

Thank you for your interest in enrolling your child at our preschool. This information is designed to briefly outline some details which you may find helpful.

The Director is available to show you the Preschool by appointment only. Please call if you have any questions or wish to make an appointment.

The Preschool is licensed by the Department of Community Services for 40 children per day aged between 3-5 years. This group is divided into two classes (20 children in each). The hours of operation and attendance patterns are as follows:

2 day group (Monday & Tuesday)
3 day group (Wed, Thurs & Fri)
9.00am - 3.00pm

Waiting List/Enrolments

Children are enrolled according to our enrolment policy:

- **applications for positions on the waiting list will *only* be accepted from 2 years of age, with proof of age and the \$22.00 application fee included.** *Please note: returning an application form does NOT guarantee you a position at the preschool.*
- children currently enrolled at the preschool will be given preference for 3 day positions
- children who are eligible for school in the following year will then be offered available places in the 3 day groups, or a 2 day group

- other available places are for children who have turned 3 years old before 28th February in the year that entry is sought to the preschool
- preferences for places in the 3 year old group is given to children from families who have had siblings previously enrolled at the preschool
- we also accept children with special needs, however placement is dependent upon budgetary restraints, staffing levels and the ability of the preschool to cater for the additional needs

Our Philosophy Statement

We believe that **children:**

- are capable, resourceful, curious and eager to learn
- are individuals, developing at their own pace and stage
- do not develop and grow in isolation
- are part of and learn in a wider social context
- are responsible to others in their community

A child's community is:

- themselves
- their family (immediate and extended)
- their preschool
- their local neighbourhood

All members of the community are important in the development of the child.

We believe that parents and family are the most important people in children's lives and have the biggest impact on their learning.

Therefore, **our role** as early childhood educators involves:

- getting to know each child well
- offering opportunities for family involvement and partnership
- providing relevant and interesting opportunities for children to follow interests and extend their learning, encouraging them to move beyond their current stage of development
- providing an environment that allows children the time to express themselves, be creative, interact with materials, revisit experiences and learn about the world
- fostering independence as part of a preparation for life and school
- fostering a sense of responsibility in each child - knowing that they are an individual but also part of a wider group (learning to care and share)
- nurturing and reinforcing each child's understanding of Christian and moral values
- understanding how our local community impacts on each child's experience

Preschool Management

Our Preschool, which commenced operation on 3rd April 1950, is administered by a Management Committee consisting of both Church and Parent representatives. The members are elected annually with the parent representatives being appointed at the Annual General Meeting. The Management Committee (through our Coordinator) oversees the direction and financial management of the preschool. The Director is responsible for the day-to-day administration and the educational program.

Fees and Fee Assistance

The Preschool fees are set to cover the cost of the Centre which is a non-profit organisation. Accounts for fees will be sent out each term and parents are asked to return payment promptly by the due date - either in a full term payment or two half term instalments. The preferred method of payment is cheque or EFT.

While fees are not charged for school holidays, they are charged for the entire term (regardless of illness, other holidays, public holidays and pupil free days).

An acceptance fee is required to accept and secure a child's position at the preschool. This fee is taken off the fee total during the child's *last* term at preschool. **This acceptance fee is non-refundable unless eight (8) weeks notice is given to the Director, in writing and during term time.**

The preschool receives funding from the State Government and there is provision for some fee reduction based on economic need. Please discuss your eligibility with the Director.

Daily Requirements

Children bring a bag, a hat, a full change of clothes, a set of approved sleep sheets, and their own food. Morning tea and lunch is brought to preschool by the child - our nutrition policy requires only healthy, low waste food to be sent to preschool. We provide each child with a drink of water at morning tea only, and parents are asked to pack a drink bottle for lunch and throughout the day. Our nutrition guidelines include a strict policy of NO NUTS to assist the safety of anaphylactic and allergic children.

Staff

Each class has an Early Childhood trained teacher supported by an experienced child care worker. The preschool has a non-teaching Director on Wednesdays only and it is preferable to contact her on this day. An Early Childhood trained Support Teacher coordinates our additional needs program.

Director: Ainslie Quinn (B.Ed. (ECE))

It is your responsibility to inform the Director of any change of address of phone number before intended placement. If this is not correct before enrolment, we cannot ensure a position.



**112 Sailors Bay Rd
Northbridge NSW 2063**

Tel: 9958 6602

Fax: 9958 8448

Email:

**northside.preschool@
bigpond.com**

**INFORMATION FOR
PROSPECTIVE
FAMILIES**