



Welcome to Windsor Preschool



Parent Handbook

Welcome to Windsor Preschool and thank you for choosing to enrol with us. We are committed to supporting and nurturing your child during these important preschool years. We look forward to this journey and getting to know your child's needs and interests.

We follow the **Early Years Learning Framework (EYLF)**, giving children opportunities to explore, discover, communicate, imagine, and understand their environment and the world around them.

This Parent Handbook explains important information you will need to be aware of whilst your child is attending Windsor Preschool as it forms part of the terms and conditions of your child's enrolment. This handbook has been prepared to help you understand how Windsor Preschool operates and the responsibilities we have together in this partnership.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how Windsor Preschool operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

If you have any questions, please feel free to contact us via:

Phone: (02) 4577 4386 or

Email: info@windsorpreschool.nsw.edu.au.



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Mission statement

We believe that through the uniqueness of each child, they learn and develop best when exploring their world through stimulating, enriching and challenging play so as to reach their potential as a wholistic member of our community.

Philosophy

We at Windsor Preschool welcome every child to a safe, secure and inclusive environment, instilling respect for First Nations Peoples and embracing all cultures free from bias.

Windsor Preschool believes children learn and develop best when exploring their world through stimulating, engaging and challenging play, our environment provides opportunities for children to reach their potential in the areas of physical abilities, creative arts, problem solving, mathematical skills, language and literacy, caring for their environment and the importance of sustainability – and importantly we build positive and collaborative relationships with peers and Educators. We believe families are a valued part of our centre and bring hopes and ideals about their child's education and learning to the centre. We encourage families to have input into our program and are committed to the continuous formal and informal reflection on effective means for family engagement. We value the importance of Early Childhood education and the role it plays in laying the foundation for lifelong learning and love of learning.

Throughout your child's Preschool journey, staff are intentional in their teaching experiences as we believe in building rich relationships with the children and therefore the children are our priority. We believe young children learn effectively through hands on experiences and provide experiences to engage and challenge the children. Educators utilise structured programs, working in conjunction with local schools to prepare our children for their school journey.

Our children are given positive guidance within the bounds of age-appropriate acceptable behaviour. We model fairness and resilience, whilst building self-esteem and encouraging independence. Educators recognise the importance of relationships amongst all stakeholders and the influence of these relationships on the program.

Windsor Preschool has developed strong bonds within the community and values the Community and the contributions it makes to our service.

"We as the Management Committee believe Windsor Preschool is a vital part of our community and the community is a vital part of the Preschool."

Contact information

Service Provider: Windsor Preschool Association Incorporated

Service Director: Lyn Whitworth

Nominated Supervisor: Lyn Whitworth

Educational Leaders: Lyn Whitworth and Michelle Clifton

Phone: (02) 4577 4386

Email: info@windsorpreschool.nsw.edu.au

Website: www.windsorpreschool.nsw.edu.au

About Windsor Preschool

Service information

Windsor Preschool is a community based, not-for-profit organisation that provides early childhood services for the Hawkesbury area.

Our Service caters for children aged 3-5 years. We are open from 8:15am to 3:45pm Monday to Friday, during public school terms. We are closed on NSW public holidays and NSW public school holidays. Notice will be given in our newsletters when these days occur throughout the year.

Management

The management of the Preschool is the responsibility of the Director in conjunction with a Management Committee, consisting of elected volunteer parents and community members. The Management Committee is made up of a President, Vice-President, Treasurer, Secretary, and Ordinary Members. We invite parents to become Management Committee members. The Director attends to the day to day running of the Preschool with the cooperation of staff.

The Management Committee is actively involved in decision making for the Preschool, with everyone working together for the benefit of the children. Committee meetings are held in school terms and are currently on the 3rd Tuesday of each month at 6pm, days may change at the discretion of the Committee.

A \$2.20 (incl. GST) Association Membership fee will be charged upon enrolment or at the beginning of each enrolment year. As a member you are entitled to vote at the Annual General Meeting of the Association held in March each year.

Educators

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators hold First Aid qualifications, have a current Working with Children Check and attend monthly Educators' meetings.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are supported and encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

Regulatory Authorities

Windsor Preschool complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Windsor Preschool is regulated by the national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in NSW. To contact our Regulatory Authority, please refer to the contact details below:

NSW Early Childhood Education and Care Directorate

Department of Education and Communities www.det.nsw.edu.au

Ph: 1800 619 113, E: ececd@det.nsw.edu.au, Locked Bag 5107 PARRAMATTA NSW 2124

ACECQA – Australian Children's Education and Care Quality Authority

Telephone: 1300 422 327

Email: enquiries@acecqa.gov.au

Educational Program

We follow the Early Years Learning Framework (EYLF) as per our programming policy. This is Australia's first national Early Years Learning Framework for early childhood educators. The aim of this program is to extend and enrich children's learning from birth to 5 years and through the transition to school.

Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest-based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement to gather a comprehensive and holistic view of the child.

Children learn effectively through play and our Educators are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices provides the children with an authentic and meaningful learning environment that challenges, supports and nurtures their development.

If we as Educators have any areas of concern, we will inform you and advise where help may be pursued. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents/carers.

Early Years Learning Framework

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. From birth children are connected to family, community, culture, and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understanding of the world.

BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood, and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported.
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.
- Children develop knowledgeable and confident self-identities.
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect.
- Children become aware of fairness.
- Children become socially responsible and show respect for the environment.

Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing.
- Children take increasing responsibility for their own health and physical wellbeing.

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination, and reflexivity.
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching, and investigating.
- Children transfer and adapt what they have learned from one context to another.
- Children resource their own learning through connecting with people, place, technologies, and natural and processed materials.

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes.
- Children engage with a range of texts and gain meaning from these texts.
- Children express ideas and make meaning using a range of media.
- Children begin to understand how symbols and pattern systems work.
- Children use information and communication technologies to access information, investigate ideas and represent their thinking.

Goals for your child

Educators' practices and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and Educators work together in partnership to support their learning. Children's early learning is a great start to developing lifelong skills.

We will create goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework and will include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between families and Educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families.

Physical play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles
- Improve strength and balance
- Develop flexibility and co-ordination
- Develop fundamental movement skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development

Sustainability

Windsor Preschool is committed to sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure, and teaching.

In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible. All children will be supplied with one packet of environmentally friendly sandwich bags to encourage the minimisation of packaging and landfill. We would appreciate and prefer if you could continue the use of these throughout the year when packing your child's lunch. This will help Windsor Preschool to achieve their goal on reducing unnecessary landfill.

Quality Improvement Plan (QIP)

Our Quality Improvement Plan is constantly evolving and under review. It contains the things we plan to do to continually improve our service in the 7 quality areas. There is a copy for families available in the office.

Enrolment information

Prior to commencing at Windsor Preschool, you will be required to complete and submit an Application for Enrolment form and supply all supporting documentation. Acceptance of your enrolment may be delayed if copies of your child's birth certificate, up to date immunisation history, concession cards and proof of Aboriginality (if applicable) are not received. Upon acceptance of your enrolment, a non-refundable position acceptance fee, resource levy, association fee, enrolment pack charge and where applicable, a security bond, will be payable.



Please remember it is essential that you always keep your information up to date during your enrolment. Please notify the Nominated Supervisor (or Responsible Person) of any changes to your enrolment information including, but not limited to:

- Address
- Contact information
- Emergency contact information
- Health and development of your child
- Family changes



Please be aware that if the full extent of your child's care needs are not disclosed during the enrolment process or if parent/guardians are consistently uncooperative with our endeavours to provide additional assistance as deemed necessary, Windsor Preschool reserves the right to terminate your enrolment.

Court orders

Parents must notify the Service if there are any Court Orders affecting their child/ren. We are required to receive certified copies of any court orders relating to your child.

Allergies or asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. The Preschool has a procedure the staff follow to minimise allergic reactions.

The Preschool requires an Action Plan completed by your doctor to assist in managing your child's needs. The Action Plan is to be regularly reviewed as required by your child's doctor and reviewed plans provided to the Preschool. Children requiring an Action plan cannot attend the Service until it has been provided to the Preschool.

Immunisation

From 1 January 2018, children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in childcare. The Public Health Act 2010 prevents NSW childcare centres from enrolling children unless approved documentation is provided that indicates that the child:

- Is fully immunised for their age.
- Has a medical reason not to be vaccinated and an exemption has been granted by your GP.
- Is on a recognised catch up schedule.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR) and records provided to Windsor Preschool. **Blue book or a printed schedule from your GP will not be accepted.**

A copy of your child's Immunisation Schedule can be downloaded from your MyGov Account and should be included with your enrolment application. If your child's immunisations fall due while attending our centre, we will remind you one month prior to the due date. Should the updated schedule not be provided by the due date, your child will not be permitted to attend Preschool without an Immunisation Catch Up Schedule in place (This must be approved by the Immunisation Registry and listed on the History Statement).

