternatives will be offered.

We can certainly cater for any special dietary needs and are keen to understand any particular things we need to observe. These should be noted down on your Enrolment Form and if things change please let us know and we will accommodate them.

What happens for my child's Birthday?

We always enjoy celebrating birthdays with the children and you are most welcome to bring in cup cakes or other treats if you would like.

What do I need to do when I arrive?

Each time you arrive at the centre you need to seek out one of our educators so that we know you are here for safety purposes and are able to greet you both. You are then required by law to sign the Arrival and Departure Register. You should also place your child's bag on their hook, fill out any forms that are required (eg medication form) and read any notices. Remember to inform one of our team if there is any change to your normal routine (eg pick up time etc) before settling your child into an activity.

Please also let both the Teacher AND child know that you are leaving.

Upon collecting your child at the end of the day you should take their bag from their hook, their craft, together with any notes, from your family's "pocket". You must always sign the Arrival and Departure Register before departing and let one of our team know that you are leaving.

It is our policy to ensure the safety of all children and their siblings and it is very important that the gate remains firmly closed at all times and that only the children for whom you are responsible exit the gate. At no time will a child be handed to another person, other than the parents, persons authorised on the child's Enrolment Form or persons verbally authorised by the parent. We will ensure that a child is never released to a person under the age of 18.

Safety in our carpark is paramount and we ask that you drive no faster than 5kph within it and that you hold your child's hand AT ALL TIMES as accidents happen easily and quickly and children are very difficult to see from a car.

So, What do I need to bring?

On a daily basis parents need to bring a backpack style bag, wide brimmed sun hat with their child's name clearly marked on it as well as a labelled water bottle for your child, sleeping sheets and a fresh change of clothes in case of toileting accidents. Please make sure that all clothing, bags and sheets are clearly marked with your child's name.

A Launch Pack containing the preschool essentials is available for purchase if you need it. Just talk to one of the educators.

Please also note that hats or clothing that have loose cords or toggles are not recommended for preschool. These are actually illegal overseas as they can become easily caught on equipment, and therefore become a serious strangulation hazard for your child.

Singlets, sleeveless shirts, sleeveless dresses or thongs are not recommended as they do not provide adequate sun protection.



Children are encouraged to be independent at the preschool as this will build their self-esteem. We therefore encourage you to dress your child according to what they can manage. This may mean avoiding buckles, belts, overalls, or lace up shoes until the time that they can manage these things on their own.

Aprons are provided for messy activities, but please do not panic if your child comes home with paint, paste or dye on their clothing as it is all non-toxic and washable.

We discourage children from bringing toys, jewellery and money as they can easily become lost or broken. A special article, such as a book, photos or special drawing/art work may be brought for your child's "news day" and must be placed in the appropriate "news box". Please ask for a copy of our News Roster before your child starts.

A lost property box is located on the verandah. Please look through this regularly as items not claimed within a month will then be used as spare clothing for other children. It is always best to ensure that your child's name is clearly marked on everything so that nothing becomes lost.

The preschool follows the recommendation of the NSW Cancer Council as to the safest times for children to be outdoors (before 10am and after 3pm in summer time, and before 11am and after 2pm in winter). We will enforce the wearing of a hat and sunscreen before going outside into the playground.

Please do not forget to apply sunscreen to your child upon arrival at preschool. Please note that if your child is allergic to our sunscreen you will have to provide your own clearly labelled tube. Our staff will reapply sunscreen after lunch.

Our communications with you

Most of our communications with you about the activities of the preschool will come via the pockets and email.

About every two months we send out a Newsletter which sets out what is planned for the coming period and other things that are going on in the preschool more generally. This is typically distributed through the pockets or by email. Additional copies are available for you at the preschool if you need one.



Our Programme

Each day we seek to build the confidence of our children in line with the principles laid down in our Philosophy and in a manner supporting the curriculum prepared in accordance with the Early Learning Years Framework.

Routine

We conduct each day in the preschool around a standard routine, incorporating outside play, news, rest time, craft and school readiness. This is modified according to weather conditions, time of year or other special activities such as incursions.

7.00am Preschool opens, welcome children and parents, free play inside. Toast available to all children (early starters 7.00 A.M to 8.00 A.M) Children toileted/nappies changed.

