APOLLO BAY

3-4 yr old   
Activity Group

HANDBOOK 2020



Dear Parents,

Welcome to the Apollo Bay Preschool’s Activity Group.

We hope that you and your child have an enjoyable and positive experience in our Preschool. The program offers a diverse range of activities planned to promote learning in a caring environment and to encourage children in making new friends.

Starting Preschool is a major step in their young lives so please be patient and don’t expect too much too soon. You may notice they become tired, this is normal. Please ensure they get plenty of rest and sleep.

Apollo Bay Preschool offers both funded Preschool (4 to 6 year olds) and Thursday Activity Group (3 to 5 year olds) sessions, and we encourage all parents to be involved and participate as much as possible.

We look forward to your association in the near future.

The Staff and Committee,   
Apollo Bay Preschool Activity Group

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STAFF   
Activity Group Leader: Annika Toussaint

Administration Officer: Lyndi Whalen

COMMITTEE

President: Jessica Van Santen

Vice President: Charlotte Leorke

Treasurer: Akiko Bould

Secretary: Anna Oesten-Creasey

Activity Group Rep: Trephina Caird

Ordinary Members: Kirsten Body, Tim Nolan

**STAFFING OF ROSTERED ACTIVITY GROUP**

Our Activity Group Leader, Annika staffs the Activity Group with the assistance of parents. Annika is readily available to help with any problems or concerns. Please feel free to discuss any problems regarding your child with her. Any information about your child’s behaviour and/or interests at home is very useful to help Annika assist your child with his/her specific needs.

Our preschool is managed by a Voluntary Committee of Management made up entirely of parents of children attending our preschool. This Committee work closely with our Educators and Staff to ensure that our preschool runs efficiently and that our legal responsibilities are adhered to. Every year we welcome new members to our for more detailed information regarding the roles and responsibilities please contact one of our current committee members or our staff. Taking on a committee position is a great way to be involved!

# Our Administration Manager assists our Voluntary Committee in management tasks, and is employed for 15 hours per week. Lyndi Whalen will be able to assist you with any queries in regards to your term fees and billing arrangements. She will be in the office on a Monday and Thursday from 9am. ALL families are expected to contribute to the workload of running the Preschool each year. There are regular fundraising events throughout the year, which everyone will be rostered onto, as well as a number of working bees. We look forward to working with you to make 2020 a great year for the kids.

# TERM DATES 2020

**Activity Group**

|  |  |  |
| --- | --- | --- |
| **2020** |  |  |
| **Term** 1 | 6 February **2020** | 27 March **2020** |
| **Term** 2 | 14 April **2020** | 26 June **2020** |
| **Term** 3 | 13 July **2020** | 18 September **2020** |
| **Term** 4 | 5 October **2020** | 10 December **2020** |

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**Activity Group SESSION Times**

**Thursday:** **9.00 am to 12.00 pm**

# *C:\Users\Admin\AppData\Local\Microsoft\Windows\INetCache\IE\ZCRLQW7E\desk_calendar_2[1].gif*

THURSDAY  
6th

February  
2020  
Orientation session   
10-11.30am

# APOLLO BAY PRESCHOOL PHILOSOPHY

***Children:***

*Each child is recognised as an individual. Learning is an individual process that occurs in a number of sequential stages. Therefore, the uniqueness and potential of each child will be recognised, developed and nurtured.*

*Children will be encouraged to be independent and assume as much responsibility in his/ her surroundings as their skills will allow.*

*Children develop through exploration, experimentation and experience within their environment; therefore, they will be given the opportunity to do this in their own way and in their own time.*

*The worth of the cultural and linguistic diversity that children bring to the centre will be acknowledged and the centre will work to ensure that no child is discriminated against on the basis of gender, age, race, religion, language, ability and culture.*

***Family:***

*The family is viewed as the child’s primary educator and socialiser; therefore, family and teachers working together in a collaborative way will enhance a child’s overall development.*

*There are profound differences in parenting styles, values and expectations; therefore, there will be an aim to be responsive to those differences.*