Administration of medication

If your child requires the administration of medication while at the preschool, please ensure the following authorisation conditions are met to avoid refusal. These conditions are in accordance with the requirements set out in the Education and Care Services National Regulations 2011.

- Complete an Administration of Medication Authorisation
- Medication(s) must have been prescribed by a medical doctor.
- Medication must be in the original packaging with the pharmacy instruction sticker which will include your child's name, have a current date, the dosage, and the manner of administration.
- Upon arrival to the preschool, medication must be given to the Educators for safe storage. Under no circumstances should medication be left in your child's bag.

Non-prescription medication or dietary supplements that have not been prescribed by a medical practitioner must be discussed with the Director for approval.

All authorisations relating to your child will be kept in their enrolment record. Please note, the Director may exercise the right of refusal if written or verbal authorisations do not comply with the above conditions.

The Director will waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Fees and attendance

As a not-for-profit, Windsor Preschool is funded from two income areas: an operating grant provided by the State Government, and parent fees. It is imperative that all fees for child-care provided by our service are paid on time. In accordance with our Payment of Fees policy, it is a requirement that all accounts always remain two weeks in advance.

Fees are paid weekly via direct debit each Monday. Under our funding guidelines for Affordable Preschool, families attending two services are only able to claim Affordable Preschool fee relief from one nominated service of their choosing. If a family is found to be claiming funding from two services, Windsor Preschool reserves the right to invoice for the full cost of fees for their child's attendance. All families will be required to sign a Declaration agreeing to repay lost funds.

Fees are not paid during school holidays, for government public holidays or if the preschool is officially closed..

Fees must be paid if your child is absent. Reasons for absence may include an illness, compulsory exclusion due to an outbreak of contagious disease or some other personal reason. **Please notify the Preschool before 9:00am if your child will be absent.**

Service closing time and late fees

Windsor Preschool closes at 3:45pm each day. In accordance with National Regulations and licensing, we are not permitted to have children at the service after 3.45pm. For all children collected after 3.45pm a late fee will be charged of \$20 per child for the first 15 minutes and \$15 for every 5 minutes thereafter or part thereof which will be direct debited from your nominated account the following Monday.

This policy is strictly adhered to, as two staff members are required to remain at the Service until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of your child/children within an hour of the Service closing, we will have no choice but to contact the Department of Early Childhood Education and Care and the Police to take responsibility of your child.

Attending Preschool

Preparing your child for Preschool

To help prepare your child for their first day, please use our 'My First Day at Windsor Preschool' booklet provided in your enrolment pack to help your child become familiar with routines and staff. Please discuss this with their assigned Teacher/Educator so that they can develop strategies with you to support the transition from home to Preschool.

We encourage each child to attend the preschool for their assigned orientation. This is an important start for your child and family to connect with our Centre. It affords the opportunity for your child to meet their Educators and familiarise them with the layout of the room. It is a good time to ask questions and provide Educators with additional information about your child and how we can best support their transition and settling period.

Frequent and open communication between home and the Preschool will best support your child during their first few weeks. There may be tears and extra tight hugs when saying goodbye but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and are happy for you to call throughout the day to check on your child.

What to bring to preschool

BACKPACK

We encourage families to assist their child in developing independence by involving them in selecting their backpack for preschool. We work towards all children being able to recognise and open their own bag. When selecting a backpack please ensure it is large enough to hold all their belongings and is clearly labelled.

MORNING TEA AND LUNCH

Children are asked to bring their lunch and morning tea in the plastic lunch box supplied by the Preschool. As all lunches will be placed into the fridge in each room, please do not send it in a cooler bag as these are not effective in the fridges and take up too much room. Please include your child's name on the lid of their lunchbox. We always provide water and cups, but a drink bottle is a great step toward school readiness. Please include a drink bottle with water, with your child's name clearly labelled on it. They will be able to refill water bottles during the day at our water refill station.

LUNCH BOX ITEMS

We encourage a healthy lunch at the Service. We recommend you pack two sandwiches for your child as children tend to eat one at morning tea and one at lunchtime. Sprinkles & chocolate spreads are discouraged. Vegetable sticks such as carrot or celery or a salad are good additions to your child's lunch. Some snack ideas are fruit, cheese and yoghurt, Remember to keep it simple. Homemade items are always encouraged.