9.00am	Outside free play
10.00am	Morning Tea
10.20am	Art/Craft and free play inside.
11.20am	Music and Movement
11.30am	Language
11.45am	Lunch
12.20pm	Rest time and quiet activities
2.40pm	Afternoon tea
3.00pm	Free play outside
5.00pm	Late afternoon tea.
5.30pm	Indoor play

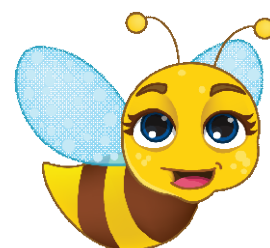
Caterpillars, Butterflies and Bees

The Preschool is arranged in three developmental groups; Caterpillars 0-2 year olds, Butterflies 2-4 year olds, and Bees 4-6 years. There are different needs among the children for rest, play and also more structured activities.



Each of the rooms has their own routine, with the Butterflies and Bees being a little more structured than the Caterpillars. The Butterflies and Bees run similar programmes with the Bees rest time being shortened to allow those children that are preparing for school the next year to take part in some school readiness activities. Of course a proper rest is available if those children require it

Once assigned to a group, your child should stay with it for the calendar year. The children quickly recognise whether they are a "Caterpillar", "Butterfly" or "Bee". Of course, if it seems that the other group would suit their needs better, we may talk to you about switching them.



What is the Early Years Learning Framework - EYLF

At preschool we recognise that children's learning is most effective when it is fashioned around things that interest them. By doing so, we can harness a young child's sense of curiosity and wonder.

This approach reflects our response to the Early Years Learning Framework. The Early Years Learning Framework was launched in 2009 by Commonwealth and State Governments as the cornerstone of a reform which seeks to achieve consistency in the approach to young children's development.

Fundamental to EYLF is a view of children's lives are characterised by "belonging, being and becoming" (a sense of where they belong, who they are and what interests them now, and what they can do and be).

Through listening carefully and responsively to children, our teachers plan meaningful activities that promote collaborative learning. We still have structure around our curriculum, although take the lead from the children according to what interests them.

School Readiness and what we do?

"School readiness" is naturally a theme of great focus for parents in preparing their child for school. At preschool our focus on this isn't just about the "three R's" (reading, writing and arithmetic), it's about ensuring that on entering Big School a child;

- Is confident socially in engaging with peers and teachers and not overwhelmed by the big kids,
- Is independent in knowing how to look after themselves on their own in areas such as putting on clothing, toileting and taking care of their things
- Is used to taking and following instructions for simple tasks, and
- Is able to concentrate amid the noise and bustle of the classroom environment.

We cover off the key elements of school readiness with a student "fun" book. This, in addition to other activities which occur throughout the day, include:

Literacy – is the capacity to use language in all its' forms. This is achieved through music, movement, dance, storytelling, art, drama, talking, listening, viewing, reading and writing. Children are taught to write their own name with a capital and then lower case letters. We model the NSW Foundation Style script which is taught at school.

"a b c d e f g h i j k l m n o p q r s t u v w x y z "

We also introduce reading conventions. For example, tracking left to right across a page, starting at this first page, and turning one page at a time. We introduce focus letters each week and the children are encouraged to explore words starting with the letter sounds.

Numeracy – is the capacity to use mathematics in daily life. Numeracy skills are achieved through problem solving, shapes and patterns, numbers and counting, measurement, and sorting and classifying objects. We engage in mathematical ideas that are relevant to the children and are meaningful in their lives.



Independence – is having the capacity and confidence to look after oneself and associate with others appropriately. There is however, much more to school readiness than literacy and numeracy. There is no point making sure that the children know all of their numbers, shapes and alphabet if they can't toilet themselves, sit still for extended periods, and ask for help when needed. Therefore our school readiness programme starts from whatever age your child arrives to us and includes; self help skills, social and personal skills, communication skills, fine motor and gross motor skills.

Do we take the children on Excursions?

Rather than going out for excursions, we bring the activities to preschool. Our "incursions" range from entertainers, magic shows, travelling zoos and dance. We also have people visit us to talk about animals, safety, our community and other cultures.

There are some other more regular visitors to the preschool, who provide music or dance classes. Your child's participation in these classes is completely at your election. They are provided by third parties for an additional fee. The preschool itself doesn't take a share in those fees, and please be assured that the children who are not participating do have worthwhile and fun alternative activities available to them.



Custody, Child Protection and Confidentiality

Who can pick up my child and what happens if circumstances change?

Information with regards to family issues and personal lives will be treated confidentially. In the event of a divorce, separation or joint custody ruling, every effort must be made by us to treat both parents equally. Without legal documentation, we cannot act as though one parent is more fit than the other to look after the interests or legal rights of the child. We have an open door policy and all parents are welcome to visit and participate unless a copy of a court order is received.