*Acknowledging the uniqueness of each family and the significance and beliefs will be a priority within the program.*

***Program***

*Each child has individual differences that need to be accepted and reflected in the program.*

*Programs will be provided that are responsive to community needs.*

*Every child has the right to voice their opinion and to assert themselves in a positive manner; therefore, the program will encourage empowerment and confidence.*

*The program will endeavour to provide flexibility in relation to the child, family and the wider community.*

# PRESCHOOL GOALS

***We aim to maintain a secure, safe and happy learning environment, where every child is valued and children learn to value one another. We use positive reinforcement to get the best performance from your child and support them to be persistent and resilient. Most important we want your child to be happy and to enjoy their experience of Apollo Bay Preschool***

1. *To promote social skills, by providing many opportunities for children to work and play together, with staff encouraging appropriate interactions and behaviours, modelling empathy and respect for every valued individual.*
2. *To encourage independence by promoting autonomy and to develop children’s resilience and emotional growth in a safe and welcoming environment.*
3. *To promote a love of learning by harnessing children’s natural curiosity and providing meaningful, interesting, educational experiences.*
4. *To encourage respect for the environment and a love of Nature.*
5. *To introduce children to other cultures than their own and to encourage respect for diversity in our local and global community.*

# ELIGIBILITY FOR ROSTERED ACTIVITY GROUP

All children who turn **3 years of age before the 30th of April** of the year they enrol are eligible for 3-year-old Rostered Activity Group at Apollo Bay Preschool. However, **a child cannot commence the program until they are aged 3**. As such, we offer **two intakes of children**: at the beginning of **Term 1**, and again in **Term 2**. So, if your child’s birthday falls after the first day of term 1, they will be invited to commence the program in Term 2. If you move to town during the course of the year and have a child of eligible age, a place may become available for your child depending on our adult to child ratios.

# FEES

Fees are determined by the Management Committee and are reviewed annually. All fees must be paid promptly by the due date on the invoices. Copies of the Fee Schedule and Fee Policy Summary are supplied with all enrolment forms. Please read these carefully to be aware of your responsibilities in paying your fees. The Fee Payment Agreement must also be completed, signed and returned to the Preschool with your enrolment. If you require another copy of any of these please contact the Admin. Manager Lyndi Whalen

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# ENROLMENTS

An enrolment form must be completed before a child can be left at the Activity Group. Enrolment forms are available at the Preschool. All Children are eligible for one year of funded preschool. Parents are required to supply a copy of their child’s Birth Certificate and Immunisation History/Certificate with their enrolment forms. A Concession Card, if you have one, must be sighted by a staff or Committee Member as per above instructions. The Enrolment Policy is available to all parents on our website. Please contact a staff or Committee Member for perusal if you require a hard copy.

# CHILDREN WITH ADDITIONAL NEEDS

The Committee appreciates the importance of children with additional needs having the opportunity to attend regular sessions at preschool.

Special requirements for your child may include the need for an Education Support Assistant to help integrate your child as much as possible. Your child’s needs would be discussed and arranged by the Educational Leader in consultation with the parents and other supporting services.

## Asthma and Anaphylaxis Management

If your child suffers from asthma or anaphylaxis, it is a requirement that a Medical management plan from your GP be submitted with your child’s enrolment form and discussed with the teacher before commencing Preschool.

**CONFIDENTIALITY**

All information on enrolment forms will be treated as confidential. Enrolment forms are stored in a locked filing cabinet and will be shredded once the child has finished preschool. Access to enrolment forms is listed in Appendix 2 of the Privacy Policy.

**ACTIVITY GROUP PROGRAM**

The program is designed to maximise your child’s development intellectually, emotionally and socially following the National Early Years Framework and the Victorian Early Years Learning and Development Framework. The Frameworks are used for program planning in combination with the interests and individual needs of the children.

Full online copies are available at

[Vic Early Years Learning & Development Framework](http://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf)

Each child has individual differences that need to be accepted and reflected within the program.

Programs will be provided that are responsive to community needs.

Every child has the right to voice their opinion; therefore the program will encourage empowerment.