Please note: we are an allergy aware centre and we discourage fresh food or products which contain egg, nuts or sesame seeds such as hard-boiled eggs, egg sandwiches, quiche and rolls with sesame seeds on top.

Remember fresh is best!



Please do not send chips, lollies, chocolates, high processed foods, chocolate custards, desserts, pizzas, sausage rolls, pies, flavoured milk, roll ups or other high sugar bars, biscuits, or cakes. If these are brought to the preschool, they will remain in your child's lunch box for home time.

RECOMMENDED DAILY INTAKES

Recommended average number of standard serves per day in accordance with Nutrition Australia.

	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
Girls and boys 2-3 years	2.5	1	4	1	1.5	0-1
Girls 4-8 years	4.5	1.5	4	1.5	1.5	0-1
Boys 4-8 years	4.5	1.5	4	1.5	2	0-2.5

Reference: Nutrition Australia <http://www.nutritionaustralia.org/national/resource/australian-dietary-guidelines-recommended-daily-intakes>

Clothing

Please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet so you may wish to avoid dressing your child in these items. We require all t-shirts to have sleeves (no midriff tops or singlets). Also,.

SHOES

Shoes need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take on and off themselves. Please don't send your child to preschool wearing thongs, crocs, open toe shoes, ugg boots, slippers or gumboots. Velcro joggers or closed in sandals are more appropriate.

SPARE CLOTHES

Every now and then accidents occur, it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag...just in case! Please include socks, jumpers, pants, t-shirts and underwear.



Please remember to label all your child's belongings.

Toys

Windsor Preschool has an abundance of toys, and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

Arrival and departure

For safety and security reasons **ALL** children must be signed in on arrival and signed out on departure. The times must be noted.

No child will be allowed to leave with a person who is not named on the enrolment form and is not over 18 years of age unless prior arrangements are made by the parent/carer with the Director.

Saying goodbye

Our pickup and drop off will take place at the gate located on the playground side of the Preschool. You will be able to say goodbye to your child and sign them in at the gate, a staff member will assist your child to their room and help unpack their lunch box, drink bottle and hat for the day. When you arrive for afternoon pick up you will sign your child out and a staff member will let your child know you are here and assist them with packing their belongings ready to meet you at the gate. We encourage you to talk to your child before their first day of Preschool and let them know you will be saying goodbye at the gate.

Rest

We aim to make rest time a relaxed, pleasant time for all children. We provide an opportunity for the children to relax and listen to quiet music or read a book (rest time or quiet time usually lasts around 10-15 minutes) before engaging in afternoon activities. If your child falls asleep during this time, we will let them sleep.

Birthdays

It is very exciting for a child to be having a birthday. If you would like your child to celebrate with their class at the preschool, we recommend cupcakes be provided. Mini cupcakes can be purchased at a very cost-effective price. Please ensure cupcakes are kept in their original store-bought packing so staff can check the ingredients before distributing to ensure no allergens are present.

Family involvement

We welcome and encourage the input of all parents/families at Windsor Preschool. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities, and knowledge. Here are a few ideas:

YOUR HOME CULTURE

Your home culture is most welcome in our Service. We would greatly appreciate if you were able to share with our Service aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

Suggestions

We value family input and provide an evolving service and welcome parent/family input and suggestions. Please email or call the office at any time to discuss suggestions you would like to share.

Withdrawing your child from preschool

If you decide to withdraw your child's enrolment from Preschool we require two weeks notice, in writing, directed to the Director or Office Administrator.

When fees are applicable and you withdraw your child without notice, two weeks fees will be payable, together with any outstanding fees. If a bond has been paid, only after fee accounts are paid in full will your security bond be refunded to your nominated bank account.

Health & Safety

Sun Safety

Our centre takes care to protect the children and Educators from direct exposure to the sun. This is extremely important as children are very vulnerable to sunburns, which can increase their chances of acquiring skin cancer by almost 50%.

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of role modelling, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturer's recommendations. We ask that children come to Preschool with sunscreen already applied so they can participate in outdoor play immediately and not have to wait the 20 minutes after application.

SUN HAT

Windsor Preschool will provide a sun protective hat for your child. This must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions and ensure it is clearly marked with your child's name.

When should I not send my child to preschool?

Preschool is a busy and demanding day for the bodies and minds of children. We are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care until a parent / carer arrives.

To prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic
- All symptoms relating to COVID-19

Please do not bring your child to Preschool if they display any of the above symptoms. If your child becomes ill whilst at Preschool, the parents or person responsible will be contacted to organise collection of your child. If your child is unable to be collected, Educators will contact the emergency contact to organise collection.