On the Enrolment Form you may nominate other people as being authorised to collect your child. If we do not recognise a person who is collecting your child, we will require a valid driver's license as proof of identification so we can be satisfied that it is a person that you have nominated. Please let the people that you have authorised that this may occur as it is necessary to assure the protection of the parent, child and all other parties concerned.

If there is any change in who is authorised to pick up your child you should let us know immediately. If a divorce or other legal situation arises changing custody arrangements of the child you will need to provide copies of the court orders or other relevant legal document to us indicating who is no longer allowed custody. Unless those papers are provided we have no choice but to release the child into the custody of anyone authorised on your list.

Privacy and Photography?

These early years of our children's lives are indeed exciting to treasure and capture.

Photographs are heavily used by the preschool for things such as recording the activities and developmental milestones of the children and informing you about what your child or class have been doing through their portfolios and newsletters. We also use photographs to assist the children to identify their "pocket".

We use the Jasmine Preschool Facebook Site and weekly email for letting you know about what we have been getting up to during the week. For Facebook in particular we will make sure that a photo of your child will only appear if you have provided consent.

On other occasions we display photo's of those children that are susceptible to allergies. This is so staff can readily identify them under a Medical Management Plan.

While these things are an important element of how we operate, we respect the right of any family who may not want to have their children included in any photography within the centre. For those families this may mean that their child may be excluded from some activities. There is a space on the Enrolment Form to advise us if this is your wish.

We certainly discourage visitors to the preschool from photographing children other than their own, unless a parent of that child has expressly given their consent. Similarly, we do not condone families putting those photographs on the internet.

We have some marvellous occasions to capture the smiles of the children throughout the year; the highlight of course being the end of year concert. On such occasions it would be unreasonable to prevent photographs being taken, and you should expect that anyone in attendance will be included in the photographs taken by others.

How can I be sure that my family's information is kept confidential?

All children's records/information/assessments etc will be treated with professional respect. Information regarding children will never be left unattended where it can be



read by others. No information regarding children will leave the centre at any time. Children will never be spoken of within the hearing of other children, or in the hearing of other parents or adults in the centre, and we ask that families visiting the centre respect this too.

Concerns regarding a child will never be discussed in front of the child. Telephone numbers of children or parents will never be disclosed to any person without that person's permission. If a parent needs to contact another parent and does not already have their number, they can leave a message with the Centre to put into the child's parent pocket or if urgent, the Centre will contact the necessary parent and leave a message.

Records related to any child are only to be made available to:-

- o The Approved Provider
- o The Nominated Supervisor
- o Members of staff
- o Department of Community Services
- o A person otherwise authorised by law to inspect the records
- o A parent of the child
- o Any person authorised in writing to inspect the records by a parent of the child

It is important that you keep us informed if you change your address, contact numbers, emergency contact people, or other authorised people to collect your child. It is also your responsibility to give us any new information with regard to changes to medical conditions.

What about Child Protection?

All staff have signed declarations that they are not a prohibited person to work with children. Working With Children Checks are conducted on all staff employed by us under the Child Protection Guidelines. We keep information on child protection in our parent library and also have extensive policies and procedures in our Policy Manual for you to peruse at your leisure.



Health – sickness and accidents?

Our children's health is of paramount importance and in the event of an emergency, illness or accident where neither parent nor a person that they have nominated can be contacted, the teacher will contact the Doctor/Dentist nominated on the Enrolment Form or the nearest hospital so that they can be taken care of immediately. All costs are to be paid in full by the parents.

Knowing when your child is sick

You should keep your child at home or take them to a doctor if;

- o Your child has a fever (temperature over 37°C or feels feverish to the touch)
- o Your child displays abnormal behaviour or symptoms or signs that indicate a possible illness such as lethargy, drowsiness, severe or prolonged coughing, wheezing, difficulty breathing, unusual irritability, vomiting, rashes, blistering, headaches, stiff muscles, swelling, aversion to light, asthma, head lice, yellow or green discharge from the eyes, ears or nose, diarrhoea, swollen glands, hives, or uncontrollable crying.
- o Your child is unable to participate in normal activities without possible detriment to their care and safety
- o Your child requires extra supervision which may compromise the adequate supervision, care and safety of other children.

Please call the Centre by 9am if your child will not be attending. Please note that ALL absences from the Centre must be paid for except for public holidays and Christmas closure.

All children must be clear of diarrhoea and/or vomiting for 24 hours before returning to the Centre to ensure the health and safety of all children within our care.