The program will endeavour to provide flexibility in relation to the needs of children, family and the wider community.

**PARENT PARTICIPATION**

We aim to promote open, friendly and cooperative relationships between teacher, parents and Committee. The importance of parents to the Preschool cannot be underestimated. Therefore, should parents wish to be involved with the Preschool and share in the many activities or contribute ideas, time or their expertise to the program, it would be greatly appreciated and of benefit to the children.

**Fundraising** is a vital way of raising much-needed funds to maximise the potential of the Preschool as an environment in which our children can learn and achieve.

**PARENT PARTICIPATION cont..**

Our goal each year is $12,000, in order to reach this target we rely on parent participation in a variety of fundraising events throughout the year with our major events being;

\* **Apollo Bay Carnival Lucky Ticket Stall** – 26thDec 2019-Jan 2020

\* **Annual Easter Egg Hunt + Raffle** –Easter Saturday 11th April 2020

\* **GOR Running Festival** – 16th – 17th May 2020

Hopefully you can pitch in throughout the year - More hands make light work!

**Maintenance** of the Preschool grounds is also done with the help of parents, through the mowing of the lawns and regular working bees. We are sure that parents who are able to participate in preschool activities will agree that this is a rewarding experience.

If you have any ideas about specific topics you would like us to cover, please do not hesitate to discuss these with the staff. Parents are also invited to participate in the decision-making and operations of the Preschool through the Committee, which meets monthly.

## PARENT ROSTER

## Parents are placed on a roster each term to provide support to the program. See detailed description of duties on the notice board in the kitchen and on the storeroom door. Our preference is for siblings not to attend if parents are on duty. Please organise with teaching staff if siblings need to attend.

## All families are required to participate in the duty roster which will be organised each term. Two parents assist the Activity Group Leaders with the children’s activities for the duration of the session, preparing fruit for morning tea and cleaning up at the end of the session.

## Note: Hot beverages must not be taken out of the kitchen area unless in a lidded cup.

***If parents are unable to do their rostered duty; it is their responsibility to organise a swap or replacement. Please make changes on the "MASTER" Roster Sheet in the display board at Preschool and let the staff know.***

**GENERAL INFORMATION**

## *Dropping off and Collecting Children (9.00am-12.00pm)*

On arrival, parents must escort their child into the preschool and sign the Attendance Book. Please inform staff if you will be out of town and leave a contact number for the morning in the comments section of the sign-in sheet.

\*Please remember to drop off and collect your child on time as this ensures our program runs smoothly.

***Sign-in Sheet***

All parents are required to sign their child into preschool on arrival, and sign their child out again at collection time at pick up. Children can only be collected by people who are listed on their Enrolment Form. If someone different is to collect your child, you must fill out an Authority to Collect Form. Children will only be handed over to the person/s listed on an Authority to Collect Form. If this is not done, your child will remain with us until we have contacted you for authorisation.   
**Please Note:** You can give verbal authorisation via phone to a staff member, who will then fill out an appropriate Authority to Collect Form.

***Parents on Duty***

* Arrive on time
* Must sign themselves in and out for the day, on the Sign in Sheet.
* Avoid mobile phone use (taking photos of your own child is ok)

***Children’s Duties***

On arrival it is your child’s job to put their bag on their hook, take their fruit out and put it in the bowl provided. They made need some help initially but they will soon want to do it themselves!

***Notices***

Please check your emails the noticeboard at the entrance, for current events and messages from the teachers. It is your responsibility to make sure we have a current working email address for you. Update us please if your home or email address change.

**Please label coats, bags and other items**

***Clothing, Sun Hats, water bottles & Sunscreen***

Children should wear suitable play clothes for climbing, running, painting and sandpit activities. Please don’t send them in their best clothes! Thongs and “Croc” sandals are unsuitable footwear for preschool, as they tend to slip off or get caught on climbing equipment.

**PLEASE** provide your child with shoes which are easy for them to manage. Shoes are taken off when we go inside, and put on again for outside play.   
**Cooler Months***:* Gumboots and Rain wear – Please provide suitable waterproof footwear for your child. The Preschool stocks some rain pants for use in wet weather.  
**Warmer Months: Hats** - Preschool children will be provided with a hat.