Your child should not attend Preschool if they have had Panadol or Nurofen within 48 hours for a temperature.

Medication of any type should not be added to a child's drink bottle. Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with the Director as to whether you will need a medical certificate before your child returns. It is at the discretion of the Director if your child can return to Preschool regardless of what is stated on the medical certificate.



In the in interest of health and safety for all children, staff and families, your child must be 100% SYMPTOM FREE of any disease or illness to attend Windsor Preschool.

Infectious diseases

The National Health and Medical Research Council have supplied the following information regarding "Exclusion from the Service of a child suffering with the following diseases/ailments". Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around to avoid an epidemic. We always ensure that confidentiality is always maintained.

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Exclude until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
IMPETIGO	Exclude until all blisters have dried.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well and symptom free
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well and symptom free.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RERSPIRATORY SYNCYTIAL VIRUS (RSV)	Exclude until well and symptom free

RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.
SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.
GASTROENTERITIS	Exclude until vomiting or diarrhoea has been 48 hours since last episode
CORONAVIRUS (COVID-19)	Exclude until well and symptom free

Accidents

The Director will contact parents immediately if a child is involved in a serious accident at the Preschool. As such, it is a matter of extreme importance parents/carers ensure that the Service has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries, and illnesses. This will contain details of the accident /injury/illness, any first aid administered, and be signed by an Educator, the Nominated Supervisor/Director and by the parent.

Children's Safety

- ✗ Never leave children unattended in cars while collecting children from Preschool.
- ✗ Car parks are dangerous places for children, we ask that you do not park in the staff car park
- ✗ Never leave a door or gate open.
- ✗ Never leave your children unattended in a room.
- ✗ Children are not permitted in the kitchen or staff room areas.

Emergency Drills

Throughout the year the Preschool will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Educators will be trained in using the fire extinguishers that are in the Preschool. An emergency evacuation plan will be displayed in every room.

Policies and Procedures

You will find a copy of Windsor Preschool policies and procedures in the office for your perusal. All staff and families are expected to adhere to our policies and procedures to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions to policy and procedure for individuals unless approved by the Director such as in the case of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family input to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

Behaviour guidance

Educators follow a Behaviour Management Policy that extends across the whole Centre giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others including staff, property, and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy, please ask Educators or refer to the Policy manual.

Confidentiality

Windsor Preschool is committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

We do not disclose personal information about you or your child to other people or organisations without your consent unless we are required to do so by law. We will not ask for personal information about you or your child from other professionals or organisations without your consent. You are welcome to view the information in your child's file at any time or request a copy of information in the file.

Family interactions with staff

Windsor Preschool is committed to working in partnerships with families, however any interactions with families/family members deemed disrespectful will not be tolerated and may result in your child's position being immediately terminated. It is also a condition of your child's enrolment as well as Educators' employment contracts that no external contact between Educators and families is permitted. This includes but is not limited to; all social media platforms, exchanging of phone numbers or any babysitting.

Grievance

Our staff are here to ensure that your child is happy and healthy in our care. If there is a problem that arises that you feel you need to resolve with our staff, then please let us know. However, if you do have a grievance, the first point of contact should be the Educator in charge of your child's room. They will work with you to resolve the problem.

If you feel that further resolution is required, then please speak to the Director of the centre who will work with you and the Educator to resolve the problem.

All grievances will be taken seriously, and will be given our best efforts to resolve them.

Mandatory reporting

Windsor Preschool is committed to the NSW Government goal of 'Childstory' where all children are healthy, happy and safe, and grow up belonging in families and communities where they have opportunities to reach their full potential. All children have the right to be safe and receive loving care and support.

Staff at Windsor Preschool are all Mandatory Reporters and have a duty of care and responsibility to ensure all children have a safe environment.

Parent Handbook Acknowledgement

By signing below, you acknowledge the following:

- *I/we have read this handbook carefully.*
- *I/we understand the commitment that we are undertaking and our responsibilities to the Service.*
- *I/we have completed the Application for Enrolment Form and have submitted it to the Service.*
- *I/we have read the Policies provided as part of our Orientation Pack.*
- *By signing below, I/we agree to comply with the requirements set out in this handbook.*

Child/ren's Name:

Parent/Carer 1 Name *Parent/Carer 2 Name*

Parent/Carer 1 signature *Parent/Carer 2 Signature*

Dare:..... *Date*

Please return this page to our office.
Thank you.