What about medication?

If your child needs to take medication, PLEASE DO NOT PUT IT IN THEIR BAG, but give it straight to a member of staff. Each day that medication is to be administered to your child you must also fill out and sign a Medication Form for each medication. A separate entry must be made for each medicinal item. All medication must be left in its original container or bottle. The Child's name, dosage, times and expiry date must be clearly labelled on the original packaging of the medication

Please note, we will only administer prescribed medicine or medicine accompanied by a Doctor's Certificate. We cannot administer homeopathic, over the counter medicine or Panadol without a Doctor's Certificate.

Letting us know about other medical conditions

To assist us in caring for your child we ask to be kept informed about any underlying medical conditions such as asthma, allergies or epilepsy. Knowing about these in the first place and understanding your management plan will assist us greatly in managing the risks.

Each of our staff regularly receives first aid training, are kept informed of what risks exist for particular children and will respond if called upon to manage an issue should it arise.

If something does occur, naturally, we will contact you as soon as we can.



Immunisation

The Health Department requests that immunisation certificates accompany all enrolments. In line with policy set by the Health Department, if your child is not immunised they must be excluded from the Centre during any outbreak. Please note that homeopathic immunisation is not recognised by the Health Department.

The close proximity of many children increases the risk of cross infection, not only between children attending, but also staff and visitors. It is therefore our policy that sick children do not attend. If your child is sick during the day you will be asked to take them home as this is where the best care can be given and also protects the other children in our care.

It is not fair on the other children, staff or parents if you bring your child to preschool when they are sick. Please respect others and be aware that we will not accept a child for care if, in our opinion, they appear to us to be unwell when you arrive to drop them off.

All children must be clear of diarrhoea and/or vomiting for 24 hours before returning to preschool to ensure the health and safety of all children within our care.

All contagious illnesses require a doctor's clearance for your child to return to our care. We may over rule a clearance in some cases where we feel a child is still not fit to attend.

If your child is absent due to an infectious disease, it is important that you advise us immediately of the nature of the disease so that we may advise other parents if necessary. We will of course never release the name of the child who has the infectious disease. We may also have an obligation to advise Health Authorities where certain infectious diseases arise.

What if my child has an accident?

A written record is kept of any accidents requiring first aid on our premises e.g. grazed knees, scratches etc. Parents will be informed when such mishaps occur and a report of the accident will be recorded. All Teachers hold a current First Aid Certificate.



Our People

Approved Providers/Owners

Andrew and Bonnie Junor are the owners and Approved Providers (License Holders) of the preschool. With their backgrounds in education and business they bring complementary perspectives to the way in which we operate the preschool.

As the Approved Provider, their role is all encompassing; having ultimate responsibility for all aspects of the preschool's operation, including things such as fees. Please feel free to contact them to talk to about anything to do with the operation of the preschool at:

admin@kinderacademy.com.au or

Bonnie – 0425 247 315

Andrew – 0419 915 510

Director

Samara Driscoll

Samara is our Director and Nominated Supervisor. She has a Bachelor of Teaching, Birth to five years and has responsibility for all of the on-site activities that occur within the preschool; curriculum and programming for the children, enrolments, staff and rostering, and the myriad of other details that go into the day to day operation.

She has a passion for delivering a wonderful service to the children and families of our preschool community and is available to receive not only any "points for improvement" about the service but also insight into your child and working in partnership with you to building a confident and happy child.

Samara maintains a hands-on involvement with each of the classes by taking teaching responsibility for the Class when their normal teachers are away.

She can be contacted at the preschool at;

jasmine@kinderacademy.com.au or

Phone – 4579 6754

The Rest of the Team

Our whole team is available to share insights with you into the progress and wellbeing of your child. If you have any of those "points for improvement" or pats on the back then please feel free to share it with any member of the team.

Miss Kim (Bees Room Leader)

Our Bee Group keeps Kim on her toes, working with these children with a focus on making sure they are ready for launching into school. Kim is completing her Bachelor of Early Childhood Education through Macquarie University and brings an abundance of enthusiasm with her each day.

Miss Becky (Butterflies Room Leader)

Becky is the room leader of our Butterflies Room, holds a Diploma in Children's Services and studying her Bachelor of Early Childhood Education. Becky has been at Jasmine



since 2010 and the children love taking part in her music, movement and group time sessions. Becky is primarily responsible for the planning and programming.