**Sun Smart Protection**: In the warmer months please dress your child in a short-sleeved top (no singlets) and appropriate footwear (no thongs). Please apply sunscreen to your child and mark it off on the list displayed. We will apply sunscreen to your child later in the day.  
**PLEASE NOTE:** Please notify staff if your child has sunscreen sensitivity.

***Preschool Uniforms***

Uniforms are not compulsory but if you’d like a uniform they can be ordered by speaking to Lyndi our Admin Manager. Preschool labels are also available, which can be sewed onto a top provided by you (they are $6 each).

***Policy for Sick Children***

If a child arrives unwell, the parent/carer will be asked to take him/her home until they are well again. If a child shows signs of illness during a session, the child will be made comfortable and the parent or carer telephoned.

***Morning Tea***

Fresh fruit will be provided at the preschool for morning tea. The parent on duty will cut up fruit, and the children serve themselves using the tongs provided (Health and Safety Regulation).

We also have drink fountains inside and outside the preschool and we provide jugs of water and milk at morning tea. Some children like to bring their own drink bottle to access, this should be clearly labelled and contain only water. There is literature on nutrition and many other topics in the Parents' Library; we encourage Healthy Eating choices for your children.

**IMPORTANT: NO NUTS PLEASE:**Nuts are a high-risk allergen; we do not allow nuts at preschool.

**PRESCHOOL PARENTS’ LIBRARY**

Books may be borrowed on various subjects including: education, child psychology and behaviour from the Parents’ Library.

**POLICIES**

The Preschool is continuously in the process of updating all policies according to the Early Learning Association of Australia's Model Policies. This involves reviewing all existing policies and adopting new ones. All policies are available to view in a folder on the Kitchen bench. Copies of selected policies can be made available upon request.  
  
***Complaints* ....**If you have a complaint please speak to staff initially and if the matter is not able to be addressed to your satisfaction please refer the complaints in writing to the Committee who will respond using the proper procedure, according to the procedure outlined in the Complaints Policy.  
***No Smoking***....Smoking is not permitted in or on the Preschool premises at any time.  
***Mobile Phones*....**Please be aware that this is a child centred environment. Parents on duty should turn their phones off or at least turn to silent for urgent communications only. Your cooperation would be appreciated.  
***Pets*....**We are animal lovers but we do need to ensure the safety of the children. Please do not bring pets into the preschool unless it has been specially arranged with staff. PLEASE NOTE: We may have children with allergies or fears to consider.  
***Birthdays....***We love to celebrate birthdays! This can be as simple as singing Happy Birthday and the Preschool does have an alternative decorative piece parents are welcome to use as a cake substitute. This is not an attempt to ban cakes, simply an attempt to encourage healthy eating. If you do wish to bring a cake please check with staff about any food allergies children may have within the group. We have found healthy cup cakes are much easier to distribute than a whole birthday cake. ***Toys/Special Things*....**Occasionally, children may want to bring in toys to share. We ask that all toys stay at home, this ensures no toys are lost or broken.

***Siblings....***Please remember that any visiting brothers and sisters should be supervised by parents at all times; they are not the responsibility of Preschool Staff. When possible, parent duties should be done without an accompanying younger sibling, if babysitting is unavailable make sure your child does not disrupt the program and it does not throw out our ratios of 1 parent per 4 children please.

***No jab no play*....**Evidence of up to date immunisation must be provided within the two months prior to your child commencing the Preschool program at our service. An Immunisation History Statement from the Australian Childhood Immunisation Register can be used as evidence of up to date vaccination. An Immunisation Status Certificate from a medical doctor or a local council immunisation service may also be used.   
History Statements are available on request at any time by contacting Medicare: By ph on 1800 653 809 or Online at [www.humanservices.gov.au/customer/services/medicare/medicare-online-accounts](http://www.humanservices.gov.au/customer/services/medicare/medicare-online-accounts)  
In person at your local Medicare service centre.