Miss Rachael (Caterpillar Room Leader)

Rachael is the Room leader of our Caterpillar's room and holds a Diploma in Children's Services. She is responsible for the programming and day to day running of the room. Rachael has been with Jasmine preschool since 1996 and brings a warmth and patience to our Caterpillars that they so appreciate.

Miss Ally

Ally works primarily with the Caterpillar group, supporting Miss Rachael in the implementation of the daily program and routine. Ally has a Certificate III in children's services and has great artistic skills which she shares with the children. Ally is also our Workplace Safety Officer and Certificate IV in Workplace Health and Safety.

Miss Caity

Caitlyn works alongside Kim in the Caterpillars Room in the implementation of daily routines and programs. She holds a Certificate III in Children's Services and was herself a "Jasmine Girl" as a child.

Miss Aili

Aili is our trainee provides general assistance in the Butterfly Room, working alongside Miss Becky. By the end of her 12 month traineeship she will have gained her Certificate III in children's services.

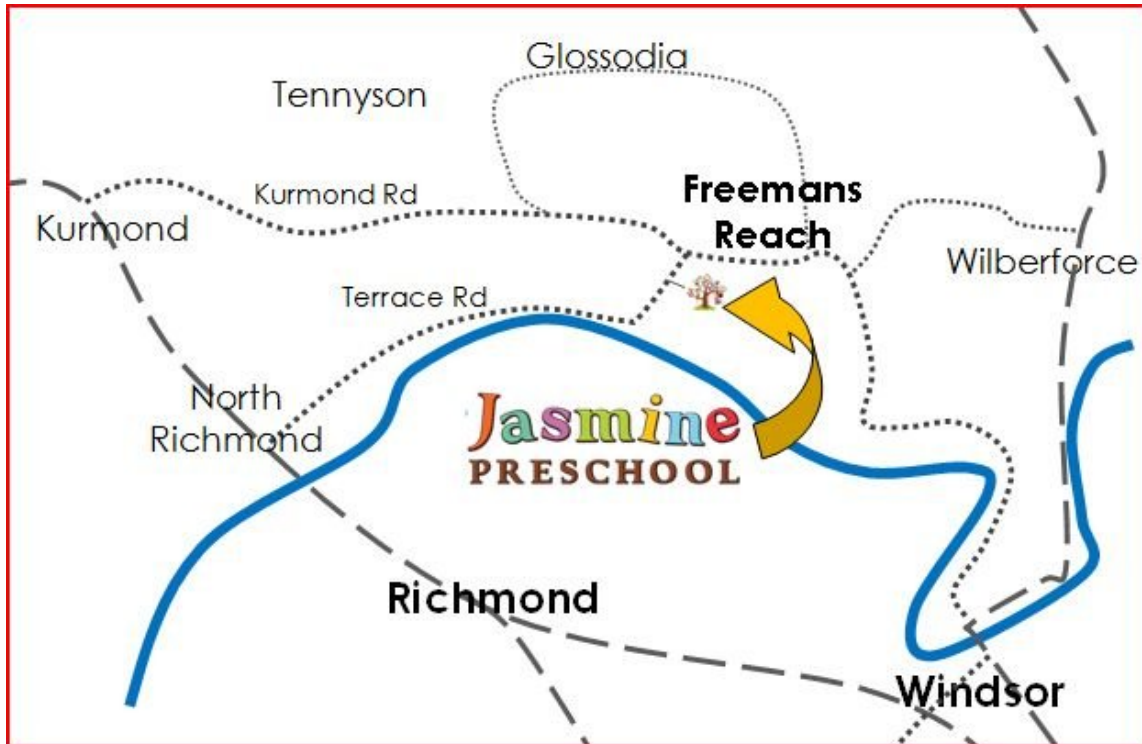
Janene - Our Cook

Janene plans and prepares the scrumptious meals provided to the children everyday. She has a background in child care and commenced making her wonderful contribution to preschool in 2013.



Contacts and Finding Us

You can find us at Linden Drive, Freemans Reach, just over the bridge from Windsor, Richmond. Turn off Terrace Road into Linden Drive and we are the first drive way on the left.



For general enquiries and attendance advices please speak to our Director, Samara, on;

4579 6754

or email jasmine@kinderacademy.com.au

www.jasminepreschool.com.au

Facebook: Jasmine Preschool

For billing or licensing queries please contact Andrew or Bonnie Junor, the Approved Providers, on;

0419 915 510 or 0425 247315, or email to

admin@kinderacademy.com.au



Our postal address is;
PO Box 303, Round Corner, NSW, 2158

